

# INFORMATION PACKET

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Friday, March 1, 2019



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

## The Grid

A working draft of Council Meeting Agendas

**March 5, 2019**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolution</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b>	<b>N = Item is not on Consent</b>				
Pre-Meeting: Distribution of February 5, February 19 and February 25 Executive Minutes					
Pre-Meeting: Request for "Earth Day Sales Promotion"					
Pre-Meeting: Proposed Former Plains Furniture Properties Request for Proposals					
Approval of Feb. 5 Executive Minutes, Feb. 19 Regular Minutes, Feb. 19 Executive Minutes, Feb. 25 Special Minutes, Feb. 25 Executive Minutes					
Bright Spot - Paul Zowada					
Vacation and Replat of Cabin Creek Estates No. 3, Lot 1, and Plat of a Portion of the Paradise Valley Golf Course, to Create Cabin Creek No. 4, Comprising 0.22-Acres, More or Less, Located on the West Side of Fairway Drive. Public Hearing/1st Reading		N			
Transfer of Ownership for Retail Liquor License No. 28, from Caputa's Catering, LLC, d/b/a Prime Time, Located at 4370 South Poplar to Proper Management, LLC, d/b/a Sunrise Lanes, Located at 4370 South Poplar.		N			
New Bar and Grill Liquor License No. 11 for 71 SE Wyoming Blvd, LLC d/b/a The Horse Palace, Located at 71 SE Wyoming Boulevard.		N			
Amending Section 10.24.010 of the Casper Municipal Code. (Speed Zone Near the Wyoming Medical Center) 3rd Reading			N		
Zone Change of Lots 4, 5, & 6, Block 19, Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8), Located at 1037 & 1005 Foster Road, and 925 Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial). 3rd Reading			N		
Liquor License Ordinance Amending Chapter 5.08 of the Casper Municipal Code - 3rd Reading			N		
Ordinance Amending Chapter 10.60 of the Casper Municipal Code - Abandoned Vehicles. 2nd Reading			N		
Adopting and Approving the Right-of-Way Small Wireless Facility Implementation Cost Study and Fee Structure Development Report; and, the Small Wireless Facilities Recommended Requirements. 2nd Reading			N		
Authorizing a Procurement Agreement with Water Technology Group, in the Amount of \$79,112, for Two (2) Flygt Submersible Wastewater Pumps for Use at the Bar Nunn #1 and #2 Lift Stations.				C	

## The Grid

### A working draft of Council Meeting Agendas

Authorizing an Amendment to the Contract for Professional Services With Trihydro Corporation for Conducting Phase I and Phase II Environmental Site Assessments in the Old Yellowstone District.				C	
Authorizing Pre-Application Submittal to the Wyoming State Loan and Investment Board for an Eight Million Dollar Clean Water State Revolving Fund Loan for the North Platte Sanitary Sewer Interceptor Rehabilitation Project.				C	
Authorizing a License Agreement with Black Hills Energy for Installation of Buried Gas lines.				C	
Authorizing an Agreement with 71 Construction, in the Amount of \$486,107.10 for the 29th Street Improvements Project.				C	
Authorizing a Contract for Professional Services with Civil Engineering Professionals, Inc., in the Amount of \$195,000, for the Poplar and 1st Street Utility Improvements Project.				C	
Authorizing a Right-of-Way Easement with Rocky Mountain Power as part of the CY Booster Station Replacement Project.				C	
Authorizing an Agreement with Grizzly Excavating & Construction LLC, in the Amount of \$380,380, for the Wilson Street Sanitary Sewer Replacement Project.				C	
Authorizing an Agreement with Limmer Roofing, Inc., in the Amount of \$140,000, for the 2019 Roof Replacements Project.				C	
Rejecting the Proposals Received in Response for Proposal (RFP) on the Former Plains Furniture Properties, and Directing Staff to Resubmit the RFP on Said Properties.				C	
Executive Session - Donation					

**March 12, 2019**

**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		10 min	4:30
Mayor's Council for People with Disabilities	Direction Requested	20 min	4:40
Health Plan Options	Direction Requested	40 min	6:00
Wages (Carter Napier)	Direction Requested	40 min	6:40
Council Goals	Direction Requested	30 min	7:20
Agenda Review			
Legislative Review			
Council Around the Table			
Approximate Ending Time:			

## The Grid

A working draft of Council Meeting Agendas

**March 19, 2019**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolution</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b>	<b>N = Item is not on Consent</b>				
Pre-Meeting: Distribution of March 5 Executive Session Minutes - Donation					
Establish April 2, 2019 as Public Hearing Date for Consideration of an Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business).	C				
Establish April 2, 2019 as the Public Hearing date for a transfer of Location for Retail Liquor License No. 21, from Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 240 & 242 West 1st Street to Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 100 North Ash.	C				
Establish May 21, 2019 as Public Hearing Date for Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the State Office Building Addition Complies with W.S. 15-1-402. 1. Resolution 2. Third Reading Ordinance Approving Annexation, and Zoning of the West Casper Commerce Center Addition.	C				
Vacation and Replat of Cabin Creek Estates No. 3, Lot 1, and Plat of a Portion of the Paradise Valley Golf Course, to Create Cabin Creek No. 4, Comprising 0.22-Acres, More or Less, Located on the West Side of Fairway Drive. 2nd Reading			N		
Authorizing an Agreement with Casper Electric, Inc., in the Amount of \$68,120, for the Parking Structure Lighting Upgrades Project.					
Authorizing an Agreement with Wayne Coleman Construction, Inc., in the Amount of \$283,520, for the 2019 CPU Asphalt Repair Project.				C	
Authorizing an Agreement with 71 Construction, in the Amount of \$80,800, for the CRL Sanitary Sewer Improvements Project.				C	
Authorizing a Contract for Professional Services with Civil Engineering Professionals, Inc. in the Amount of \$50,000, for the Interstate 25 & Casper Marginal Beautification Project.					
Authorizing an Agreement with Transmission Distribution Service, LLC, DBA TDS Construction, in the Amount of \$387,508.86 for the Verda James Pedestrian Overpass Project.					

## The Grid

A working draft of Council Meeting Agendas

Authorizing a Revocable License Agreement with Jeff McDonald for Maintenance of a Deck.				C	
Additional Council Appointment(s)					C
Authorizing the Appointment of Andrea Covert to the Leisure Services Advisory Board.					C
Rejecting the Bid for the Casper Regional Landfill Equipment GPS Project.					C

**March 26, 2019**      **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		10 min	4:30
Capital Budget Review	Direction Requested	30 min	4:40
Budget Amendments	Move Forward for Approval	30 min	5:10
Casper Events Center Audit (Tom Pitlick)	Information Only	20 min	5:40
Community Promotion Funding	Direction Requested	20 min	6:00
Council Cell Phone Discussion	Direction Requested	30 min	6:20
Agenda Setting		20 min	6:50
Legislative Review		10 min	7:10
Council Around the Table		10 min	7:20
Approximate Ending Time:			7:30

**April 2, 2019**      **Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolution	Minute Action
<b>C = Item is on Consent      N = Item is not on Consent</b>					
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). Public Hearing/First Reading		N			
Transfer of Location for Retail Liquor License No. 21, from Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 240 & 242 West 1st Street to Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 100 North Ash.		N			

## The Grid

A working draft of Council Meeting Agendas

Vacation and Replat of Cabin Creek Estates No. 3, Lot 1, and Plat of a Portion of the Paradise Valley Golf Course, to Create Cabin Creek No. 4, Comprising 0.22-Acres, More or Less, Located on the West Side of Fairway Drive. 3rd Reading			N		
Adopt Budget Amendment				C	

**April 9, 2019**

**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			4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

**April 16, 2019**

**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>					
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). 2nd Reading		N			

**Proposed Work Session Agenda Items**

<b>Item</b>	<b>Proposed Date</b>	<b>Time Alloted</b>	<b>Notes</b>
Downtown Parking Study Implementation			
Goodstein Lot Lease (Long Term Plan)			
Property Code Revisions			Anytime after March 2019
Parking on the Parkways			Anytime after January 2019
David Street Station 501(c)(3)			Anytime after January 2019
Sidewalk Cafés			Anytime after January 2019
Historic Preservation & Building Codes (example - Marvin Piel's property)			
Code of Ethics		40 min	
Executive Session Topic - Employee Evaluations			

**Staff Suggested Items:**

Sign Code Revisions			Anytime after April 2019
Annexation Recommendation			Before May 2019
Council Resolution Regarding Tow Fees			
Park Fees Resolution		10 min	

**Future Council Items**

(May 21, 2019) Public Hearing Date for Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the State Office Building Addition Complies with W.S. 15-1-402.

1. Resolution.
2. Third reading Ordinance Approving Annexation, and Zoning of the West Casper Commerce Center Addition.

**Future Budget Items**

May 21-22 – Council Budget Review Sessions

June 4<sup>th</sup> – Set Public Hearing date of June 18<sup>th</sup> for adoption of FY '20 budget

June 18<sup>th</sup> – Public Hearing on FY '20 proposed budget

June 18<sup>th</sup> - Consideration/Adoption of FY '20 Budget



# March 2019



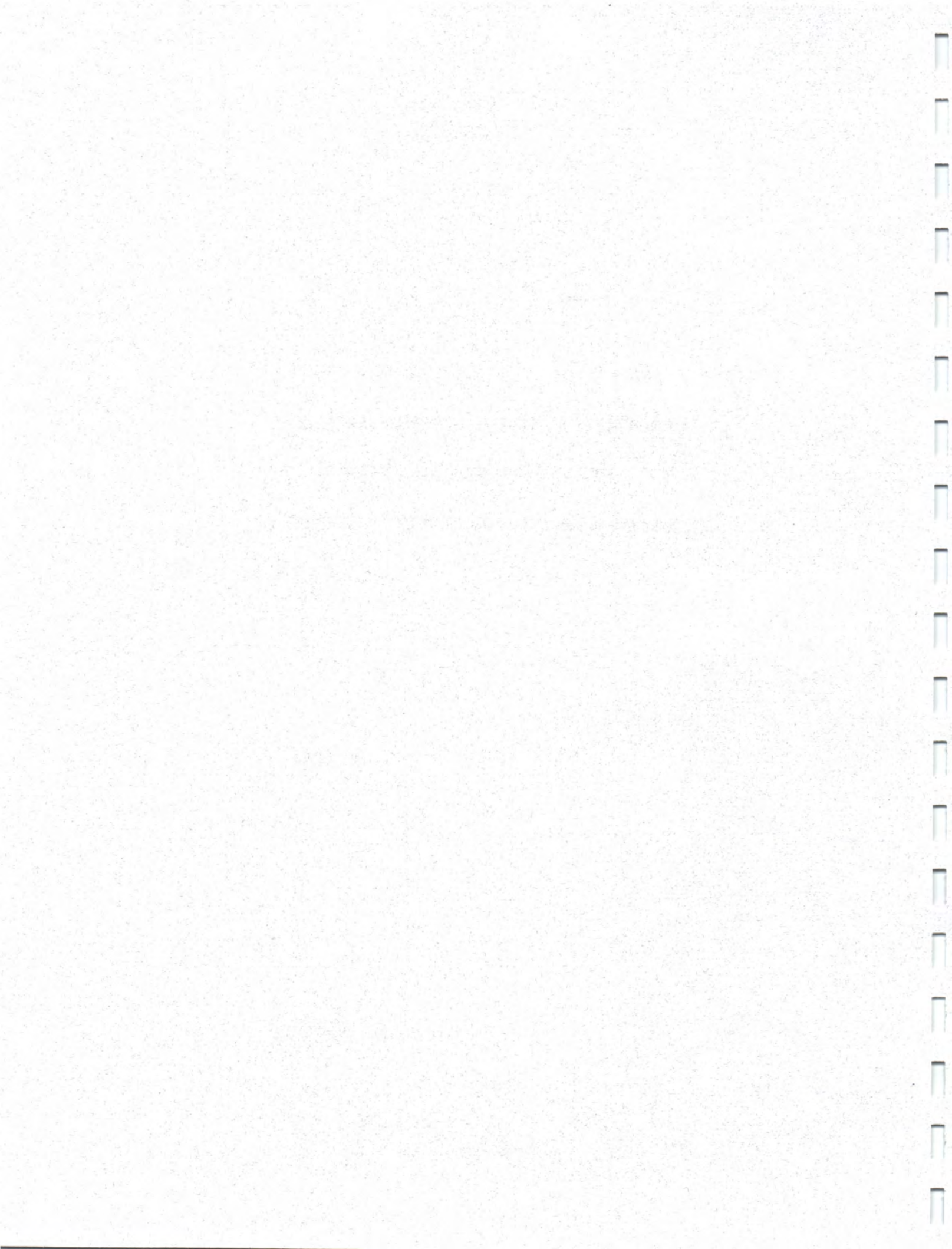
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <i>5:00 p.m.</i> - CNFR (Walsh, Freel)	5 <i>6:00p</i> -Council Meeting	6 <i>11:30a</i> -Drug Court (Huber) <i>5:30p</i> -Platte River Restoration Advisory Committee (Pacheco)	7 <i>1:00p</i> -Civil Service Commission (None) <i>7:00p</i> -Youth Empowerment (Pacheco)	8	9
10 	11 <i>8:30a</i> -Historic Preservation (None)	12 <i>4:30p</i> -Council Work Session	13 <i>11:30a</i> -DDA (Powell) <i>2:00p</i> -Senior Advocacy Committee (None) <i>6:00p</i> -Amoco Re-use JPB (Hopkins)	14 <i>7:00a</i> -CAEDA (None) <i>10:30a</i> - EDJPB (Powell, Hopkins) <i>4:30p</i> -Leisure Services Board (Huber) <i>7:00p</i> -Youth Empowerment (Pacheco)	15 <i>11:30a</i> -Chamber Coordination/ Infoshare (None)	16
17 	18	19 <i>11:30a</i> -Regional Water JPB (Walsh, Powell, Huber, Freel) <i>4:00p</i> -Chamber of Commerce (Bates) <i>6:00p</i> -Council Meeting	20	21 <i>7:30a</i> -Mayor/ Commissioner (Rotates) <i>11:00a</i> -Housing Authority (Bates) <i>4:00p</i> -Contractors' Licensing Board (Lutz) <i>5:30p</i> - City County Board of Health (Bates) <i>6:00p</i> - Planning & Zoning (Hopkins) <i>7:00p</i> -Youth Empowerment (Pacheco)	22	23
24	25 <i>2:00p</i> -CATC (Johnson) <i>12:30p</i> -Senior Services (Pacheco) <i>4:00p</i> -OYD Advisory Committee (Hopkins, Freel)	26 <i>11:30a</i> -Travel & Tourism (Johnson, Freel) <i>1:00p</i> -NIC (None) <i>4:30p</i> -Council Work Session	27 <i>7:00a</i> -CPU Advisory Board (Bates) <i>12:00p</i> -Meth Committee (None) <i>1:00p</i> -Civil Service Commission (None) <i>5:15p</i> -CAP (None)	28 <i>7:00p</i> -Youth Empowerment (Pacheco)	29	30
31						



