

# INFORMATION PACKET

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Friday, January 10, 2020



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We are CASPER

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

## The Grid

A working draft of Council Meeting Agendas

**January 14, 2020**
**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Long Range Transportation Plan Final Presentation	Direction Requested	30 min	4:35
Historic Preservation Strategic Plan - Follow-up	Direction Requested	20 min	5:05
Ice Plant	Direction Requested	20 min	5:25
Comp & Class Plan Preliminary Meeting	Direction Requested	30 min	5:45
Dog Parks	Direction Requested	20 min	6:15
Agenda Setting Process & Agenda Review		20 min	6:35
Legislative Review		10 min	6:55
Council Around the Table		10 min	7:05
Approximate Ending Time:			7:15

**January 21, 2020 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent      N = Item is not on Consent					
Establish February 4, 2020, as the Public Hearing Date for a New Microbrewery Liquor License No. 6 for Mountain Hops Brewhouse, LLC d/b/a Mountain Hops Brewhouse, Located at 612 North Beverly Street.	C				
Public Hearing: Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the Ihli Addition to the City of Casper complies with W.S. §15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the Ihli Addition		N			
Amendment to Section 10.24.020 of the Casper Municipal Code Pertaining to the Metro Road Speed Zone. 2nd reading			N		
Consideration of an Appeal of the Planning and Zoning Commission's Decision to Deny a Zone Change of a 2.8-acre portion of Tract 4, North Platte River Park Addition, Generally Located at the Corner of Events Drive and North Poplar Street, North of Wilkins Way, From PH (Park Historic) to C-4 (Highway Business).			N		
Granting a Telecommunications Franchise to InTTec, Inc., a Wholly-owned Subsidiary of Visionary Communications, Inc. 2nd Reading			N		
Authorizing the Contract for Purchase and Installation of Equipment in Police Vehicles, from Communication Technologies, Inc., in the Amount of \$28,045.75.				C	
Historic Preservation Strategic Plan				C	
Authorizing the Creation of Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements.				C	
Authorizing an Agreement with Casper Electric, Inc., in the Amount of \$197,950, for the 2020 Lighting Replacements Project.				C	
Entering into Two Real Estate Donation Agreements and Accepting Two Donative Quitclaim Deeds from the Platte River Trails Trust.				C	

Authorizing a Procurement Agreement with Western Plains Landscaping LLC, dba 3 Cord Construction, in the Amount of \$71,994, for the Solid Waste Portable Litter Fencing Project.				C	
Authorizing an Agreement with Sheet Metal Specialties, Inc., in the Amount of \$83,765, for the Metro Animal Control Cooling Project.				C	
Terminating the Lease Agreement with Cowboy Smokehouse, LLC, dba 19th Hole, for the Second Floor of the Clubhouse at the Casper Municipal Golf Course.				C	
Authorizing Consent to Assignment of License Agreement Between the City of Casper and AT&T Mobility Corporation to Octagon Towers, LLC.				C	
Acknowledging the Receipt of Financial Disclosure Information from City Officials with Public Fund Investment Responsibility.					C
Authorize the Purchase of Network Equipment, in the Amount of \$97,170, through the State of Wyoming contract with the vendor ConvergeOne.					C
Rejecting all bids for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation Project.					C

**January 28, 2020 Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Liquor License Information - Casper Police Department	Information Only	30 min	4:35
Municipal Court Update	Information Only	30 min	5:05
Downtown Parking	Direction Requested	30 min	5:35
MEI Scoring Matrix Discussion (LGBTQ)	Information Only	30 min	6:05
Council Goals Status Update	Direction Requested	20 min	6:35
Agenda Review		20 min	6:55
Legislative Review		10 min	7:15
Council Around the Table		10 min	7:25
Approximate Ending Time:			7:35

**February 4, 2020 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is not on Consent</b>					
Public Hearing: New Microbrewery Liquor License No. 6 for Mountain Hops Brewhouse, LLC d/b/a Mountain Hops Brewhouse, Located at 612 North Beverly Street.		N			
Amendment to Section 10.24.020 of the Casper Municipal Code Pertaining to the Metro Road Speed Zone. 2nd reading			N		
Consideration of an Appeal of the Planning and Zoning Commission's Decision to Deny a Zone Change of a 2.8-acre portion of Tract 4, North Platte River Park Addition, Generally Located at the Corner of Events Drive and North Poplar Street, North of Wilkins Way, From PH (Park Historic) to C-4 (Highway Business). 2nd Reading (if needed)			N		
Granting a Telecommunications Franchise to InTTec, Inc., a Wholly-owned Subsidiary of Visionary Communications, Inc. 2nd Reading			N		

**February 11, 2020**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
			4:35
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
			Approximate Ending Time:

**February 18, 2020**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
C = Item is on Consent      N = Item is not on Consent					
Bright Spot - Mr. Robert Hildebrand - 100 year celebration (Mayor of Casper in 1967)					
Public Hearing: Liquor License Renewals for Licensing Period April 1, 2020 through March 31, 2021.		N			

**February 25, 2020**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
			4:35
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
			Approximate Ending Time:

### Future Agenda Items

Item	Date	Estimated Time	Notes
Property Code Revisions		40 min	After January 2020
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Waiting on response from Booth family
Private Operation of Hogadon			
Event Center Update			After May 1
Yellowstone Garage Liquor License Requests			After receiving feedback from liquor dealers

### Staff Items

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Neighborhood/Infrastructure Redevelopment (Goal 1)			
Pre-Annexation Agreement			
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Capital Budget Review	March 10, 2020		
Community Promotion Funding (Part 1)	March 10, 2020		
Community Promotion Funding (Part 2)	March 24, 2020		
Comp & Class Study Review	April 14, 2020		
Tentative Budget Review	May 12, 2020		
Health Department Update	February 11, 2020		
Way Finding	February 11, 2020		
Payment Condition Survey Results	February 11, 2020		
NCSD Petition to Vacate 8th St between David & Center St			

<b>Special Work Sessions</b>	
Budget Work Sessions	May 18 & 20

### Future Council Meeting Items

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### Retreat Items

Economic Development and City Building Strategy
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## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

2435 King Blvd, Suite 249  
Casper, WY 82604  
(307) 472-5591

[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD MEETING MINUTES

5:00 pm Wednesday, December 11, 2019  
1601 King Blvd, Three Crowns Golf Course, Casper, WY 82604

Present: Reed Merschat, Ben Schrader, Bob Chynoweth, Doug Follick, Bob Hopkins, Brook Kaufman, Jim Belcher, Jerad Stack, and Terry Lane

Others Present: Roxy Skogen (Skogen, Cometto and Associates), Matt Reams, and Renee Hahn (ARAJPB).

With a quorum in attendance, the meeting was called to order at 5:00 p.m. by Chairman Merschat. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

#### 1. Approval of Audit Report

Ms. Skogen presented and explained the 2019 Audit. The substantial points of discussion were as follows:

- The monthly financial report prepared by Lenhart-Mason and Associates is valuable both for preparation of the audit and providing accurate financial information to the Board.
- She informed the Board there were no adjusting entries this year and no additional recommendations.
- Restricted Funds has been reviewed and approved. Economic Development Restricted Funds total \$1,283,095 and Building and Facilities Restricted Funds total \$3,146,545. Unrestricted Net Assets totals \$10,241,279.

A motion was made by Mr. Stack and seconded by Mr. Follick to approve and accept the Audit Report.

There being no further discussions, the Board members in attendance proceeded to vote. The motion passed with all members present voting aye. (Copy of Audit on file).

## **2. Minutes from the November 12, 2019 Regular Meeting**

No corrections were made to the November 12<sup>th</sup> Meeting Minutes. The motion was made by Mr. Follick and seconded by Mr. Chynoweth to approve the November 12<sup>th</sup> Minutes.

There being no further discussion, the Board proceeded to vote. The motion was carried with all in attendance voting aye.

(Copy of Minutes on file).

## **3. Treasurer's Report**

Details on investment accounts were given by Mr. Chynoweth. He reviewed the vouchers listed on the Treasurer's Report as of December 11, 2019. A motion was made by Mr. Chynoweth and seconded by Mr. Follick to approve the Report and authorize payment of all vouchers listed on the Treasurer's Report. There being no further discussion, the Board proceeded to vote on the Treasurer's Report. The motion carried with all members in attendance voting aye.

## **4. Committee Reports**

- Architectural Review – No Report.
- Platte River Commons – No Report.
- Refined Properties – No Report.

Three Crowns – Mr. Reams described the Three Crowns Committee recommendation for ARAJPB to purchase the 2020 Club Car Fleet with a GPS System at \$507,014. The motion was made by Mr. Follick and seconded by Mr. Chynoweth to approve the purchase with a Lease accruing 3.1% rate. Currently ARAJPB average yield is 1.56%. In addition, at the end of the Lease there will be a residual of \$125,000 from which ARAJPB will be made whole and the remainder of \$17,000 will be given to Three Crowns for a purchase towards another fleet in six years.

There being no further discussion, the Board proceeded to vote. The motion was carried with all in attendance voting aye.

- Executive Committee – No Report.

## **5. Future Meetings/Agenda**

December 19<sup>th</sup> -Three Crowns Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

January 8<sup>th</sup> – Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

January 16<sup>th</sup> -Three Crowns Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

February 12<sup>th</sup> – Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

### **Office Closures**

January 20<sup>th</sup> - Martin Luther King Holiday

## **6. Public Comment**

None.

## **7. Good of the Order**

Mr. Merschat presented Mr. Stack with a gift and thanked him for his seven years of service as a board member. Mr. Stack expressed his gratitude and said it was an honor to serve on the Board.


Mr. Schrader presented Mr. Merschat with a gift and thanked him for his service as Chairman. Mr. Merschat graciously accepted the gift and stated he was pleased to do the job. Mr. Merschat then presented Ms. Hahn a gift for her service throughout the year. Ms. Hahn thanked the entire Board and was extremely pleased to receive the gift from all the Board Members.

**8. Adjournment**

There being no further action by the Board, a motion was made by Mr. Stack and seconded by Ms. Kaufman to adjourn the meeting at 5:31 p.m. The motion carried with all members in attendance voting aye.

1/8/20  
Date

1-8-2020  
Date

  
Board Officer

  
President





## FY 2020 General Agency Funding Biannual Report

*Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.*

Organization: <u>The Arc of Natrona County</u>	Program: <u>Adult Day Services and Inclusion</u>	
Contact Person: <u>Bethany Young</u>	Phone Number: <u>307-577-4913</u>	Date: <u>1/3/20</u>
Email address: <u>bethany@arcofnatronacounty.org</u>		
Please Select One:	1 <sup>st</sup> Reporting Period <u>X</u> July 1 – December 31 Due on January 10	2 <sup>nd</sup> Reporting Period _____ January 1 – June 30 Due on July 10

### 1. Mission

The Arc of Natrona County is committed to securing for all people with cognitive, intellectual, and intellectual/developmental disabilities, the opportunity to choose and realize their goals of where and how they learn, live, work, and play. The Arc of Natrona County is further committed to reducing the incidence and limiting the consequence of intellectual/developmental disability, through education, research, advocacy and the support of families, friends and community.

### 2. Financial Information

Financial reports are attached. The Profit and Loss shows our total income from all services. Because we provide multiple services for each individual served we are unable to class it to Adult Day and Inclusion separately, so all income from services are entered as Respite. The attached Profit and Loss by Class shows the correct expenses for each of those programs.

### 3. Program Significance

a. The Arc of Natrona County serves:

- 42 individuals with documented disabilities, including: 25 children and 17 adults, ranging from 5- 43 years of age.
- 10 females and 32 males.
- Individuals with a wide range of needs, including but not limited to: Autism Spectrum Disorders, Mental Retardation, seizure disorders, unique medical needs, and behavioral needs.

b. Funding from 1% #16 impacted our population because it allowed our individuals access to the same activities as neurotypical individuals. Due to the disabilities our individuals have they don't all have access to extra income, therefore they are not always able to participate in what our community has to offer. Thanks to this funding they have been able to truly be a part of our Casper community and have been able to work on many skills that help them appropriately function in the community. This funding has also continued to make our program possible by being able to help us move our coordinator to a salaried administrative position. Moving our Adult Day Coordinator up has pushed her to expand her knowledge to help grow our program by offering new ideas and activities to support our individual's growth.

c. There have not been any significant trends to note the last few months, just really trying to grow and expand our program, in numbers of individuals served, which takes time.

## 4. Results

- a. From July 1, 2019- December 31, 2019 we were able to send our individuals on 232 community activities, 129 of those in which were funded with this grant. That means that 55% of our activities were covered by grant monies, and the remainder of those activities were free. 100% of our individuals served were able to participate in 100% of the activities of their choice due to grant funding. Before this funding was available we had individuals who could only afford to do 50% of the planned activities. Now they are given the same opportunity as their peers for the same community interactions. This also covered 30% of our Adult Day Coordinator's salary, to run our Adult Day program. By moving this person, who is very invested in The Arc and our individuals, into an administrative position this ensured our program ran smoothly and effectively.
- b. These results were measured by tracking how many community activities they attended and what activities cost money and which ones did not. Our Adult Day Coordinator's salary was tracked by what her salary is and how much these funds helped pay that salary after community activities were paid.
- c. We have noticed a decrease in negative behaviors in the community the more access our individuals have had to it. These behaviors are all documented and tracked on Incident Reports and those reports have gone down over the last 6 months. We are seeing socialization skills and independent living skills increasing, along with them wanting to give back to our community through volunteer opportunities. We are also now able to offer horseback therapy to all of the adults we serve. We have plans to offer this to our children in the summertime also, when they are out of school. Equine therapy has many benefits and one we see most helpful is that it alleviates stress and anxiety in our individuals with Autism Spectrum Disorders.

## 5. Program Results/Impacts (use bullets)

- a. From July 1, 2019- December 31, 2019 we provided 6,932 hours of services between our programs in house. Adult Day provided 5,407 of those hours while our Inclusion program provided the remaining 1, 525 hours. Our Adult Day program runs Monday-Friday 8 am- 5pm and individuals receive those services however they wish, so the amount of services provided varies from person to person. Our Inclusion program is only for children and runs after school, during days they are off of school and in the summer time after summer school hours.
- b. Our individuals served became better from our services because of all of the opportunities they are provided to be in the community. While in the community our individuals have been working on volunteer opportunities, working on life skills, and also learning more how to be integrated into our community. Our adults have really gotten into doing more age appropriate activities like playing pool, trivia and darts at local establishments in town. We have seen an increase in their comfortability levels and confidence to interact within the community and with other people they encounter.
- c. This past year's data tells us that our targeted population not only had more opportunities to participate in new community activities but also had a positive increase in their social and behavioral skills that they worked on because of these opportunities. Not only is this impacting our targeted population but I feel these opportunities are also increasing the awareness of our community and teaching others how to interact with people with disabilities.

## 6. Results Analysis

- a. I think our program could've worked better if we would've looked at more options for our individuals to interact with others in the community outside of their typical interactions. This could be a safety issue for some of our individuals served but is something we would like to look at working on. This could include participating in a bowling league with neurotypical individuals, playing pool and darts with others who are hanging out at the bar, making new friends, etc.

- b. I have met with our Adult Day Coordinator on ways we can look at expanding that, while still keep our individuals safe and their personal information confidential (at guardian's request).

## **7. Population Served**

Overall, The Arc serves 42 people in our services combined. For our Adult Day program and our Inclusion program, which are both receiving this funding, we are serving 22 individuals; 12 adults and 10 children. We requested funding for community activities for both of these programs so anyone who is receiving our services in these programs also receives this funding to participate in what our community has to offer.

## The Arc of Natrona County

## Profit &amp; Loss

July through December 2019

	Jul - Dec 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4110.0 · United Way Allocation	10,000.02
4290.0 · Grants	7,916.68
4310.0 · Contributions	10,330.00
4320.0 · White Memorial	361.62
4410.0 · State of WY-Medicaid (Waiver)	257,421.64
4510.0 · Fundraisers	
4560.0 · Other Fundraising Income	498.00
<b>Total 4510.0 · Fundraisers</b>	498.00
4610.0 · Membership Fees	2,372.73
4720.0 · Respite Fees	21,651.45
4810.0 · Interest Income	8.84
4990.0 · Miscellaneous Income	566.70
<b>Total Income</b>	311,127.68
<b>Cost of Goods Sold</b>	
5210.0 · Payroll Expense	197,440.23
5220.0 · Executive Director Salary	29,970.84
5620.0 · Payroll Taxes-941	17,396.93
5630.0 · Payroll Taxes-Wk Comp/SUTA	7,343.26
5720.0 · Pension Expense	4,995.05
5790.0 · Insurance-Health	102.54
<b>Total COGS</b>	257,248.85
<b>Gross Profit</b>	53,878.83
<b>Expense</b>	
6120.0 · Activity Fees	836.79
6140.0 · Advertising	599.94
6170.0 · Bank Service Charges	145.35
6200.0 · Camp Expense	2,416.67
6280.0 · Director Contracts- Camp	1,000.00
6360.0 · Fundraiser	
6365.0 · Other Fundraising Expense	64.90
6360.0 · Fundraiser - Other	(608.00)
<b>Total 6360.0 · Fundraiser</b>	(543.10)
6410.0 · Insurance-General	7,105.13
6420.0 · Insurance-Property	2,060.00
6430.0 · Interest Expense	1,955.14
6440.0 · Internet Fees	299.70
6460.0 · Maintenance & Repairs	29,068.49
6470.0 · Meals	1,202.55
6520.0 · Mileage	3,655.35
6530.0 · Miscellaneous Expense	1,645.55
6660.0 · Postage	48.25
6730.0 · Rent-Other	3,400.00
6760.0 · Supplies	4,238.40
6830.0 · Telephone	1,063.60
6850.0 · Travel	568.00
6910.0 · Utilities	2,571.09
<b>Total Expense</b>	63,336.90
<b>Net Ordinary Income</b>	(9,458.07)
<b>Net Income</b>	<b>(9,458.07)</b>

11:30 AM

01/06/20

Accrual Basis

**The Arc of Natrona County**  
**Transaction Detail By Account**  
**July through December 2019**

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount
<b>4290.0 · Grants</b>								
Deposit	10/29/2019	14009	Grainger Found...	Day Hab T...	05 Day ...		1040.0 · Hil...	5,000.00
Deposit	12/09/2019	1331...	City of Casper ...	Once Cent ...	05 Day ...		1040.0 · Hil...	2,916.68
Total 4290.0 · Grants								7,916.68
<b>TOTAL</b>								<b>7,916.68</b>

**The Arc of Natrona County**  
**Profit & Loss by Class**  
 July through December 2019

	05 Day Habilitation	07 Inclusion	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4290.0 · Grants	7,916.68	0.00	7,916.68
4310.0 · Contributions	2,750.00	680.00	3,430.00
4510.0 · Fundraisers			
4560.0 · Other Fundraising Income	498.00	0.00	498.00
<b>Total 4510.0 · Fundraisers</b>	498.00	0.00	498.00
4720.0 · Respite Fees	20,743.70	11.00	20,754.70
4990.0 · Miscellaneous Income	146.70	0.00	146.70
<b>Total Income</b>	32,055.08	691.00	32,746.08
<b>Cost of Goods Sold</b>			
5210.0 · Payroll Expense	55,562.89	10,148.03	65,710.92
5620.0 · Payroll Taxes-941	4,250.58	776.34	5,026.92
5630.0 · Payroll Taxes-Wk Comp/SUTA	1,800.24	328.79	2,129.03
<b>Total COGS</b>	61,613.71	11,253.16	72,866.87
<b>Gross Profit</b>	(29,558.63)	(10,562.16)	(40,120.79)
<b>Expense</b>			
6120.0 · Activity Fees	436.81	83.00	519.81
6360.0 · Fundraiser			
6365.0 · Other Fundraising Expense	64.90	0.00	64.90
<b>Total 6360.0 · Fundraiser</b>	64.90	0.00	64.90
6420.0 · Insurance-Property	1,373.34	686.66	2,060.00
6460.0 · Maintenance & Repairs	19,269.27	3,019.83	22,289.10
6470.0 · Meals	373.96	25.00	398.96
6520.0 · Mileage	2,975.85	319.50	3,295.35
6530.0 · Miscellaneous Expense	78.86	31.50	110.36
6660.0 · Postage	17.50	0.00	17.50
6760.0 · Supplies	3,247.38	250.24	3,497.62
6910.0 · Utilities	857.04	857.03	1,714.07
<b>Total Expense</b>	28,694.91	5,272.76	33,967.67
<b>Net Ordinary Income</b>	(58,253.54)	(15,834.92)	(74,088.46)
<b>Net Income</b>	<b>(58,253.54)</b>	<b>(15,834.92)</b>	<b>(74,088.46)</b>



COMMUNITY DEVELOPMENT  
DEPARTMENT

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



Type of Permit	Number of Permits	Fees	Valuations
Add-Garage	1	\$3,605.25	\$340,000.00
Rep-Re-Roof	15	\$2,120.00	\$89,060.00
Rem-Basement	3	\$665.00	\$40,000.00
Rem-Bathroom	6	\$1,111.00	\$59,000.00
New-Residential	3	\$7,406.20	\$1,021,250.00
Rep-Res Misc	3	\$1,472.80	\$176,421.00
Rep-Deck	1	\$118.00	\$3,750.00
New-Storage Bldg	1	\$140.00	\$5,841.00
Rem-Commercial	3	\$2,429.65	\$213,403.00
Rem-Residential	3	\$763.00	\$56,200.00
New-Detached Garage	1	\$479.00	\$40,000.00
Rem-Kitchen	1	\$130.00	\$5,000.00
	<b>41</b>	<b>\$20,439.90</b>	<b>\$2,049,925.00</b>

Electrical Permits Issued	Fees Invoiced
58	\$27,206.80

Mechanical Permits Issued	Fees Invoiced
42	\$5,351.00

Plumbing Permits Issued	Fees Invoiced
83	\$41,057.20

Single Family Houses YTD		December Single Family Houses	
2018	61	2018	8
2019	62	2019	3



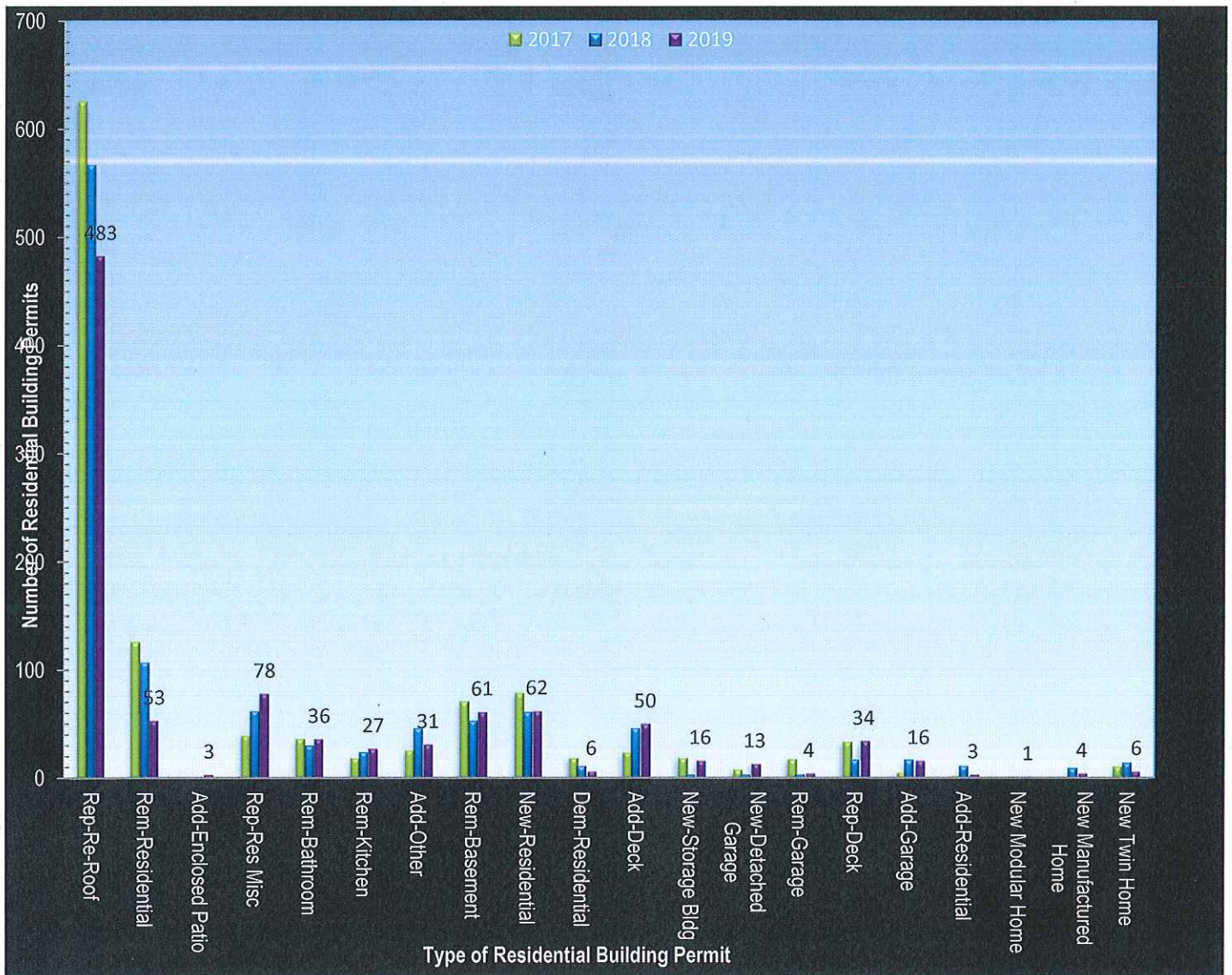
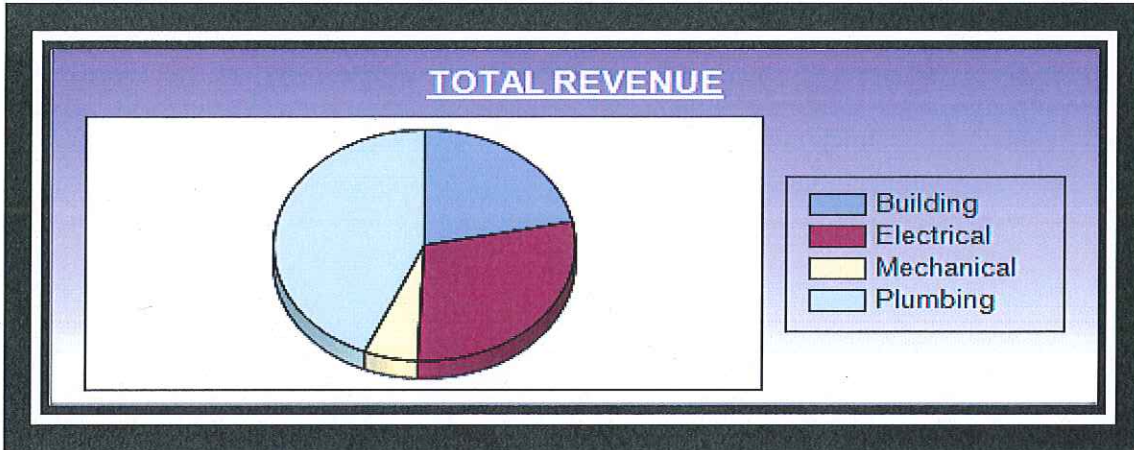
COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**