**CHILDREN'S ADVOCACY PROJECT, INC.**

**FINANCIAL STATEMENTS**

**For the years ended June 30, 2018 and 2017**



**CHILDREN'S ADVOCACY PROJECT, INC.**

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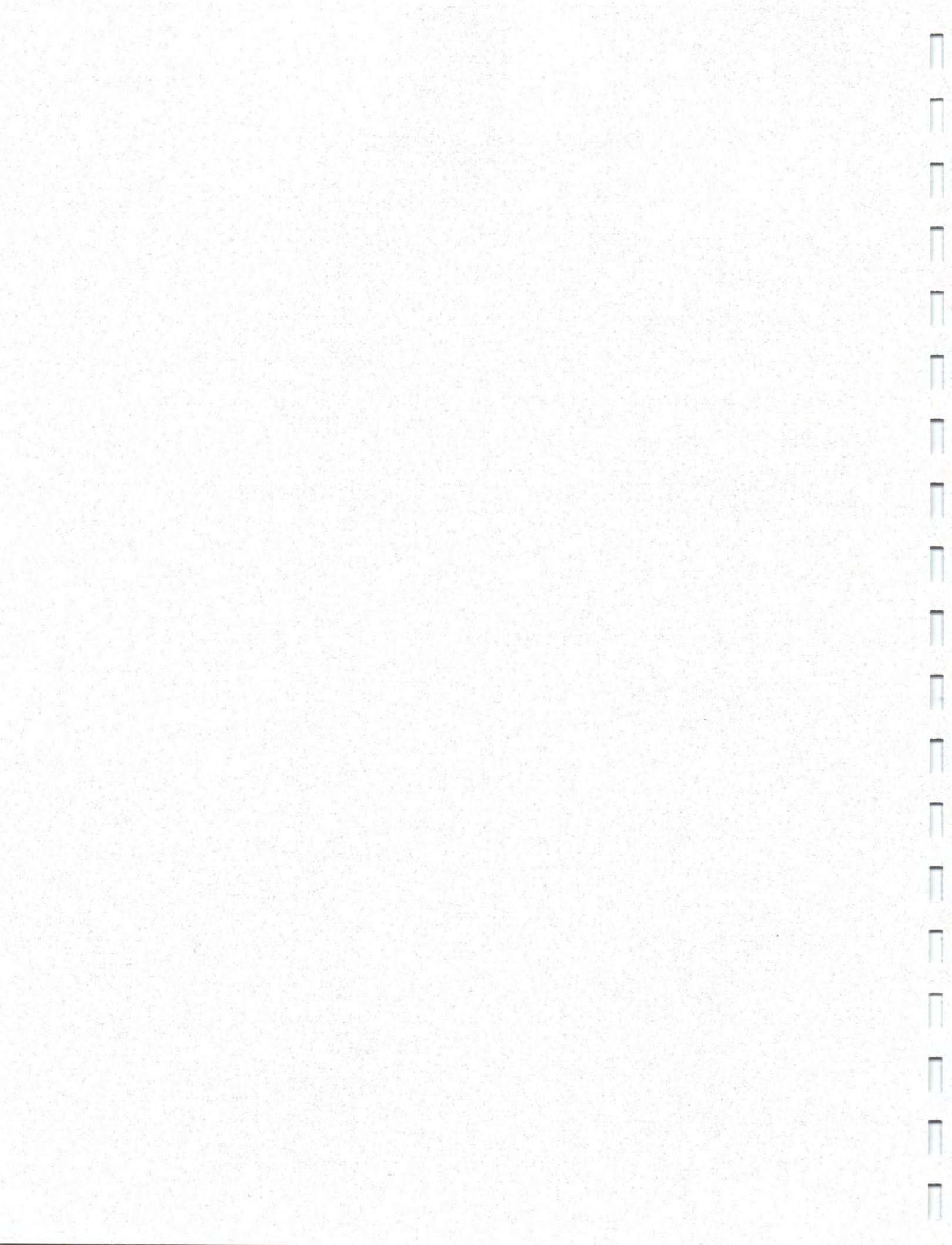
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    Statements of activities..... 5

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**NOTICE**

The accompanying financial statements and independent auditors' report are for the use of the management and the Board of Directors of Children's Advocacy Project, Inc., and for meeting local, state, and federal requirements and should not be used or relied upon by any other party for any purpose. Additional users of these financial statements and independent auditors' report are hereby advised that the liability of Grooms & Harkins, P.C. to third party users who use or rely on this information may be limited pursuant to 1995 Wyo. Sess. Laws, Chapter 155 creating Wyo. Stat. §33-3-201.

**INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Children's Advocacy Project, Inc.  
Casper, Wyoming

We have audited the accompanying financial statements of Children's Advocacy Project, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Children's Advocacy Project, Inc. as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Grooms & Harkins, PC*

Casper, Wyoming  
October 23, 2018

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**CHILDREN'S ADVOCACY PROJECT, INC.  
STATEMENTS OF FINANCIAL POSITION**

**ASSETS**

	<b>June 30,</b>	
	<b>2018</b>	<b>2017</b>
Cash and cash equivalents	\$ 258,628	\$ 221,409
Investments	519,929	409,333
Unconditional promises to give	20,000	20,000
Grants receivable	41,491	16,139
Prepaid expenses	1,228	3,411
Property and equipment, net	5,305	11,398
Cash designated for long-term purposes	20,000	20,000
	<b>\$ 866,581</b>	<b>\$ 701,690</b>

**LIABILITIES AND NET ASSETS**

Accounts payable	\$ 7,087	\$ -
Payroll taxes payable	3,517	3,176
Accrued compensation	5,014	4,320
Unearned grant revenue	20,000	-
	<b>35,618</b>	<b>7,496</b>
Net assets		
Unrestricted - undesignated	810,963	674,194
Unrestricted - designated	20,000	20,000
	<b>830,963</b>	<b>694,194</b>
Total net assets	<b>830,963</b>	<b>694,194</b>
Total liabilities and net assets	<b>\$ 866,581</b>	<b>\$ 701,690</b>

See accompanying notes to financial statements.



**CHILDREN'S ADVOCACY PROJECT, INC.  
STATEMENTS OF ACTIVITIES**

	<b>For the year ended June 30,</b>	
	<b>2018</b>	<b>2017</b>
Revenues and other support:		
Cash contributions	\$ 76,360	\$ 17,699
In kind contributions	30,240	35,134
Grant revenue	363,683	350,977
United Way	30,285	40,000
Fundraising	68,672	66,614
Program income	66,918	69,895
Total revenues	<u>636,158</u>	<u>580,319</u>
Expenses:		
Program expenses	452,038	453,164
Management and general	23,218	21,629
Fundraising	37,703	44,408
Total expenses	<u>512,959</u>	<u>519,201</u>
Other income and expenses:		
Investment gain	13,570	22,303
Total other income and expenses	<u>13,570</u>	<u>22,303</u>
Increase in net assets	136,769	83,421
Net assets, beginning of year	694,194	610,773
Net assets, end of year	<u>\$ 830,963</u>	<u>\$ 694,194</u>

See accompanying notes to financial statements.

**CHILDREN'S ADVOCACY PROJECT, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
For the year ended June 30, 2018

	<u>Program Expenses</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Salaries	\$ 242,132	\$ 8,474	\$ 21,183	\$ 271,789
Payroll taxes	19,047	641	1,713	21,401
Employee benefits	48,322	1,629	4,344	54,295
Conferences	14,273	-	-	14,273
Advertising and promotion	9,231	-	-	9,231
Fundraising	-	-	10,054	10,054
Professional fees	53,893	2,269	-	56,162
Rent	27,216	3,024	-	30,240
Utilities	3,348	373	-	3,721
Maintenance and repairs	2,605	289	-	2,894
Software and hardware	218	12	-	230
Telephone and internet	2,665	313	156	3,134
Printing	591	394	-	985
Supplies	3,225	379	189	3,793
Insurance	4,555	3,037	-	7,592
Dues and subscriptions	3,538	-	-	3,538
Postage	1,090	128	64	1,282
Patient education	-	-	-	-
Miscellaneous	10,605	1,647	-	12,252
Depreciation	5,484	609	-	6,093
	<u>\$ 452,038</u>	<u>\$ 23,218</u>	<u>\$ 37,703</u>	<u>\$ 512,959</u>
Total expenses	<u>\$ 452,038</u>	<u>\$ 23,218</u>	<u>\$ 37,703</u>	<u>\$ 512,959</u>

See accompanying notes to financial statements.

**CHILDREN'S ADVOCACY PROJECT, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**For the year ended June 30, 2017**

	<u>Program Expenses</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Salaries	\$ 239,912	\$ 8,396	\$ 20,989	\$ 269,297
Payroll taxes	21,140	712	1,901	23,753
Employee benefits	49,148	1,657	4,418	55,223
Conferences	12,851	-	-	12,851
Advertising and promotion	30,793	-	-	30,793
Fundraising	-	-	16,828	16,828
Professional fees	38,976	1,641	-	40,617
Rent	27,216	3,024	-	30,240
Utilities	3,478	388	-	3,866
Maintenance and repairs	3,458	384	-	3,842
Software and hardware	1,424	75	-	1,499
Telephone and internet	1,721	202	101	2,024
Printing	947	632	-	1,579
Supplies	2,239	263	131	2,633
Insurance	4,159	2,773	-	6,932
Dues and subscriptions	4,184	-	-	4,184
Postage	679	80	40	799
Patient education	12	-	-	12
Miscellaneous	4,520	702	-	5,222
Depreciation	6,307	700	-	7,007
	<u>\$ 453,164</u>	<u>\$ 21,629</u>	<u>\$ 44,408</u>	<u>\$ 519,201</u>
Total expenses	<u>\$ 453,164</u>	<u>\$ 21,629</u>	<u>\$ 44,408</u>	<u>\$ 519,201</u>

See accompanying notes to financial statements.

**CHILDREN'S ADVOCACY PROJECT, INC.**  
**STATEMENTS OF CASH FLOWS**

	<b>For the year ended June 30,</b>	
	<b>2018</b>	<b>2017</b>
Cash flows from operating activities:		
Cash received from granting agencies	\$ 388,616	\$ 397,963
Cash received from contributors	76,360	17,699
Cash received from programs	66,918	69,895
Cash received from fundraising	68,672	66,614
Investment income received	11,006	7,190
Cash paid to employees and suppliers	(466,321)	(482,724)
	<u>145,251</u>	<u>76,637</u>
Cash flows from investing activities:		
Purchase of investments	(108,032)	(104,984)
Purchase of equipment	-	(4,400)
	<u>(108,032)</u>	<u>(109,384)</u>
Net increase (decrease) in cash and cash equivalents	37,219	(32,747)
Cash and cash equivalents, beginning of the year	<u>221,409</u>	<u>254,156</u>
Cash and cash equivalents, end of the year	<u>\$ 258,628</u>	<u>\$ 221,409</u>

See accompanying notes to financial statements.

**Reconciliation of change in  
net assets to net cash provided by operating activities**

Increase in net assets	\$ 136,769	\$ 83,421
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	6,093	7,007
Unrealized/realized (gain) on investments	(2,564)	(15,113)
Changes to assets and liabilities not affecting cash:		
(Increase) decrease in grants receivable	(25,352)	6,986
Decrease in prepaid expenses	2,183	1,176
Increase (decrease) in accounts payable	7,087	(2,660)
Increase in payroll taxes payable	341	1,979
Increase (decrease) in accrued compensated balances	694	(6,159)
Increase in unearned grant revenue	20,000	-
	<u>145,251</u>	<u>76,637</u>
Net cash provided by operating activities	<u>\$ 145,251</u>	<u>\$ 76,637</u>

During the year ended June 30, 2017, the Company recorded the estimated fair value of donated advertising amounting to \$4,894 and an associated expense allocated to advertising in the same amount.

During the year ended June 30, 2018 and 2017 the Company recorded the estimated fair rental value of donated facilities amounting to \$30,240 for each year and an associated expense allocated to rent in the same amount.

**See accompanying notes to financial statements.**

**CHILDREN'S ADVOCACY PROJECT, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2018 and 2017**

**1. Summary of significant accounting policies**

**Nature of activity**

Children's Advocacy Project, Inc. (the Organization) was formed November 3, 2006 and began operations on July 1, 2007. The operations consist of providing coordinated forensic and comprehensive services for alleged victims of child maltreatment and children who witness violence. These services include forensic interview and evaluations, therapeutic interventions, mental health assessments, medical evaluations, forensic medical examinations, well child check-ups, victim support/advocacy, case review and case tracking.

**Basis of presentation**

The Organization conforms to accounting principles generally accepted in the United States of America as applicable to not-for-profit entities under the accrual basis of accounting. Contributions are recognized as revenue when they are received or unconditionally pledged.

**Revenue recognition**

The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of changes in net assets as net assets released from restrictions.

**Unconditional promises to give**

The Organization receives contributions from private foundations, individuals, and other organizations. Most contributions are received from foundations within Wyoming. After receipt, the contributions are spent in accordance with the wishes of the donor. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted support resulting in an increase in that net asset class.

Contributions are recorded at their fair value at the earliest of the date of the donation or the unconditional promise to give. Unconditional promises to give are recorded as receivables at their net realizable value in the year the promise is made.

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**CHILDREN'S ADVOCACY PROJECT, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2018 and 2017**

1. **Summary of significant accounting policies - continued**

**Expense Allocation**

Those expenses incurred which are directly related to program services, management, general, and fundraising are charged to those services. The remaining indirect expenses are allocated based on an estimated employee time spent on each area, their offices' square footage and management's estimate.

**Subsequent events**

Subsequent events have been evaluated through the date the financial statements were available to be issued which is the same date as the auditor's report. No events requiring adjustment to or disclosure in the financial statements were noted.

**Income tax status**

The Organization is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in the financial statements. The Organization has been classified as a public charity. Tax penalties and interest on other types of taxes, if any, would be classified as penalties in the financial statements. Generally, the prior three tax years remain subject to examination by tax jurisdictions.

**Cash and cash equivalents**

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. The Organization maintains its cash accounts in commercial banks. The amount on deposit at June 30, 2018 and 2017 exceeded the insurance limits of the Federal Deposit Insurance Corporation by \$29,622 and \$0, respectively.

**Investments**

Investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their market values in the statement of financial position. The fair values of investments are based on quoted market prices. Unrealized gains and losses are included in the statement of activities.

The Organization adopted Financial Accounting Standards Board codification No. 958-320-25, Fair Value Measurement for Investments. This standard establishes a framework for fair value measurement and disclosure. It requires that assets and liabilities carried at a fair value will be classified and disclosed in one of the following three categories:

- Level 1: Quoted market prices in active markets for identical assets or liabilities.
- Level 2: Observable market-based inputs or unobservable inputs that are corroborated by market data.
- Level 3: Unobservable inputs that are not corroborated by market data.

**CHILDREN'S ADVOCACY PROJECT, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2018 and 2017**

1. **Summary of significant accounting policies - continued**

**Investments – continued**

The Organization has valued its investments utilizing the Level 1 approach.

The investments portfolio is managed by RBC Wealth Management. Securities are protected by the Securities Investor Protection Corporation up to \$500,000, including up to \$250,000 in cash.

**Accounts receivable**

The amount carried as accounts receivable and grants receivable are mostly due from governmental agencies and are considered by management to be collectible. No allowance for doubtful accounts is considered necessary. The Organization performs periodic credit evaluations of the entity's financial condition and generally does not require collateral. Receivables are generally due within 30 days. For the year ended June 30, 2018 they had four receivables totaling \$2,964 that are 90 days past due but are still considered collectible.

**Property and equipment**

Acquisitions, if any, of furniture, fixtures, and equipment, and the fair value of donated furniture, fixtures, and equipment of \$2,500 or more are capitalized. Depreciation is computed by the straight-line method over the estimated useful lives of the assets, generally five to seven years.

**Advertising costs**

The Organization follows the policy of charging costs of advertising to expense as incurred.



**CHILDREN'S ADVOCACY PROJECT, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2018 and 2017**

**2. Investments**

Investments being held at fair value consist of the following:

Investments at June 30, 2018

	<u>Cost</u>	<u>Unrealized Gain/(Loss)</u>	<u>Fair Value</u>
Cash and money market	\$ 21,083	\$ -	\$ 21,083
Fixed income	160,005	(2,907)	157,098
Equities	93,014	3,700	96,714
Mutual funds	233,719	11,315	245,034
	<u>\$ 507,821</u>	<u>\$ 12,108</u>	<u>\$ 519,929</u>

Investments at June 30, 2017

	<u>Cost</u>	<u>Unrealized Gain/(Loss)</u>	<u>Fair Value</u>
Cash and money market	\$ 4,024	\$ -	\$ 4,024
Fixed income	138,555	(642)	137,913
Equities	83,736	2,497	86,233
Mutual funds	174,381	6,782	181,163
	<u>\$ 400,696</u>	<u>\$ 8,637</u>	<u>\$ 409,333</u>

Components of investment income are as follows:

	<u>June 30,</u>	
	<u>2018</u>	<u>2017</u>
Realized gains and losses	\$ (905)	\$ (1,922)
Unrealized gains and losses	3,471	17,035
Interest and dividends	11,006	7,190
Investment fees	(1,435)	(2,075)
Investment income	<u>\$ 12,137</u>	<u>\$ 20,228</u>

**CHILDREN'S ADVOCACY PROJECT, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2018 and 2017**

**3. Property and equipment**

Property and equipment consist of the following as of:

	<b>June 30,</b>	
	<b>2018</b>	<b>2017</b>
Furnishings and equipment	\$ 39,081	\$ 39,081
Less accumulated depreciation	(33,776)	(27,683)
Net property and equipment	\$ 5,305	\$ 11,398

**4. Retirement plan**

The Organization participates in the Wyoming Retirement System (System), a statewide cost-sharing multiple-employer public employee retirement system administered by the State of Wyoming Retirement System Board. The System provides retirement, disability and death benefits according to predetermined formulas. Benefits are established by Title 9, Chapter 3 of the Wyoming Statutes. The System issues a publicly available financial report that includes audited financial statements and required supplementary information for the System. That report may be obtained by writing to Wyoming Retirement System, 6101 Yellowstone Road, Suite 500, Cheyenne, Wyoming 82002 or by calling (307) 777-7691.

Plan members are required to contribute 8.25% of their annual covered salary and the Organization is required to contribute 8.37% of the annual covered payroll. Legislation enacted in 1979 allows the employer to pay any or all of the employees' contribution in addition to the matching contribution. The Organization does not pay the employee's contribution. Contribution rates are established by Title 9, Chapter 3 of the Wyoming Statutes. Eligibility for participation in the System begins upon hire. All employees of the Organization participate in the System. The Organization's contribution to the System for the year ending June 30, 2018 and 2017 was \$21,236 and \$21,048, respectively.

**5. Lease**

The Organization's building was purchased with optional 1% Sales Tax Funds and is titled to Natrona County. Natrona County does not charge any rent for the facility. The Organization does not have a formal agreement with Natrona County. Management has no reason to believe any changes will be made to this agreement. Based on the estimated current rent value of \$2,520 per month, twelve months rent of \$30,240 has been recorded as in-kind contributions and an associated expense allocated to rent expense in the same amount for each of the years ended June 30, 2018 and 2017. The Organization's lease expense for the year ending June 30, 2018 and 2017 was \$30,240 for each year.

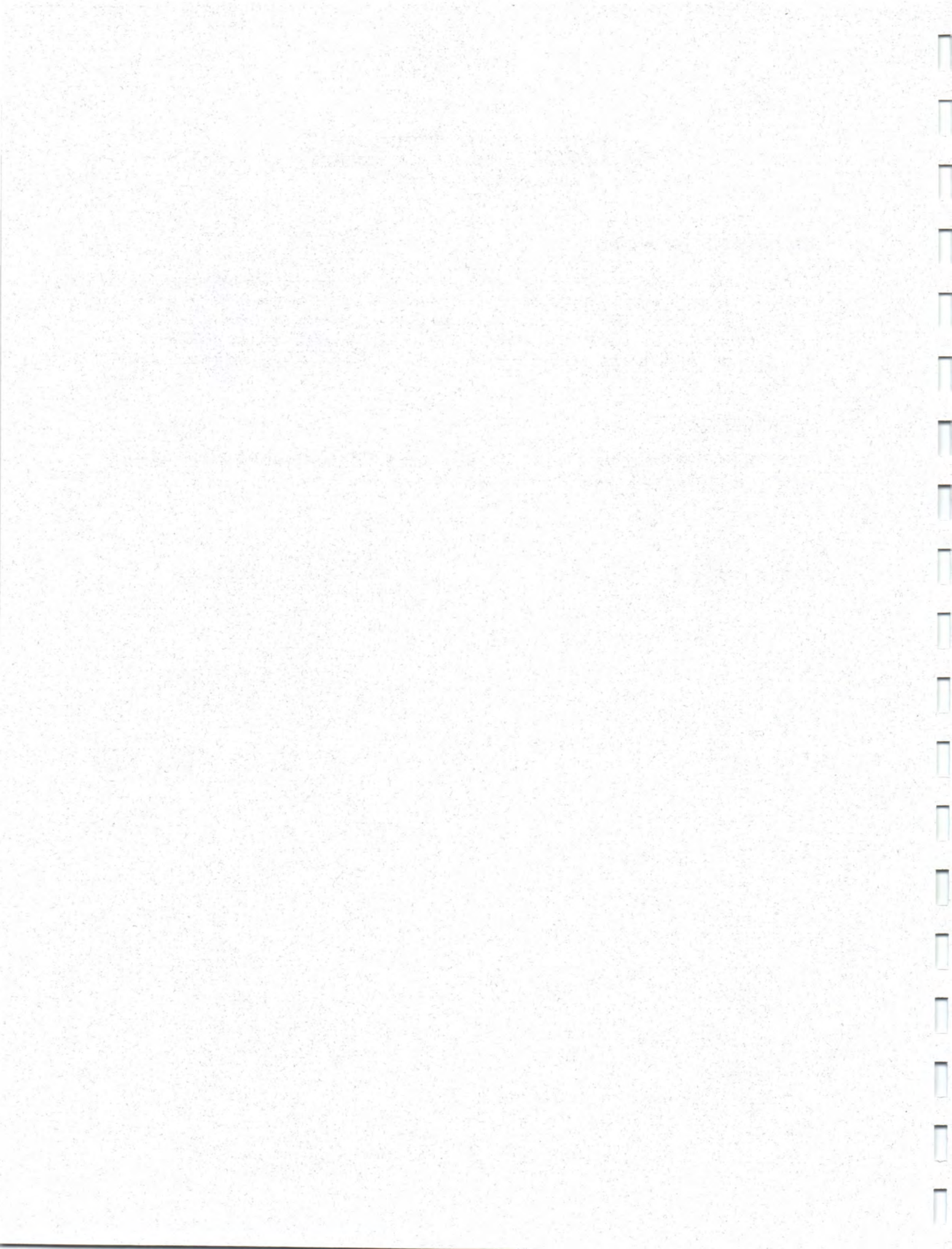
**CHILDREN'S ADVOCACY PROJECT, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**June 30, 2018 and 2017**

**6. Commitments and contingencies**

The Organization received financial assistance from federal and state agencies. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability. However, in the opinion of management any such disallowed claims will not have a material adverse effect on the overall financial position of the Organization as of June 30, 2018.

**7. Designated assets**

In August 2008, the Board of Directors approved designating \$20,000 of the cash balances for emergency costs, such as the roof, water heater, furnace, or other non-recurring costs.





February 6, 2019

Ms. Renee Jordan-Smith  
City of Casper  
200 North David Street  
Casper, WY 82601

Dear Ms. Jordan-Smith,

Per our contract effective July 1, 2015, through June 30, 2019, enclosed please find a copy of the Climb Wyoming audited financial statements for the year ended September 30, 2018. We are happy to report that there were no findings reported as a result of the audit.

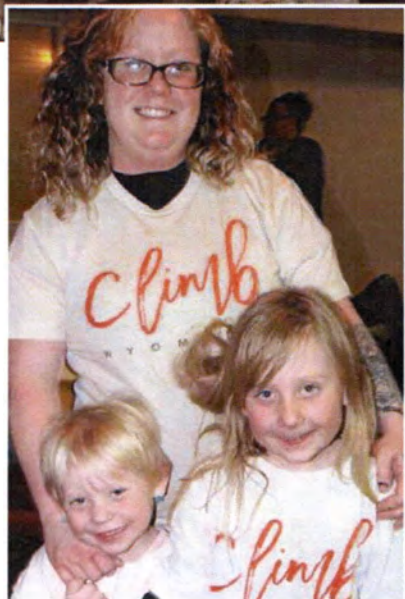
We appreciate your support for our program and look forward to continuing to serve impoverished single mothers in your community. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Laura Bump".

Laura Bump, CPA  
Assistant Director of Finance and System Strategy  
1001 W. 31<sup>st</sup> Street, Cheyenne, WY 82001  
laura@climbwyoming.org  
307-316-1467

Enclosure



# Climb

W Y O M I N G

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**AUDITED FINANCIAL STATEMENTS AND COMPLIANCE REPORTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

**CLIMB**  
**d/b/a CLIMB WYOMING**

**FINANCIAL AND COMPLIANCE REPORT**

**SEPTEMBER 30, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Climb d/b/a Climb Wyoming  
Cheyenne, Wyoming

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Climb d/b/a Climb Wyoming (the "Organization"), which comprise the Statements of Financial Position as of September 30, 2018 and 2017, and the related Statements of Activities, and Cash Flows for the years then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of September 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

*Supplementary Information*

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedules of Functional Expenses and Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 30, 2019 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

*McGee, Hearne & Paiz, LLP*

Cheyenne, Wyoming  
January 30, 2019

**Climb**  
**d/b/a Climb Wyoming**

**Statements of Financial Position**  
**September 30, 2018 and 2017**

<b>ASSETS</b>	<b>2018</b>	<b>2017</b>
<b>Current Assets</b>		
Cash and cash equivalents	\$ 921,872	\$ 617,227
Certificates of deposit	260,371	389,428
Grants receivable	948,352	760,625
Other receivables	6,856	1,715
Pledges receivable, net of doubtful accounts (2018 \$14,598; 2017 \$5,705)	278,012	187,630
Prepaid contracted services	16,067	12,933
Prepaid rent and insurance	15,786	18,811
	<u>2,447,316</u>	<u>1,988,369</u>
<b>Noncurrent Assets</b>		
Investments (Note 4)	125,567	115,320
Cash held for permanent endowment (Note 3)	5,267	5,800
Investments held for permanent endowment (Notes 3 and 4)	987,718	911,987
Certificates of deposit	597,308	356,715
Pledges receivable, net of discount	194,470	76,267
Furniture and equipment, net of accumulated depreciation (2018 \$177,095; 2017 \$166,061)	16,934	28,353
	<u>1,927,264</u>	<u>1,494,442</u>
<b>Total assets</b>	<u>\$ 4,374,580</u>	<u>\$ 3,482,811</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	\$ 141,461	\$ 133,757
Deferred revenue	322,103	11,774
<b>Total liabilities</b>	<u>463,564</u>	<u>145,531</u>
<b>Net Assets</b>		
Unrestricted	2,200,330	1,696,654
Temporarily restricted (Note 3)	926,375	856,415
Permanently restricted (Note 3)	784,311	784,211
<b>Total net assets</b>	<u>3,911,016</u>	<u>3,337,280</u>
<b>Total liabilities and net assets</b>	<u>\$ 4,374,580</u>	<u>\$ 3,482,811</u>

See Notes to Financial Statements.

Climb  
d/b/a Climb Wyoming

Statements of Activities  
Years Ended September 30, 2018 and 2017

	2018				2017			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue and Additions to Net Assets								
Federal grant revenue	\$ 4,019,987	\$ -	\$ -	\$ 4,019,987	\$ 3,680,372	\$ -	\$ -	\$ 3,680,372
Individual and corporate donation income	939,132	346,442	100	1,285,674	485,169	308,268	284,211	1,077,648
Foundation and corporate grant revenue	30,427	370,993	-	401,420	130,000	51,594	-	181,594
State and local grant revenue	86,295	-	-	86,295	182,346	-	-	182,346
Realized and unrealized gains on investments	-	71,793	-	71,793	-	86,760	-	86,760
Interest income	13,130	13,584	-	26,714	8,867	14,724	-	23,591
Miscellaneous income	8,850	5	-	8,855	5,442	3,057	-	8,499
Net Assets Released from Restrictions (Note 3)	5,097,821	802,817	100	5,900,738	4,492,196	464,403	284,211	5,240,810
	732,857	(732,857)	-	-	447,043	(447,043)	-	-
<b>Total revenue and additions</b>	<b>5,830,678</b>	<b>69,960</b>	<b>100</b>	<b>5,900,738</b>	<b>4,939,239</b>	<b>17,360</b>	<b>284,211</b>	<b>5,240,810</b>
Expenses and Reductions in Net Assets								
Program services	4,423,412	-	-	4,423,412	3,838,498	-	-	3,838,498
Management and support	503,822	-	-	503,822	529,507	-	-	529,507
Fundraising	399,768	-	-	399,768	373,081	-	-	373,081
<b>Total expenses and reductions</b>	<b>5,327,002</b>	<b>-</b>	<b>-</b>	<b>5,327,002</b>	<b>4,741,086</b>	<b>-</b>	<b>-</b>	<b>4,741,086</b>
<b>Net increase in net assets</b>	<b>503,676</b>	<b>69,960</b>	<b>100</b>	<b>573,736</b>	<b>198,153</b>	<b>17,360</b>	<b>284,211</b>	<b>499,724</b>
Net Assets, beginning of year	1,696,654	856,415	784,211	3,337,280	1,498,501	839,055	500,000	2,837,556
<b>Net Assets, end of year</b>	<b>\$ 2,200,330</b>	<b>\$ 926,375</b>	<b>\$ 784,311</b>	<b>\$ 3,911,016</b>	<b>\$ 1,696,654</b>	<b>\$ 856,415</b>	<b>\$ 784,211</b>	<b>\$ 3,337,280</b>

See Notes to Financial Statements.