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

**Building Department**

December 2019 Report







COMMUNITY DEVELOPMENT  
DEPARTMENT

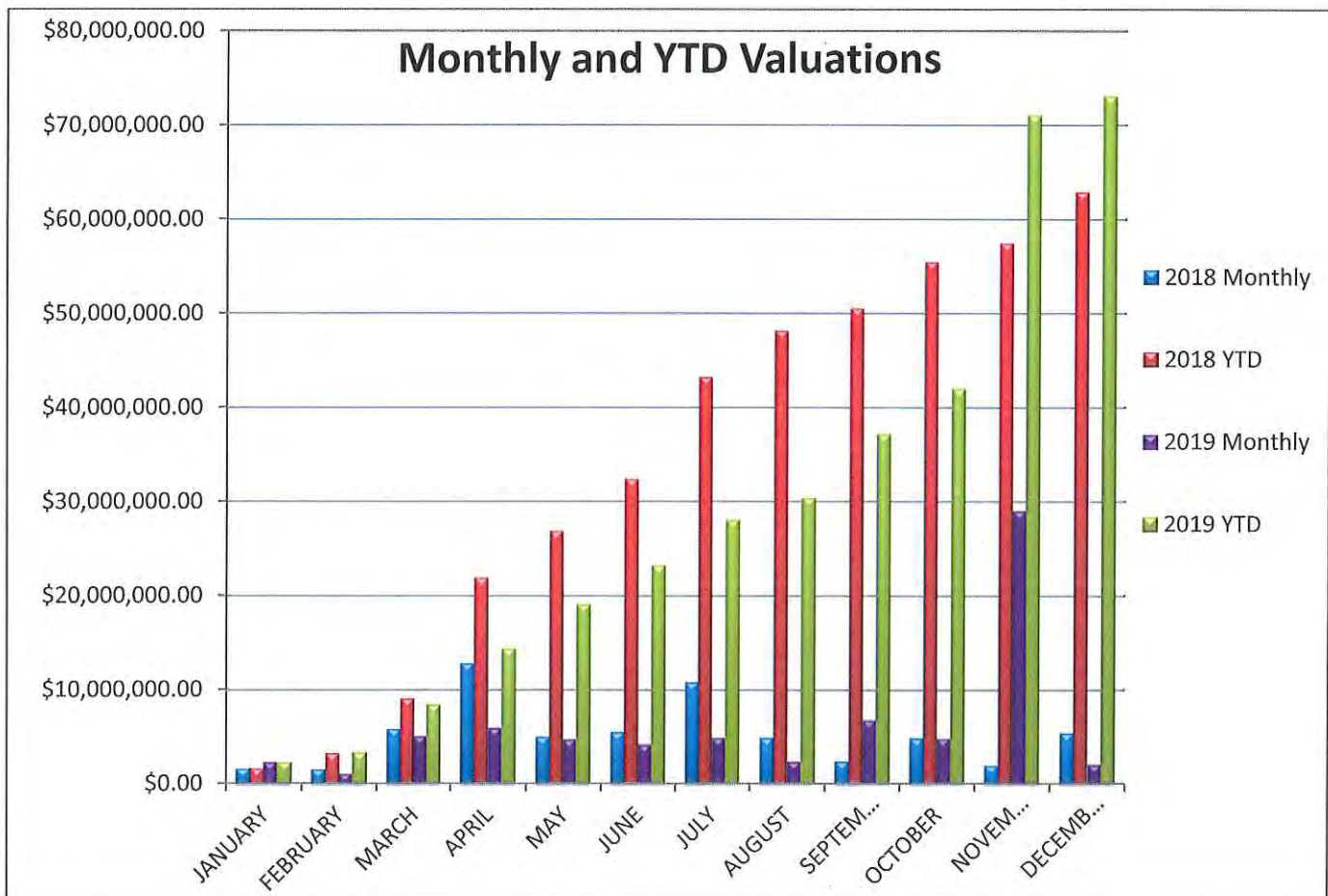
State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 December 2019 Report



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,282,162.88	\$2,282,162.88
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,318,471.36
MARCH	\$5,836,851.00	\$9,049,868.15	\$5,072,606.25	\$8,391,077.61
APRIL	\$12,821,244.41	\$21,871,112.56	\$5,929,187.11	\$14,320,264.72
MAY	\$4,985,808.62	\$26,856,921.18	\$4,696,267.67	\$19,016,532.39
JUNE	\$5,525,644.37	\$32,382,565.55	\$4,152,642.58	\$23,169,174.97
JULY	\$10,827,919.90	\$43,210,485.45	\$4,876,893.38	\$28,046,068.35
AUGUST	\$4,916,015.14	\$48,126,500.59	\$2,348,883.06	\$30,394,951.41
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$6,790,186.21	\$37,185,137.62
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$4,799,859.60	\$41,984,997.22
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$29,047,317.40	\$71,032,314.62
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$2,049,925.00	\$73,082,239.62
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>

**LARGE VALUATIONS:**

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





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



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 14,260.20
ELECTRICAL PERMITS	\$ 36,550.80
MECHANICAL PERMITS	\$ 34,448.80
PLUMBING PERMITS	\$ 46,512.20
ELECTRICAL LICENSES	\$ 6,469.00
PLUMBING LICENSES	\$ 4,009.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 3,330.00
UTILITY LICENSES	\$ 1,845.00
GENERAL CONTRACTORS LICENSES	\$ 14,025.00
SIGN PERMITS	\$ 250.00
C-CAN PERMITS	\$ 50.00
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 2,260.25
PLANNING FEES	\$ 5,100.00
<b>Totals:</b>	<b>\$ 169,110.25</b>

**MONTHLY INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
126	119	120	41

CONSULTS	PLAN REVIEW	FIRE
20	20	0

**YTD INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1900	1906	1510	619

CONSULTS	PLAN REVIEW	FIRE
198	356	0



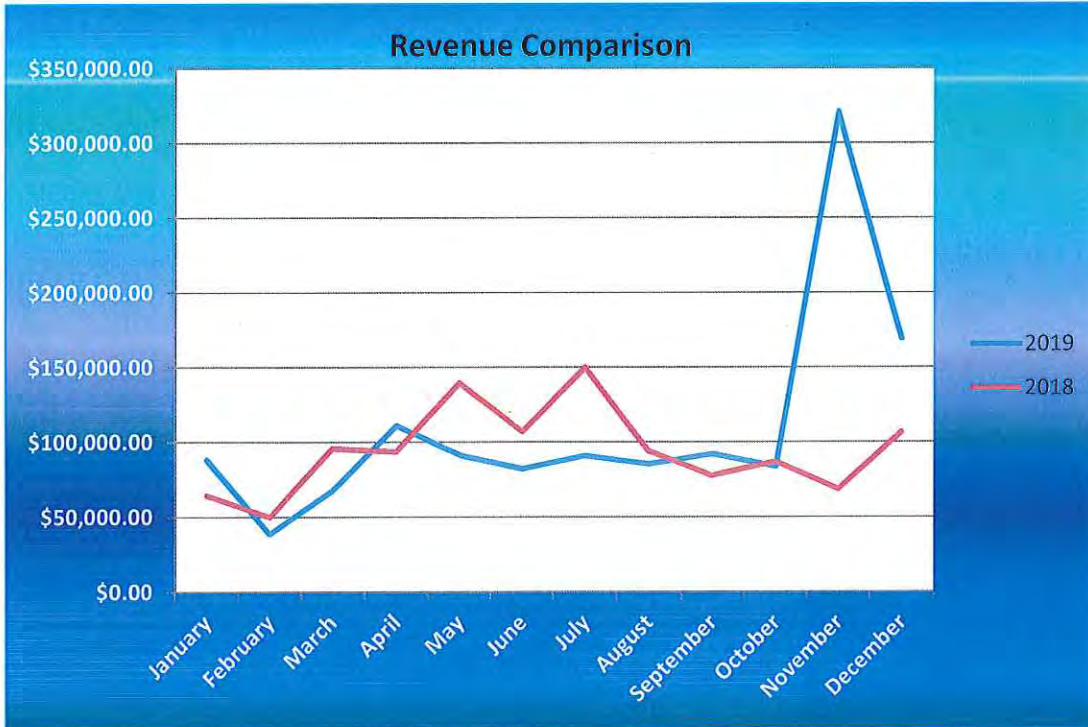
COMMUNITY DEVELOPMENT DEPARTMENT

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



Building Department
Revenue Collected
December 2019 Report

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



Handwritten signature of Dan Elston

Dan Elston: Building Official



## FY 2020 One Cent Funding Biannual Report

*Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.*

Organization: <u>CASA of Natrona County</u> Program: <u>Program Manager salary (partial)</u>		
Contact Person: <u>Chandra Ortiz</u> Phone Number: <u>307-237-0889</u> Date: <u>January 9, 2020</u>		
Email address: <u>chandra@casanc.net</u>		
Please Select One:	1 <sup>st</sup> Reporting Period <u>X</u> July 1 – December 31 Due on January 10	2 <sup>nd</sup> Reporting Period _____ January 1 – June 30 Due on July 10

### 1. Mission

Please state the agency's mission/vision.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

### 3. Program Significance

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- What impact did the program have on the specified target population and community?
- Have there been significant trends over the past months regarding your target population?

### 4. Results

- Please describe the outcomes/outputs.
- Please describe the method of measurement.
- Please describe the performance results.

### 5. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered.
- How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?

### 6. Results Analysis

- How could the program have worked better?
- How will you address this?

### 7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

## **Mission**

CASA (Court Appointed Special Advocates) of Natrona County is a caring non-profit organization that speaks for the best interests of abused and neglected children within the juvenile court system. CASA recruits, trains and supports volunteers drawn from a diverse population to provide this service.

## **Financial Information**

CASA was allocated \$15,556 for four years - \$972.25 per quarter.

The Program Manager salary is \$57,010 per year. CASA is able to reimburse \$972.25 of the \$14,252.50 per quarter paid in her salary. The program manager oversees recruiting and training new volunteer advocates and supervises the two Case Managers.

## **Program Significance**

- **Abused and neglected children.** The children who the volunteers advocate for have all been removed from their homes and placed into State custody because they have been abused and/or neglected. The children we serve range in age from 0 to 18 years old. 80% of the children in our program are under the age of 11 years old.
- **Trained Advocate Volunteers.** CASA Advocates are a voice for children in the court system, making recommendations for their best interests as well as their educational, emotional, health, and placement needs. This service allows the courts to make more appropriate decisions with more information in each child's case. During court proceedings, CASA Advocates help alleviate some of the child's fears by being present with them. They help comfort and assure that child because of the trusting relationship they've built with them.
  - CASA Advocates help ensure these children have every opportunity to thrive and have healthy, responsible adults contributing to their well-being, allowing them to grow into more stable, positive community members.
  - Children with a CASA advocate spend, on average, 8 months less time in foster care.
- **Trends.** July 1, 2019 - December 2019 there were 96 new children who entered our program, the same 6 months in 2018 there were 74 new children who entered our program. That is a 23% increase this year over last.
  - There has been a 9% increase year over year from 2018 to 2019.

## **Results**

In the last 6 months:

- 304 abused and neglected children received direct advocacy
- 96 new children were referred to CASA
- 15 new volunteer advocates were sworn in
- 61 advocate volunteers provided direct advocacy to children in our program

## **Program Results/Impacts (use bullets)**

- 107 children were placed in a safe, permanent home, having the guidance of a CASA volunteer by their side during their entire case
  - 58 children reunified to their own home
  - 4 children adopted
  - 30 children went into guardianship

- 14 were dismissed from the docket
- 1 aged out of the foster system
- Volunteer advocates provided 725.25 hours of advocacy to abused/neglected children
- Volunteer advocate drove 2946 miles during their advocacy
- Volunteer advocates attended 421 court hearings
- Children with a CASA advocate spend, on average, 8 months less time in foster care
  - Savings to the State of Wyoming over the past 6 months - \$1,111,088
- The number of children increase every year. It is not unreasonable to think we will serve over 400 children next year and likely have to increase our staff and advocate volunteer numbers in order to meet the demands of the abused and neglected children being appointed to our program.

## Results Analysis

- CASA of Natrona County staff and volunteer advocates are taking on more and more cases. We interview, train and support quality advocate volunteers, making sure they have staff support and obtain knowledge yearly on changing child welfare laws and trends. We provide in services, webinars and conferences to keep the advocates up to date.
- CASA will put in place a present marketing and awareness campaign in order to recruit more volunteer advocates to join forces with our program in order to meet the increasing needs of children entering our program.
  - We will provide as many additional trainings as necessary to meet this increasing need in our community.

## Population Served

- The number of abused and neglected children that are appointed to our program increases each year over year.
  - 2019 - 386 children
    - Age 0 - 5 - 45%
    - Age 6 - 11 - 33%
    - Age 12 - 15 - 14%
    - Age 16 - 17 - 5%
    - Age 18+ - 3%
  - 2018 - 352 children
  - 2017 - 338 children
  - 2016 - 330 children
  - 2015 - 324 children
  - 2014 - 304 children
  - 2013 - 256 children
- There has been an increase in heroin and methamphetamine use in our community, which increases the number of children being neglected and abused by their caregivers.
- The severity of cases has become much worse over the past couple years.
- There has also been a decrease in jobs in our community, with the number of oil and gas companies downsizing, laying off employees and some closing offices, which leads to more stress, at times it leads to a turn in substance abuse, which in turn leads to more children being abused and neglected. The economic increase has been slow to turn around and continues to be a complicating factor for families.



## FY 2020 One Cent Funding Biannual Report

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

Organization: Casper Housing Authority_____	Program: Lifesteps Campus_____	
Contact Person: Kim Summerall-Wright_____	Phone Number: 307-266-1388 x17_	Date: <u>January 10, 2020</u>
Email address: <u>kswright@chaoffice.org</u>		
Please Select One:	1 <sup>st</sup> Reporting Period <u>X</u> July 1 – December 31 Due on January 10	2 <sup>nd</sup> Reporting Period _____ January 1 – June 30 Due on July 10

### 1. Mission

Please state the agency's mission/vision.

- The Casper Housing Authority provides quality affordable housing that is well integrated into the fabric of neighborhoods and serves as a foundation to improve lives and advance resident independence.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

Amount Awarded for FY2020 \$125,000

Amount billed from CHA to City (7/1-12/31) \$42,680

Amount spent by CHA on Lifesteps (7/1-12/31) \$40,366

Difference between amount billed and spent is amount billed includes the final construction costs for the space.

### 3. Program Significance

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

- Our organization serves families and individuals who are low-income and live below the poverty line.
- The Lifesteps campus provides transitional housing for those that are undergoing a major life change. This could include escaping domestic violence, dealing with a substance abuse problem or other major events.

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

- Impact on the community includes homelessness prevention providing safe, affordable housing for those undergoing a major life change.

Have there been significant trends over the past months regarding your target population?

- No

## 4. Results

Please describe the outcomes/outputs.

- Transitional Housing – Homeless families with children: MOU has been signed with Seton House for program support. Interviews are currently underway for primary Social Worker for the program.
- Current families waiting for assistance - 41

Please describe the method of measurement.

- Program Startup and Waitlist.

Please describe the performance results.

- The partnership between the agencies is solidified through an MOU and provides a continuum of care for families with children who are living in unsafe housing situations. This process has not, historically, been in place.

## 5. Program Results/Impacts (use bullets)

Explain how much (quantity) service the program delivered.

- Families are no longer afraid to take the opportunity to make a change when they are in unsafe situations as the program is available to provide a foundation towards independent housing. There are currently 41 families on the wait list. 17 housing units are available on March 1, 2019.

How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.

- The Social Work program, Lease, House Rules and MOU have been developed and are in place. The furniture and incidentals have been purchased and are in the facility. The staff will be hired by 2/1/2020 and the program will open 3/1/2020.

What does your analysis of the past year's data tell you about what is happening to the impacted target population?

- As news of the program spreads, the partners are contacted on a daily basis for placement of those who are in need. It appears that one of the greatest needs is for single parents and victims of domestic violence.

## 6. Results Analysis

How could the program have worked better?

- The change in Directors at both Seton House and Interfaith impacted the timeline of the program.
- The CHA Director being out, for a car accident, has also had an impact on the timeline.

How will you address this?

- The new Directors have been briefed and are working closely with CHA to implement the program. The only effect is a delay to the timeline.

## 7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

- All participants are registered via an application process and a lease is in place.





**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING**

**THURSDAY, January 16<sup>th</sup>, 2020  
ELKHORN ROOM  
5:30 PM**

- I. AGENDA/MINUTES**
  - a. Previous Meeting Minutes/Notes**
    - i. November Board Meeting Minutes \*
  
- II. BUDGET/FINANCIAL**
  - a. Financials**
    - i. November 2019 Financials\*
    - ii. December 2019 Financials\*
  
- III. BOARD**
  - a. Next Meeting Date**
    - i. Proposed Meeting Date February 20<sup>th</sup>, 2020 \*
  
- IV. HEALTH OFFICER**
  - a. Health Officer Report
  
- V. DIVISION REPORTS**
  - a. ADMINISTRATION**
    - 1. General Administration**
      - a. Approve 2020 Holiday Schedule
  
    - 2. PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP/CPR**
  
    - 3. WYOMING AETC/HIV CASE MANAGEMENT/RYAN WHITE PROGRAMS/WCRS**
  
  - b. COMMUNITY PREVENTION PROGRAM**
  
  - c. ENVIRONMENTAL HEALTH DIVISION**
  
  - d. NURSING**
    - 1. DISEASE PREVENTION CLINIC**
    - 2. ADULT HEALTH PROGRAM**
    - 3. MATERNAL CHILD HEALTH PROGRAM**



**VI. CITY/COUNTY LIASION REPORTS**

**VII. BOARD MEMBER REPORTS**

**VIII. ADJOURN**

**IX. Executive Session**

**a. Reporting**

**b. Scheduling Strategic Planning**



January 6, 2020

Carter Napier, City of Casper Manager  
His Honor, the Mayor and Members of City Council  
200 North David Street  
Casper WY 82601

Dear Carter,

Happy New Year! In the last six months we have had an increase in the number of power outages which has detrimentally affected our existing generator, freezers and refrigerators for our vaccines. Unfortunately, our current generator can no longer handle the power load that is necessary and as a result forced us to get a new freezer. Without a new generator- likely we will incur similar damage and need to purchase another one. On a daily basis, we stock over \$140,000 in the various vaccines we carry. We cover the spectrum of flu, pneumonia, child required vaccines, travel, cancer preventing vaccines and all vaccines needed from birth to elderly. We work very closely with our State partners, evaluating cost and report a 0% waste of our stocked vaccines. As a result, to ensure we continue to provide an optimal vaccine program we need to ensure that we can keep the vaccines at their required freezing or refrigerated temperatures. I am thrilled to be coming to the City Council Meeting on February 11<sup>th</sup> to discuss the successes of our vaccine program and demonstrate the return on investment.

In addition, we serve as the back-up for Emergency Command in the event of an emergency, we need to have power available no matter the circumstances. Both of our conference rooms are set up to become the Emergency Command Post if needed at a moment's notice if the other location is compromised.

I am writing this letter today to ask for financial support to help offset the cost of the generator.



The total cost of the generator is \$41,000. The County Commissioners have graciously agreed to purchase the much needed generator with the agreement of reaching out to the City of Casper and Homeland Security for support. However, due to limitations within our budget and working out our maximum potential we are not able to cover this cost. We have been able to work with one state partner to help offset the cost of replacement of the freezer that was lost and are working to develop plans to replace the older refrigerators that hold our vaccine but are less urgent.

I am happy to answer any questions that you have or happy to discuss further. Again, it is with great pleasure to be coming to present on February 11<sup>th</sup> to discuss our vaccine program.

Respectfully submitted,

A handwritten signature in blue ink that reads "Anna M. Kinder".

Anna M. Kinder, M.S.OTR/L

Executive Director

City of Casper-Natrona County Health Department

307.577.9722

January 8, 2020

MEMO TO: J. Carter Napier, City Manager  
FROM: Tim Cortez, Director of Parks and Recreation  
SUBJECT: City of Casper Sponsorship of College Nationals Final Rodeo (CNFR)

Meeting Type & Date  
None.

Action type  
Information Only

Recommendation  
Information Only

Summary

On July 1, 2012, the City of Casper entered into another agreement with the National Intercollegiate Rodeo Association (NIRA) to continue to host CNFR. This agreement expires on June 30, 2022.

The City of Casper will pay a sponsorship fee of \$19,000 for 2019. This fee is on a year over year escalator of \$500. In the final year of the contract in 2020, the City will pay NIRA \$20,000.

It should be noted, the City also pays the Casper Events Center to host the CNFR. This is to help the Events Center to recover their hard costs to host the event. This arrangement was put into place when Spectra took over the management for the Events Center. For 2020, this amount will be \$29,500. It too is on a \$500 per year escalator until CNFR is no longer hosted at the Casper Events Center. This is memorialized in a proposed amendment to the City and Spectra contract which will be before Council after Spectra gets done reviewing it.

Financial Considerations  
None at this time.

Oversight/Project Responsibility  
Tim Cortez, Director of Parks and Recreation

Attachments  
Current Contract between the City and NIRA  
Draft Amendment between the City and Spectra for the Hosting of CNFR

## **CNFR HOSTING AND SPONSORSHIP AGREEMENT**

THIS AGREEMENT REPLACES AND AMENDS THAT CERTAIN Agreement between the parties dated February 6, 2007 and is made by and between the National Intercollegiate Rodeo Association, Inc., a Washington non-profit corporation ("NIRA"), and the County of Natrona, Wyoming, and the City of Casper, Wyoming, jointly and severally (referred to herein as "HOSTS").

### **RECITALS**

WHEREAS, NIRA is the sanctioning governing body of collegiate rodeo and the producer of the College National Finals Rodeo ("CNFR"); and

WHEREAS, HOSTS desire to act as the hosting city and county facility for the CNFR, and to obtain certain promotional benefits through such association.

NOW, THEREFORE, for and in consideration of the mutual promises set forth hereinafter, NIRA and HOSTS (jointly and severally) agree as follows:

### **AGREEMENT**

1. **Obligations of Hosts.** In consideration of the rights and benefits provided to HOSTS as set forth in Paragraph 2 below, HOSTS shall:

A. provide to NIRA the use of facilities, personnel, equipment, dirt, and other accommodations as set forth in Exhibit A for the staging and production of the College National Finals Rodeo during each of the years covered by this Agreement. The dates of the Rodeo are set forth in the attached Exhibit G.

B. pay to NIRA the fees set forth in Exhibit B for the rights granted herein to HOSTS.

HOSTS shall perform their obligations through a "Casper CNFR Rodeo Committee," which shall be composed initially as set forth in Exhibit F. That Committee shall appoint a chief liaison to communicate and interact with NIRA, or several persons to perform specific interactive functions.

2. **Host Rights and Benefits.** Throughout the term of this Agreement, NIRA shall provide to HOSTS the rights and benefits set forth in Exhibit C.