**Climb**  
**d/b/a Climb Wyoming**

**Statements of Cash Flows**  
**Years Ended September 30, 2018 and 2017**

	2018	2017
<b>Cash Flows from Operating Activities</b>		
Net increase in net assets	\$ 573,736	\$ 499,724
Adjustments to reconcile net increase in net assets to net cash provided by operating activities:		
Depreciation	16,194	28,111
Realized and unrealized (gain) on investments held for endowment	(62,880)	(75,590)
Realized and unrealized (gain) on investments	(8,913)	(11,170)
Contributions received for endowment purposes	(100)	(284,211)
Change in operating assets and liabilities:		
Prepaid expenses	(109)	(6,396)
Receivables	(401,453)	74,448
Accounts payable and accrued expenses	7,704	(28,236)
Deferred revenue	310,329	10,237
<b>Net cash provided by operating activities</b>	<b>434,508</b>	<b>206,917</b>
<b>Cash Flows from Investing Activities</b>		
Cash invested (held) for permanent endowment	533	(2,626)
Purchase of investments - permanent endowment	(299,364)	(319,137)
Purchase of investments	(29,806)	(2,694)
Sale of investments - permanent endowment	286,513	24,408
Sale of investments	28,472	1,347
Purchase of certificates of deposit	(502,813)	(362,651)
Redemption of certificates of deposit	391,277	130,138
Purchase of property and equipment	(4,775)	(20,504)
<b>Net cash (used in) investing activities</b>	<b>(129,963)</b>	<b>(551,719)</b>
<b>Cash Flows from Financing Activities</b>		
Contributions restricted for endowment purposes	100	284,211
<b>Increase (decrease) in cash and cash equivalents</b>	<b>304,645</b>	<b>(60,591)</b>
<b>Cash and Cash Equivalents</b>		
Beginning	617,227	677,818
Ending	\$ 921,872	\$ 617,227

See Notes to Financial Statements.

**Climb**  
**d/b/a Climb Wyoming**

**Notes to Financial Statements**

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**Note 1. Nature of Business and Significant Accounting Policies**

Nature of business: Climb d/b/a Climb Wyoming (the “Organization”) is a not-for-profit corporation which operates solely for charitable purposes of training and placing low-income single mothers in jobs that successfully support their families. The Organization achieves this mission through Climb Wyoming programs that provide employer driven job skills training and placement, life skills training, counseling, and the support necessary to ensure self-sufficiency and long-term success.

Basis of presentation: The Organization has adopted the Not-for-Profit Entities Topic of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) as the basis of presentation of its financial statements. This Topic, being ASC 958, establishes standards for external financial reporting by not-for-profit organizations and requires that resources be classified for accounting and reporting purposes into three net asset categories according to externally (donor) imposed restrictions. It also requires the Organization to distinguish between contributions received for each net asset category in accordance with donor-imposed conditions. A description of the three net asset categories follows:

*Unrestricted net assets* – Net assets that are not subject to donor-imposed stipulations.

*Temporarily restricted net assets* – Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or by the passage of time.

*Permanently restricted net assets* – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

A summary of significant accounting policies follows:

Income taxes: The Organization is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Contributions to the Organization are deductible as allowed under Section 170 of the Code.

Management evaluated the Organization’s tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustments to the financial statements. With few exceptions, the Organization is no longer subject to income tax examinations by the U.S. Federal, state, or local tax authorities except for the last three years filed.

Cash and cash equivalents: For purposes of reporting cash flows, the Organization considers all demand deposits, money market accounts, and highly liquid debt instruments with an original maturity of three months or less to be cash equivalents.

The Organization maintains its cash in bank deposit accounts which, at times, may exceed Federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

**Climb**  
**d/b/a Climb Wyoming**

**Notes to Financial Statements**

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Pledges receivable: Pledges receivable represent amounts committed by donors that have not been received by the Organization. Pledges receivable that are expected to be collected within one year are recorded at net realizable value. Pledges receivable that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts were computed using an interest rate of 4% for the years ended September 30, 2018 and 2017. Amortization of the discount is included in donation income. The unamortized discount was \$24,380 and \$10,783 as of September 30, 2018 and 2017, respectively.

Gross pledges receivable, prior to the discount and allowance for doubtful accounts, as of September 30, 2018 and 2017 are due in:

	<u>2018</u>	<u>2017</u>
Less than one year	<b>\$ 292,610</b>	\$ 193,335
One to five years	<b>218,850</b>	87,050
	<b><u>\$ 511,460</u></b>	<b><u>\$ 280,385</u></b>

Investments: The Organization accounts for its investments under ASC Topic 958, *Accounting for Certain Investments Held by Not-for-Profit Organizations* (Topic 958). Under this topic, investments in marketable securities with readily determinable fair values are valued at their fair values in the Statements of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statements of Activities. Non-brokered certificates of deposit are presented separately on the face of the Statement of Financial Position and are carried at cost plus accrued interest. Brokered certificates of deposit are included within investments disclosed in Note 4 and are reported at fair value. The investment portfolio disclosed in Note 4 is diversified among major industry sectors.

Fair value measurements: ASC Topic 820, *Fair Value Measurements and Disclosures*, establishes a framework for fair value measurement and disclosure. It requires that assets and liabilities carried at fair value will be classified and disclosed in one of the following three categories:

*Level 1*: Quoted market prices in active markets for identical assets or liabilities.

*Level 2*: Observable market based inputs or unobservable inputs that are corroborated by market data.

*Level 3*: Unobservable inputs that are not corroborated by market data.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. Level 2 valuations are based on quoted market prices for identical assets in less than active markets.

The Organization invests in professionally managed portfolios. The Organization has valued these investments utilizing the Level 1 approach, with the exception of brokered certificates of deposit and debt securities, which are valued utilizing the Level 2 approach.

**Climb**  
**d/b/a Climb Wyoming**

**Notes to Financial Statements**

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Depreciation: The Organization follows the policy of charging to operating expenses annual amounts of depreciation which allocates the cost of furniture and equipment over their estimated useful lives. The Organization employs the straight-line method of determining the annual charge for depreciation. Furniture and equipment are depreciated over their useful lives of three to seven years. Expenditures for repairs and maintenance are expensed when incurred.

Grants: Grants receivable include amounts due from Federal, state, and local grant programs. All grants are considered by management to be fully collectible; no allowance for doubtful accounts has been accrued. Grant revenue is recognized when earned through expenditure. Grant revenue is deferred when amounts received from grant and contract sponsors have not yet been earned under the terms of the agreement.

Gifts and contributions: Unconditional donor promises to give cash and other assets are reported at fair value at the date that there is sufficient verifiable evidence documenting that a promise was made by the donor and received by the Organization. The gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that sufficiently limit the use of the donated assets.

When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and are reported on the Statements of Activities as net assets released from restrictions.

Functional allocation of expenses: The costs of providing program and supporting services have been summarized on a functional basis in the Statements of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Subsequent events: Events occurring subsequent to the Statement of Financial Position date have been evaluated for financial statement impact or disclosure through January 30, 2019, the date the financial statements were available to be issued.

**Note 2. Related-Party Transactions**

During the years ended September 30, 2018 and 2017, the Organization contracted with related parties for office space in the amount of \$30,036 each year, and for consulting services in the amounts of \$1,023 and \$708, respectively. During the years ended September 30, 2018 and 2017, the Organization received donations from related parties totaling \$41,163 and \$30,368, respectively, and had pledges receivable from related parties at year end totaling \$33,889 and \$37,344, respectively.



**Climb**  
**d/b/a Climb Wyoming**

**Notes to Financial Statements**

**Note 3. Restricted Funds and Endowments**

The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets.

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrences of other events specified by donors. Net assets released from restrictions amounted to \$732,857 and \$447,043 during the years ended September 30, 2018 and 2017, respectively. As of September 30, 2018, and 2017, temporarily restricted net assets of \$926,375 and \$856,415, respectively, are available for donor-specified Climb Wyoming programs, geographic locations, or expenditure classes.

As of September 30, 2018, and 2017, the Organization had received donor-restricted endowments totaling \$784,311 and \$784,211, respectively, which are classified within permanently restricted net assets. As of September 30, 2018, and 2017, \$5,267 and \$5,800, respectively, of these permanent endowment funds are temporarily being held as cash until suitable investment opportunities are identified and the remaining \$987,718 and \$911,987, respectively, have been invested in equity and debt securities, mutual funds, U.S. Treasury securities, and certificates of deposit. In accordance with the endowment agreement, the income earned by the permanent endowment shall be used for initiatives that address the operational priorities and mission of the Organization.

The changes in endowment net asset composition by type of funds during the years ended September 30, 2018 and 2017 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>2018</b>				
Endowment net assets, beginning of year	\$ -	\$ 133,576	\$ 784,211	\$ 917,787
Investment return:				
Interest/dividend income	-	12,218	-	12,218
Realized and unrealized gains	-	62,880	-	62,880
Contributions	-	-	100	100
Endowment net assets, end of year	<b>\$ -</b>	<b>\$ 208,674</b>	<b>\$ 784,311</b>	<b>\$ 992,985</b>

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>2017</b>				
Endowment net assets, beginning of year	\$ -	\$ 44,842	\$ 500,000	\$ 544,842
Investment return:				
Interest/dividend income	-	13,144	-	13,144
Realized and unrealized gains	-	75,590	-	75,590
Contributions	-	-	284,211	284,211
Endowment net assets, end of year	<b>\$ -</b>	<b>\$ 133,576</b>	<b>\$ 784,211</b>	<b>\$ 917,787</b>

**Climb**  
**d/b/a Climb Wyoming**

**Notes to Financial Statements**

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The Organization has interpreted Wyoming's Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment fund absent any explicit donor stipulation to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets: (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In the event the donor-restricted endowment fund experiences losses that exceed any accumulation of temporarily restricted net assets, such losses are recorded as a reduction in unrestricted net assets after all related temporarily restricted net assets have been eliminated. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. The duration and preservation of the endowment fund;
2. The purposes of the Organization and the donor-restricted endowment fund;
3. General economic conditions;
4. The possible effect of inflation and deflation;
5. The expected total return from income and the appreciation of investments;
6. Other resources of the Organization; and
7. The investment policies of the Organization.

Endowment return objectives, risk parameters and spending policy: The Organization has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Organization must hold in perpetuity or for a donor-specified period. It is the Organization's policy to appropriate actual earnings on endowment investments.

**Climb**  
**d/b/a Climb Wyoming**

**Notes to Financial Statements**

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**Note 4. Investments**

The cost and fair values of marketable securities are as follows at September 30, 2018 and 2017:

	2018		2017	
	Cost	Fair Value	Cost	Fair Value
Certificates of deposit	\$ 133,720	\$ 132,783	\$ 135,291	\$ 134,693
Equity securities	608,247	793,794	615,836	746,475
Debt securities	-	-	120,363	119,356
U.S. Treasury securities	159,558	160,908	-	-
Mutual funds	25,000	25,800	25,000	26,783
<b>Total marketable securities</b>	<b>\$ 926,525</b>	<b>\$ 1,113,285</b>	<b>\$ 896,490</b>	<b>\$ 1,027,307</b>

**Note 5. Economic Dependence**

During the years ended September 30, 2018 and 2017, the Organization was highly dependent on grant revenue and contracted services revenue received from the State of Wyoming through grants and contracts provided by the Department of Family Services. Revenue from this source accounted for approximately 63% and 65% of total revenue for the years ended September 30, 2018 and 2017, respectively.

**Note 6. Lease Commitments**

The Organization leases office space and a telephone system under various leases which expire through December 31, 2021. The total minimum lease commitment at September 30, 2018 under these leases is as follows:

2019	\$ 347,270
2020	276,281
2021	81,038
2022	16,200
	<u>\$ 720,789</u>

Rental expense for all operating leases included in the Statement of Activities totaled \$350,992 and \$346,306, including the in-kind rental expense of \$9,000 and \$9,000, for the years ended September 30, 2018 and 2017, respectively.

**Climb**  
**d/b/a Climb Wyoming**

**Notes to Financial Statements**

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**Note 7. Recently Issued Accounting Pronouncements**

In August 2016, the FASB issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. The amendment affects not-for-profits and the users of their general-purpose financial statements. This amendment improves the current net assets classification requirements and the information presented in financial statements and notes about a not-for-profit's liquidity, financial performance, and cash flows. This amendment is effective for fiscal years beginning after December 15, 2017. Early adoption is allowed. Upon adoption, the amendment must be applied retrospectively in the year the amendment is first applied. The Organization is currently evaluating the impact that the provisions this amendment will have on the Organization's financial statements.

In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*. This amendment clarifies the principles for recognizing revenue and develops a common revenue standard for accounting principles generally accepted in the United States of America (U.S. GAAP) and International Financial Reporting Standards (IFRS). Specifically, this amendment removes inconsistencies and weaknesses in revenue requirements; provides a more robust framework for addressing revenue issues; improves comparability of revenue recognition practices across entities, industries, jurisdictions, and capital markets; provides more useful information to users of financial statements through improved disclosure requirements; and simplifies the preparation of financial statements by reducing the number of requirements to which an entity must refer.

In August 2015, the FASB issued ASU No. 2015-14, which deferred the effective date of ASU No. 2014-09. Subsequent to ASU 2015-14, the FASB has issued additional ASUs that affect the guidance in ASU 2014-09. For nonpublic entities, the amendments in all ASUs related to Topic 606 are effective for fiscal years beginning after December 15, 2018; early adoption is allowed. Upon adoption, the amendment must be applied retrospectively to all periods presented. The Organization is currently evaluating the impact that the provisions of this statement will have on the Organization's financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. This amendment applies to any entity that enters into a lease, with some specified scope exemptions, and was issued to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the Statement of Financial Position and disclosing key information about lease arrangements. For nonpublic entities, this amendment is effective for years beginning after December 15, 2019; early adoption is allowed. Upon adoption, the amendment must be applied to the beginning of the earliest period presented using a modified retrospective approach. The Organization is currently evaluating the impact that the provisions of this statement will have on the Organization's financial statements.