3. Use and Protection of Trademarks/Service Marks and Other Intellectual Property. NIRA and HOSTS each acknowledge that the other owns certain names, trademarks, service marks, copyright and other intellectual property associated with their respective businesses and enterprises, which marks are specifically identified on Exhibit D (hereinafter collectively referred to as "Marks"), and each owns certain merchandising rights in and to the Marks, and all goodwill associated with or symbolized by the Marks. In marketing and promoting the CNFR and activities associated therewith, NIRA and HOSTS may make various references to each other and may display the Marks of each other which are identified on Exhibit D, as well as photographs or graphic images of the CNFR and related activities, and each party hereby grants to the other a non-exclusive, non-transferable license to use the Marks identified on Exhibit D during the term of this Agreement, subject to the following terms and conditions:

A. The Marks may only be used for or in connection with advertising and promoting the CNFR and activities incidental thereto.

B. Prior to the use of the Marks of the other party, NIRA and HOSTS shall agree in writing as to (1) the form and content of any promotional or advertising materials which bear the other party's Marks, and (2) the media in which such materials are to be used. Approval shall not be unreasonably withheld.

C. Any party may impose reasonable conditions upon the use of that party's Marks, including, but not limited to, conditions for protection of its Marks.

D. Upon termination or expiration of this Agreement, the license granted herein shall automatically terminate and the parties shall cease all use of the Marks of the other party as soon as practicable, but, in any event, within 30 days, unless the particular media which has been approved requires a longer lead time, in which case the use shall cease within 90 days.

E. Neither party hereto will challenge or assist in a challenge to the validity of the other party's Marks, any registrations thereof or the ownership thereof. Each party will be solely responsible for taking such actions it deems appropriate to obtain trademark, service mark, or other protection of its respective Marks.

F. Neither party may sell or otherwise distribute for sale any promotional materials or other merchandising or novelty items bearing the Marks of the other party without a separate written licensing agreement from the other party. The parties shall negotiate in good faith to reach such an agreement.

4. Relationship of Parties. The relationship of the parties shall be governed by this Agreement, and nothing contained herein shall create a joint venture, agency, partnership or employment relationship between the parties. Neither party shall have the right, obligation, or authority to incur any financial or contractual obligations on

behalf of the other, to direct or control the employees, agents, subcontractors, or volunteers of the other, or to control the manner or method utilized by the other party in the performance of its functions.

**5. Indemnification and Damage.**

A. NIRA hereby agrees to indemnify and hold HOSTS and its respective officers, directors, agents, and employees harmless from and against any and all claims or expenses of whatsoever nature (including reasonable attorneys fees) arising out of the actions of NIRA or its agents and employees in the production and promotion of the CNFR, or arising out of any breach by NIRA of any of its obligations hereunder.

B. HOSTS hereby agree to indemnify and hold NIRA, its officers, directors, agents, and employees harmless from and against any and all claims or expenses of whatsoever nature (including reasonable attorneys fees) arising out of the actions of HOSTS or their respective employees or agents in connection with the performance of this Agreement.

C. Prior to moving into the Casper Events Center or the Natrona County Fairgrounds the NIRA Commissioner shall conduct an inspection of the respective facilities with the Events Center Manager and the Fairgrounds Manager to identify any damage or safety concerns. HOSTS shall attempt to repair or mitigate said damage and safety concerns prior to commencement of the CNFR. After completion of each year's CNFR the NIRA Commissioner shall conduct a follow up inspection with the respective facility managers to identify any damage which may have occurred. NIRA shall reimburse HOSTS for such damage.

6. **Insurance.** NIRA shall maintain in full force and effect, at its own expense, liability insurance covering its activities in the production and promotion of the CNFR. The insurance shall be in an amount and with a company which are approved by HOSTS, and shall name HOSTS as additional insureds. Evidence of such insurance coverage shall be provided to both Natrona County and the City of Casper.

7. **Release by Participants.** Prior to allowing participation in the CNFR or related activities, NIRA shall obtain releases, in the form attached hereto as Exhibit E, duly executed by or on behalf of contestants, officials, and other participants who require approval of the NIRA to participate in the CNFR or related activities.

8. **Term of Agreement / First Right to Negotiate.** The term of this Agreement shall be from 12:01 a.m. on July 1, 2012, through Midnight on June 30, 2022, unless extended by written agreement of the parties or unless terminated sooner in accordance with the provisions set forth below. If HOSTS have faithfully performed their obligations under this Agreement, they shall have the right to negotiate for an



agreement to continue hosting the CNFR after the 2022 CNFR. Upon notice of the desire to continue hosting the CNFR, NIRA will not enter into negotiations with any other party for hosting the CNFR, and the parties agree to negotiate in good faith between August 1, 2021 and October 31, 2021 to reach an agreement whereby HOSTS may continue hosting the CNFR. If, at the end of that 90-day period, the parties have not reached an agreement satisfactory to both, NIRA shall be entitled to negotiate with any other party, regardless of whether the ultimate terms of agreement reached are the same or similar to those discussed with HOSTS, and HOSTS shall have the right to schedule the use of its facilities without regard to the CNFR.

9. Termination. Either party may terminate this Agreement as follows:

A. If the other party commits a material breach of this Agreement and fails to cure said breach within 30 days after written notice of the alleged breach is sent or delivered by the aggrieved party.

B. If the other party shall be unable to pay its liabilities when due, or shall make any assignment for the benefit of creditors, or shall file a petition under any federal bankruptcy statute, or file a voluntary petition in bankruptcy, or be adjudicated bankrupt or insolvent, or if any receiver is appointed for its business or property, or if the trustees in bankruptcy or insolvency shall be appointed under the laws of the United States government.

C. NIRA may terminate this Agreement, in its sole discretion, within six months following any CNFR in which NIRA's costs attributable to the CNFR are \$25,000 or more greater than NIRA's revenues attributable to the CNFR.

D. NIRA may terminate this Agreement at the conclusion of any year's rodeo season if local cash sponsorships do not exceed \$100,000 by May 1<sup>st</sup> preceding that year's rodeo season. A local sponsor is any sponsor with headquarters or its primary offices in the state of Wyoming and its sales are primarily made in the state of Wyoming. Twenty-five percent (25%) of any national cash sponsorship will be credited to the local cash sponsorship requirement if the national sponsor is qualified by the Wyoming Secretary of State to do business in Wyoming, has business offices and/or significant operations or facilities (such as manufacturing or distribution) in Wyoming.

10. Miscellaneous General Provisions.

A. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the parties, as well as their respective successors in interest.

B. Assignment. Neither party shall assign or transfer its rights, nor delegate its obligations under this Agreement to any third party without the prior written approval of the other party, which may be withheld for any or

no reason, with the exception that such assignment may be made to a wholly owned subsidiary or an affiliated entity or venture in which it is at least a 51% owner.

C. Counterparts. This Agreement may be executed in counterparts that together shall constitute one and the same instrument which shall be effective when each of the parties has executed a counterpart.

D. Notice. Any notice, request, approval or consent under this Agreement to be given by either party to the other shall be given in writing, and shall be considered served when delivered in person, or three days after the date mailed by certified or registered mail, return receipt requested, addressed to the recipient at the address set forth below, or to such other address as the recipient may subsequently have furnished in writing to the sender.

NIRA:

Mr. Roger B. Walters, Commissioner  
National Intercollegiate Rodeo Association  
2033 Walla Walla Avenue  
Walla Walla, WA 99362

WITH A COPY TO:

Mr. J. Kent Rutledge  
Ste. 500 City Center Bldg.  
1920 Thomes Ave.  
P.O. Box 4068  
Cheyenne, WY 82003-4068

HOSTS:

Natrona County Board of County Commissioners  
200 North Center Street, Suite 115  
Casper, WY 82601

City of Casper, Wyoming  
Attention: Mayor  
200 North David Street  
Casper, WY 82601

WITH A COPY TO:

Natrona County Attorney  
200 North Center Street, Suite 300  
Casper, WY 82601

AND  
City of Casper Attorney  
200 North David Street  
Casper, WY 82601

E. Force Majeure. Neither party shall be deemed in default hereunder and neither shall be liable to the other if either is unable to perform its obligations hereunder by reason of any fire, earthquake, flood, epidemic, accident, explosion, strike, riot, civil disturbance, act of public enemy, embargo, act of God, any municipal, county, state, or national ordinance or law, any executive or judicial order, or similar event beyond the parties' control; provided, however, that no party shall be entitled to relief under this Section unless such party shall have given the other party reasonable notice of such event, and shall have exhausted all reasonable means of complying or implementing alternative means of compliance with its contractual obligations hereunder.

F. Governing Law. This Agreement shall be governed by and interpreted under the laws of the state of Wyoming.

G. Authority. NIRA and HOSTS represent and warrant, each for itself, that each, respectively, has full power and authority to enter into and perform this Agreement.

H. Survival. The provisions of this Agreement, and the obligations of the parties hereunder which, by their own terms, contemplate actions to be performed after termination hereof, including but not limited to the terms of this Agreement regarding payment of fees, Indemnification, Dispute Resolution, and Trademarks/Service Marks, shall survive the termination of this Agreement.

I. Governmental Immunity. Nothing in this Agreement is intended to waive the HOSTS' or its subdivisions' governmental immunity as provided in W.S. § 1-39-101 et. seq. To the extent that any provision in this Agreement could be interpreted to waive immunity, such provision shall be null and void, and this paragraph shall control.

J. Certification of Authority. The undersigned hereby state and certify that they have full authority to bind and obligate their respective parties to each and every term of this Agreement.

EXECUTED this 4 day of May, 2011.

NATIONAL INTERCOLLEGIATE  
RODEO ASSOCIATION

CITY OF CASPER, WYOMING

By: Roger S. Walker

By: Paul C. Bertozzi

Title: Commissioner

Title: Mayor

Date: 5-4-11

Date: 5/4/11

ATTEST: [Signature]

Casper City Clerk

NATRONA COUNTY

By: [Signature]

Title: Chairman Commission

Date: 5/4/11

ATTEST: Renea Vitto

Natrona County Clerk

My term of office expires  
January 5, 2015

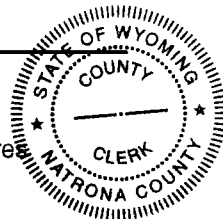


EXHIBIT A  
Obligations of HOSTS

The HOSTS of the CNFR shall provide to NIRA the following benefits each CNFR year of the Agreement:

A. City of Casper will provide without cost to NIRA:

1. Facility. Rent free use of the Events Center Arena, all Events Center dressing rooms, the Events Center concourse, the back lot, and lot #11 for the days scheduled by the parties as reflected on Exhibit G, and the Summit Room, the Mormon Trail Room, Bridger Trail Room, and the Oregon Trail Room for the fourteen days of NIRA business during the CNFR. City will, in good faith, accommodate the reasonable needs of NIRA necessary to conduct a first class event.
2. Staff. Events staff to run the venue and handle the crowd, including:
  - Stage hands and AV Technicians
  - Ushers and Ticket Takers
  - Crowd Security
  - Crowd First Aid
  - Maintenance Staff
3. Box Office Services. The Events Center box office will provide all ticket services for a \$1.00 per ticket issued handling fee. Ticket back advertisement will be sold as any other sponsorship. The City will charge a ticket-handling fee of \$8.00 per order for purchases by mail, credit card or Internet. These fees may be raised by mutual agreement in writing between the City and NIRA without amending this agreement.
4. Trade Show Services. HOSTS will solicit trade show exhibitors and sell Events Center space. Price for exhibit space will be determined each year by NIRA and HOSTS. Proceeds will go to NIRA with NIRA paying the Events Center \$20.00 per 8' x 10' indoor space. The Events Center may charge exhibitors for extra equipment per the current Events Center reimbursable rates. Events Center will provide personnel and equipment to assist exhibitors in set up and break down.
5. The Events Center will withhold Wyoming State Sales Tax from the gross ticket sales and submit same on behalf of NIRA to the State of Wyoming. The Events Center will waive the Municipal Parking Fee for this event.
6. Provide year-round storage space for CNFR dirt. NIRA acknowledges and accepts that this dirt storage space is not covered. Sand will be added to the dirt each year as needed until the consistency of the arena floor is acceptable to NIRA.

7. City agrees it will not schedule any equestrian or rodeo events in the Events Center for 45 days before and 40 days after the CNFR without the approval of NIRA.

B. Natrona County will provide, without cost to NIRA:

1. All reasonably necessary facilities located on the Fairgrounds property, except campgrounds and contestant rodeo stalls. In the event of bad weather, the "Arena" will be available for riding. Maintenance of the surfaces of the facilities will be performed as needed by County staff. NIRA shall have the right to approve any other events scheduled on these premises during the 14 days of the CNFR, which approval will not be unreasonably withheld.
2. All panels, chutes, and other arena configuration equipment to be used throughout the interior of the Events Center for production of the CNFR event.
3. All labor necessary to erect and strike the chutes, panels, stalls, exercise arenas, and other elements of the configuration as may be reasonably needed to effectuate the paragraphs above (1 and 2).
4. The Road and Bridge Division of the County shall provide the machines, manpower and dirt for the production of the event at the Events Center, at appropriately scheduled intervals as per NIRA direction.
5. Appropriate man-hours and equipment for the transport and set up, floor preparation, rodeo oversight and arena tear down for both the Fairgrounds and the Events Center. (Indoor arena dirt at a minimum depth of 12" and the outdoor dirt/sand in the pens at a minimum depth of 5" shall be provided by County.)
6. Equipment to adequately feed and water stock at the Fairgrounds and the Events Center.
7. NIRA Commissioner and Fairgrounds Manager will conduct a "walk through" prior to arrival of rodeo stock and contestants' animals to determine overall condition of pens, chutes, etc. Both parties will sign off on a form to be developed by Fairgrounds Manager. After all rodeo stock and contestants animals have left the premises, NIRA Commissioner and Fairgrounds Manager will conduct a final "walk through" to determine if there is any damage to Fairground property.
8. Natrona County Board of Commissioners to make all arrangements for ambulance service and personnel for all CNFR events at the Events Center.

- C. The HOST shall appoint a CNFR Casper Executive Committee which shall be composed of a City Council Representative, the Casper Events Center Manager, a Board of County Commissioners' appointee, the Central Wyoming Fair and Rodeo representative, and a fifth member-at-large, which shall be appointed jointly by the City and County. (The Committee composition for the 2012 CNFR is set forth on Exhibit F). The function of the CNFR Committee shall be as follows:
1. Actively seek out local, state, and regional sponsors and other economic benefits in conjunction with NIRA.
  2. Seek local, state, and regional in-kind donations with the help and direction of NIRA.
  3. Promote, conduct, and arrange advertising and promotion of the CNFR as may be appropriate to effectively draw media attention and spectators to the event in accordance with direction on NIRA.
- D. NIRA will provide operating expenses for the HOSTS. HOSTS Committee will submit an operating budget for NIRA approval prior to October 1 each year. NIRA will not be responsible for any other or incidental expenses incurred by the City or the County without NIRA's express written consent.
- E. NIRA will provide or reimburse the HOSTS for providing the following equipment, in the event the equipment use is not donated:
- Forklift capable of working in dirt
  - Internet connection for the media
  - Office equipment for the NIRA office at the Events Center
  - Chain motors to hang the scoreboard and television broadcast equipment
  - Supplemental lighting for television and sponsor signage
  - Long distance phone service to the NIRA office at the Events Center
- HOSTS will make their best efforts to obtain sponsors for the above services.
- F. HOSTS will oblige reasonable requests for accommodations for NIRA officials and guests including complimentary Fairgrounds horse stalls and camp spaces and a minimum of 42 hotel/motel rooms, VIP room passes and other necessary in-kind services and equipment. NIRA will specify such needs on or before May 1 each year.

G. Stall fees at the Fairgrounds will be \$40.00 per horse.

H. Camp spaces at the Fairgrounds will rent for \$125.00 per week.



**EXHIBIT B**  
**Sponsorship Fees**

The HOSTS (City of Casper and Natrona County) each shall pay to NIRA the following sponsorship fees for each CNFR year of the Agreement. Such payments will be made on May 1 of each year as follows:

2011	\$14,500.00
2012	\$15,000.00
2013	\$15,500.00
2014	\$16,000.00
2015	\$16,500.00
2016	\$17,000.00
2017	\$17,500.00
2018	\$18,000.00
2019	\$18,500.00
2020	\$19,000.00
2021	\$19,500.00
2022	\$20,000.00

## EXHIBIT C

### Host Sponsorship Benefits at CNFR

The City of Casper and the Natrona County Commissioners shall each receive the following benefits in connection with each CNFR:

1. Area Signage. One large arena sign with appropriate message and logos. (Signage to be created by HOSTS in accordance with NIRA specification).
2. Program Ad. One-half page, black-and-white ad in the official program of the CNFR.
3. Collegiate Arena. Inclusion with sponsors in the tribute section of the NIRA newspaper "Collegiate Arena," CNFR special edition. Logos on disc and hard copy must be sent to the NIRA office by April 15 each year.
4. Live Mentions. A one-sentence mention during each performance of the CNFR by arena announcers (text may be provided by HOSTS).
5. Seating. Between them, HOSTS shall share 20 (10 City and 10 County) VIP box seats per performance of the CNFR.
6. VIP Privileges. Twenty (10 City and 10 County) passes to the VIP room before and after the performances, and passes to other events to which HOSTS and VIPs are invited.
7. Print Media Acknowledgements. Hosts' logos and/or names in appropriate print media advertising.
8. Tribute Performance. Special "Thank You" night mid-performance tribute to the City and County officials in stagecoach or similar mid-arena presentation.
9. Scholarship. In the event CNFR yearly revenues exceed CNFR yearly expenses, 10% of the net revenues will be contributed to the National Intercollegiate Rodeo Foundation to establish a permanent NIRF scholarship in the name of Natrona County and the City of Casper, Wyoming. The parties agree to work together to develop the details of this scholarship.
10. Concession. NIRA acknowledges and accepts that the City and its subcontractor's at the Events Center retain all rights to food and beverage sales including alcohol.

**EXHIBIT D**  
National Intercollegiate Rodeo Association  
National Intercollegiate Rodeo Foundation  
College National Finals Rodeo  
College Rodeo Championship Series

**MARKS**



EXHIBIT E  
COLLEGE NATIONAL FINALS RODEO  
RELEASE OF CLAIMS FOR DAMAGE DUE TO INJURY OR DEATH  
AND

ACKNOWLEDGEMENT OF NIRA'S OWNERSHIP OF TELEVISION/MEDIA RIGHTS

I, the undersigned participant, hereby acknowledge that rodeo and livestock are inherently dangerous and represent a substantial risk of personal injury, property damage and/or death to all participants, including contestants, stock contractors, clowns/bullfighters, rodeo officials, laborers, volunteers, and others in the areas to which access by the general public is restricted, such as the rodeo arena, areas used for entering and leaving the arena, chutes, pens, warm-up areas, and other areas reserved and intended for use or access by participants or otherwise restricted for access by the general public. **I hereby specifically acknowledge that my participation in any capacity in the College National Finals Rodeo subjects me to significant risk of serious property damage, personal injury and/or death.**

Recognizing the above-mentioned risks, and in consideration for being permitted to participate in the College National Finals Rodeo events, on behalf of myself, my heirs, personal representatives, assigns, and other successors, **I hereby assume all such risks of property damage, personal injury, and death, and I hereby waive, release, and forever discharge the NIRA, the Casper CNFR Rodeo Committee, the City of Casper, the City Council of the City of Casper, Natrona County, the Natrona County Board of County Commissioners, the Casper Events Center, all CNFR sponsors, together with each of their directors, officers, employees, agents and other representatives, from and against any and all claims or demands which I may at any time have, whether such claims are now known or unknown, foreseen or unforeseen, which arise or result from, or are in any way connected with my participation in the College National Finals Rodeo or related events, whether caused by the negligence of any of the parties released or by any other cause.**

I hereby acknowledge and affirm that all right, title, and interest in and to intellectual property rights arising from the performance of all NIRA events, including the College National Finals Rodeo, is the exclusive property of NIRA, and NIRA has the full right to use my image and likeness as depicted in any form or medium reflecting my participation in the College National Finals Rodeo for any purpose in connection with the commercial exploitation of the media right herein acknowledged.

In the event of any litigation by any party released herein to enforce this Release, or by the NIRA to enforce the intellectual property rights of the NIRA, I agree to pay all costs incurred in connection with such litigation, including reasonable attorneys' fees.

**I represent and warrant** that I have read and understand this Release of Claims and Acknowledgement of NIRA's Rights, that it is a legal contract that deals with important legal rights, and that I have freely and voluntarily executed this document.

NAME OF PARTICIPANT:

\_\_\_\_\_  
(Please Print Legibly)

SIGNATURE OF PARTICIPANT:

\_\_\_\_\_  
Date Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip

Code: \_\_\_\_\_

BIRTHDATE OF PARTICIPANT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(month) (day) (year)

**Note: If participant is under the age of 18 years, the parent(s) or legal guardian(s) must sign below.**

FOR PARENTS/LEGAL GUARDIAN:

THE UNDERSIGNED PARENTS/LEGAL GUARDIAN OF THE PARTICIPANT ACCEPT THE TERMS OF THIS RELEASE OF CLAIMS AND ACKNOWLEDGEMENT OF NIRA'S RIGHTS FOR OURSELVES AND FOR THE NAMED PARTICIPANT, AND AGREE TO BE FULLY BOUND BY THE ABOVE TERMS AND PROVISIONS.

INDICATE WHETHER \_\_\_\_\_ PARENT OR \_\_\_\_\_ LEGAL GUARDIAN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

**EXHIBIT F**

**Casper CNFR Executive Committee**

- 1. Fair Board Representative**
- 2. Events Center Manager**
- 3. County Commissioner's Representative**
- 4. City Council Representative**
- 5. At-Large Joint City-County Appointee**

**EXHIBIT G**

<b>Year</b>	<b>CNFR Dates</b>	<b>NIRA</b>	<b>NIRA</b>
		<b>Move-In</b>	<b>Move-Out</b>
2011	6/12-18	6/7	6/20
2012	6/10-16	6/5	6/18
2013	6/9-15	6/4	6/17
2014	6/15-21	6/10	6/23
2015	6/14-20	6/9	6/22
2016	6/12-18	6/7	6/20
2017	6/11-17	6/6	6/19
2018	6/10-16	6/5	6/18
2019	6/9-15	6/4	6/17
2020	6/14-20	6/9	6/22
2021	6/13-19	6/8	6/21
2022	6/12-18	6/7	6/20

**AMENDMENT TO THE MANAGEMENT AGREEMENT (“AMENDMENT”)**

This Amendment to the Management Agreement (“Amendment”) is entered into on this \_\_\_\_\_ day of December, 2019, by and between the following parties:

1. The City of Casper of Casper, Wyoming (“City”), a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601.
2. Global Spectrum, L.P., a Delaware limited partnership d/b/a Spectra Venue Management (“Manager”), 3601 S. Broad Street, Philadelphia, Pennsylvania, 19148.

Throughout this document, the City and the Contractor may be collectively referred to as the “parties.”

**RECITALS**

- A. WHEREAS, on October 1<sup>st</sup>, 2016, the City and Contractor entered into a *Management Agreement* (the “Agreement”) for management of the Casper Events Center.
- B. WHEREAS, the parties want to memorialize the City’s annual sponsorship of the College Nationals Final Rodeo (CNFR) in the Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties hereto agree by and between them to amend the Contract as follows:

**1. INCORPORATION OF RECITALS**

The recitals set forth above are hereby incorporated herein at this point as if fully set forth as part of this Amendment.

**2. AMENDMENT TO CREATE EXHIBIT K “CITY SPONSORSHIP OF CNFR”.**

Exhibit K is hereby added to the Agreement as follows:

**Exhibit K – SPONSORSHIP OF THE CNFR**

- A. Starting in 2020, The City of Casper will pay to the Manager the sum of twenty nine thousand five hundred dollars (\$29,500) for the sponsorship of the College National Finals Rodeo. Each year thereafter, a five hundred dollar (\$500) escalator will be added to the sum from the previous year. For example:



Year 2020     \$29,500  
Year 2021     \$30,000  
Year 2022     \$30,500

- B.** In return for the sponsorship payment, the Manager will provide area signage, a program ad, live mentions, seating, and VIP priveleges.
- C.** The yearly payment with the escalator will continue until the Agreement is terminated or the event is no longer held at the Casper Events Center, whichever occurs first.
- D.** Payment will be made following receipt of an itemized invoice, certified under penalty of perjury, from the Manager in conformance with the Agreement, and following approval by the Casper City Council. The invoice for payment must specify the correct amount due; that the Manager has performed the services rendered under this Agreement, in conformance with the Agreement, and that it is entitled to receive the amount requested under the terms of the Agreement.

### **3. RATIFICATION**

The terms and conditions of the Contract, as modified herein, are hereby ratified by the parties and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the undersigned duly authorized representatives of the Parties have executed this Amendment as of the day and year above.