**Climb**  
**d/b/a Climb Wyoming**

**Schedules of Functional Expenses**  
**Years Ended September 30, 2018 and 2017**

	2018				2017			
	Program Services	Management and Support	Fundraising	Total	Program Services	Management and Support	Fundraising	Total
Program coordination and salary	\$ 1,699,794	\$ 341,863	\$ 227,642	\$ 2,269,299	\$ 1,576,264	\$ 349,734	\$ 223,934	\$ 2,149,932
Facility	373,052	25,530	25,821	424,403	372,168	35,163	17,135	424,466
Mental health provider	383,442	-	-	383,442	365,594	-	-	365,594
Contracted services	256,665	22,282	14,563	293,510	105,747	25,931	14,793	146,471
Participant tuition	250,254	-	-	250,254	134,230	-	-	134,230
Participant wage reimbursement	242,289	-	-	242,289	226,469	-	-	226,469
Employee health and retirement benefits	171,159	38,211	18,687	228,057	157,180	41,179	24,264	222,623
Employer payroll taxes	152,520	30,283	20,946	203,749	144,555	31,776	20,958	197,289
Staff development and training	165,296	13,889	9,946	189,131	119,632	22,625	9,942	152,199
Participant and employer recruitment	188,456	213	319	188,988	188,159	-	-	188,159
Staff travel	101,128	7,979	21,589	130,696	45,937	4,713	11,644	62,294
Participant incentives	114,920	-	-	114,920	115,461	-	-	115,461
Participant group life skills training	111,008	-	-	111,008	82,594	-	-	82,594
Office supplies	72,771	16,546	6,592	95,909	45,227	12,300	7,981	65,508
Fundraising expense	-	-	46,674	46,674	-	-	26,797	26,797
Participant career clothing	35,613	-	-	35,613	37,489	-	-	37,489
Insurance	20,790	3,733	1,932	26,455	18,428	2,078	2,488	22,994
Participant transportation assistance	17,632	-	-	17,632	14,218	-	-	14,218
Depreciation expense	13,441	1,619	1,134	16,194	21,927	3,654	2,530	28,111
Graduate services	13,832	-	-	13,832	17,798	-	-	17,798
Participant license and certification	12,283	-	-	12,283	17,440	-	-	17,440
Participant screenings	10,471	-	-	10,471	10,897	-	-	10,897
Participant recognition events	9,570	-	-	9,570	15,475	-	-	15,475
Repair and maintenance	6,576	1,674	333	8,583	3,860	354	389	4,603
Bad debt expense	-	-	3,590	3,590	-	-	10,226	10,226
Substance abuse evaluation and collaborative treatment	340	-	-	340	696	-	-	696
GED instruction	110	-	-	110	1,053	-	-	1,053
	<b>\$ 4,423,412</b>	<b>\$ 503,822</b>	<b>\$ 399,768</b>	<b>\$ 5,327,002</b>	<b>\$ 3,838,498</b>	<b>\$ 529,507</b>	<b>\$ 373,081</b>	<b>\$ 4,741,086</b>

**Climb**  
**d/b/a Climb Wyoming**

**Schedule of Expenditures of Federal Awards**  
**Year Ended September 30, 2018**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>U.S. Department of Health and Human Services</b>			
<b><u>TANF Cluster:</u></b>			
Pass-through Wyoming Department of Family Services:			
Temporary Assistance for Needy Families:			
Families Becoming Independent	93.558	1801WYTANF	\$ 2,000,000
Empowering Single Mothers Program	93.558	1701WYTANF	1,047,096
Pass-through the following:			
Albany County, Wyoming	93.558	1801WYTANF	22,740
Campbell County, Wyoming	93.558	1801WYTANF	29,400
Laramie County, Wyoming	93.558	1801WYTANF	50,000
Lincoln County, Wyoming	93.558	1801WYTANF	50,000
Natrona County, Wyoming	93.558	1801WYTANF	35,000
Sweetwater County, Wyoming	93.558	1801WYTANF	68,572
Teton County, Wyoming	93.558	1801WYTANF	34,385
Total Temporary Assistance for Needy Families:			<u>290,097</u>
Community Partnership Initiatives Program			<u>290,097</u>
<i>Total TANF Cluster</i>			<u>3,337,193</u>
<i>Total U.S. Department of Health and Human Services</i>			<u>3,337,193</u>
<b>U.S. Department of Agriculture</b>			
<b><u>SNAP Cluster:</u></b>			
Pass-through Wyoming Department of Family Services:			
State Administrative Matching Grants for the:			
Supplemental Nutrition Assistance Program 50/50	10.561	201818S251943	205,403
Supplemental Nutrition Assistance Program 100%	10.561	201817Q750343	316,765
Supplemental Nutrition Assistance Program 50/50	10.561	173WY430S2519	1,937
Supplemental Nutrition Assistance Program 100%	10.561	173WY440Q7503	155,389
<i>Total SNAP Cluster</i>			<u>679,494</u>
<i>Total U.S. Department of Agriculture</i>			<u>679,494</u>
<b>U.S. Department of Housing and Urban Development</b>			
<b><u>CDBG - Entitlement Grants Cluster:</u></b>			
Pass-through City of Cheyenne, Wyoming:			
Community Development Block Grant	14.218	B-18-MC-0002	3,300
<i>Total CDBG - Entitlement Grants Cluster</i>			<u>3,300</u>
<i>Total U.S. Department of Housing and Urban Development</i>			<u>3,300</u>
<b>Total Expenditures of Federal Awards</b>			<u><u>\$ 4,019,987</u></u>

See Notes to Schedule of Expenditures of Federal Awards.

**Climb**  
**d/b/a Climb Wyoming**

**Notes to Schedule of Expenditures of Federal Awards**

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**Note 1. Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the Federal award activity of Climb d/b/a Climb Wyoming (the "Organization") under programs of the Federal government for the year ended September 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**Note 2. Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Organization does not sub-grant Federal funds received and does not charge indirect costs under the de minimis rate.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
Climb d/b/a Climb Wyoming  
Cheyenne, Wyoming

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Climb d/b/a Climb Wyoming (the "Organization"), which comprise the Statement of Financial Position as of September 30, 2018, and the related Statements of Activities and Cash Flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 30, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*McLee, Hearne & Paiz, LLP*

Cheyenne, Wyoming  
January 30, 2019



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR EACH MAJOR FEDERAL PROGRAM AND REPORT  
ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors  
Climb d/b/a Climb Wyoming  
Cheyenne, Wyoming

**Report on Compliance for the Major Federal Program**

We have audited Climb d/b/a Climb Wyoming's (the "Organization") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Organization's major Federal program for the year ended September 30, 2018. The Organization's major Federal program is identified in the summary of independent auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with Federal statutes, regulations, and the terms and conditions of its Federal awards applicable to its Federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for the Organization's major Federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major Federal program. However, our audit does not provide a legal determination of the Organization's compliance.

***Opinion on the Major Federal Program***

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major Federal program for the year ended September 30, 2018.

## **Report on Internal Control over Compliance**

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on the major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major Federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*McGee, Hearne & Paiz, LLP*

Cheyenne, Wyoming  
January 30, 2019

**Climb**  
**d/b/a Climb Wyoming**

**Schedule of Findings and Questioned Costs**  
**Year Ended September 30, 2018**

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**I. SUMMARY OF INDEPENDENT AUDITOR'S RESULTS**

**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified?  Yes  No
- Significant deficiency (ies) identified?  Yes  None Reported

Noncompliance material to financial statements noted?  Yes  No

**Federal Awards**

Internal control over major Federal programs:

- Material weakness (es) identified?  Yes  No
- Significant deficiency (ies) identified?  Yes  None Reported

Type of auditor's report issued on compliance for major Federal programs: Unmodified

- Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516 (a)?  Yes  No

Identification of major Federal programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
93.558	TANF Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee?  Yes  No

**Climb**  
**d/b/a Climb Wyoming**

**Schedule of Findings and Questioned Costs**  
**Year Ended September 30, 2018**

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**I. FINANCIAL STATEMENT FINDINGS**

None.

**II. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

None.

**Climb**  
**d/b/a Climb Wyoming**

**Summary Schedule of Prior Year Audit Findings**  
**Year Ended September 30, 2018**

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There were no findings for the year ended September 30, 2017.

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STATE OF WYOMING  
FILED  
at 10:35 A.M.

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CITY OF CASPER - NATRONA COUNTY  
JOINT POWERS AGREEMENT

MYRA THOMPSON  
SECRETARY OF STATE

RECEIVING NO.

CITY-COUNTY BUILDING

76 APR 15 PM 2 34

PHOTOSTAT RECORDED

**INDEXED**

PHASE 1

RECORDED Apr. 15 19 76 AT 2:34 O'CLOCK PM  
IN BOOK 171 OF AC&L PAGE 148  
NO. 188636 JOHN J. TOBIN  
COUNTY CLERK

CITY OF NATRONA, WYO.

THIS AGREEMENT entered into this 11 day of October, 1975.

CITY CLERK BY

between the CITY OF CASPER, WYOMING, A Municipal Corporation,  
referred to as "City", and NATRONA COUNTY, A Municipal Corporation,  
referred to as "County".

1.1 Authority. Wyoming Joint Powers Act and Chapter 148,  
Section 1, Wyoming Session Laws, 1963, which authorizes any  
County and the City constituting the County Seat of such County,  
acting through the Board of County Commissioners, and the City  
Council, respectively, to enter into an agreement for the joint  
purchase or construction and use of a building to be used as a  
County Courthouse and as City Hall and to be known as the "City-  
County Building", or a public auditorium, athletic fields, civic  
centers or other community buildings, as the Board and Council  
may determine. The County and City may contribute to the cost  
of purchase or construction of such City-County Building or  
other community building in such respective amounts as shall  
be agreed upon by the County Commissioners and the City Council  
and by agreement between the County Commissioners and the City  
Council to agree on details of construction, control of construc-  
tion, maintenance and management and the division of expense of  
maintenance and management.

1.2 Purpose. City and County propose to construct by and  
through their joint efforts and expense a City-County Building,  
referred to as "Project", to house:

- i. City Courtrooms and related facilities;
- ii. City Police administration offices and related facilities;
- iii. A County jail and related facilities for joint use with City as set forth herein;

- iv. A County Sheriff's office and related facilities;
- v. A Civil Defense office;
- vi. Such other facilities as the parties may, by written addendum hereto, agree upon.

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1.3 Committee. During Phases I and II hereof, the parties shall appoint a committee consisting of five (5) members; two (2) members who shall be members of the Board of County Commissioners, two (2) members who shall be members of the City Council and one (1) member who shall be appointed by the City and County jointly. This committee shall:

- i. Meet with the parties to make a preliminary determination of each party's needs;
- ii. Advise on site planning and architectural design;
- iii. Act as liaison between architect, as hereinafter set forth, and the parties;
- iv. Meet with local, State and Federal authorities, if necessary, to determine input and requirements.
- v. Meet periodically with the parties to advise and assist in the Project.

During Phase III hereof, the parties shall appoint a committee consisting of five (5) members, City to appoint two (2) members, County to appoint two (2) members and City and County jointly to appoint the fifth member, which committee shall:

- i. Meet at least quarterly to inspect the building operation and maintenance, reporting said conditions to the parties, recommending changes and reviewing suggested building improvements, where appropriate;
- ii. Act as an Appeals or Review Board for any complaints concerning maintenance, repair or building operations emanating from the Sheriff, Police or Court authorities;
- iii. Meet periodically with the parties, or at the parties' request, to



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advise on specific maintenance, operations or improvement requirements.

1.4 Location and Ownership. The City-County Building shall be located on the premises immediately to the west of the existing City-County Building on properties presently owned by County. The County shall own the building and shall lease portions thereof to the City for ninety-nine (99) years with an option to renew. The City shall pay a lease fee in an amount equal to the percentage of total construction costs, as construction proceeds, attributable to the space to be occupied by it and shall pay its prorata share of maintenance expenses. The parties shall execute such instruments that may be necessary to effect the intent of this paragraph.

1.5 Architect. City and County shall employ an architect, or architects, which is mutually acceptable to both for the preparation and submission of preliminary drawings and cost estimates for the Project. The architect shall confer with the Committee and prepare preliminary plans and drawings for submission and approval of the parties. Each party shall designate the portion or portions of the proposed structure as each intends to occupy. On approval of the architect's contract documents, each party shall finally designate the portion or portions of the Project which it intends to occupy and shall designate the percentage of the total construction costs which each party shall bear. Such designation shall constitute an agreement by the parties to proceed with Phase II (Construction).

1.6 Termination and Architectural Fees. If the parties determine not to proceed with Phase II, they shall bear the Architectural Fees in the following percentages:

City \_\_\_\_\_ %  
County \_\_\_\_\_ %

and this agreement shall terminate. Otherwise, this agreement shall terminate upon the expiration of the lease herein, at which time the County shall retain ownership of the building and the City shall have the right to remove any non-permanent fixtures installed by it from the building.

## PHASE II

### Construction

2.1 Architect shall be instructed by the parties to proceed with final plans, drawings and cost estimates, and contract documents. The parties shall be jointly liable on all construction contracts and shall be liable to contractor or contractors in the percentages agreed upon for costs sharing. All contracts shall be subject to the approval of both the City and County.

2.2 Engineer. The parties shall designate one (1) engineer to represent them in the construction on the Project and related facilities and the engineer shall formally report on a regular basis (not less than monthly) on the progress of construction to the Committee and the parties hereto. The engineer shall have such authority over the Project as may be set forth in the contract documents. For minor change orders in the plans and specifications, he shall seek the advice of the Committee, and for major change orders regarding structural alterations, space allocations and the like, he shall seek the approval of each party.

2.3 Committee. The Committee shall meet with architects, the parties hereto, and the engineer from time to time; act as liaison between the parties; advise the engineer on minor changes in the plans and specifications; and make recommendations to the parties on any major change orders relating to structural changes,

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space requirements and any change order requiring the expenditure of more than Twelve Thousand Five Hundred Dollars (\$12,500.00) or one-half of one percent ( $\frac{1}{2}$  of 1%) of anticipated construction costs, whichever is the greatest.

2.4 Special Facilities. The percentage of construction cost sharing shall not include special facilities. Such facilities that are ordered and used solely by one party shall be paid for by that party, i.e., special fixtures for the City Courtroom, radio and phone installations, and the like.

2.5 Construction of the County jail and related facilities shall be borne by the City and County in direct relation to their percentage construction cost of Police-Sheriff administrative areas.