APPROVED AS TO FORM

---

ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

---

Fleur Tremel  
City Clerk

---

Steven K. Freel  
Mayor

January 5, 2020

Casper Star-Tribune  
170 Star Lane  
Casper, WY 82604

Attn: Any Interested Reporter

I'm writing this to express concern about the treatment of some of our Senior Citizens in Casper.

I am a Senior myself and have lived in Casper all my life and have never seen such shabby treatment of our Seniors.

This concerns residents of a Mobile Home park on East First Street Lane in Casper (one block north of Ace Hardware on 2<sup>nd</sup> Street).

For decades this mobile home park has been owned and managed by a member of the Huber family. They have run a good business in managing this complex and have leased lot space to Seniors at an affordable and reasonable rate. Most, if not all of the residents, are on fixed incomes. Many are paying approximately \$350 per month lot rent (some who have been living there for years are probably paying a little less than that).

Last month the Huber's sold this mobile home property to a company doing business as Triangle Investments LLC (office headquarters listed on their new lease agreement as 1521 Nottingham, Casper, WY 82601). Within a week of the sale being finalized, the new owners issued new lease agreements to all of the occupants/residents. In the leases, the Senior residents are being notified that effective February 1, 2020 the new monthly lot rent under the new lease will be \$600.00. This represents over a 70% increase as compared to the previous lease. (NOTE: To make matters worse for the Seniors, there was no incremental increase spread out over time which would have lessened the blow...this was a one month notice of the huge increase they are expected to pay).

While a few might be able to afford this, the great majority of Seniors living there will be hard pressed to be able to afford this increase, as most are on fixed incomes. The new owners are almost doubling the rent.

It is acknowledged that no laws have been broken, and that this is a private for profit business enterprise. It does however make a reasonable person wonder what the impact would be if everyone's mortgage/lease were to increase under these circumstances.

This letter is also being forwarded to the Casper City Council and the Casper City Manager, not to cause trouble or additional work for anyone, but just a notice on how some companies are doing business in Casper and the impact their business practices will have on a selective segment of the population.

Sincerely,

A concerned Senior Citizen



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, January 8, 2020  
11:30AM – 12:30PM  
AGENDA

- |       |  |          |
|-------|--|----------|
| I.    | Establish Quorum and Call Meeting to Order | T.Schenk |
| II.   | Public Comments                            |          |
| III.  | City Report                                | C.Powell |
| IV.   | Approval of November 2019 Board Minutes    | T.Schenk |
| V.    | Financials (DDA, PG, David Street Station) |          |
|       | A) Nov & Dec 2019 Reports                  | N.Grooms |
|       | B) Dec 2019 & Jan 2020 Payments            | N.Grooms |
|       | C) Motion to Approve Financials            |          |
| VI.   | Director's Report                          | K.Hawley |
| VII.  | Committee Reports                          |          |
| VIII. | Executive Session (if needed)              |          |
| VIX.  | Action Items                               |          |
| X.    | Adjourn                                    |          |

Next Meeting February 12, 2020

**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**

**11/20/2019**

**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Nicholas Grooms, Shawn Houck, Will Reese, Charlie Powell, Tim Schenk, Pete Fazio, Tony Hagar, Ryan McIntyre

**Staff:** Kevin Hawley, Julie Schmitt, Brooke Montgomery

**Guests:** Brendan LaChance

**Excused:** Critter Murray

**II. Public Comments:** - N/A

**III. City Report:**

**A. Charlie Powell:**

- Nativity scene moved to Conwell Park, because there is a more overt secular display, which lessens the church state argument of the nativity scene on public property.
- Midwest is on schedule and is priority; did not get the federal grant.
- Suspended all talk of parking meters downtown, but there is talk about increasing fines on parking garage fees, as well as researching the technology to time stamp license plates in parking spots.
- Talk about reducing cost of parking garage for members who work downtown to increase use of parking garage vs. parking along the streets.
- We are getting close to a lease agreement with the state on the Goodstein lot. We would then designate an area for food trucks that would be permanent.

**IV. Approval of October 2019 Board Meeting Minutes**

*Motion, Second, Passed (Nick Grooms, Pete Fazio) (All Approved)*

**V. Financials** – Nicholas Grooms

- \$35,000.00 is the transfer from David Street to DDA to offset payroll expenses.
- We are one organization with 3 ledgers, to transfer funds from one to another. Tracking of funds is done as a whole organization. DSS is separate to track donations specific to DSS, parking garage is separate to track specific numbers each year.
- DDA – normal operations
- DCBA – Annual contribution for holiday Christmas campaign. Restricted to holiday season. Used for Christmas parade, Shop Small Business Saturday, marketing purposes for general downtown appeal.
- DSS received checks in October to fulfill the Hilltop pledge. Last installment of 3-year pledge.

**Approval of November 2019 DDA, DSS & Parking Garage Financial Reports & Payments**

*Motion, Second, Passed (Shawn Houck, Tim Schenk) (All Approved)*

**VI. Director's Report** - Kevin Hawley –

- Expenditures the last few months have been larger than normal including the chiller. It has been received and first installment of \$42,000.00 has been paid.
- Additional expenditure is the dasher boards from Kustom Koncepts. Kustom Koncepts is interested in sponsoring the dasher boards which will eliminate all or some costs (\$40,000 - \$50,000) on the dasher boards.
- The last 5-7 working days have been busy getting dasher boards, tree, lighting, chiller all ready. It ended up being more than what we typically spend on tools and equipment. This year, we were on our own to install

the tree as far as the construction side of it, and with that we had to purchase heavy duty tools at hardware stores.

- All volunteers and sponsors would appreciate recognition and thanks for their services. Charlie will send drafted letter over to Renee for letter from mayor thanking all volunteers.
- Reward contractors/donors for free skate night as soft opening of ice rink. We will combine the companies and offer free skating as a thank you.
- Could see a dramatic increase in parking garage fees by enforcing rules more. Happy to volunteer DSS staff to get deputized to write parking garage tickets.
- We had 4 board member submissions, we needed 2 seats and needed at least 1 of the 2 seats to come from within the district. The two highest scores in order were Kirsten Ellis followed by Deb Clark (business owner of Mountain West Evaluations).
- DSS rents out observation deck to those interested in a company holiday party and can be accessed while skating.
- Shawn Houck suggested to promote the observation deck for holiday parties with a Smore's + ice skating package.
- Applied for a 1 cent funding to buy mini tractor to do sidewalks and walkways to plow snow. Awarded \$14,500 to buy small tractor and attachment at Stotz Equipment. Total cost was \$15,500 so we came out of pocket \$1,000 and they sponsored the rest of the cost. Will put Stotes Equipment on side of tractor.

**Approval of 2 candidates for recommendation to City Council**

*Motion, Second, Passed (Nick Grooms, Shawn Houck) (All Approved)*

**VII. Committee Reports –**

- A.) **Executive Committee** – Tim Schenk
- B.) **MARCOM Committee** – Shawn Houck
- C.) **David Street Station** – Jackie Landess
- D.) **Finance Committee** – Nick Grooms
  - Audit component of city is just wrapping up. State filing has been completed.
- E.) **Infrastructure** – Tim Schenk
- F.) **Governance** – Will Reese
  - Recommendation for general policy to include language in red (on hand out form), visual and pledge recognition, naming rights, receipt of pledge, sponsorship.

**Motion to Move to Executive Session to Discuss Legal Matters**

*Motion, Second, Passed (Nick Grooms, Ryan McIntyre) (Approved)*

**Comments: N/A**

**Motion to adjourn at approximately 12:45**

*Motion, Second, Passed (Nick Grooms, Pete Fazio) (Approved)*

**Action Items: N/A**

Approved by:

Secretary's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

# Casper Downtown Development Authority

## Balance Sheet

As of December 31, 2019

Dec 31, 19

DDA - Balance Sheet

### ASSETS

#### Current Assets

##### Checking/Savings

CHECKING 44,464.22

NOW Acct 202,436.38

Total Checking/Savings 246,900.60

##### Other Current Assets

CITY OF CASPER FUNDING -35,000.00

Due from Parking Garage -6,720.31

Total Other Current Assets -41,720.31

Total Current Assets 205,180.29

**TOTAL ASSETS 205,180.29**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

Payroll Liabilities 7,313.03

Total Other Current Liabilities 7,313.03

Total Current Liabilities 7,313.03

Total Liabilities 7,313.03

#### Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -162,966.25

Net Income -21,490.93

Total Equity 197,867.26

**TOTAL LIABILITIES & EQUITY 205,180.29**

Casper Downtown Development Authority  
**Profit & Loss**

November 2019

DDA - Nov P&L	Nov 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donation - Adopt A Planter	2,000.00
ACCT. INTEREST	9.03
ASSESSMENTS	<u>43,633.69</u>
<b>Total Income</b>	45,642.72
<b>Expense</b>	
<b>ADMINISTRATIVE</b>	
Director's Salary	6,250.02
Social Security	949.28
Unemployment Insurance	25.00
Cell Phone Reimbursement	<u>75.00</u>
<b>Total ADMINISTRATIVE</b>	7,299.30
<b>MARKETING-COMMUNICATIONS</b>	
PR - Director	44.19
Strategic Plan	1,500.00
<b>MARKETING-COMMUNICATIONS - Other</b>	<u>562.50</u>
<b>Total MARKETING-COMMUNICATIONS</b>	2,106.69
<b>OPERATIONS</b>	
Accountant/Bookkeeper	390.50
Conference Registration	520.00
Office Automation	283.64
Music Service	50.00
Office Rent	2,650.00
Office Supplies	<u>8.38</u>
<b>Total OPERATIONS</b>	3,902.52
<b>Payroll Expenses</b>	<u>6,158.78</u>
<b>Total Expense</b>	<u>19,467.29</u>
<b>Net Ordinary Income</b>	<u>26,175.43</u>
<b>Net Income</b>	<u><u>26,175.43</u></u>

**Casper Downtown Development Authority**  
**Profit & Loss**

December 2019

DDA - Dec P&L

Dec 19

<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>ASSESSMENTS</b>		<u>37,575.81</u>
<b>Total Income</b>		37,575.81
<b>Expense</b>		
<b>ADMINISTRATIVE</b>		
Incentives	7,900.00	
Director's Salary	6,250.02	
Social Security	1,992.17	
Unemployment Insurance	78.90	
Cell Phone Reimbursement	75.00	
<b>Total ADMINISTRATIVE</b>	<u>16,296.09</u>	
<b>MARKETING-COMMUNICATIONS</b>		
Sponsorships/PR	1,000.00	
<b>MARKETING-COMMUNICATIONS - Other</b>	<u>34.27</u>	
<b>Total MARKETING-COMMUNICATIONS</b>	<u>1,034.27</u>	
<b>OPERATIONS</b>		
Dues/Subscriptions	348.00	
Planters	4,800.00	
Office Automation	484.57	
Music Service	50.00	
Office Equipment	21.34	
Office Rent	2,650.00	
Travel	561.91	
Operation Alloc. to PKG Gar	<u>5,000.00</u>	
<b>Total OPERATIONS</b>	<u>13,915.82</u>	
<b>Payroll Expenses</b>	<u>11,891.82</u>	
<b>Total Expense</b>	<u>43,138.00</u>	
<b>Net Ordinary Income</b>	-5,562.19	
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
Bank Service Charge	<u>3.00</u>	
<b>Total Other Expense</b>	<u>3.00</u>	
<b>Net Other Income</b>	<u>-3.00</u>	
<b>Net Income</b>	<u><u>-5,565.19</u></u>	



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

DDA - Budget v Actual								TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
DSS Fund Transfer	0.00	42,000.00	0.00	0.00	0.00	0.00	42,000.00			
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	28.69	14.20	11.84	9.71	9.03	0.00	73.47	250.00	-176.53	29.39%
ASSESSMENTS	369.68	626.22	4,813.64	0.00	43,633.69	37,575.81	87,019.04	165,000.00	-77,980.96	52.74%
Misc.	0.00	0.00	0.00	3.00	0.00	0.00	3.00	0.00	3.00	100.0%
<b>Total Income</b>	<b>398.37</b>	<b>42,640.42</b>	<b>4,825.48</b>	<b>12.71</b>	<b>45,642.72</b>	<b>37,575.81</b>	<b>131,095.51</b>	<b>167,250.00</b>	<b>-36,154.49</b>	<b>78.38%</b>
<b>Expense</b>										
<b>ADMINISTRATIVE</b>										
Incentives	0.00	0.00	0.00	0.00	0.00	7,900.00	7,900.00			
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Administrative Services	0.00	0.00	84.40	0.00	0.00	0.00	84.40	0.00	84.40	100.0%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary										
Performance Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-9,800.00	9,800.00	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	37,500.12	75,000.00	-37,499.88	50.0%
<b>Total Director's Salary</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>37,500.12</b>	<b>71,600.00</b>	<b>-34,099.88</b>	<b>52.37%</b>
Social Security	1,134.04	1,194.72	899.73	789.71	949.28	1,992.17	6,959.65	9,000.00	-2,040.35	77.33%
Unemployment Insurance	47.97	48.93	-106.99	5.38	25.00	78.90	99.19	0.00	99.19	100.0%
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	450.00	900.00	-450.00	50.0%
<b>Total ADMINISTRATIVE</b>	<b>7,507.03</b>	<b>7,568.67</b>	<b>7,202.16</b>	<b>7,120.11</b>	<b>7,299.30</b>	<b>16,296.09</b>	<b>52,993.36</b>	<b>81,500.00</b>	<b>-28,506.64</b>	<b>65.02%</b>
<b>MARKETING-COMMUNICATIONS</b>										
Media Expenditures	134.86	0.00	0.00	0.00	0.00	0.00	134.86	16,000.00	-15,865.14	0.84%
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
PR - Director	0.00	41.39	0.00	0.00	44.19	0.00	85.58	3,000.00	-2,914.42	2.85%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	800.00	0.00	34.60	5,512.00	0.00	1,000.00	7,346.60	7,500.00	-153.40	97.96%
Strategic Plan	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	4,000.00	-2,500.00	37.5%
<b>MARKETING-COMMUNICATIONS - Other</b>	<b>3,505.58</b>	<b>3,800.25</b>	<b>1,007.87</b>	<b>1,512.50</b>	<b>562.50</b>	<b>34.27</b>	<b>10,422.97</b>	<b>0.00</b>	<b>10,422.97</b>	<b>100.0%</b>
<b>Total MARKETING-COMMUNICATIONS</b>	<b>4,440.44</b>	<b>3,841.64</b>	<b>1,042.47</b>	<b>7,024.50</b>	<b>2,106.69</b>	<b>1,034.27</b>	<b>19,490.01</b>	<b>35,000.00</b>	<b>-15,509.99</b>	<b>55.69%</b>
<b>OPERATIONS</b>										
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	375.00	0.00	125.00	390.50	0.00	890.50	2,500.00	-1,609.50	35.62%
Board Mtg. Expense	95.48	23.88	0.00	106.21	0.00	0.00	225.57	500.00	-274.43	45.11%
Conference Registration	0.00	0.00	0.00	0.00	520.00	0.00	520.00	2,400.00	-1,880.00	21.67%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	497.97	0.00	361.47	109.50	0.00	348.00	1,316.94	1,200.00	116.94	109.75%
Planters	0.00	0.00	0.00	0.00	0.00	4,800.00	4,800.00	10,500.00	-5,700.00	45.71%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Office Automation	129.89	159.39	139.89	139.89	283.64	484.57	1,337.27	3,000.00	-1,662.73	44.58%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	300.00	600.00	-300.00	50.0%
Office Equipment	307.35	0.00	1,192.50	106.41	0.00	21.34	1,627.60	3,500.00	-1,872.40	46.5%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	15,900.00	31,800.00	-15,900.00	50.0%
Office Supplies	276.05	0.00	0.00	0.00	8.38	0.00	284.43	3,000.00	-2,715.57	9.48%
Pigeon Control	0.00	1,483.46	0.00	0.00	0.00	0.00	1,483.46	5,000.00	-3,516.54	29.67%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	-800.00	0.0%
Travel	255.05	0.00	0.00	0.00	0.00	561.91	816.96	5,000.00	-4,183.04	16.34%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	-7,200.00	12,200.00	-69.44%
<b>OPERATIONS - Other</b>	<b>2.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.30</b>			
<b>Total OPERATIONS</b>	<b>4,264.09</b>	<b>4,741.73</b>	<b>4,393.86</b>	<b>3,287.01</b>	<b>3,902.52</b>	<b>13,915.82</b>	<b>34,505.03</b>	<b>71,600.00</b>	<b>-37,094.97</b>	<b>48.19%</b>
Payroll Expenses	8,573.84	9,367.72	5,511.00	4,073.00	6,158.78	11,891.82	45,576.16			
<b>Total Expense</b>	<b>24,785.40</b>	<b>25,519.76</b>	<b>18,149.49</b>	<b>21,504.62</b>	<b>19,467.29</b>	<b>43,138.00</b>	<b>152,564.56</b>	<b>188,100.00</b>	<b>-35,535.44</b>	<b>81.11%</b>
<b>Net Ordinary Income</b>	<b>-24,387.03</b>	<b>17,120.66</b>	<b>-13,324.01</b>	<b>-21,491.91</b>	<b>26,175.43</b>	<b>-5,562.19</b>	<b>-21,469.05</b>	<b>-20,850.00</b>	<b>-619.05</b>	<b>102.97%</b>
<b>Other Income/Expense</b>										
<b>Other Expense</b>										
Bank Service Charge	0.00	18.06	0.82	0.00	0.00	3.00	21.88			
<b>Total Other Expense</b>	<b>0.00</b>	<b>18.06</b>	<b>0.82</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>21.88</b>			
<b>Net Other Income</b>	<b>0.00</b>	<b>-18.06</b>	<b>-0.82</b>	<b>0.00</b>	<b>0.00</b>	<b>-3.00</b>	<b>-21.88</b>			
	<b>-24,387.03</b>	<b>17,102.60</b>	<b>-13,324.83</b>	<b>-21,491.91</b>	<b>26,175.43</b>	<b>-5,565.19</b>	<b>-21,490.93</b>	<b>-20,850.00</b>	<b>-640.93</b>	<b>103.07%</b>

Casper Downtown Development Authority  
Transaction Detail by Account  
November through December 2019

DDA - Nov & Dec Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Paycheck	11/01/2019		Abbey Kersenbrock		-85.89	-85.89
Paycheck	11/01/2019		Dylan Smith		-108.06	-193.95
Paycheck	11/01/2019		Kade R Taheri		-42.48	-236.43
Paycheck	11/01/2019		Kati Mooney		-83.11	-319.54
Bill Pmt -Check	11/01/2019	5947	FIB - MASTERCARD		-572.57	-892.11
Liability Check	11/04/2019		IRS USA TAXPYMNT	83-0286881	-4,083.65	-4,975.76
Deposit	11/08/2019			Deposit	2,000.00	-2,975.76
Paycheck	11/15/2019		Dylan Smith		-95.11	-3,070.87
Paycheck	11/15/2019		Julie Schmitt		-1,454.12	-4,524.99
Paycheck	11/15/2019		Kevin Hawley		-2,623.44	-7,148.43
Deposit	11/19/2019			Deposit	43,633.69	36,485.26
Bill Pmt -Check	11/19/2019	5948	Charter Communications	#8313 30 031 0976345	-139.89	36,345.37
Bill Pmt -Check	11/19/2019	5949	COMPUTER LOGIC	#37741	-143.75	36,201.62
Bill Pmt -Check	11/19/2019	5950	Elevate Wyoming		-1,500.00	34,701.62
Bill Pmt -Check	11/19/2019	5951	Hinge Studio	#1350	-562.50	34,139.12
Bill Pmt -Check	11/19/2019	5952	MOOD	#132711	-50.00	34,089.12
Bill Pmt -Check	11/19/2019	5953	PMCH	#7224	-390.50	33,698.62
Bill Pmt -Check	11/19/2019	5954	Walsh Property Management	Nov rents	-2,650.00	31,048.62
Paycheck	11/27/2019	5955	Brooke C. Montgomery		-525.73	30,522.89
Paycheck	11/27/2019	5956	Brooke C. Montgomery		-1,334.73	29,188.16
Paycheck	11/29/2019		Dylan Smith		-91.27	29,096.89
Paycheck	11/30/2019		Kevin Hawley		-2,623.45	26,473.44
Paycheck	11/30/2019		Julie Schmitt		-1,454.13	25,019.31
Deposit	11/30/2019			Interest	0.99	25,020.30
Liability Check	12/09/2019		IRS USA TAXPYMNT	83-0286881	-4,560.63	20,459.67
Bill Pmt -Check	12/10/2019		FIRST INTERSTATE BANK	Error - Transferred to wrong DDA account	-3.00	20,456.67
Paycheck	12/11/2019		Abbey Kersenbrock		-55.41	20,401.26
Bill Pmt -Check	12/12/2019	5957	Charter Communications		-59.62	20,341.64
Bill Pmt -Check	12/12/2019	5958	COMPUTER LOGIC		-424.95	19,916.69
Bill Pmt -Check	12/12/2019	5959	FIB - MASTERCARD	KH - DDA	-944.18	18,972.51
Bill Pmt -Check	12/12/2019	5960	Johnny Appleseed Greenhouses		-4,800.00	14,172.51
Bill Pmt -Check	12/12/2019	5961	MOOD		-50.00	14,122.51
Bill Pmt -Check	12/12/2019	5962	Walsh Property Management	December rent	-2,650.00	11,472.51
Bill Pmt -Check	12/12/2019	5963	Wyoming Office Products & Interiors		-21.34	11,451.17
Paycheck	12/13/2019		Aydan Bullard		-291.92	11,159.25
Paycheck	12/13/2019		Caleb Barnhart		-118.20	11,041.05
Paycheck	12/13/2019		Cooper Quig		-191.71	10,849.34
Paycheck	12/13/2019		Dylan Smith		-420.84	10,428.50
Paycheck	12/13/2019		Issac Sutton		-264.43	10,164.07
Paycheck	12/13/2019		Joshua Tuttle		-287.30	9,876.77
Paycheck	12/13/2019		Kade R Taheri		-124.21	9,752.56
Paycheck	12/13/2019		Kati Mooney		-280.30	9,472.26
Paycheck	12/13/2019		Payton Halverson		-247.80	9,224.46
Paycheck	12/15/2019		Brooke C. Montgomery		-1,334.74	7,889.72
Paycheck	12/15/2019		Julie Schmitt		-1,454.12	6,435.60
Paycheck	12/15/2019		Kevin Hawley		-2,623.45	3,812.15
Bill Pmt -Check	12/17/2019	5964	PROUD TO HOST THE BEST	#5107	-1,000.00	2,812.15
Paycheck	12/17/2019	5965	Julie Schmitt		-1,653.00	1,159.15
Paycheck	12/27/2019		Anya Hopkins		-28.33	1,130.82
Paycheck	12/27/2019		Aydan Bullard		-324.54	806.28
Paycheck	12/27/2019		Caleb Barnhart		-102.21	704.07
Paycheck	12/27/2019		Cooper Quig		-135.30	568.77
Paycheck	12/27/2019		Dylan Smith		-364.68	204.09
Paycheck	12/27/2019		Issac Sutton		-182.40	21.69
Paycheck	12/27/2019		Joshua Tuttle		-134.68	-112.99
Paycheck	12/27/2019		Kade R Taheri		-342.25	-455.24
Paycheck	12/27/2019		Kati Mooney		-343.01	-798.25
Paycheck	12/27/2019		Payton Halverson		-249.04	-1,047.29
Paycheck	12/27/2019		Samantha McCain		-192.85	-1,240.14
Deposit	12/27/2019			Deposit	37,575.81	36,335.67
Check	12/30/2019	ETF	Parking Garage	KH moved 5,000 from dda checking to PG to co	-5,000.00	31,335.67
Paycheck	12/30/2019	5966	Kevin Hawley		-4,603.65	26,732.02
Paycheck	12/31/2019		Kevin Hawley		-2,623.45	24,108.57
Paycheck	12/31/2019		Brooke C. Montgomery		-1,334.72	22,773.85
Paycheck	12/31/2019		Julie Schmitt		-1,454.13	21,319.72
Total CHECKING					21,319.72	21,319.72
<b>NOW Acct</b>						
Deposit	11/30/2019			Interest	8.04	8.04
Total NOW Acct					8.04	8.04
<b>TOTAL</b>					<u>21,327.76</u>	<u>21,327.76</u>

## Casper Downtown Development Authority Transaction Detail by Account

January 1 - 6, 2020

DDA - Jan Transactions

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>						
	Bill Pmt -Check	01/06/2020	5967	Walsh Property Management	-2,650.00	-2,650.00
	Bill Pmt -Check	01/06/2020	5968	FIB - MASTERCARD	-672.14	-3,322.14
	Bill Pmt -Check	01/06/2020	5969	Ricoh USA, Inc	-83.44	-3,405.58
	Total CHECKING				<u>-3,405.58</u>	<u>-3,405.58</u>
<b>TOTAL</b>					<u><b>-3,405.58</b></u>	<u><b>-3,405.58</b></u>

# Downtown Development Authority Parking Garage Balance Sheet

As of December 31, 2019

PG - Balance Sheet  
Dec 31, 19

## ASSETS

### Current Assets

#### Checking/Savings

FIB - Parking Garage 3,283.20

Total Checking/Savings 3,283.20

#### Accounts Receivable

Accounts Receivable -3.00

Total Accounts Receivable -3.00

Total Current Assets 3,280.20

**TOTAL ASSETS 3,280.20**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

Due to DDA -7,072.05

Payroll Liabilities 4,265.13

Total Other Current Liabilities -2,806.92

Total Current Liabilities -2,806.92

Total Liabilities -2,806.92

### Equity

Unrestricted Net Assets 21,251.65

Net Income -15,164.53

Total Equity 6,087.12

**TOTAL LIABILITIES & EQUITY 3,280.20**

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

**November 2019**

	PG - Nov P&L	<u>Nov 19</u>
<b>Income</b>		
<b>Parking Fees</b>		
Parking Garage		5,057.00
1st & Center		845.00
Daily Parking		<u>170.00</u>
<b>Total Parking Fees</b>		6,072.00
Interest Income		<u>0.52</u>
<b>Total Income</b>		<u>6,072.52</u>
<b>Gross Profit</b>		<u>6,072.52</u>
<b>Expense</b>		
<b>Administrative</b>		
<b>Office Staff</b>		
Administrative Office		<u>4,333.34</u>
<b>Total Office Staff</b>		4,333.34
<b>Garage Staff Payroll Expense</b>		
Payroll Expense		2,758.69
Payroll Taxes - FICA & Medicare		542.56
Payroll Expenses - WC/SUTA/FUTA		<u>71.92</u>
<b>Total Garage Staff Payroll Expense</b>		<u>3,373.17</u>
<b>Total Administrative</b>		7,706.51
<b>OPERATIONS</b>		
Bank Fees		143.20
Office Automation		192.20
Utilities		1,648.18
Landscaping, Repairs / Maint.		150.00
<b>Equip. &amp; Supplies</b>		
Parking Garage		<u>34.17</u>
<b>Total Equip. &amp; Supplies</b>		34.17
Parking Structure Rent		<u>363.00</u>
<b>Total OPERATIONS</b>		<u>2,530.75</u>
<b>Total Expense</b>		<u>10,237.26</u>
<b>Net Income</b>		<u><u>-4,164.74</u></u>

## Downtown Development Authority Parking Garage Profit & Loss

December 2019

	PG - Dec P&L	<u>Dec 19</u>
<b>Income</b>		
Returned Check Charges		3.00
Uncategorized Income		5,000.00
<b>Parking Fees</b>		
Parking Garage		5,699.00
1st & Center		1,755.00
Daily Parking		409.15
<b>Total Parking Fees</b>		<u>7,863.15</u>
<b>Total Income</b>		<u>12,866.15</u>
<b>Gross Profit</b>		<u>12,866.15</u>
<b>Expense</b>		
Bank Service Charges		3.00
<b>Administrative</b>		
<b>Office Staff</b>		
Administrative Office		4,333.34
<b>Total Office Staff</b>		<u>4,333.34</u>
<b>Garage Staff Payroll Expense</b>		
Payroll Expense		2,137.70
Payroll Taxes - FICA & Medicare		1,420.67
Payroll Expenses - WC/SUTA/FUTA		181.92
Garage Staff Payroll Expense - Other		12,100.00
<b>Total Garage Staff Payroll Expense</b>		<u>15,840.29</u>
<b>Total Administrative</b>		20,173.63
<b>OPERATIONS</b>		
Office Automation		193.77
Utilities		1,894.65
Landscaping, Repairs / Maint.		850.00
<b>Total OPERATIONS</b>		<u>2,938.42</u>
<b>Total Expense</b>		<u>23,115.05</u>
<b>Net Income</b>		<u><u>-10,248.90</u></u>

**Downtown Development Authority Parking Garage  
Profit & Loss Budget vs. Actual  
July through December 2019**

PG - Budget v Actual								TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>										
Returned Check Charges	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	3.00	100.0%
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
<b>Parking Fees</b>										
Parking Garage	8,251.50	6,998.50	5,178.00	9,329.00	5,057.00	5,699.00	40,513.00	100,000.00	-59,487.00	40.51%
1st & Center	1,117.00	2,525.00	915.00	2,595.00	845.00	1,755.00	9,752.00	23,000.00	-13,248.00	42.4%
Daily Parking	664.00	858.00	378.00	278.00	170.00	409.15	2,757.15	6,000.00	-3,242.85	45.95%
Parking Fees - Other	0.00	15.00	0.00	0.00	0.00	0.00	15.00	0.00	15.00	100.0%
<b>Total Parking Fees</b>	<b>10,032.50</b>	<b>10,396.50</b>	<b>6,471.00</b>	<b>12,202.00</b>	<b>6,072.00</b>	<b>7,863.15</b>	<b>53,037.15</b>	<b>129,000.00</b>	<b>-75,962.85</b>	<b>41.11%</b>
<b>Validation Incentive Program</b>										
Parking Validations	0.00	102.50	0.00	0.00	0.00	0.00	102.50	500.00	-397.50	20.5%
<b>Total Validation Incentive Program</b>	<b>0.00</b>	<b>102.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102.50</b>	<b>500.00</b>	<b>-397.50</b>	<b>20.5%</b>
Commission ( Vending Machines)	0.00	0.00	0.00	60.79	0.00	0.00	60.79	200.00	-139.21	30.4%
Interest Income	1.50	0.72	0.48	0.46	0.52	0.00	3.68	20.00	-16.32	18.4%
<b>Total Income</b>	<b>10,034.00</b>	<b>10,499.72</b>	<b>6,471.48</b>	<b>12,263.25</b>	<b>6,072.52</b>	<b>12,866.15</b>	<b>58,207.12</b>	<b>129,720.00</b>	<b>-71,512.88</b>	<b>44.87%</b>
<b>Gross Profit</b>	<b>10,034.00</b>	<b>10,499.72</b>	<b>6,471.48</b>	<b>12,263.25</b>	<b>6,072.52</b>	<b>12,866.15</b>	<b>58,207.12</b>	<b>129,720.00</b>	<b>-71,512.88</b>	<b>44.87%</b>
<b>Expense</b>										
Bank Service Charges	0.00	0.00	4.53	0.00	0.00	3.00	7.53	0.00	7.53	100.0%
<b>Administrative</b>										
<b>Office Staff</b>										
Exec. Director - Alloc. from DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
Administrative Office	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	26,000.04	52,000.00	-25,999.96	50.0%
<b>Total Office Staff</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>26,000.04</b>	<b>61,800.00</b>	<b>-35,799.96</b>	<b>42.07%</b>
<b>Garage Staff Payroll Expense</b>										
Payroll Expense	2,161.60	2,282.17	2,186.70	2,328.30	2,758.69	2,137.70	13,855.16	32,000.00	-18,144.84	43.3%
Staff Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	496.86	506.09	498.77	509.62	542.56	1,420.67	3,974.57	6,500.00	-2,525.43	61.15%
Payroll Expenses - WC/SUTA/FUTA	69.67	274.16	-134.54	618.35	71.92	181.92	1,081.48	2,000.00	-918.52	54.07%
Garage Staff Payroll Expense - Oth	0.00	0.00	0.00	0.00	0.00	12,100.00	12,100.00	1,600.00	10,500.00	756.25%
<b>Total Garage Staff Payroll Expense</b>	<b>2,728.13</b>	<b>3,062.42</b>	<b>2,550.93</b>	<b>3,456.27</b>	<b>3,373.17</b>	<b>15,840.29</b>	<b>31,011.21</b>	<b>45,100.00</b>	<b>-14,088.79</b>	<b>68.76%</b>
<b>Total Administrative</b>	<b>7,061.47</b>	<b>7,395.76</b>	<b>6,884.27</b>	<b>7,789.61</b>	<b>7,706.51</b>	<b>20,173.63</b>	<b>57,011.25</b>	<b>106,900.00</b>	<b>-49,888.75</b>	<b>53.33%</b>
<b>OPERATIONS</b>										
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
City Profit Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	114.00	0.00	0.00	114.00	500.00	-386.00	22.8%
Software Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
Accounting and Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	222.10	228.85	170.80	212.90	143.20	0.00	977.85	1,800.00	-822.15	54.33%
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Office Automation	180.64	374.10	12.99	192.04	192.20	193.77	1,145.74	2,000.00	-854.26	57.29%
Utilities	1,223.38	1,312.32	1,219.96	1,282.58	1,648.18	1,894.65	8,581.07	17,000.00	-8,418.93	50.48%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	150.00	850.00	1,000.00	3,000.00	-2,000.00	33.33%
<b>Equip. &amp; Supplies</b>										
Office	0.00	42.29	0.00	0.00	0.00	0.00	42.29	0.00	42.29	100.0%
Parking Garage	0.00	213.14	0.00	360.79	34.17	0.00	608.10	0.00	608.10	100.0%
Equip. & Supplies - Other	21.06	0.00	139.76	0.00	0.00	0.00	160.82	1,750.00	-1,589.18	9.19%
<b>Total Equip. &amp; Supplies</b>	<b>21.06</b>	<b>255.43</b>	<b>139.76</b>	<b>360.79</b>	<b>34.17</b>	<b>0.00</b>	<b>811.21</b>	<b>1,750.00</b>	<b>-938.79</b>	<b>46.36%</b>
Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance ( Liability)	0.00	0.00	1,908.00	0.00	0.00	0.00	1,908.00	2,500.00	-592.00	76.32%
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	1,815.00	3,993.00	-2,178.00	45.46%
DDA Oper Costs - Allocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
<b>Total OPERATIONS</b>	<b>2,010.18</b>	<b>2,533.70</b>	<b>3,814.51</b>	<b>2,525.31</b>	<b>2,530.75</b>	<b>2,938.42</b>	<b>16,352.87</b>	<b>48,543.00</b>	<b>-32,190.13</b>	<b>33.69%</b>
<b>Total Expense</b>	<b>9,071.65</b>	<b>9,929.46</b>	<b>10,703.31</b>	<b>10,314.92</b>	<b>10,237.26</b>	<b>23,115.05</b>	<b>73,371.65</b>	<b>155,443.00</b>	<b>-82,071.35</b>	<b>47.2%</b>
<b>Net Income</b>	<b>962.35</b>	<b>570.26</b>	<b>-4,231.83</b>	<b>1,948.33</b>	<b>-4,164.74</b>	<b>-10,248.90</b>	<b>-15,164.53</b>	<b>-25,723.00</b>	<b>10,558.47</b>	<b>58.95%</b>

**Downtown Development Authority Parking Garage**  
**Transaction Detail by Account**  
November 1, 2019 through January 7, 2020

PG - Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>						
Deposit	11/01/2019			Deposit	101.00	101.00
Paycheck	11/01/2019		Sharon A Elsberry		-466.92	-365.92
Paycheck	11/01/2019		Tevin C Reams		-267.69	-633.61
Deposit	11/01/2019			Deposit	4,283.00	3,649.39
Bill Pmt -Check	11/01/2019	1633	Mastercard	JL	-34.17	3,615.22
Deposit	11/01/2019			Deposit	690.00	4,305.22
General Journal	11/04/2019	DDA-68	Backwards	Bounced Check#	-116.00	4,189.22
Liability Check	11/04/2019		United States Treasury	83-0286881	0.00	4,189.22
Deposit	11/05/2019			Deposit	69.00	4,258.22
Deposit	11/08/2019			Deposit	331.00	4,589.22
Paycheck	11/15/2019		Sharon A Elsberry		-613.31	3,975.91
Paycheck	11/15/2019		Tevin C Reams		-274.09	3,701.82
Paycheck	11/15/2019		Jaclyn A Landess		-1,815.92	1,885.90
Deposit	11/19/2019			Deposit	1,303.00	3,188.90
Bill Pmt -Check	11/19/2019	1634	AAA Landscaping	#19121	-150.00	3,038.90
Bill Pmt -Check	11/19/2019	1635	Century Link	#307-261-4605 096B	-87.26	2,951.64
Bill Pmt -Check	11/19/2019	1636	Charter	#8313 30 031 0780589	-104.94	2,846.70
Bill Pmt -Check	11/19/2019	1637	City of Casper Business Services	#179346	-363.00	2,483.70
Bill Pmt -Check	11/19/2019	1638	City of Casper Water and Sewer	#381802	-72.74	2,410.96
Bill Pmt -Check	11/19/2019	1639	Rocky Mountain Power	#04279137-001 0	-1,575.44	835.52
Paycheck	11/29/2019		Sharon A Elsberry		-487.77	347.75
Paycheck	11/29/2019		Tevin C Reams		-243.86	103.89
Paycheck	11/30/2019		Jaclyn A Landess		-1,815.91	-1,712.02
Check	11/30/2019			Service Charge	-143.20	-1,855.22
Deposit	11/30/2019			Interest	0.52	-1,854.70
Deposit	12/02/2019			Deposit	4,131.00	2,276.30
Deposit	12/06/2019			Deposit	2,157.15	4,433.45
Deposit	12/06/2019			Deposit	1,153.00	5,586.45
Liability Check	12/09/2019		United States Treasury	83-0286881	0.00	5,586.45
General Journal	12/11/2019	DDA-69	Kimberly Taylor	Bounced Check#	-35.00	5,551.45
General Journal	12/11/2019	DDA-70	Kimberly Taylor	Bank service charges for bounced che	-3.00	5,548.45
Deposit	12/11/2019			Deposit	3.00	5,551.45
Deposit	12/12/2019			Deposit	355.00	5,906.45
Bill Pmt -Check	12/12/2019	1640	AAA Landscaping	Snow removal for lots	-850.00	5,056.45
Bill Pmt -Check	12/12/2019	1641	Century Link	Emergency phone in PG elevator	-87.26	4,969.19
Bill Pmt -Check	12/12/2019	1642	Charter		-106.51	4,862.68
Bill Pmt -Check	12/12/2019	1643	City of Casper Water and Sewer		-72.74	4,789.94
Bill Pmt -Check	12/12/2019	1644	Rocky Mountain Power		-1,821.91	2,968.03
Paycheck	12/13/2019		Sharon A Elsberry		-548.20	2,419.83
Paycheck	12/13/2019		Tevin C Reams		-303.22	2,116.61
Paycheck	12/15/2019		Jaclyn A Landess		-1,815.93	300.68
Paycheck	12/17/2019	1645	Jaclyn A Landess		-7,438.00	-7,137.32
Paycheck	12/17/2019	1646	Sharon A Elsberry		-426.75	-7,564.07
Paycheck	12/27/2019		Sharon A Elsberry		-578.14	-8,142.21
Paycheck	12/27/2019		Tevin C Reams		-383.61	-8,525.82
Deposit	12/30/2019			Deposit	5,000.00	-3,525.82
Paycheck	12/30/2019	1647	Kevin Hawley		-1,310.60	-4,836.42
Paycheck	12/31/2019		Jaclyn A Landess		-1,815.92	-6,652.34
Bill Pmt -Check	01/06/2020	1648	AAA Landscaping	#19419	-675.00	-7,327.34
Bill Pmt -Check	01/06/2020	1649	Century Link	307-261-4605 096B	-87.26	-7,414.60
Bill Pmt -Check	01/06/2020	1650	Charter		-106.53	-7,521.13
Bill Pmt -Check	01/06/2020	1651	Hood's Equipment & Sprinkler	#103903	-230.00	-7,751.13
Deposit	01/06/2020			Deposit	2,726.00	-5,025.13
Bill Pmt -Check	01/06/2020	1652	City of Casper Business Services	#181614	-363.00	-5,388.13
Bill Pmt -Check	01/06/2020	1653	Mastercard	#8674	-94.89	-5,483.02
Deposit	01/06/2020			Deposit	106.00	-5,377.02
Deposit	01/06/2020			Deposit	1,650.00	-3,727.02
Deposit	01/06/2020			Deposit	1,278.00	-2,449.02
Bill Pmt -Check	01/06/2020	1654	Rocky Mountain Power	#04279137 001 0	-1,978.01	-4,427.03
Total FIB - Parking Garage					-4,427.03	-4,427.03
<b>TOTAL</b>					<b>-4,427.03</b>	<b>-4,427.03</b>



Downtown Development Authority  
**Balance Sheet**

As of December 31, 2019

DSS Balance Sheet      Dec 31, 19

**ASSETS**

Current Assets

Checking/Savings

Plaza Checking                      264,235.47

Special Events                        33,996.39

Total Checking/Savings            298,231.86

Accounts Receivable

Accounts Receivable                13,825.00

Total Accounts Receivable        13,825.00

Total Current Assets                312,056.86

**TOTAL ASSETS                        312,056.86**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable                    4,583.86

Total Accounts Payable            4,583.86

Total Current Liabilities         4,583.86

Total Liabilities                    4,583.86

Equity

Unrestricted Net Assets            232,434.28

Net Income                            75,038.72

Total Equity                         307,473.00

**TOTAL LIABILITIES & EQUITY      312,056.86**

**Downtown Development Authority**  
**Profit & Loss**  
**November 2019**

	DSS - Nov P&L	<u>Nov 19</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		11.03
Other Types of Income		
Miscellaneous Revenue		<u>925.00</u>
Total Other Types of Income		925.00
Program Income		
Event Sponsorship		13,500.00
Friends of Station		
Treedition		3,210.60
Friends of Station - Other		<u>80.00</u>
Total Friends of Station		3,290.60
Ice Skating Fees		77.90
Partners In Progress		<u>1,000.00</u>
Total Program Income		<u>17,868.50</u>
Total Income		<u>18,804.53</u>
Gross Profit		18,804.53
Expense		
Contract Services		1,989.00
Facilities and Equipment		
Building Repairs/Maint		350.21
Equip Rental and Maintenance		11,684.36
Rent, Parking, Utilities		
DSS		79.97
Rent, Parking, Utilities - Other		<u>3,526.39</u>
Total Rent, Parking, Utilities		3,606.36
Facilities and Equipment - Other		<u>100.00</u>
Total Facilities and Equipment		15,740.93
Marketing		
Advertising/Media		4,601.15
Marketing - Other		<u>1,950.00</u>
Total Marketing		6,551.15
Operations		
Books, Subscriptions, Reference		4.99
Equip/Supplies		110.25
Event Expense		
Insurance		25.00
Security		3,375.00
Event Expense - Other		<u>1,146.23</u>
Total Event Expense		4,546.23
Service Charge		5.92
Supplies		128.80
TIPS Training		<u>34.97</u>
Total Operations		4,831.16
Other Types of Expenses		40.43
Payroll Expenses		35,000.00
Travel and Meetings		
Conference, Convention, Meeting		505.11
Travel		<u>64.60</u>
Total Travel and Meetings		569.71
Total Expense		<u>64,722.38</u>
Net Ordinary Income		<u>-45,917.85</u>
Net Income		<u><u>-45,917.85</u></u>

**Downtown Development Authority**  
**Profit & Loss**  
December 2019

DSS - Dec P&L	<u>Dec 19</u>
Ordinary Income/Expense	
Income	
Direct Public Support	33,333.34
Other Types of Income	
Miscellaneous Revenue	<u>925.00</u>
Total Other Types of Income	925.00
Program Income	
Event Sponsorship	9,000.00
Facility Rental	750.00
Friends of Station	
Treedition	20.00
Friends of Station - Other	<u>725.00</u>
Total Friends of Station	745.00
Ice Skating Fees	7,800.86
Partners In Progress	<u>21,350.00</u>
Total Program Income	<u>39,645.86</u>
Total Income	<u>73,904.20</u>
Gross Profit	73,904.20
Expense	
Contract Services	
Construction Expense	1,253.50
Contract Services - Other	<u>4,562.65</u>
Total Contract Services	5,816.15
Facilities and Equipment	
Building Repairs/Maint	5,131.09
Equip Rental and Maintenance	11,289.93
FF&E	17,585.38
Landscaping, Repairs/Maint.	25.67
Property Insurance	3,000.00
Rent, Parking, Utilities	
Ash Street	864.84
DSS	465.52
Rent, Parking, Utilities - Other	<u>677.14</u>
Total Rent, Parking, Utilities	2,007.50
Facilities and Equipment - Other	<u>100.00</u>
Total Facilities and Equipment	39,139.57
Marketing	
Advertising/Media	195.23
Fundraising Expense	<u>53.18</u>
Total Marketing	248.41
Operations	
Books, Subscriptions, Reference	787.00
Equip/Supplies	1,584.13
Event Expense	
A/V	100.00
Insurance	101.00
Security	2,062.50
Event Expense - Other	<u>649.77</u>
Total Event Expense	2,913.27
Software/Subscriptions	206.84
Supplies	37.36
Operations - Other	<u>75.84</u>
Total Operations	<u>5,604.44</u>
Total Expense	<u>50,808.57</u>
Net Ordinary Income	23,095.63
Net Income	<u><u>23,095.63</u></u>