2.6 Use and Occupancy of County Jail. The County jail shall be for the joint use of the City and County. City's share of the maintenance of the County jail shall be set forth under Phase III hereof.

2.7 Repairs and Alterations. After the construction of the Project, any special repairs or alterations for the sole use and benefit of either party shall be borne at the sole cost and expense of the using party unless otherwise mutually agreed upon by the parties.

2.8 Equipment and Furniture. Equipment and furniture and all installation charges thereto shall be borne by the party purchasing and using such furniture and equipment, except for fixed and permanent equipment in the jail, which will be financed as per 2.5 above.

2.9 Financing. City and County shall finance the Project and related facilities in the ratio set forth in paragraph 1.4 of this agreement. Out of the one percent (1%) of the County sales tax, each party shall set aside sufficient funds to the

end that, at the expiration of receipt of said optional tax, or within two (2) years from the date hereof, moneys from such tax shall be sufficient to construct said Project.

2.10 Fiscal Agent. City shall act as the fiscal agent for the Project. Prior to the start of construction, the parties shall deposit in, or commit to, a special account for construction purposes only, sufficient funds to complete the Project. The City shall make necessary disbursements from said account; shall make and maintain detailed financial accounts; make progress payments to contractor with the concurrence of the Committee; and make monthly progress reports to the City and County.

### PHASE III

#### Maintenance

3.1 Prior to the commencement of Phase II, the parties shall agree on the maintenance of the Project which shall include the following:

3.2 Maintenance. County shall be responsible for the actual maintenance of the Project and related facilities. It shall make disbursements for all costs incurred in such maintenance. The parties shall agree in writing to a schedule of maintenance costs and percentage distribution thereof; maintenance of special facilities and estimated first year cost of maintenance.

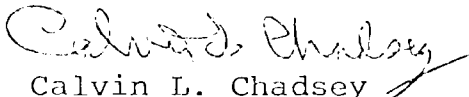
3.3 Accounting. County shall pay for all operational and maintenance costs and shall bill City on a quarterly basis. Immediately prior to the end of each fiscal year, County shall submit a final accounting showing the exact costs, then City shall be credited with such overage on the next quarterly payment. Underpayment, if any, shall be paid with the next

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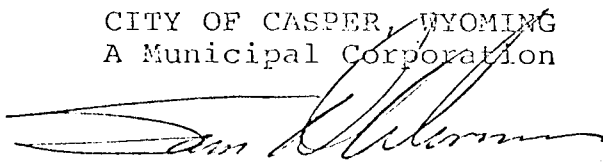
quarterly payment. For the first year's operational and maintenance costs, payments shall be made on a quarterly basis on an annual estimated costs basis and all future payments shall be made quarterly on the preceding yearly cost basis subject to a reasonable increase for anticipated cost increases.

Executed by the parties on the day and year first above written.

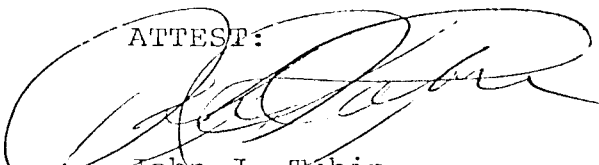
ATTEST:

  
Calvin L. Chadsey  
City Clerk


CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Sam D. Wormus  
Mayor

ATTEST:

  
John J. Tobin  
County Clerk

NATRONA COUNTY, WYOMING  
A Municipal Corporation

  
John P. Burke, Chairman  
County Commissioners

APPROVED BY \_\_\_\_\_ ACTION

  
\_\_\_\_\_

STATE OF WYOMING

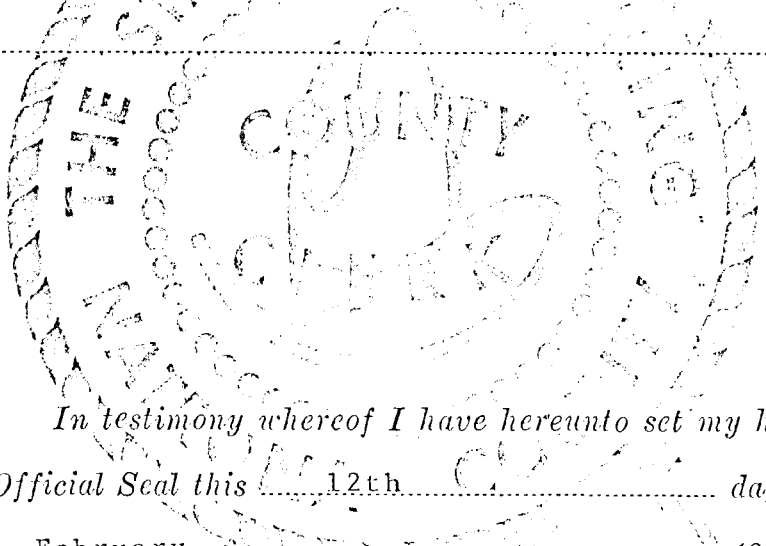
County of Natrona

103

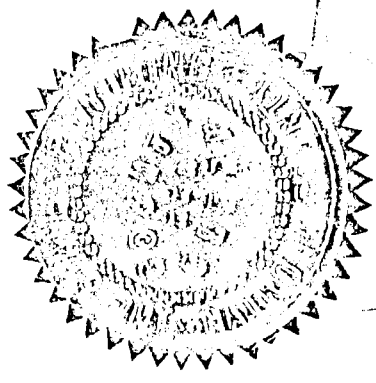
Certification

I, John J. "Jack" Tobin, clerk and recorder of Natrona County, do hereby certify that the foregoing is a full, true, and correct copy of a Resolution

as Recorded in XXXXXX Page XXXX or



In testimony whereof I have hereunto set my hand and Official Seal this 12th day of February 19 76



John J. "Jack" Tobin  
Clerk and Recorder

*[Handwritten Signature]*  
COUNTY CLERK XXXXX

## AMENDMENT TO LEASE AGREEMENT

THIS AMENDMENT is entered into as of the 1<sup>st</sup> day of January, 2015, by and between the City of Casper, Wyoming, a Wyoming Municipal Corporation ("Lessor"), and Natrona County, Wyoming ("Lessee") for a portion of the building located at 342 Market Street, formerly known as the Marathon Building. Throughout this Amendment, Lessor and Lessee may individually be referred to as "Party" or together as "Parties."

### RECITALS

- A. In 2005, the Lessor acquired the building located at 342 Market Street (formerly known as the Marathon Building) to provide storage capacity for various City departments.
- B. At the time of Lessor's acquisition, the Lessee was using the premises for records storage and vehicle parking.
- C. On January 18, 2005, the Lessor and Lessee entered into an initial five year Lease Agreement that terminates on December 31, 2009. On November 3, 2009, the Lessor and Lessee again entered into an Amendment to Lease Agreement for an additional five years which terminates on December 31, 2014.
- D. Under the terms of the Amended Lease Agreement, the Lessee only requires approximately 1,080 square feet of leased space, for the Natrona County maintenance staff, plus one additional parking space. This space noted on the attached floor plan shall remain the "leased premises" referenced throughout the Lease Agreement.
- E. Rent in the amount of Three Hundred Sixty Dollars (\$360.00) per month shall continue as outlined in the first Amendment to Lease Agreement dated the 3<sup>rd</sup> of November, 2009.

NOW, THEREFORE, inconsideration of the mutual promises and covenants contained herein, the Parties hereto agree by and between them to extend the Lease Agreement.

### I. INCORPORATION OF RECITALS

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

### II. AMENDMENT TO THE LEASE AGREEMENT

#### 1. LEASE TERM:

The original lease term and is hereby extended for an additional five (5) years, commencing on January 1, 2015, up to and including December 31, 2019.

#### 2. RENT:

Monthly rental shall remain at Three Hundred Sixty Dollars (\$360.00).

III. RATIFICATION

The terms and conditions of the Lease Agreement, as modified by amendment and herein, are hereby ratified by the Parties and shall remain in full force and effect.

EXECUTED by the parties hereto on the 16<sup>th</sup> day of December, 2014.

APPROVED AS TO FORM:

Wallace Trombly  
Casper City Attorney

CITY OF CASPER, WYOMING  
ATTEST:

V. H. McDonald  
V. H. McDonald  
City Clerk

LESSOR:  
A Municipal Corporation  
Paul L. Meyer  
Paul L. Meyer  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Natrona County Attorney

NATRONA COUNTY, WYOMING  
WITNESS:

\_\_\_\_\_  
County Clerk, Renea Vitto

LESSEE:  
\_\_\_\_\_  
Forrest Chadwick, Chairman  
Board of Natrona County Commissioner



III. RATIFICATION

The terms and conditions of the Lease Agreement, as modified by amendment and herein, are hereby ratified by the Parties and shall remain in full force and effect.

EXECUTED by the parties hereto on the \_\_\_\_\_ day of December, 2014.

APPROVED AS TO FORM:

Walter Thomas II  
Casper City Attorney

CITY OF CASPER, WYOMING  
ATTEST:

LESSOR:  
A Municipal Corporation

\_\_\_\_\_  
V. H. McDonald  
City Clerk

\_\_\_\_\_  
Paul L. Meyer  
Mayor

APPROVED AS TO FORM:

W-PKC  
Natrona County Attorney

NATRONA COUNTY, WYOMING  
WITNESS:

Renea Vitto  
County Clerk, Renea Vitto



LESSEE:  
Forrest Chadwick  
Forrest Chadwick, Chairman  
Board of Natrona County Commissioner  
12-16-2014