**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through December 2019**

DSS - Budget v Actual								TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
ACCT. INTEREST	29.39	15.88	10.11	8.77	11.03	0.00	75.18	0.00	75.18	100.0%
<b>Direct Public Support</b>										
Operational Grants	6,979.00	0.00	0.00	138,333.33	0.00	0.00	145,312.33	65,000.00	80,312.33	223.56%
Direct Public Support - Other	0.00	0.00	6,503.00	0.00	0.00	33,333.34	39,836.34	0.00	39,836.34	100.0%
<b>Total Direct Public Support</b>	<b>6,979.00</b>	<b>0.00</b>	<b>6,503.00</b>	<b>138,333.33</b>	<b>0.00</b>	<b>33,333.34</b>	<b>185,148.67</b>	<b>65,000.00</b>	<b>120,148.67</b>	<b>284.84%</b>
<b>Investments</b>										
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
<b>Total Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>-32,000.00</b>	<b>0.0%</b>
<b>Other Types of Income</b>										
Miscellaneous Revenue	925.00	925.00	925.00	6,502.50	925.00	925.00	11,127.50	0.00	11,127.50	100.0%
Other Types of Income - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
<b>Total Other Types of Income</b>	<b>925.00</b>	<b>925.00</b>	<b>925.00</b>	<b>6,502.50</b>	<b>925.00</b>	<b>925.00</b>	<b>11,127.50</b>	<b>20,000.00</b>	<b>-8,872.50</b>	<b>55.64%</b>
<b>Program Income</b>										
Beverage Sales	10,931.11	24,695.58	4,620.10	0.00	0.00	0.00	40,246.79	40,000.00	246.79	100.62%
Event Sponsorship	39,500.00	0.00	47,000.00	2,000.00	13,500.00	9,000.00	111,000.00	130,000.00	-19,000.00	85.39%
Facility Rental	13,095.16	0.00	8,550.00	0.00	0.00	750.00	22,395.16	20,000.00	2,395.16	111.98%
<b>Friends of Station</b>										
Giving Tuesday 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Treedition	0.00	0.00	0.00	20.60	3,210.60	20.00	3,251.20	0.00	0.00	0.0%
Treedition 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Friends of Station - Other	60.00	60.00	170.00	80.00	80.00	725.00	1,175.00	30,000.00	-28,825.00	3.92%
<b>Total Friends of Station</b>	<b>60.00</b>	<b>60.00</b>	<b>170.00</b>	<b>100.60</b>	<b>3,290.60</b>	<b>745.00</b>	<b>4,426.20</b>	<b>30,000.00</b>	<b>-25,573.80</b>	<b>14.75%</b>
Ice Skating Fees	0.00	0.00	0.00	0.00	77.90	7,800.86	7,878.76	60,000.00	-52,121.24	13.13%
Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Partners In Progress	1,000.00	0.00	6,500.00	0.00	1,000.00	21,350.00	29,850.00	140,000.00	-110,150.00	21.32%
Program Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TIPS Training	0.00	0.00	120.00	0.00	0.00	0.00	120.00	0.00	0.00	0.0%
Vendor Fees	1,550.00	2,845.67	600.00	0.00	0.00	0.00	4,995.67	0.00	4,995.67	100.0%
<b>Total Program Income</b>	<b>66,136.27</b>	<b>27,601.25</b>	<b>67,560.10</b>	<b>2,100.60</b>	<b>17,868.50</b>	<b>39,645.86</b>	<b>220,912.58</b>	<b>420,000.00</b>	<b>-199,087.42</b>	<b>52.6%</b>
<b>Total Income</b>	<b>74,069.66</b>	<b>28,542.13</b>	<b>74,998.21</b>	<b>146,945.20</b>	<b>18,804.53</b>	<b>73,904.20</b>	<b>417,263.93</b>	<b>537,000.00</b>	<b>-119,736.07</b>	<b>77.7%</b>
<b>Gross Profit</b>	<b>74,069.66</b>	<b>28,542.13</b>	<b>74,998.21</b>	<b>146,945.20</b>	<b>18,804.53</b>	<b>73,904.20</b>	<b>417,263.93</b>	<b>537,000.00</b>	<b>-119,736.07</b>	<b>77.7%</b>
<b>Expense</b>										
<b>Contract Services</b>										
Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Construction Expense	488.04	524.94	0.00	25.20	0.00	1,253.50	2,291.68	0.00	2,291.68	100.0%
Event Help (Contract)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Contract Services - Other	1,500.00	1,753.00	1,550.00	1,500.00	1,989.00	4,562.65	12,854.65	27,000.00	-14,145.35	47.61%
<b>Total Contract Services</b>	<b>1,988.04</b>	<b>2,277.94</b>	<b>1,550.00</b>	<b>1,525.20</b>	<b>1,989.00</b>	<b>5,816.15</b>	<b>15,146.33</b>	<b>58,000.00</b>	<b>-42,853.67</b>	<b>26.11%</b>
<b>Facilities and Equipment</b>										
Building Repairs/Maint	58.00	1,600.00	0.00	521.50	350.21	5,131.09	7,660.80	10,000.00	-2,339.20	76.61%
Equip Rental and Maintenance	585.63	485.63	1,007.43	638.17	11,684.36	11,289.93	25,691.15	40,000.00	-14,308.85	64.23%
FF&E	189.83	0.00	275.99	681.43	0.00	17,585.38	18,732.63	60,000.00	-41,267.37	31.22%
Landscaping, Repairs/Maint.	105.63	0.00	0.00	74.75	0.00	25.67	206.05	10,000.00	-9,793.95	2.06%
Property Insurance	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	20,000.00	-17,000.00	15.0%
<b>Rent, Parking, Utilities</b>										
Ash Street	188.83	3,955.71	590.45	3,441.41	0.00	864.84	9,041.24	36,000.00	-26,958.76	25.12%
DSS	118.08	3,370.65	897.36	1,589.82	79.97	465.52	6,521.40	24,000.00	-17,478.60	27.17%
Rent, Parking, Utilities - Other	2,041.78	0.00	0.00	562.50	3,526.39	677.14	6,807.81	0.00	6,807.81	100.0%
<b>Total Rent, Parking, Utilities</b>	<b>2,348.69</b>	<b>7,326.36</b>	<b>1,487.81</b>	<b>5,593.73</b>	<b>3,606.36</b>	<b>2,007.50</b>	<b>22,370.45</b>	<b>60,000.00</b>	<b>-37,629.55</b>	<b>37.28%</b>
Facilities and Equipment - Other	0.00	119.58	0.00	0.00	100.00	100.00	319.58	10,000.00	-9,680.42	3.2%
<b>Total Facilities and Equipment</b>	<b>3,287.78</b>	<b>9,531.57</b>	<b>2,771.23</b>	<b>7,509.58</b>	<b>15,740.93</b>	<b>39,139.57</b>	<b>77,980.66</b>	<b>210,000.00</b>	<b>-132,019.34</b>	<b>37.13%</b>
<b>Marketing</b>										
Advertising/Media	1,076.73	2,104.26	1,651.70	1,460.19	4,601.15	195.23	11,089.26	30,000.00	-18,910.74	36.96%
Fundraising Expense	0.00	0.00	0.00	0.00	0.00	53.18	53.18	10,000.00	-9,946.82	0.53%
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Marketing - Other	6,741.05	12,060.70	922.55	6,759.78	1,950.00	0.00	28,434.08	0.00	28,434.08	100.0%
<b>Total Marketing</b>	<b>7,817.78</b>	<b>14,164.96</b>	<b>2,574.25</b>	<b>8,219.97</b>	<b>6,551.15</b>	<b>248.41</b>	<b>39,576.52</b>	<b>42,500.00</b>	<b>-2,923.48</b>	<b>93.12%</b>
<b>Operations</b>										
Bank Fees	0.00	158.43	90.93	-1.71	0.00	0.00	247.65	0.00	247.65	0.0%
Books, Subscriptions, Reference	260.03	613.40	262.87	1,690.60	4.99	787.00	3,618.89	0.00	3,618.89	100.0%
Entertainment/Talent	1,700.00	1,700.00	1,500.00	0.00	0.00	0.00	4,900.00	0.00	4,900.00	100.0%
Equip/Supplies	0.00	0.00	0.00	457.82	110.25	1,584.13	2,152.20	6,000.00	-3,847.80	35.87%
<b>Event Expense</b>										
AV	3,650.00	5,750.00	9,850.00	2,875.00	0.00	100.00	22,225.00	25,000.00	-2,775.00	88.9%
Bands	2,500.00	10,750.00	2,000.00	0.00	0.00	0.00	15,250.00	0.00	15,250.00	0.0%
Insurance	499.20	1,861.14	21,753.34	0.00	25.00	101.00	24,239.68	0.00	24,239.68	100.0%
Security	3,562.50	5,193.75	3,808.75	3,600.00	3,375.00	2,062.50	21,602.50	40,000.00	-18,397.50	54.01%
Event Expense - Other	4,484.12	10,975.61	6,451.96	1,954.87	1,146.23	649.77	25,662.56	121,500.00	-95,837.44	21.12%
<b>Total Event Expense</b>	<b>14,695.82</b>	<b>34,530.50</b>	<b>43,864.05</b>	<b>8,429.87</b>	<b>4,546.23</b>	<b>2,913.27</b>	<b>108,979.74</b>	<b>186,500.00</b>	<b>-77,520.26</b>	<b>58.43%</b>
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Postage, Mailing Service	0.00	127.80	0.00	0.00	0.00	0.00	127.80	2,500.00	-2,372.20	5.11%

**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through December 2019**

DSS - Budget v Actual								TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Service Charge	8.28	3.81	5.04	8.22	5.92	0.00	31.27	0.00	31.27	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	0.00	206.84	206.84	3,500.00	-3,293.16	5.91%
Supplies	4,404.18	3,686.10	797.16	622.57	128.80	37.36	9,676.17	0.00	9,676.17	100.0%
TIPS Training	0.00	0.00	0.00	0.00	34.97	0.00	34.97			
Utilities	0.00	0.00	1,060.89	0.00	0.00	0.00	1,060.89			
Operations - Other	0.00	265.70	0.00	0.00	0.00	75.84	341.54	0.00	341.54	100.0%
<b>Total Operations</b>	<b>21,068.31</b>	<b>41,085.74</b>	<b>47,580.94</b>	<b>11,207.37</b>	<b>4,831.16</b>	<b>5,604.44</b>	<b>131,377.96</b>	<b>200,900.00</b>	<b>-69,522.04</b>	<b>65.4%</b>
Other Types of Expenses										
Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Types of Expenses - Other	0.00	0.00	0.00	0.00	40.43	0.00	40.43			
<b>Total Other Types of Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.43</b>	<b>0.00</b>	<b>40.43</b>	<b>0.00</b>	<b>40.43</b>	<b>100.0%</b>
Payroll Expenses	0.00	42,000.00	0.00	0.00	35,000.00	0.00	77,000.00			
Travel and Meetings										
Conference, Convention, Meeting	0.00	0.00	0.00	0.00	505.11	0.00	505.11	0.00	505.11	100.0%
Travel	0.00	0.00	0.00	0.00	64.60	0.00	64.60	0.00	64.60	100.0%
Travel and Meetings - Other	0.00	0.00	0.00	533.60	0.00	0.00	533.60	0.00	533.60	100.0%
<b>Total Travel and Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>533.60</b>	<b>569.71</b>	<b>0.00</b>	<b>1,103.31</b>	<b>0.00</b>	<b>1,103.31</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>34,161.91</b>	<b>109,060.21</b>	<b>54,476.42</b>	<b>28,995.72</b>	<b>64,722.38</b>	<b>50,808.57</b>	<b>342,225.21</b>	<b>511,400.00</b>	<b>-169,174.79</b>	<b>66.92%</b>
Net Ordinary Income	39,907.75	-80,518.08	20,521.79	117,949.48	-45,917.85	23,095.63	75,038.72	25,600.00	49,438.72	293.12%
<b>Net Income</b>	<b>39,907.75</b>	<b>-80,518.08</b>	<b>20,521.79</b>	<b>117,949.48</b>	<b>-45,917.85</b>	<b>23,095.63</b>	<b>75,038.72</b>	<b>25,600.00</b>	<b>49,438.72</b>	<b>293.12%</b>

**Downtown Development Authority  
 Transaction Detail by Account  
 November 2019**

DSS - Nov Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Bill Pmt -Check	11/01/2019	1848	Mastercard	KH	-1,375.24	-1,375.24
Bill Pmt -Check	11/01/2019	1849	Mastercard	JL	-1,238.18	-2,613.42
Deposit	11/01/2019			Deposit	2,000.00	-613.42
Deposit	11/05/2019			Deposit	1,051.20	437.78
Deposit	11/05/2019			Deposit	20.60	458.38
Deposit	11/06/2019			Deposit	41.20	499.58
Deposit	11/06/2019			Deposit	700.00	1,199.58
Deposit	11/08/2019			Deposit	41.20	1,240.78
Deposit	11/08/2019			Deposit	81.80	1,322.58
Deposit	11/13/2019			Deposit	326.60	1,649.18
Deposit	11/14/2019			Deposit	82.40	1,731.58
Deposit	11/15/2019			Deposit	288.40	2,019.98
Deposit	11/19/2019			Deposit	7,300.00	9,319.98
Bill Pmt -Check	11/19/2019	1850	aggreko	##13532966	-10,625.00	-1,305.02
Bill Pmt -Check	11/19/2019	1851	Ahern Rentals	Customer #313951	-971.26	-2,276.28
Bill Pmt -Check	11/19/2019	1852	Alliance Electric	#8972	-350.21	-2,626.49
Bill Pmt -Check	11/19/2019	1853	Artisan Alley	DSS - lunch on lawn	-386.45	-3,012.94
Bill Pmt -Check	11/19/2019	1854	Black Hills Energy	#2897 7717 73	-42.75	-3,055.69
Bill Pmt -Check	11/19/2019	1855	Charter Communications	#1113376110119	-79.97	-3,135.66
Bill Pmt -Check	11/19/2019	1856	City of Casper - Water Services	#360003	-201.13	-3,336.79
Bill Pmt -Check	11/19/2019	1857	Cowdin Cleaning	#201325	-1,550.00	-4,886.79
Bill Pmt -Check	11/19/2019	1858	CSU Producer Resources INC	#3000487707	-25.00	-4,911.79
Bill Pmt -Check	11/19/2019	1859	Hinge Studio		-1,950.00	-6,861.79
Bill Pmt -Check	11/19/2019	1860	KTWO		-2,000.00	-8,861.79
Bill Pmt -Check	11/19/2019	1861	Rocky Mountain Power	#04279137-002 8	-1,761.91	-10,623.70
Bill Pmt -Check	11/19/2019	1862	Secure Gunz LLC	Late Night Security - DSS	-3,375.00	-13,998.70
Bill Pmt -Check	11/19/2019	1863	Shirts & More	#42378	-1,100.00	-15,098.70
Bill Pmt -Check	11/19/2019	1864	The Lyric	#9	-100.00	-15,198.70
Bill Pmt -Check	11/19/2019	1865	Black Hills Energy	#5833 6256 06	-416.42	-15,615.12
Bill Pmt -Check	11/19/2019	1866	City of Casper - Water Services	#311502	-93.00	-15,708.12
Bill Pmt -Check	11/19/2019	1867	Rocky Mountain Power	#04279137-003 6	-966.85	-16,674.97
Bill Pmt -Check	11/19/2019	1868	City of Casper - Water Services	#6167904	-36.28	-16,711.25
Bill Pmt -Check	11/19/2019	1869	City of Casper - Water Services	#6167002	-8.05	-16,719.30
Deposit	11/19/2019			Deposit	266.60	-16,452.70
Deposit	11/19/2019			Deposit	41.20	-16,411.50
Deposit	11/21/2019			Deposit	144.20	-16,267.30
Deposit	11/22/2019			Deposit	267.80	-15,999.50
Deposit	11/22/2019			Deposit	144.20	-15,855.30
Deposit	11/22/2019			Deposit	309.00	-15,546.30
Bill Pmt -Check	11/27/2019	1889	Stengel Media	#00091	-1,500.00	-17,046.30
Bill Pmt -Check	11/27/2019		John Lubner		-439.00	-17,485.30
Deposit	11/27/2019			Deposit	41.20	-17,444.10
Deposit	11/27/2019			Deposit	143.00	-17,301.10
Bill Pmt -Check	11/27/2019		Cash DSS		-500.00	-17,801.10
Deposit	11/30/2019			Deposit	77.90	-17,723.20
Check	11/30/2019			Service Charge	-5.92	-17,729.12
Deposit	11/30/2019			Interest	9.68	-17,719.44
<b>Total Plaza Checking</b>					<b>-17,719.44</b>	<b>-17,719.44</b>
<b>TOTAL</b>					<b>-17,719.44</b>	<b>-17,719.44</b>

**Downtown Development Authority  
Transaction Detail by Account  
December 2019**

DSS - Dec Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Deposit	12/01/2019			Deposit	497.54	497.54
Deposit	12/01/2019			Deposit	920.16	1,417.70
Deposit	12/01/2019			Deposit	175.35	1,593.05
Deposit	12/01/2019			Deposit	82.57	1,675.62
Deposit	12/02/2019			Deposit	750.00	2,425.62
Bill Pmt -Check	12/05/2019	1890	W.A.R.M Property Insurance Pool	Settlement Payment	-3,000.00	-574.38
Deposit	12/05/2019			Deposit	1,228.00	653.62
Deposit	12/06/2019			Deposit	389.04	1,042.66
Deposit	12/06/2019			Deposit	826.61	1,869.27
Deposit	12/06/2019			Deposit	359.59	2,228.86
Bill Pmt -Check	12/09/2019		John Lubner		-1,375.00	853.86
Deposit	12/12/2019			Deposit	45,558.34	46,412.20
Bill Pmt -Check	12/12/2019	1891	AMBI Mail & Marketing	Posters	-48.00	46,364.20
Bill Pmt -Check	12/12/2019	1892	Artisan Alley	Skate with Santa Crafts	-546.54	45,817.66
Bill Pmt -Check	12/12/2019	1893	Bailly's Plumbing & Heating Inc.	Ash St Repairs	-677.14	45,140.52
Bill Pmt -Check	12/12/2019	1894	Black Hills Energy	DSS	-117.92	45,022.60
Bill Pmt -Check	12/12/2019	1895	Brent Phillips	Halloween Event	-100.00	44,922.60
Bill Pmt -Check	12/12/2019	1896	Casper Electric	Hook up Chiller	-222.25	44,700.35
Bill Pmt -Check	12/12/2019	1897	Charter Communications	Acct # 1113376120119	-161.13	44,539.22
Bill Pmt -Check	12/12/2019	1898	City of Casper - Water Services	DSS	-85.42	44,453.80
Bill Pmt -Check	12/12/2019	1899	Cowdin Cleaning	Cleaning for Nov 2019	-1,500.00	42,953.80
Bill Pmt -Check	12/12/2019	1900	High Country Crane Service	Crane for Chiller	-1,253.50	41,700.30
Bill Pmt -Check	12/12/2019	1901	Mastercard	JL	-1,299.42	40,400.88
Bill Pmt -Check	12/12/2019	1902	Play It Again Sports	Ice Skate Sharpening	-1,308.00	39,092.88
Bill Pmt -Check	12/12/2019	1903	Secure Gunz LLC		-1,387.50	37,705.38
Bill Pmt -Check	12/12/2019	1904	The Lyric	storage december	-100.00	37,605.38
Bill Pmt -Check	12/12/2019	1905	Black Hills Energy	ASH	-693.95	36,911.43
Bill Pmt -Check	12/12/2019	1906	City of Casper - Water Services	ASH	-170.89	36,740.54
Bill Pmt -Check	12/12/2019	1907	City of Casper - Water Services	DSS	-93.00	36,647.54
Bill Pmt -Check	12/12/2019	1908	City of Casper - Water Services	DSS	-8.05	36,639.49
Deposit	12/13/2019			Deposit	1,491.00	38,130.49
Bill Pmt -Check	12/17/2019	1909	aggreko	#13536665	-10,625.00	27,505.49
Bill Pmt -Check	12/17/2019	1910	Ahern Rentals	Customer #313951	-1,032.86	26,472.63
Bill Pmt -Check	12/17/2019	1911	Secure Gunz LLC	#450	-675.00	25,797.63
Bill Pmt -Check	12/17/2019	1912	Stotz Equipment	PO #06734225	-15,436.98	10,360.65
Bill Pmt -Check	12/17/2019	1913	Mastercard	#9471	-2,841.76	7,518.89
Deposit	12/17/2019			Deposit	1,851.00	9,369.89
Deposit	12/23/2019			Deposit	5,000.00	14,369.89
Bill Pmt -Check	12/26/2019		John Lubner	12/9/19 - 12/22/19	-1,465.40	12,904.49
Deposit	12/27/2019			Deposit	26,075.00	38,979.49
Total Plaza Checking					38,979.49	38,979.49
<b>TOTAL</b>					<b>38,979.49</b>	<b>38,979.49</b>

**Downtown Development Authority  
 Transaction Detail by Account  
 January 2020**

DSS - Jan Transactions

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>Plaza Checking</b>						
Deposit	01/02/2020			Deposit	1,850.00	1,850.00
Deposit	01/02/2020			Deposit	7,966.30	9,816.30
Bill Pmt -Check	01/06/2020	1914	CK Mechanical	#44473	-184.00	9,632.30
Bill Pmt -Check	01/06/2020	1915	Cowdin Cleaning	#201329	-1,550.00	8,082.30
Bill Pmt -Check	01/06/2020	1916	GW Mechanical	VOID:	0.00	8,082.30
Bill Pmt -Check	01/06/2020	1917	Jeremy Miller Media	Santa Skate	-500.00	7,582.30
Bill Pmt -Check	01/06/2020	1918	Rocky Mountain Power	#04279137-0036	-877.55	6,704.75
Bill Pmt -Check	01/06/2020	1919	S/D Inc.	#17539	-520.00	6,184.75
Bill Pmt -Check	01/06/2020	1920	Secure Gunz LLC	#451, 452, 454	-2,025.00	4,159.75
Bill Pmt -Check	01/06/2020	1921	The Lyric	Jan 2020 storage	-100.00	4,059.75
Bill Pmt -Check	01/06/2020	1922	Rocky Mountain Power	#04279137-0028	-7,296.54	-3,236.79
Bill Pmt -Check	01/06/2020	1923	GW Mechanical	SV-5599	-4,583.86	-7,820.65
Bill Pmt -Check	01/06/2020	1924	Mastercard	#9471	-1,225.27	-9,045.92
Bill Pmt -Check	01/06/2020	1925	Charter Communications	#8313 30 031 1113376	-79.97	-9,125.89
Bill Pmt -Check	01/06/2020	1926	Dream Upon a Princess	DSS Princess Skate 1/11/2020	-235.00	-9,360.89
Bill Pmt -Check	01/06/2020	1927	Mastercard	#1558	-1,467.11	-10,828.00
Bill Pmt -Check	01/06/2020	1928	The Lyric	#104	-250.00	-11,078.00
Total Plaza Checking					<u>-11,078.00</u>	<u>-11,078.00</u>
<b>TOTAL</b>					<b><u>-11,078.00</u></b>	<b><u>-11,078.00</u></b>





**DOWNTOWN DEVELOPMENT AUTHORITY**

Strategic Planning 2019



Created for Casper Downtown Development Authority by  
Elevate Wyoming Leadership Group, Casper, Wyoming 82601

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# Casper Downtown Development Authority

## 2019 Strategic Planning

### ***IN ATTENDANCE FROM THE BOARD***

Tim Schenk, DDA Board Chairman  
Nicholas Grooms, DDA Board Treasurer  
Peter Fazio, DDA Board Secretary  
Ryan McIntyre, DDA Board Member  
Tony Hagar, DDA Board Member  
Will Reese, DDA Board Member  
Shawn Houck, DDA Board Member

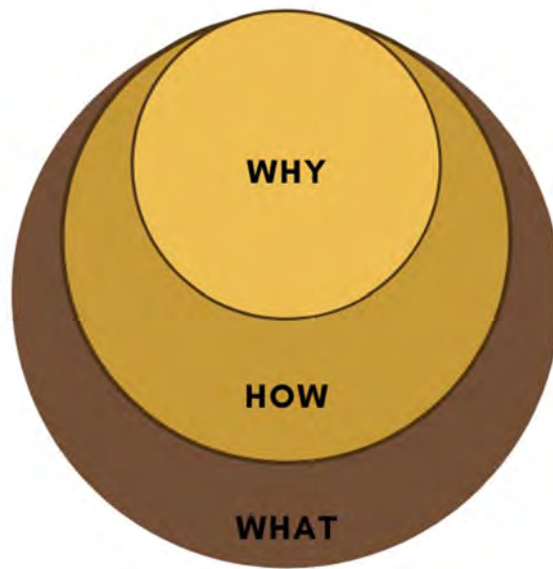
### ***BACKGROUND***

The Casper Downtown Development Authority (the DDA) began in the early 1980s and has overcome many challenges over the last 30 years. Prior to the vision of David Street Station, the DDA was involved primarily with beautification projects throughout the downtown area. In 2013, a plan was initiated to create a public gathering space where community members could come together in one place, and David Street Station was born. Phase 2 of David Street Station was completed in the spring/summer of 2018 and includes the Hilltop National Bank Splash Pad/Ice Arena, public restrooms, the skate rental offices, and an observation overlook. David Street Station connects the Old Yellowstone District to Downtown Casper.

### ***EXECUTIVE SUMMARY***

After the completion of David Street Station in 2018, as well as new members being added to the board, an opportunity was created for The DDA to re-center, refocus, and plan for future downtown development projects. Elevate Wyoming was brought in to facilitate a meeting and assist the board in determining a common vision; the meeting took place at Grooms and Harkins on November 20, 2019. In preparation for the meeting, conversations were held with the Executive Director, Kevin Hawley, as well as board members Nic Grooms and Tony Hagar to determine what the focus of the meeting would be. It was decided to concentrate on how future operations of David Street Station might be handled, as well as deciding on some other smaller projects.





## ***OUR WHY***

The Downtown Development Authority grows the Downtown Core for a prosperous community.

## ***OUR HOW***

We work to grow:

REVENUE

BUSINESSES

PEOPLE

COMMUNITY  
PRIDE

## ***OUR WHAT***

Our What is the heart of a strategic plan and includes priorities/projects identified with the most potential to advance the mission. It is an action list for the DDA in both the near and longer term. It includes actions the DDA can lead, as well as actions where the DDA can play an advocacy and supporting role to partner organizations, such as Advance Casper and The Lyric. The DDA has established credibility within the community and can help to drive true economic development. Continued planning will be necessary for the DDA to manage and guide changes.

## **POTENTIAL PROJECTS**

### **Questions to consider:**

- What is the project?
- What is the reason for the project (does it align with our purpose)?
- How will the project be completed (action steps)?
- Who will champion/own the project?

### **David Street Station Foundation/Endowment: fundraising for and management of David Street Station**

- Establish David Street Station Foundation by Summer 2020
- Separate David Street Station operationally from Casper Downtown Development Authority
- Establish an independent Board of Directors for the Foundation
- Define the position of Executive Director (purpose, responsibilities, expectations, etc.)

### **Grow Businesses:**

- Determine/Recruit/Create East Anchor; creating interest and continuous flow from David Street Station to the east end
- Extend boundaries
- Extend business hours
- Attract new retailers

### **Grow People:**

- Create indoor event/venue space (possible location at the Lyric)
- Encourage developers to remodel existing vacant structures
- Alley network: create a plan for a network of creative outdoor gathering spaces that become destinations

### **Grow Community Pride:**

- Install ornamental lights downtown on 2<sup>nd</sup> and Center Streets
- Create focal point downtown to create identity
- Create branding opportunities
- Educate Casper regarding what exists downtown

**PROJECT PLANS**

Project	Person(s) Responsible	Due Date	Notes
David Street Station Foundation/Endowment			
Next Step			
Next Step			
Next Step			
Next Step			

Project	Person(s) Responsible	Due Date	Notes
Project			
Next Step			
Next Step			
Next Step			
Next Step			

Project	Person(s) Responsible	Due Date	Notes
Project			
Next Step			
Next Step			
Next Step			
Next Step			

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**58% of Fiscal Year 2020 has Lapsed**

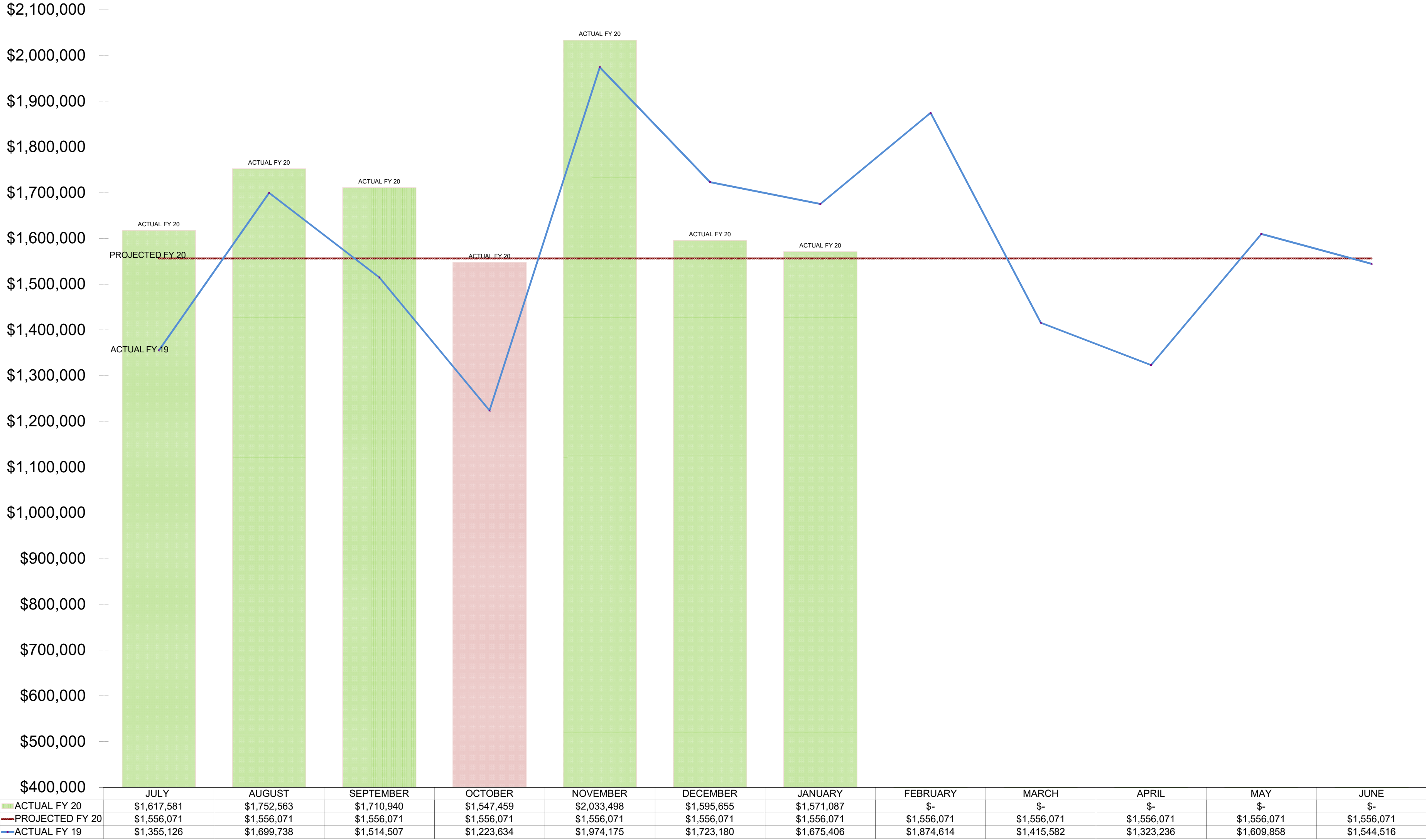
Below is the optional Sales tax report for FY20 we are currently at 58.% of the budget year.  
 General Fund is up 8.6% from projected year to date which is at 63.35% of budget.  
 1%16 is up 2.46% from projected year to date which is at 59.77% of budget.

**State Shared Sales Tax**

	<u>Date</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual-Budget</u>	<u>Percent of Annual</u>
	<u>Received</u>	<u>Received</u>	<u>Budgeted</u>		<u>Budget</u>
<b>FY 2020 General Fund</b>	7/5/2019	\$ 1,617,581	\$ 1,556,071	\$ 61,510	8.66%
	8/7/2019	1,752,563	1,556,071	196,492	18.05%
	9/6/2019	1,710,940	1,556,071	154,869	27.21%
	10/8/2019	1,547,459	1,556,071	(8,612)	35.50%
	11/6/2019	2,033,498	1,556,071	477,427	46.39%
	12/5/2019	1,595,655	1,556,071	39,584	54.93%
	1/6/2020	1,571,087	1,556,071	15,016	63.35%
	Feb	-	1,556,071		
	Mar	-	1,556,071		
	Apr	-	1,556,071		
	May	-	1,556,071		
	June	-	1,556,071		
	<b>Total FY 2020</b>	<b>\$ 11,828,782</b>	<b>\$ 18,672,852</b>	<b>\$ 936,285</b>	
	<b>FY 2020 1%16</b>			<b>Optional 1% Tax</b>	
7/5/2019		\$ 1,348,645	\$ 1,379,092	(30,447)	8.15%
8/7/2019		1,464,190	1,379,092	85,098	17.00%
9/6/2019		1,432,890	1,379,092	53,799	25.66%
10/8/2019		1,303,046	1,379,092	(76,046)	33.53%
11/6/2019		1,696,732	1,379,092	317,640	43.78%
12/5/2019		1,332,786	1,379,092	(46,306)	51.84%
1/6/2020		1,313,264	1,379,092	(65,827)	59.77%
Feb		-	1,379,092		
Mar		-	1,379,092		
Apr		-	1,379,092		
May		-	1,379,092		
June		-	1,379,092		
<b>Total FY 2020</b>		<b>\$ 9,891,553</b>	<b>\$ 16,549,101</b>	<b>\$ 237,911</b>	
<b>Total</b>	<b>\$ 21,720,335</b>	<b>\$ 35,221,953</b>	<b>\$ 1,174,196</b>		



# Sales Tax FY 2020 Versus Projection and Prior Year



	<u>ACTUAL FY 19</u>	<u>PROJECTED FY 20</u>	<u>ACTUAL FY 20</u>
YTD TOTAL	\$ 11,165,766	\$ 10,892,497	\$ 11,828,782
YTD VARIANCE			\$ 936,285
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY20 PROJECTED TO FY19 ACTUAL-SAME MONTH		0.96%	\$15,016
CHANGE FROM FY20 PROJECTED TO FY19 ACTUAL-YEAR TO DATE		8.60%	\$936,285
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-SAME MONTH		-6.23%	-\$104,320
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-YEAR TO DATE		5.94%	\$663,016



## FY 2020 General Agency Funding Biannual Report

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

Organization:	<u>Interfaith</u>	Program:	<u>Emergency Services</u>		
Contact Person:	<u>Traci Keating</u>	Phone Number:	<u>235-8043</u>	Date:	<u>Jan. 6, 20</u>
Email address:	<u>traci@interfaithnc.org</u>				
Please Select One:	1 <sup>st</sup> Reporting Period <input checked="" type="checkbox"/>		2 <sup>nd</sup> Reporting Period <input type="checkbox"/>		
	July 1 – December 31		January 1 – June 30		
	Due on January 10		Due on July 10		

### 1. Mission

Please state the agency's mission/vision.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

### 3. Program Significance

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- What impact did the program have on the specified target population and community?
- Have there been significant trends over the past months regarding your target population?

### 4. Results

- Please describe the outcomes/outputs.
- Please describe the method of measurement.
- Please describe the performance results.

### 5. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered.
- How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?

### 6. Results Analysis

- How could the program have worked better?
- How will you address this?

### 7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.



January 06, 2020

**Mission**

To provide emergency services, as well as to fill in the gaps with basic survival needs through a coalition of churches and other organizations, and to provide case management and support services.

**Financial Information**

Interfaith FY July 2019- June 2020

Total Proposed Budget \$211,000.00

Total Expenses \$ 77,061.73 As of December 31, 2019

**One Cent #16 Funding- Allocation  
June 2019- December 31, 2019**

• Towards Director’s Salary	\$4,000.00
• Towards Housing Counselors and Staff Salary	\$4,500.00
• Towards Rent	\$4,000.00
• Towards Emergency Services	\$4,583.38
<hr/>	
	\$17,083.38

**Program Significance**

- Natrona County residents
- Individuals/Families living at or below the Federal Poverty guideline
- Individuals experiencing homelessness

**The impact of the program met the needs of 3,962 individuals within Natrona County July 1, 2019- December 31, 2019.** The program impacted the population served and the community through emergency services. Some of the program services provided include rent or deposit (to house or keep housed), utilities, birth certificates, Wyoming ID or driver's license, work boots, medical/dental and prescription assistance, gasoline vouchers, personal care bags, diapers and laundry vouchers. The program impacted the community by providing our community members with necessary emergency services. The program reduced the potential homeless for Natrona County. This is shown in the results table through the utilization of emergency services.

**Trends-** There is an increased number of individuals served. Our total 2019 number of individuals served is 6,760. This is an increase of +1,165 persons served. There continues to be an upward trend of emergency services needed.

## **Results**

The results show that we were able to provide emergency services to 3,962 individuals during the first half of the fiscal year. We have seen an increase in requests of emergency services. The results show we are serving more individuals than in the proceeding years. Total number of individuals served in 2017 was 6,151, in 2018 5,595 and in 2019 6,760.

## **Performance- July1, 2019- December 31, 2019**

Birth Certificate- 187  
Case management- 1,035  
Rent- 212  
Cleaning Supplies/ TP- 252  
Diapers/wipes- 105  
Drivers License/ID- 99  
Laundry Vouchers- 132  
Gasoline- 183  
Steel Toe Boots- 50  
Medical/Dental- 12  
Prescription Assistance- 74  
Personal Care Bag- 336

## **Method of Measurement**

CharityTrak (social service database) is utilized to track everyone who comes to Interfaith and the services they receive.

## **Program Results/Impacts**

- 3,962 Emergency Service provided July 1, 2019- December 31, 2019
- Homelessness prevention through emergency services
- Provided for basic survival needs
- Promoted self-sufficiency and independent living through case management and supportive services.
- Program results indicate we are meeting our goals (homelessness prevention) through providing emergency services.
- Quality- Results indicate more families are staying housed through the utilization of Interfaith services. Housing is directly tied to a person's overall health.

## Results Analysis

Based on the data, we are serving more individuals than in the recent past years. Our results show we continue to be able to identify individuals that need emergency services for homelessness prevention and basic survival needs.

Our ability to provide impactful emergency services continues to be hindered by lack of funding. Due to this hinderance we continue to have to turn individuals away. Based on the results we see a need to identify how many individuals we turn away. We will begin to track this number so that we understand the greater unmet need in the community.

We continue to address our financial shortfall through additional grant opportunities and reaching out to potential donors who understand and believe in the mission of interfaith. In addition, we are partnering with other agencies so as not to provide overlap services. We also partner with other local agencies that are willing to help support our mission.

## Population Served

The method used to determine the number of individuals served is the same as our method of measurement. By utilizing a social service database (CharityTrak) we are able to track the number of individuals we serve and the services we provide.

**INTERFAITH OF NATRONA COUNTY  
Profit & Loss Budget vs. Actual  
July through December 2019**

	TOTAL		
	Jul - Dec 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Donations			
4010 · Donations Churches	9,078.21	0.00	9,078.21
4020 · Donations Individual/Business	4,774.27	0.00	4,774.27
4040 · Donations Memorial	0.00	0.00	0.00
4000 · Donations - Other	7,197.31		
<b>Total 4000 · Donations</b>	<b>21,049.79</b>	<b>0.00</b>	<b>21,049.79</b>
4100 · Fundraising Income			
4110 · Fundraiser	0.00	0.00	0.00
4130 · A Night in the Cold	0.00	0.00	0.00
4150 · Cans of Hope	59.46	0.00	59.46
4170 · Thankful Thursday	0.00	0.00	0.00
<b>Total 4100 · Fundraising Income</b>	<b>59.46</b>	<b>0.00</b>	<b>59.46</b>
4200 · Funds from foundations			
4210 · Funds From Foundations - Other	500.00	0.00	500.00
4230 · Eilbogen Foundation	0.00	0.00	0.00
4240 · McMurry Foundation	10,000.00		
4200 · Funds from foundations - Other	0.00	0.00	0.00
<b>Total 4200 · Funds from foundations</b>	<b>10,500.00</b>	<b>0.00</b>	<b>10,500.00</b>
4300 · Funds From Grants			
4301 · City of Casper - CDBG	5,750.00	0.00	5,750.00
4310 · Kamps	10,000.00		
4330 · RCAC	0.00	0.00	0.00
4365 · Other Grants	0.00	0.00	0.00
4370 · City of Casper - 1 Cent Funding	8,541.69	0.00	8,541.69
<b>Total 4300 · Funds From Grants</b>	<b>24,291.69</b>	<b>0.00</b>	<b>24,291.69</b>
<b>Total Income</b>	<b>55,900.94</b>	<b>0.00</b>	<b>55,900.94</b>
<b>Gross Profit</b>	<b>55,900.94</b>	<b>0.00</b>	<b>55,900.94</b>
<b>Expense</b>			
1009 · Bank fees	10.75		
6000 · Client Services			
6010 · Shelter	4,457.00	0.00	4,457.00
6020 · Utilities	194.78	0.00	194.78
6030 · Gasolene	680.00	0.00	680.00
6040 · Identification	3,186.72	0.00	3,186.72
6050 · Work Footwear	455.96	0.00	455.96
6060 · Laundromat	0.00	0.00	0.00
6070 · Medical	1,413.88	0.00	1,413.88
6090 · Client Services - Personal Care	823.86	0.00	823.86
6091 · Misc client assist- unrestrict	47.56		
6000 · Client Services - Other	337.14		
<b>Total 6000 · Client Services</b>	<b>11,596.90</b>	<b>0.00</b>	<b>11,596.90</b>
6100 · Payroll Expenses			
6110 · Executive Director	26,393.81	0.00	26,393.81
6120 · Case Management	15,822.80	0.00	15,822.80
6130 · Bookkeeper	4,386.22	0.00	4,386.22
6140 · Office Cleaning	1,428.00	0.00	1,428.00
6150 · Federal PR Taxes (FICA/MED)	3,674.34	0.00	3,674.34
6160 · State PR Taxes (SUI/WC)	1,318.32	0.00	1,318.32
<b>Total 6100 · Payroll Expenses</b>	<b>53,023.49</b>	<b>0.00</b>	<b>53,023.49</b>

**INTERFAITH OF NATRONA COUNTY**  
**Profit & Loss Budget vs. Actual**  
**July through December 2019**

	TOTAL		
	Jul - Dec 19	Budget	\$ Over Budget
<b>6200 · Office Expenses</b>			
6210 · Office Rent	6,000.00	0.00	6,000.00
6220 · Office Equipment Rent	759.70	0.00	759.70
6230 · Computer Software	856.00	0.00	856.00
6240 · Office Supplies	578.78	0.00	578.78
6250 · Postage	110.00	0.00	110.00
6260 · Telephone	1,313.08	0.00	1,313.08
6270 · Printing	272.64		
6290 · Office Expense	648.51		
6200 · Office Expenses - Other	479.90		
<b>Total 6200 · Office Expenses</b>	<b>11,018.61</b>	<b>0.00</b>	<b>11,018.61</b>
<b>6300 · Contractual Services</b>			
6310 · Audit	0.00	0.00	0.00
6320 · Accounting	0.00	0.00	0.00
<b>Total 6300 · Contractual Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6410 · Fundraising</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6415 · Advertising</b>	<b>95.18</b>	<b>0.00</b>	<b>95.18</b>
<b>6440 · Government Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6450 · Insurance Expense</b>			
6455 · Liability Insurance	0.00	0.00	0.00
6450 · Insurance Expense - Other	415.00		
<b>Total 6450 · Insurance Expense</b>	<b>415.00</b>	<b>0.00</b>	<b>415.00</b>
<b>6460 · Membership Dues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6470 · Training- unrestricted</b>	<b>901.80</b>	<b>0.00</b>	<b>901.80</b>
<b>Total Expense</b>	<b>77,061.73</b>	<b>0.00</b>	<b>77,061.73</b>
<b>Net Ordinary Income</b>	<b>-21,160.79</b>	<b>0.00</b>	<b>-21,160.79</b>
<b>Net Income</b>	<b>-21,160.79</b>	<b>0.00</b>	<b>-21,160.79</b>

**INTERFAITH OF NATRONA COUNTY**  
**Profit & Loss Budget vs. Actual**  
**July through December 2019**

	<u>TOTAL</u>
	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Donations</b>	
4010 · Donations Churches	100.0%
4020 · Donations Individual/Business	100.0%
4040 · Donations Memorial	0.0%
4000 · Donations - Other	
<b>Total 4000 · Donations</b>	<u>100.0%</u>
<b>4100 · Fundraising Income</b>	
4110 · Fundraiser	0.0%
4130 · A Night in the Cold	0.0%
4150 · Cans of Hope	100.0%
4170 · Thankful Thursday	0.0%
<b>Total 4100 · Fundraising Income</b>	<u>100.0%</u>
<b>4200 · Funds from foundations</b>	
4210 · Funds From Foundations - Other	100.0%
4230 · Ellbogen Foundation	0.0%
4240 · McMurry Foundation	
4200 · Funds from foundations - Other	0.0%
<b>Total 4200 · Funds from foundations</b>	<u>100.0%</u>
<b>4300 · Funds From Grants</b>	
4301 · City of Casper - CDBG	100.0%
4310 · Kamps	
4330 · RCAC	0.0%
4365 · Other Grants	0.0%
4370 · City of Casper - 1 Cent Funding	100.0%
<b>Total 4300 · Funds From Grants</b>	<u>100.0%</u>
<b>Total Income</b>	<u>100.0%</u>
<b>Gross Profit</b>	<u>100.0%</u>
<b>Expense</b>	
1009 · Bank fees	
<b>6000 · Client Services</b>	
6010 · Shelter	100.0%
6020 · Utilities	100.0%
6030 · Gasolene	100.0%
6040 · Identification	100.0%
6050 · Work Footwear	100.0%
6060 · Laundromat	0.0%
6070 · Medical	100.0%
6090 · Client Services - Personal Care	100.0%
6091 · Misc client assist- unrestrict	
6000 · Client Services - Other	
<b>Total 6000 · Client Services</b>	<u>100.0%</u>
<b>6100 · Payroll Expenses</b>	
6110 · Executive Director	100.0%
6120 · Case Management	100.0%
6130 · Bookkeeper	100.0%
6140 · Office Cleaning	100.0%
6150 · Federal PR Taxes (FICA/MED)	100.0%
6160 · State PR Taxes (SUI/WC)	100.0%
<b>Total 6100 · Payroll Expenses</b>	<u>100.0%</u>



**INTERFAITH OF NATRONA COUNTY**  
**Profit & Loss Budget vs. Actual**  
**July through December 2019**

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	<u>TOTAL</u>
	<u>% of Budget</u>
<b>6200 · Office Expenses</b>	
6210 · Office Rent	100.0%
6220 · Office Equipment Rent	100.0%
6230 · Computer Software	100.0%
6240 · Office Supplies	100.0%
6250 · Postage	100.0%
6260 · Telephone	100.0%
6270 · Printing	
6290 · Office Expense	
6200 · Office Expenses - Other	
<b>Total 6200 · Office Expenses</b>	<u>100.0%</u>
<b>6300 · Contractual Services</b>	
6310 · Audit	0.0%
6320 · Accounting	0.0%
<b>Total 6300 · Contractual Services</b>	<u>0.0%</u>
6410 · Fundraising	0.0%
6415 · Advertising	100.0%
6440 · Government Fees	0.0%
6450 · Insurance Expense	
6455 · Liability Insurance	0.0%
6450 · Insurance Expense - Other	
<b>Total 6450 · Insurance Expense</b>	<u>100.0%</u>
6460 · Membership Dues	0.0%
6470 · Training- unrestricted	100.0%
<b>Total Expense</b>	<u>100.0%</u>
<b>Net Ordinary Income</b>	<u>100.0%</u>
<b>Net Income</b>	<u><u>100.0%</u></u>

## 1. Mission

The Self Help Center is a non-profit advocacy and support services agency for victims of domestic violence, sexual assault, stalking and elder abuse. The mission of the Self Help Center is to: Prevent-Shelter-Heal. As an agency, staff works toward this mission by providing crisis intervention, crisis counseling and crisis advocacy services to victims that have experienced high levels of trauma. The Self Help Center was founded in 1978 and started as a grass roots group. Since then we have transformed into an evidence based advocacy center to provide the following programs:

- Domestic Violence, Sexual Assault, Stalking and Elder Abuse Advocacy
- Prevention Education
- Emergency Shelter for Victims in Immediate Danger (max 30 day stay)
- 24 Hour Crisis Intervention through our hotline
- Support Groups for Domestic Violence, Sexual Assault, and Trauma
- Mental Health Counseling
- Substance Abuse Treatment

## 2. Financial Information

(see attached)

## 3. Program Significance

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

- We primarily serve individuals residing in Natrona County.
- We do receive and serve clients from other states and communities who are fleeing domestic violence, sexual assault or stalking.
- Our target population is anyone who is experiencing violence as well as providing education programs to our community's youth.
- Our advocacy and support services include walk-in clients and phone support to include our 24-hour crisis hotline. We receive 2500 calls each year through our crisis hotline. In addition, we provided services to over 600 walk-in clients.
- The demographics of this population are varied but generally, the majority of clients are between the ages of 24-39 and are in the lower economic status for income.
- We measure this through our case management system where we track the number of clients that receive case management for housing assistance. Our youth programs serve the population from pre-school children up to 18 years of age (approximately 20% have learning disabilities and have IEPs), pregnant teens and parents who have been abused, and/or have histories of being abusive; and those who are at high-risk for being abused or continuing the cycle of generational domestic violence and child abuse.

### **b. What impact did the program have on the specific target population and community?**

- Our main offices, now located at 740 Luker Lane, have expanded to include office space previously used by WIC.

- Having the financial resources to support and equip an additional 3,000 square feet of office space meant that we had the ability to simultaneously and effectively conduct multiple group counseling services for our community. We now have ample office space for victim counseling and support.
- Our larger facility and resources meant we were able to expand of our services to include healthy relationship courses as well as a .5 Level Cannabis Class.
- Case management services have been expanded for those individuals in need of our Safe House services as well.
- We have been able to increase our services within the NCSD, offering more support to at risk youth as well. Our Prevention Coordinator has increased hours and group meetings within area schools. This year we have added three more support groups within the two major high schools for youth that have experienced violence in the home or have displayed violent tendencies themselves. We serve over 400 youth through our support groups. In addition, our Prevention Coordinator provides one-on-one mentoring for 12 youth that have been flagged as high risk for violence by their teachers, counselors, or parents.

**c. Have there been significant trends over the past months regarding your target population?**

- Our counselors and Prevention Coordinator are reporting an increase in the reported amount of violence within the homes of those who we provide advocacy and support to within our agency and the school district as well those our agency provides counseling for.
- There has been an increase in the volume of individuals who seek our services who are also seeking or need mental health or substance abuse treatment. Roughly 85% of our clients are suffering from co-occurring disorders with significant mental health and substance use and abuse.
- We have witnessed an increase in the number of native American DVSA victims who are coming to our center for support and services. On average we serve around three Native Americans and their families annually. In the last six months we have already served six.

**4. Results**

**a. Please describe the outcomes/outputs.**

While prevention and education is difficult to measure, we collected outputs on number of youth provided presentations (800 youth and 120 presentations), number of youth attending support groups (400 with 19 support groups), number of youth receiving mentoring, and number of youth participating in the CORE program (102).

Outcomes for this program include:

- 1.) Improved emotional health and self-awareness. Youth demonstrated heightened awareness of red flags and safety planning. This was measured through a post survey given to participants in the life skills class.
- 2.) High-risk youth have improved self-esteem, sense of self-worth, & self-reliance: learn positive coping skills, and experience reduced inter-personal isolation & depression. This was measured through a participant survey for our mentoring and support group participants as well as school anecdotal data and feedback on behaviors documented.
- 3.) Youth have improved understanding and appreciation of nature, conservation, self-reliance, resourcefulness and self-esteem. This was measured by a participant survey.

Through our Safe House we served 66 providing case management to 100% of those provided services.

**b. Please describe the method of measurement.**

We use the DVHMIS System to track services and case management for all our victims of crime. This system tracks all the outputs for number of clients served, demographics, services, and hour units of services provided. We also provide different client satisfaction surveys for our respective services. There is also a general victim services survey, counseling service survey, and safe house services survey. We are able to measure the quality of our service(s) based upon our assessments which define levels of satisfaction toward meeting specific needs as well as tracking their individual goal outcomes.

**c. Please describe the performance results.**

- Regularly participating youth learned coping skills, self-reliance, how to work with others and independently, and embraced tolerance and respect for themselves and others.
- From our exit client feedback survey 100% roughly reported having greater knowledge of resources available to them as well as reported feeling safer than before utilizing our services.

**5. Program Results/Impacts (use bullets)**

**a. Explain how much (quantity) service the program delivered.**

- 800 youth were provided presentations
- 120 Youth presentations were provided
- 400 youth participated in support groups within the school district
- 102 youth participated in our Core Program
- 66 were provided Case management at our Safe House
- 143 clients received advocacy and support at our campus
- 20 Clients received counseling at our campus
- 120 Clients received Substance Abuse and Use treatment at our campus

- 80 Clients received Healthy Relationships Education at our campus
- We provided 10 community collaboration meetings at our campus.

**b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.**

With our funding we were able to work towards paying off our campus mortgage. Due to this we were able to expand and centralize our services. In addition, we now have group space to provide education and prevention classes, as well as facilitate community collaboration meetings.

One cent funding for our youth programs enables us to work towards our vision of eradicating the cycle of violence within our community. In addition, we are able to provide evidence-based prevention and education to those who are at risk. Our goal is to provide health habits and coping skills to create health community members.

Clients receiving case management through our safe house program are able to work a plan that includes safety planning, housing, employment, and self-care. Through One Cent funds we are able to provide emergency safe house services to those who are in immediate danger. We work to increase their protective factors and empower them to live safe and healthy lives.