My term of office expires  
January 5, 2015

EXHIBIT

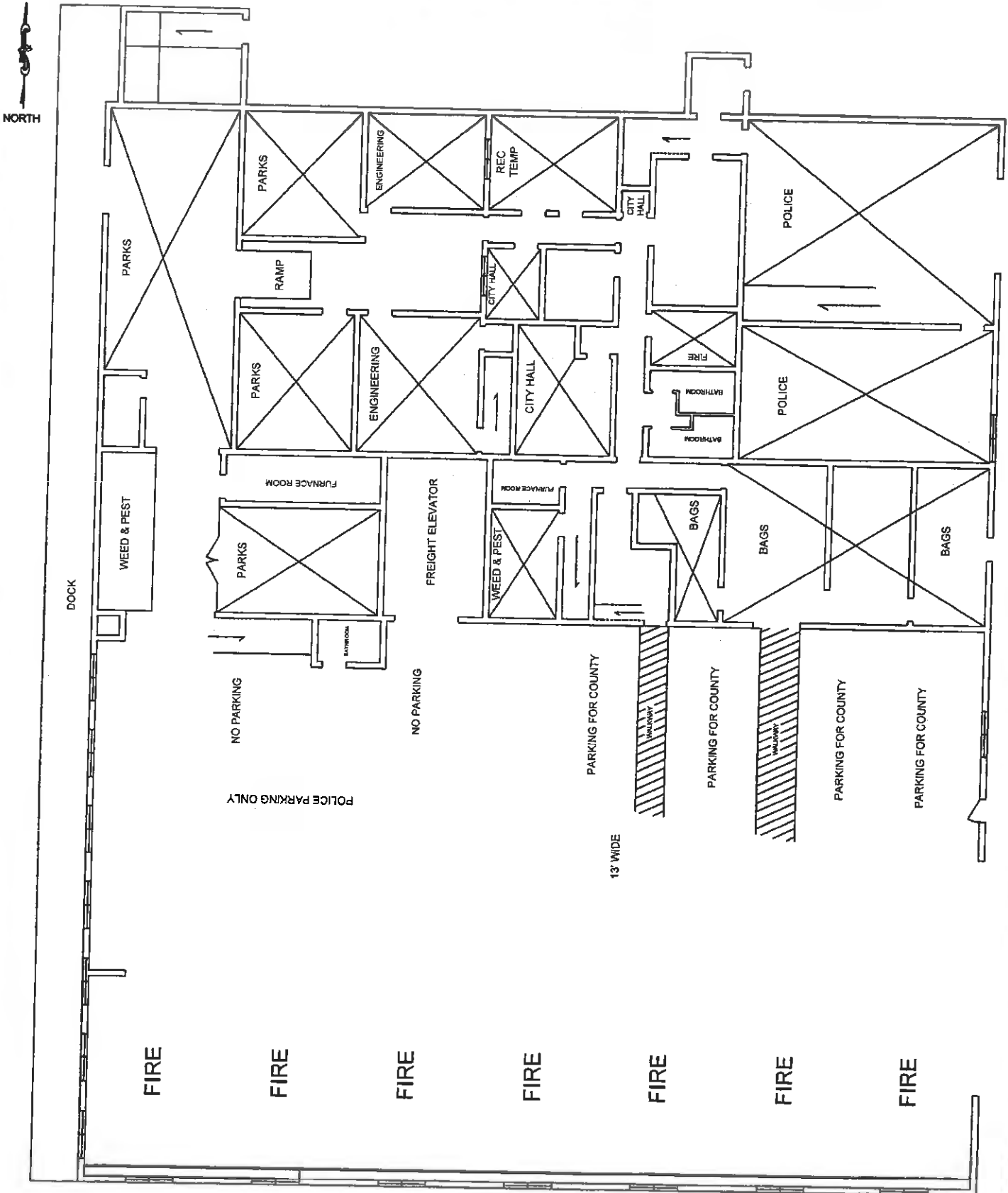
A

No.	Revised/Issue	Date

CITY OF CASPER  
 ENGINEERING  
 200 N. DAVID  
 CASPER, WY 82601

MARATHON  
 1ST FLOOR  
 CASPER, WY

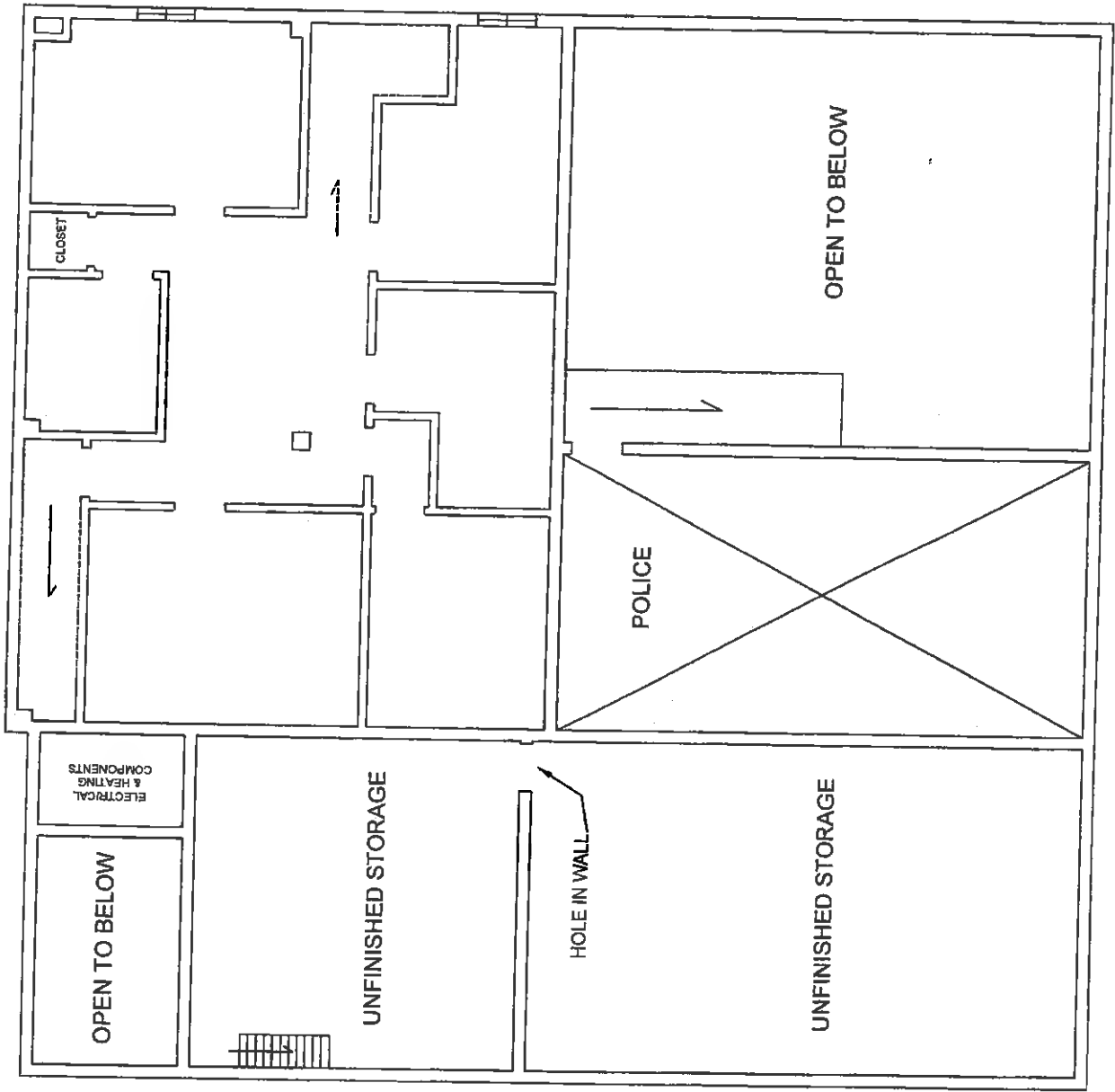
1028/2009  
 AC  
 NO SCALE  
 1 of 3



No.	Description	Date

CITY OF CASPER  
ENGINEERING  
200 N. DAVID  
CASPER, WY 82601

MARATHON  
2ND FLOOR  
CASPER, WY



OPEN TO BELOW

ELECTRICAL  
& HEATING  
COMPONENTS

UNFINISHED STORAGE

UNFINISHED STORAGE

HOLE IN WALL

POLICE

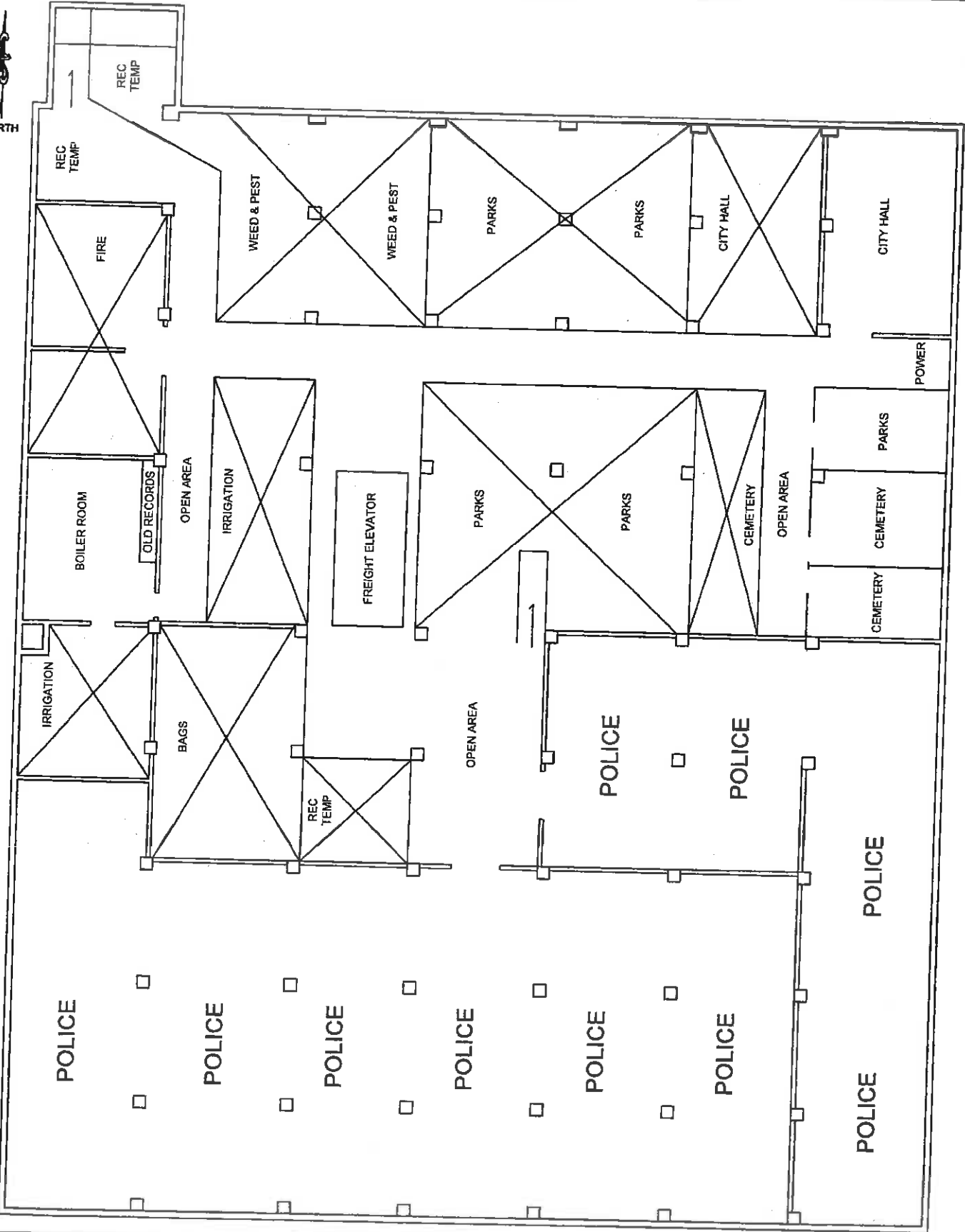
OPEN TO BELOW

CLOSET

No.	Description	Date

CITY OF CASPER  
ENGINEERING  
200 N. DAVID  
CASPER, WY 82501

MARATHON  
BASEMENT  
CASPER, WY





OFFICE OF THE ADMINISTRATIVE SERVICES DIRECTOR  
(CITY CLERK-TREASURER)  
PHONE (307) 235-8215

# City of Casper

*Incorporated 1889*  
Casper, Wyoming 82601-1894

December 30, 2014

Natrona County Legal Department  
Attn: William P. Knight, Jr., County Attorney  
200 North Center, Suite 300  
Casper, Wyoming 82601

RE: Renewal – Amendment to Lease Agreement

Dear Mr. Knight:

The City has approved the Amendment to your Lease Agreement at the December 16, 2014 Council Meeting. Enclosed is a fully executed Lease Agreement for your files.

If you have any questions please feel free to contact this office at 235-8215 or email [jhensen@cityofcasperwy.com](mailto:jhensen@cityofcasperwy.com).

Sincerely,

A handwritten signature in cursive script that reads "Jan Hensen". The signature is written in black ink and is positioned above the typed name.

Jan Hensen  
Records Tech



# NATRONA COUNTY LEGAL DEPARTMENT

NATRONA COUNTY COURTHOUSE

200 North Center, Suite 300

Casper, Wyoming 82601

(307) 235-9460

Fax (307) 235-9356

William P. Knight, Jr.  
County Attorney  
Heather Duncan-Malone  
Deputy County Attorney

December 23, 2014

William C. Luben  
Wallace Trembath  
City Attorneys  
City of Casper  
200 N. David Street  
Casper, Wyoming 82601

Re: Renewal - Amendment To Lease Agreement

Dear Gentlemen:

Please find enclosed two (2) copies of the above signed agreement by Forrest Chadwick, Chairman for the Board of County Commissioners. Upon the City's approval and once all signatures have been obtained, please return a fully executed copy to our office.

Thanking you in advance and should you have any questions, please contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Melinda M. Watts".

Melinda M. Watts, for  
William P. Knight, Jr.  
Natrona County Legal Department

Enclosures

## AMENDMENT TO LEASE AGREEMENT

THIS AMENDMENT is entered into as of this 3<sup>rd</sup> day of November, 2009, by and between the City of Casper, Wyoming, a Wyoming Municipal Corporation ("Lessor"), and Natrona County, Wyoming ("Lessee") for a portion of the building located at 342 Market Street, formerly known as the Marathon Building. Throughout this Amendment, Lessor and Lessee may individually be referred to as "Party" or together as "Parties."

### RECITALS

- A. In 2005, the Lessor acquired the building located at 342 Market Street (formerly known as the Marathon Building) to provide storage capacity for various City departments.
- B. At the time of Lessor's acquisition, the Lessee was using the premises for records storage and vehicle parking.
- C. On January 18, 2005, the Lessor and Lessee entered into a five year Lease Agreement that terminates on December 31, 2009.
- D. Under the terms of that Lease Agreement, the Lessee leases approximately 3,000 square feet of space for vehicle parking and storage, and pays the Lessor One Thousand Dollars (\$1,000.00) per month in rent.
- E. Since the execution of the Lease Agreement, the Lessee has acquired a new building to house some of its vehicles and store some of its records. As a result, Lessee only requires approximately 1,080 square feet of leased space, plus one additional parking space to be designated by the Lessor at its sole discretion.
- F. The Lessor can use additional space, and the Lessee is willing to relinquish 1,920 square feet of its leased space in consideration of a reduction in rent from One Thousand Dollars (\$1,000.00) per month to Three Hundred Sixty Dollars (\$360.00) per month.
- G. Approximately 1,080 square feet of leased space located in the main garage area will continue to be allocated parking for the Natrona County maintenance staff, plus the one additional parking space referenced in paragraph E above. This space noted on the attached floor plan will become the "leased premises" referenced throughout the Lease Agreement.

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

#### I. 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.

## II. AMENDMENT TO THE LEASE AGREEMENT.

### 1. LEASED PREMISES:

The second paragraph of section 1 is hereby deleted and replaced with the following:

Approximately 1,080 square feet of leased space located in the main garage area within City-owned property at 342 Market Street, formerly known as the Marathon Building, said leased space being indicated and set forth on the floor plan (attached as Exhibit A), and hereinafter referred to as the leased premises.

### 2. LEASE TERM:

The original lease term is hereby extended for an additional five (5) years, commencing on January 1, 2010, up to and including December 31, 2014.

### 3. RENT:

One Thousand Dollars (\$1,000.00) is hereby changed to Three Hundred Sixty Dollars (\$360.00).

### 4. PURPOSE:

The words "and storage" are hereby deleted from the first sentence of section 4.

### 13. IMMUNITY/GOVERNMENTAL CLAIMS ACT:

1-29-101 et seq. is hereby changed to 1-39-101 et seq.

## III. RATIFICATION

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

EXECUTED by the parties hereto on the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

APPROVED AS TO FORM:

Wallace Trembly

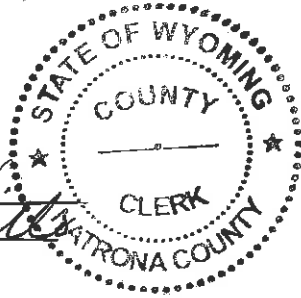


CITY OF CASPER, WYOMING  
ATTEST:

V. H. McDonald  
V. H. McDonald  
City Clerk

WITNESS:

Renee Vetter  
Renee Vetter  
County Clerk



My term of office expires  
January 6, 2011

A Municipal Corporation

Kenye Schlager  
Kenye Schlager  
Mayor

LESSEE:

Robert L. Kervick  
Robert L. Kervick  
Chairman, Natrona County  
Board of Commissioners

APPROVED  
Natrona County Attorney

By: Wendy [Signature]  
Date: 11-21-09



Office of  
**Natrona County Attorney**

Natrona County Courthouse  
200 North Center, Suite 300  
Casper, Wyoming 82601  
(307) 235-9460  
Fax (307) 235-9356



*County Attorney*  
**William P. Knight, Jr.**

*Deputy County Attorney*  
**Heather Duncan-Malone**

November 5, 2009

Kenyne Schlager, Mayor  
City of Casper  
200 N. David Street  
Casper, Wyoming 82601


Re: Amendment To Lease Agreement  
342 Market Street – Marathon Building  
Vehicle Parking and Storage

Dear Mayor Schlager:

Please find enclosed an original and one (1) copy of the Amendment To Lease Agreement for the Lessee's use for records storage and vehicle parking. The Agreement needs dated and your and the City Clerk's signatures. After signing, please return the original to our office in the enclosed envelope and retain the copy for your files.

If you have any further questions, please contact my office.

Sincerely,

  
William P. Knight, Jr.,  
Natrona County Attorney

Enclosures

WPK:mmw

**COPY**



NATRONA COUNTY COMMISSIONERS

200 N. CENTER RM. 115  
CASPER, WY 82601  
PHONE (307) 235-9202  
FAX (307) 235-9486

Jon Campbell  
Cathy Killean  
Dick Lindsey  
Donna Obert  
Terry Wingerter

August 30, 2001

Tom Forslund, City Manager  
City of Casper  
200 North David Street  
Casper, WY 82601

Re: Use of the Small Municipal Courtroom/Fifth Floor Hall of Justice

Dear Tom:

As we discussed several months ago, the County would like to use the small municipal courtroom on the 5<sup>th</sup> floor of the Hall of Justice Building. We need the additional courtroom to accommodate a third circuit court judge. The judge will begin work on September 17, 2001. Circuit Court has begun to schedule hearings and would like to make sure we all agree regarding use of the courtroom.

As discussed, the City will allow the County to use that courtroom for the next two years. The County will adjust the calculation of percentage of space on the 5<sup>th</sup> floor with regards to the maintenance budget. In the meantime, the County will look for a permanent solution either on that floor or in other buildings. This may also involve discussions with the City on how to best utilize all of the courtrooms on the 5<sup>th</sup> floor.