**c. What does our analysis of the past year's data tell you about what is happening to the impacted target population?**

Through our data we are able to correlate the trends we are seeing with demographic data to confirm anecdotal data. We have been seeing an increase for those who are victims of violence also needing mental health and substance abuse treatment. In addition, we have seen a shift in our demographic data.

**6. Results Analysis**

**a. How could the program have worked better?**

Our center is committed to reducing the cycle of violence in our community. We recognize the need for victims to believe that if they seek help, our community will support them. We want to see an increase in the number of convictions of those charged with domestic violence and sexual assault as well as a reduction in victim blaming. In cases to date, we have not seen significant changes including high profile cases within our community.

**b. How will you address this?**

To address the above challenge our center has launched a multi-faceted campaign to reduce victim blaming and increase the number of guilty convictions through jury education and community awareness. The campaign launched in October 2019 and will continue through June 2020.

**7. Population Served**

**a. In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe**

**the method used to determine the number of individuals served with this funding.**

We use the DVHMIS System to track services and case management for all our victims of crime. This system tracks all the outputs for number of clients served, demographics, services, and hour units of services provided. We also provide different client satisfaction surveys for our respective services. There is also a general victim services survey, counseling service survey, and safe house services survey. We are able to measure the quality of our service(s) based upon our assessments which define levels of satisfaction toward meeting specific needs as well as tracking their individual goal outcomes.

Financial Summary  
Self Help Center  
One Cent total allocation: \$220556

Grant Income

	<b>Line Item</b>	<b>Amount</b>
Quarter 1 invoice	Building	9375
	Victim Services and Case Managemen	501.25
	Victim Prevention and Education	3739.25
	<b>Total</b>	<b>13615.5</b>

Expenses:

	<b>Line Item</b>	<b>Amount</b>
	Salary and Wages	12618.5
	Workers Comp/Unemployment	262.37
	Social Security/Medicare	964.87
	Retirement Match	1116.99
	HSA Contribution	677.86
	Health Insurance	-4.48
	Mortgage Payments	9375
	<b>Total</b>	<b>25011.11</b>

Note: Quarter 2 invoice is pending for total amount:

13615.5



## FY 2020 General Agency Funding Biannual Report

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

Organization: <u>Wyoming Food Bank of the Rockies</u>	Program: <u>Fighting Hunger Feeding Hope</u>	
Contact Person: <u>Tony Woodell</u>	Phone Number: <u>307-232-4014</u>	Date: <u>01-07-2020</u>
Email address: <u>twoodell@foodbankrockies.org</u>		
Please Select One:	1 <sup>st</sup> Reporting Period <u>XX</u> July 1 – December 31 Due on January 10	2 <sup>nd</sup> Reporting Period _____ January 1 – June 30 Due on July 10

### 1. Mission

Please state the agency's mission/vision.

**Mission:** To help families thrive by efficiently procuring and distributing food and essentials to the hungry through our programs and partner agencies.

**Vision:** To make food security a reality for every Wyoming Family.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

**WFBR invested \$293,520.21 to provide 1,500,641lbs of food to our Casper partner agencies. Please note that funds from this grant are allocated only for food to be used in Casper. Allocation for this same time period was \$2,500.**

### 3. Program Significance

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

- Food insecurity has risen in Natrona County to 12.7%
  - from 12.4% just last FY
- Just last year, 10,260 Natrona County Residents were identified as food insecure
- Of the 3,400 food insecure children in Natrona County, only 51% are income eligible for federal nutrition programs
- The average cost of a meal in Natrona County is \$3.06
- Food insecure households are often the working poor
  - 37% had a member working for pay in the past 4 weeks
  - 63% had a member working for pay in the last 12 months
  - 19% are grandparents raising grandchildren who live with them
  - 21% had a member serving or had served in the US military.



- b. *What impact did the program have on the specified target population and community?*
- **Over 33% of the food WFBR provides in Casper goes to feed children**
    - **500,000 lbs for food (a total of 416,667 meals) since July 1<sup>st</sup>**
  - **20% of the food WFBR provides in Casper goes to feed citizens aged 60+**
    - **350,000 lbs for food (a total of 291,667 meals) since July 1<sup>st</sup>**
- c. *Have there been significant trends over the past months regarding your target population?*

**Casper's food insecure families may be budgeting for food based on cost, not nutrition. Fresh fruits and vegetables are often crossed off household shopping lists because of their price. These items are often more expensive than processed foods (which are typically higher in fat, sugar, and sodium.) For many in our target population, it is not a question about knowing what healthy foods to choose... but rather about not being able to afford or access healthier options.**

## 4. Results

- a. *Please describe the outcomes/outputs.*

**Fighting Hunger Feeding Hope is WFBR's main distribution program. With the assistance of this grant, 1,500,641 pounds of food was sourced and distributed in Casper from July 1 – December 31, 2019. With "1 meal" equal to approx. 1.2 lbs of food, this provided 1,250,534 meals over this time period. That's enough for 6,900 meals per day in the City of Casper.**

- b. *Please describe the method of measurement.*

**WFBR evaluates progress towards meeting our strategic goals with monthly reviews of total pounds of food distributed through our programs, with regular reviews and reporting from our partner agencies, and with comparison to the organizational performance to budget.**

- c. *Please describe the performance results.*

**Monitoring pounds distributed allows WFBR to see where and what kind of food is being distributed. This allows us to adjust services accordingly. One of our most critical goals is to insure that at least 50% of all food lbs distributed are fresh fruits and vegetables.**

## 5. Program Results/Impacts (use bullets)

- a. *Explain how much (quantity) service the program delivered.*

- **1,250,534 meals (6,900 a day) were provided to those in need in Casper**
- **These nutritious foods were provided through our 31 Casper partner agencies**
  - **over 37 Casper programs**

- b. *How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.*

- **By increasing the nutritious foods made available to Casper families in need, we are all helping to improve the health of this population.**
- **When adults eat healthfully, they are better able to work**

- If children have access to healthy, nourishing food, they are more ready to learn, grow and succeed.
  - Only when older citizens eat properly, their medications work correctly.
  - By working with our local partner agencies WFBR can focus on obtaining the most needed food items and distributing them to those in need through a quick and efficient distribution model
  - Shelf stable items rotate approximately every 6 days
  - Fresh food rotate approximately every 1.5 days
  - Produce and protein can be purchased by WFBR to supplement donated items
    - Allowing our agencies to provide the best selection of food choices
- c. *What does your analysis of the past year's data tell you about what is happening to the impacted target population?*
- While Wyoming's economy has been stalled for a time now, the mine closures and the power plant closures are not encouraging.
  - More and more Wyoming families are experiencing what it is to be a part of the working poor.
  - Many of them in Casper are learning for the first time what it is to be food insecure.
  - Fortunately, our partners are on the front lines of fighting hunger in Casper.
    - Their data is still coming in and will be calculated at the end of the fiscal year.

## 6. Results Analysis

a. *How could the program have worked better?*

- The greatest challenge is ensuring that our support systems are in place for our Casper partners when they need them most.
  - Public referrals
  - Food safety training
  - Capacity building
  - Coordinated canned food drives
  - Volunteers
  - Monitoring
  - Grocery rescue opportunities
- By providing free food to our partners, we enable them to use their donation dollars to purchase needed foods at \$.19 a pound from us, or from wherever they desire.
- Serving as support training in social media, fundraising, marketing and networking.

b. *How will you address this?*

While Wyoming Food Bank of the Rockies continues to reach tens of thousands state-wide and thousands in Natrona County, we also have an impact on our Casper neighbors as well. We are refining and improving our operations and embarking on some new projects and partnerships that will help us serve everyone, including Casper.

Wyoming Food Bank of the Rockies is well-positioned to leverage our network and resources to increase system-wide capacity and is looking forward to embarking on new strategic directions. We are creating a new three-year strategic plan, and have gathered substantial input from community partners, board members, staff, financial

donors, and food donors. The input process has been extensive and incredibly illuminating.

Aside from the food component of our work in Casper, our plans are as follows:

- Increase distribution of Food Supplemental Boxes to Casper Seniors.
- Increase Partner Agency interactions in Casper increase in Partner site visits.
- Hold 4 trainings in best practices for project partner agencies' staff.
- Hold two trainings in best practices for project partner agencies' volunteers.

## 7. Population Served

*In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.*

**This grant was used to purchase food for distribution to those in need of assistance throughout Casper. Funding from this grant has helped WFBR provide over 1,500,641 lbs of food (1,250,534 total meals) across our 31 Casper partner agencies.**

**Wyoming Food Bank of the Rockies does not require partner food pantries and programs to track demographic information, currently. WFBR and its partners provide food on a self-declaration of need. This is considered a best-practice within the industry (with the exception of Federal Programs) as it is a very humbling experience to ask for help. Especially in Casper, Wyoming. We strive to provide assistance to all who need it and not allow feelings of shame to hinder someone from using our services. This is all part of the food advocacy and food injustice movement.**

**We would love to show you how well this works! Just give us a call and we will schedule a tour and presentation on any aspect of food insecurity that interests you.**

City of Casper 1% Funds billed for Quarter 1  
Period form July 1, 2019 - September 30,2019

Total Pounds Casper	620,220
Total Pound WFBR	2,624,110
%	23.64%
Total Expense WFBR	\$574,627.00
<b>Total Expense Casper</b>	<b>\$135,815.63</b>

City of Casper 1% Funds billed for Quarter 2  
Period form October 1, 2019 - December 31,2019

Total Pounds Casper	880,421
Total Pound WFBR	2,808,534
%	31.35%
Total Expense WFBR	\$503,076.00
<b>Total Expense Casper</b>	<b>\$157,704.58</b>

A2123-1	NATRONA CSD 1 WYSLP	770 N Glenn Rd	Casper	WY	ACTIVE
A2203-2	Youth Crisis Center	1656 E 12th St	Casper	WY	ACTIVE
A2245-1	Community of Hope Church	520 S Walnut St	Casper	WY	ACTIVE
A2331-2	First Christian Church	520 CY Ave	Casper	WY	ACTIVE
A2346-1	Poverty Resistance Food Pantry	450 S Wolcott St	Casper	WY	ACTIVE
A2346-2	Poverty Resistance Food Pantry USDA	450 S Wolcott St	Casper	WY	ACTIVE
A2394-2	Legacy Senior Residences - WYCSFP	1005 N Elma St	Casper	WY	ACTIVE
A2579-1	First United Methodist Church Casper	332 E 2nd St	Casper	WY	ACTIVE
A2608-1	Grace Bible Baptist Church	405 S Park St	Casper	WY	ACTIVE
A2676-1	Casper Community Church	249 N Wolcott St	Casper	WY	ACTIVE
A2716-1	First Baptist Church	541 S Beech St	Casper	WY	ACTIVE
A2717-1	Casper Housing Authority	1514 E 12th St	Casper	WY	ACTIVE
A2778-1	Gods Resources	1314 W 14th St	Casper	WY	ACTIVE
A2841-1	St Anthony's Manor - WYCSFP	211 E 6th St	Casper	WY	ACTIVE
A2855-1	Strong Tower Family Church	730 E 21st St	Casper	WY	ACTIVE

Casper has 31 locations and supports 37 programs

A0088-1	ARC of Natrona County The	337 N Wolcott	Casper	WY	ACTIVE
A0141-1	Boys and Girls Clubs of Central Wyoming	1701 E K St	Casper	WY	ACTIVE
A0151-1	Calvary Baptist Church Casper	1800 S Conwell St	Casper	WY	ACTIVE
A0176-2	Wyoming Rescue Mission	230 N Park St	Casper	WY	ACTIVE
A0178-4	Cent Wyo CC Psych Rehab	1200 S Elk St	Casper	WY	ACTIVE
A0179-1	Central Wyoming Hospice	304 S Fenway St	Casper	WY	ACTIVE
A0352-1	Faith Assembly of God	4301 Casper Mountain Rd	Casper	WY	ACTIVE
A0468-1	<a href="#">Holy Cross Center Inc</a>	<a href="#">1030 N Lincoln St</a>	Casper	WY	ACTIVE
A0468-2	<a href="#">Holy Cross Center Inc USDA</a>	<a href="#">1030 N Lincoln</a>	Casper	WY	ACTIVE
A0503-1	<a href="#">Joshuas Storehouse and Dist</a>	<a href="#">334 S Wolcott St</a>	Casper	WY	ACTIVE
A0503-2	<a href="#">Joshuas Storehouse USDA</a>	<a href="#">334 S Wolcott St</a>	Casper	WY	ACTIVE
A0607-1	<a href="#">Natrona County Meals On Wheels</a>	<a href="#">1760 E 12th St</a>	Casper	WY	ACTIVE
A0607-2	<a href="#">Natrona County Meals on Wheels - WYCSFP</a>	<a href="#">1760 E 12th St</a>	Casper	WY	ACTIVE
A0644-1	Our Saviours Lutheran Church	318 E 6th St	Casper	WY	ACTIVE
A0687-1	<a href="#">Restoration Fellowship Casper</a>	<a href="#">411 S Walsh Dr</a>	Casper	WY	ACTIVE
A0713-1	<a href="#">The Salvation Army Casper</a>	<a href="#">441 S Center St</a>	Casper	WY	ACTIVE
A0713-3	<a href="#">The Salvation Army a CA Corp Casper USDA</a>	<a href="#">441 S Center St</a>	Casper	WY	ACTIVE
A1076-1	First Church of the Nazarene	2020 S Jefferson St	Casper	WY	ACTIVE
A1140-1	College Heights Community Center Oasis	1927 S Walnut St	Casper	WY	ACTIVE
A1584-1	Harvest Fields Ministry	1402 S Elk St	Casper	WY	ACTIVE
A1996-1	Casper Family YMCA	1611 Casper Mountain Rd	Casper	WY	ACTIVE
A2094-1	Celebrate Recovery	5725 Highland Dr	Casper	WY	ACTIVE



## FY 2020 General Agency Funding Biannual Report

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

Organization: Youth Crisis Center, Inc. Program: Crisis Shelter and Group Home Programs

Contact Person: Traci Blevins Phone Number: 307-577-5718 Date: 01/07/2020

Email address: tblevins@casperycc.org

Please Select One:      1<sup>st</sup> Reporting Period X      2<sup>nd</sup> Reporting Period \_\_\_\_\_  
   July 1 – December 31      January 1 – June 30  
   Due on January 10      Due on July 10

### 1. Mission

Please state the agency's mission/vision.

To provide emergency shelter, crisis intervention, and group home services to youth and their families.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

### 3. Program Significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
  - Crisis Shelter
    - Parents, foster parents, grandparents, and other guardians
    - Youth and children who are:
      - 0-17 years of age
      - Homeless or have nowhere else to go
      - Suffering from abuse/neglect
      - Struggling with behavior issues
      - Dealing with family conflict
      - Awaiting other placement (jail, psychiatric treatment, etc.)
      - Suspended from school
  - Group Home
    - Parents, foster parents, grandparents, and other guardians
    - Youth and children who are:
      - 12-17 years of age
      - Court ordered/appointed
      - In need of structure and support
- b. What impact did the program have on the specified target population and community?
  - Crisis Shelter
    - 365 days a year, our crisis shelter provides emergency shelter services to Casper's youth and children. In an average month 52 youth receive crisis shelter services, of those 52 youth:
      - 21 are struggling with behavioral, mental, and substance use issues
      - 13 are staying for safety from abuse/neglect and family conflict
      - 12 are staying because they have nowhere else to go

- 6 are staying as an alternative to being placed in jail
    - The YCC Crisis Shelter is the only crisis shelter in our community for youth.
    - Providing these services:
      - Offers safety to Casper's youth
      - Keeps youth from being incarcerated
      - Provides support to families when a youth is out of control
      - Offers shelter to youth who have nowhere else to go
  - Group Home
    - Our group home program provides services to youth and their families after youth have been court ordered out of their home. The group home program works with the youth and family to provide stability, structure, education, support, counseling services, and other unique services that assist the youth to successfully reunify with their family or to transition to independent living.
    - The YCC Group Home
      - prevents out of community placement (out of community placement can be difficult for most families due to a lack of access to support services when the youth returns home)
      - keeps kids from being placed into a higher level of care, such as juvenile detention, boys or girls school, and residential or psychiatric treatment (serving youth at the group home level can prevent future need for higher level care which is more expensive, often out of our community, and provides less support for the family)
      - serves as a step-down program when youth are reentering the community after they have been placed in a higher level of care; which supports the family and youth to achieve success
- c. Have there been significant trends over the past months regarding your target population?
  - Crisis Shelter
    - We continue to serve youth with high level of social, emotional, and behavioral health needs.
  - Group Home
    - Due to State and Federal changes we continue to see a decrease in Group Home placements.

## 4. Results

- a. Please describe the outcomes/outputs.
  - Crisis Shelter
    - 97% of families report satisfaction with services
    - 90% of families received referrals to other community supports
    - 87% of youth successfully transitioned home (to foster home or family home)
  - Group Home
    - 100% of group home residents participate in weekly life skills groups which focus on career and skill building, healthy relationships and boundaries, and nutrition and cooking
    - 100% of group home residents' case plans had specific educational goals which are supported by the center staff
    - 60% of group home residents returned home, or to a lower level of care
- b. Please describe the method of measurement.
 

All tracking is done through intake process, case manager reporting, grade and attendance tracking, depart surveys and processes, and monthly tracking attendance for meals, case plans, and groups.
- c. Please describe the performance results.
  - Crisis Shelter
    - The highest priority for the YCC crisis shelter is to be available to provide a safe place for any youth who needs it. By having a high satisfaction rate, we know parents and youth are more likely to utilize this service again when youth need safety. Additionally, this means that through our crisis shelter services we are meeting the needs of the youth and families we are serving



- It is also important for our crisis shelter to provide support to youth and their families; we seek to identify the needs of the youth and their family, so we are better able to support a successful reunification. After identifying the needs of the family and youth we provide referrals and other access to community resources that can support the youth and their families. This assists us to help youth to return home safely and successfully
- Group Home
  - It is imperative for youth in our group home to learn many of the most basic living, educational, and relationship skills. The priority of the group home is to provide stability, support, and training that helps youth and their families be successful in their future living. Every youth in our group home program must attend weekly life skills group or work on other life skills, for example: some youth may be participating in outpatient substance abuse treatment, working their own job, or working with another program to build their life skills. These skills are essential to success as youth transition home. Youth are also required to set educational goals. Research shows that youth who are in school, with passing grades, are less likely to engage in criminal or other unhealthy activities
  - Another priority of the group home program is to assist youth to be successful in returning home to their families. This past fiscal year, 6 of 10 youth who have departed from the group home program have returned to their home or a lower level of care. This is significant as most of the youth and families we work have had dysfunctional behavior patterns that result in the youth being placed out home. Successfully returning home means the families and the youth have worked to establish healthy boundaries, improve relationships, build structure in their home, and work other case plan goals that assist them in having a successful family unit.

## 5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered.
  - Crisis Shelter
    - 314 youth served
      - 55 – 8-12 years of age
      - 259 – 13-17 years of age
      - 174 Male
      - 140 Female
      - 17 report homelessness
      - Average age 14.83
    - 1,360 nights of service
      - Average length of stay 5.18 days
      - 2,865 meals served
      - 464 hours of support group provided
      - 367 family & individual support/crisis meetings
      - 48 safety plans developed
      - 417 hours of homework help provided
  - Group Home
    - 14 youth served (7 new intakes this fiscal year; 7 from previous year)
      - 8 Male
      - 6 Female
      - 3 – 8-12 years of age
      - 11 -13-17 years of age
      - Average age 14.5
    - 934 nights of service
      - Average length of stay 88 days
      - 2,005 meals
      - 113 hours of group counseling
      - 102 family & individual support/case plan meetings
      - 86 case goals achieved
      - 299 hours of homework help
      - 7 safety plans developed

- \$601 saved by departing youth (from chore/personal finance program)
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
  - Crisis Shelter
    - Responses from families after their youths' crisis shelter stay
      - "gave me an option instead of JDC. This experience as a parent was the best we have had with YCC. This is a great alternative for younger kids than to go to JDC."
      - we "set goals, worked on getting set up with other places and having a fall out plan"
      - "the one on one counseling with parents and resources on further help"
      - "counseling through issues with our son and a break"
      - "staff are very friendly and involved in his recovery and release as well as ideas and suggestions on his future and how to stay on the right path so not to return to YCC or any other facility"
  - Group Home
    - Reported improvements from youth
      - Increased maturity
      - Helped stay in school
      - Felt supported
      - Set and achieved goals, that have never been set/achieved before
      - Developed skills needed for future
      - Built positive relationships and felt supported by staff
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
  - Crisis Shelter
    - According to current utilization trends, we will likely serve more than 630 youth and children in our crisis shelter this year,
      - This means we are a needed resource in our community
      - There continues to be families in our community who need support from crisis situations
    - Families are reporting feeling supported by the current crisis shelter services
      - Families in our community are struggling with crisis and need support
  - Group Home
    - According to current utilization trends we are likely to see a decrease of group home placements this year, from previous years
      - Fewer youth are being placed in group settings due to changes at state, local, and federal levels
    - Youth completing our group home program are leaving with higher levels of skills, abilities, and motivation to be successful

## 6. Results Analysis

- a. How could the program have worked better?
  - Crisis Shelter
    - We are consistently seeking ways to better serve the youth and families we work with. Some of the feedback we have received for improvement include:
      - Increasing the length of stay on our crisis shelter
      - Providing direct access to DFS
      - Building in more supports and consequences to the youth we serve
  - Group Home
    - Some of the feedback we have received for improvement include:
      - Increased consistency between team members
      - Increased trauma-informed trainings
      - Building family programming into the group home program
- b. How will you address this?
  - Crisis Shelter
    - We are addressing the following:

- Length of stay – Over the past year, we have focused on meeting the needs of each individual and their families. This has included working with families to better measure the need of length of stay. In the past we have discouraged more than 24-hour stay; currently, our case managers work with each family individually to determine what is needed and how we can help, which determines the length of each child's stay.
  - Direct access to DFS – While we are not able to meet this need specifically, we have been working to improve communication between our team and our local DFS office, which we hope will assist families and youth. We have begun to hold regular monthly meetings with DFS and YCC team, to discuss practices and procedures so that we can work more fluidly together to support the youth and families in Casper.
  - More supports and consequences – Over the next year, we hope to build a program for our crisis shelter that builds in supports and consequences in a more structured and outlined way. Our vision for this program would be a system that would provide support to youth that focuses on their level of need and concern, which would better assist families.
- Group Home
  - We are addressing the following:
    - Increased Consistency, Trauma Informed Training, and family programming – YCC leadership spends much time working to train our team on best practice models, YCC standards and expectations, adolescent development, safety, and many other standards. All team members have been trained in Love and Logic, which is the curriculum we have been using for the past two years to build consistency within our team. This January 2020, we will be purchasing a Love and Logic curriculum that's focus is for working with adolescents who have experienced trauma. YCC team members will be trained using this curriculum; additionally, we will be offering this as a parent training for families in our group home and wraparound programs.

## 7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

- All individuals served by the Youth Crisis Center, Inc. complete an intake packet and consent for services.

Youth Crisis Center Inc  
 Profit & Loss  
 July through December 2019

11:38 AM  
 01/09/2020  
 Accrual Basis  
 Jul - Dec 19

Ordinary Income/Expense

Income

40200 · DFS - Crisis Beds Contract	215,280.00
40400 · City of Casper	34,905.00
40500 · County Commissioners	12,500.00
42000 · DFS - Court Placement	129,297.00
42200 · Donations	31,633.75
42800 · Magellan Income	24,850.00
43250 · WY Medicaid Payments	5,476.17
45000 · Fund Raising Revenues	8,791.62
47211 · Interest Income	1,601.99
49114 · Miscellaneous Income	174.00

Total Income 464,509.53

Gross Profit 464,509.53

Expense

50100 · Depreciation	8,242.62
50200 · Salaries and Wages	356,320.00
50400 · FICA/Medicare Expense	26,604.54
50510 · Insurance - Dental	1,965.28
50520 · Insurance - Vision	340.52
50525 · Insurance - Life & Disability	1,078.62
50600 · Unemployment Expense	1,832.59
50700 · Workers Comp Expense	7,407.67
50900 · 403(b) Plan Expense	3,410.82
50950 · Building Rent	14,473.80
51001 · Utilities	15,194.38
52200 · Food	6,414.18
52230 · Meat Processing - 4 H Livestock	3,518.76
52400 · Non-Food	2,176.79
52500 · Office Supplies	2,500.91
52800 · Dues/Fees/Subscriptions	8,809.11
53860 · Resident Supplies	2,786.27
53880 · Magellan Wraparound Expense	1,572.02
55700 · Fuel & Maintenance - Vehicle	1,286.84
56600 · Maint & Repair - Bldg & Equip	14,040.57
56710 · Maintenance - Landscape	3,636.00
56900 · Equipment Leases	1,218.20
56925 · Small Furniture and Appliances	1,742.99
56950 · Security Monitoring	180.00
57750 · Professional Fees	9,500.00
57900 · Insurance Expense	16,984.92
58500 · Travel Expense	1,149.23
58600 · Team Development	4,404.60
58800 · Misc General Expense	11.65
59600 · Fund Raising Expense	950.93

Total Expense 519,754.81

Net Ordinary Income -55,245.28

Net Income -55,245.28