Please call if you have any questions. I would like a letter from your office confirming our arrangements for usage of the small municipal courtroom

Yours,

Jon Campbell, Chairman  
Board of County Commissioners

*Jon  
Thank you for  
your consideration  
Jon*

JC:jp

Xc: Circuit Court  
Don Herbort  
Accounts Payable

**\*NOTE**

**10-10-01**

Per discussion with Eric Easton, Natrona County Attorney, we have arrived at this figure to bill the city for the 5<sup>th</sup> floor of the Hall of Justice Building located at 200 North David Street, Casper, WY. This will be billed effective September 17, 2001 and will remain for the next two years:

Total square footage of the 5<sup>th</sup> floor is approximately 18,400.

The city occupied approx. 3,200 square feet, which is 17.5%.

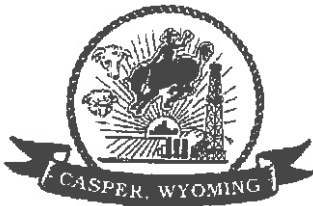
The city now has approximately 2,676 square feet, which is 14.5% of total square footage.

The measurement per Donald Herbort, Maintenance Supervisor, Fanno used to occupy courtroom, which is ~~740~~ 740 sq. feet and now occupies 196 sq. feet including the bathroom.

Therefore, the city will now be billed **14.5%** for usage the 5<sup>th</sup> floor.

3/29/11

→ Charge city xtra \$300 per month  
for small courtroom. per Ed Opella -  
Linda Witko @ City notified & approved.



OFFICE OF THE CITY MANAGER

# CITY OF CASPER

200 NORTH DAVID STREET  
CASPER, WYOMING 82601-1815  
PHONE (307) 235-8224  
FAX: (307) 235-8313  
www.cityofcasperwy.com

August 22, 2012

Natrona County Commissioners  
200 North Center Street  
Casper, Wyoming 82601

Dear Commissioners:

Please accept this letter as confirmation that the City of Casper desired and obtained use of Court Room #1 on the fifth floor of the Hall of Justice as of August 1, 2012.

Accordingly, consistent with the arrangement proposed between Commissioner Opella and V. H. McDonald, Administrative Services Director for the City of Casper, the rent for the space will be equivalent to the rent Natrona County pays for space in the Marathon Building (342 North Market Street). The County's current rent is \$4,320 per year (\$360 per month).

To simplify the rent payment process, Natrona County will no longer need to reimburse the City monthly rent. Likewise, the City will not pay Natrona County any additional rent for Court Room #1. Any rent payments received for the month of August 2012 or after will be refunded to you.

Sincerely,

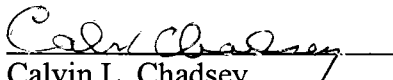
John C. Patterson  
City Manager

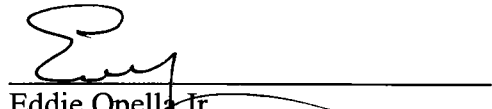
RECEIVED	<i>mm</i>	<i>8/23/12</i>
PLEASE ROUTE TO:	<i>mm</i>	DATE:
BK	_____	_____
HDM	<i>mm</i>	_____
EO	_____	_____
MK	_____	_____
RH	_____	_____
TW	_____	_____
BM	_____	_____

The Casper City Council authorized a contract with Andreen Hunt Construction for the Hall of Justice Communications Center and Records Area Improvements by Resolution No. 98-228, dated November 3, 1998. Even though the signed contract is not available, there are two Change Orders for the project that are being maintained in Records Management.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Calvin L. Chadsey  
City Clerk

  
Eddie Opella, Jr.  
Mayor

RESOLUTION NO. 98-227

A RESOLUTION AUTHORIZING A CONTRACT WITH WORTHINGTON, LENHART AND CARPENTER FOR TRAFFIC ENGINEERING SERVICES RELATED TO RESIDENTIAL DWELLINGS, AND COMMERCIAL AND INDUSTRIAL SITE IMPROVEMENTS.

WHEREAS, the City of Casper desires to secure a local traffic consulting engineering firm to perform traffic design services for development of residential dwellings, commercial and industrial site improvements, and,

WHEREAS, Ordinance 14-98 specifies that the City will hire an independent traffic consultant to prepare traffic studies for these site improvements; and,

WHEREAS, Worthington, Lenhart, and Carpenter is ready, willing and able to provide these professional services.

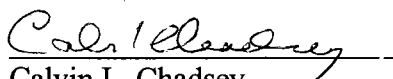
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an agreement with Worthington, Lenhart, and Carpenter.

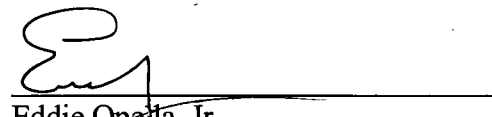
BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments and contract extensions, using appropriate funds, throughout the project as prescribed by the Agreement.

PASSED, APPROVED, AND ADOPTED this 3rd day of November, 1998.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Calvin L. Chadsey  
City Clerk

  
Eddie Opella, Jr.  
Mayor

RESOLUTION NO. 98-228

A RESOLUTION AUTHORIZING AN AGREEMENT WITH ANDREEN-HUNT CONSTRUCTION, INC., FOR THE HALL OF JUSTICE COMMUNICATIONS CENTER AND RECORDS AREA IMPROVEMENTS.

WHEREAS, the City of Casper is desirous of constructing improvements to the Hall of Justice Communications Center and Records areas, and;

WHEREAS, Andreen-Hunt Construction, Inc., is able and willing to provide those services specified as Hall of Justice Communications Center and Records Areas Improvements, Project 97-49.

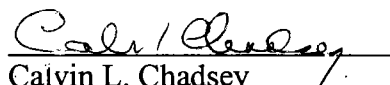
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an agreement with Andreen-Hunt Construction, Inc., for those services.


BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments, and contract extensions throughout the project, retaining those amounts prescribed by the agreement, equal to a total amount not to exceed One Hundred Eighty-Five Thousand, Seven Hundred Dollars (\$185,700.00), and Fourteen Thousand, Three Hundred Dollars (\$14,300.00), for a construction contingency account, for a total contract amount of Two Hundred Thousand Dollars (\$200,000.00).

PASSED, APPROVED, AND ADOPTED this 3rd day of November, 1998.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Calvin L. Chadsey  
City Clerk

  
Eddie Opella, Jr.  
Mayor

RESOLUTION NO. 98-229

A RESOLUTION AUTHORIZING TWO (2) LICENSE AGREEMENTS WITH THE WYOMING DEPARTMENT OF TRANSPORTATION, FOR INSTALLATION OF WATER AND SANITARY SEWER MAIN EXTENSIONS WITHIN CERTAIN STATE-OWNED RIGHTS-OF-WAY.

WHEREAS, Faith Assembly of God Church desires to install water and sanitary sewer main extensions from the City of Casper potable water and sanitary sewer collection systems to serve property at the northeast corner of the intersection of Casper Mountain Road and Wyoming Boulevard; and,

WHEREAS, the City of Casper desires to accept responsibility for ownership, operation, and maintenance of the water and sanitary sewer main extensions performed by Faith Assembly of God Church, subsequent to a specified warranty period; and,

WHEREAS, installation of the water and sanitary sewer main extensions will require construction within certain property owned by the Wyoming Department of Transportation (WYDOT); and,

WHEREAS, the City of Casper desires to obtain permission from WYDOT for use of this certain WYDOT-owned property for the ownership, operation, and maintenance of the water and sanitary sewer main extensions; and,



RECORDED Jan 28 1983 AT 1:47 O'CLOCK PM

INSTRUMENT NO.

**345500**

JOHN J. TOBIN

COUNTY CLERK

LICENSE

FOR AND IN CONSIDERATION OF THE SUM OF Ten Dollars (\$10.00), the receipt of which is hereby acknowledged, the CITY OF CASPER, 200 North David, Casper, Wyoming, hereinafter called the "Licensor", hereby grants a license to NATRONA COUNTY, 200 North Center Street, Casper, Wyoming 82601, hereinafter called "Licensee", to construct, and maintain two (2) walkways between the Hall of Justice and the Natrona County Courthouse, hereinafter called the "Facility", over and above Market Street, located between First Street and "B" Street in the City of Casper, Wyoming, and at a location more particularly described on Exhibit "A" attached hereto and by this reference made a part hereof, together with the right of ingress and egress to and from said property at a location determined by the Licensor for any and all purposes necessary and incident to the exercise of the license herein granted.

THIS LICENSE is granted upon such express terms and conditions as are hereinafter set forth, and should the Licensee at any time violate any of the said terms and conditions, the Licensor may, at its option, immediately revoke this License.

THIS LICENSE is subject to the following conditions:

1. The work of constructing, operating, and maintaining the Facility hereinabove referred to shall be prosecuted and completed in a good and workmanlike manner at the sole expense of the Licensee, and under the supervision of and to satisfactorily meet, the specifications of the Licensor. Such work of construction, operation, and maintenance of the Facility shall be done in such a manner as to not interfere with the use of Market Street underneath said Facility by the City of Casper and the general public, and in such manner as to in no way endanger the general public in the use of Market Street.
2. Said Licensee agrees to indemnify the City of Casper, its Mayor and City Council against, and save them harmless from, all liability for damage to property, or injury to, or death of, persons, including the City of Casper, its agents and employees, and including all costs and expenses incident thereto arising wholly or in part from, or in connection with, existence or construction, alteration, maintenance, repair, renewal, reconstruction, operation, use or removal of the said facility, to the extent such damage or injury is caused by the willful or negligent acts of Licensee, its agents or employees.
3. The Licensor reserves the right to use, occupy and enjoy Market Street and the airspace occupied by the Facility in such a manner and at such times as it shall desire. In the event the airspace occupied by the Facility is required for municipal purposes and such use necessitates any change in the use or requires removal of said facility, or any part thereof, such change or alteration shall be made by the Licensee within a reasonable time at the sole cost and expense of Licensee, upon the

demand of Licensor, and neither the City of Casper or any of its employees, nor the Mayor and City Council shall be liable to said Licensee on account thereof, or on account of any damage growing out of any use which the Licensor may make of said airspace.

4. The Licensor shall have the right, at any time, to revoke this license upon the giving of not less than sixty (60) days' notice in writing to the said Licensee, and Licensee shall, within sixty (60) days in the manner directed by the Licensor, remove all of the facility and each and every part thereof hereby authorized. Upon the refusal or failure of Licensee to do so, the Licensor or its designate may remove said facility and each and every part thereof, and Licensee hereby agrees to promptly pay the Licensor the costs of said removal of the facility and each and every part thereof.

5. The waiver of any breach of any of the terms or conditions of this license shall be limited to the act, or acts, constituting such breach, and shall never be construed as being a continuing or permanent waiver of any such terms or conditions, all of which shall be and remain in full force and effect as to future acts or happenings, notwithstanding any such individual waiver of any breach thereof.

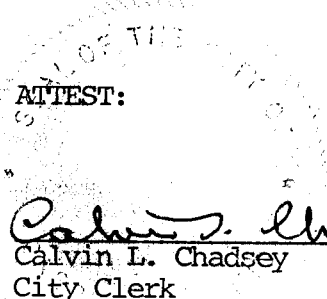
6. In the event the facility hereinabove referred to is conveyed to another party, this license may also be assigned to said party, and upon said assignment, said party shall become entitled to all of the rights and privileges granted and shall assume all of the obligations and duties herein provided.

7. This license is granted to Licensee subject to all existing easements, rights-of-way, covenants, restrictions and reservations.

8. The term of this License shall be for so long as Licensee uses said Facility to provide for pedestrian traffic between the Hall of Justice and the Natrona County Courthouse. In the event the Facility shall cease to be used as such for a period of one (1) year, this License shall expire and the facility shall be removed as set forth in paragraph four.

IN WITNESS WHEREOF, the CITY OF CASPER, WYOMING, has caused this License to be executed on the 4th day of January, 1983.

ATTEST:

  
Calvin L. Chadsey  
Calvin L. Chadsey  
City Clerk

CITY OF CASPER, WYOMING,  
A Municipal Corporation

Kaye McCrary  
Claudette KAYE McCrary  
Mayor

THE UNDERSIGNED, the Licensee mentioned in the foregoing License, HEREBY ACCEPTS THE SAME, subject to the terms and conditions contained therein.

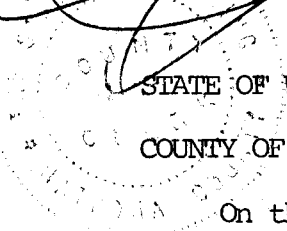
ATTEST:

NATRONA COUNTY

*[Handwritten signature]*

By: Frank L. Schultz  
Chairman, Board of County Commissioners

My Term of Office Expires  
January 5, 1987

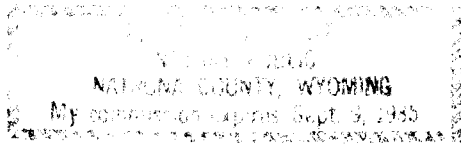


STATE OF WYOMING )  
 ) ss.  
COUNTY OF NATRONA )

On this 25<sup>th</sup> day of January, 1983, before me personally appeared Claudette KAYE McCrary, who, being by me duly sworn, did say that she is the Mayor of the City of Casper, Wyoming, and that the foregoing instrument was signed and sealed in behalf of the said City of Casper, Wyoming, by authority of its City Council, and the said Claudette KAYE McCrary acknowledged said instrument to be the free act and deed of said City of Casper, Wyoming.

GIVEN under my hand and notarial seal this 25<sup>th</sup> day of January, 1983.

My Commission Expires: September 9, 1985



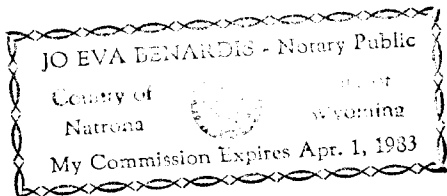
Kathe E. Schmidt  
Notary Public

STATE OF WYOMING )  
 ) ss.  
COUNTY OF NATRONA )

On this 18 day of January, 1983, before me personally appeared Frank L. Schultz, who, being by me duly sworn, did say that he is the Chairman of the Board of County Commissioners, and that the foregoing instrument was signed and sealed in behalf of said Natrona County by authority of Board of County Commissioners and the said Frank L. Schultz acknowledged said instrument to be the free act and deed of said Natrona County.

GIVEN under my hand and notarial seal this 18 day of January, 1983.

My Commission Expires: April 1, 1983



Jo Eva Benardis  
Notary Public

EXHIBIT "A"

COURTHOUSE

STAIRWAY

N

89'-5"

63'-3"

CONNECTING CORRIDOR

OUTSIDE EDGE OF EMBIDGE

HALL OF JUSTICE

SCALE: 1/16" = 1'

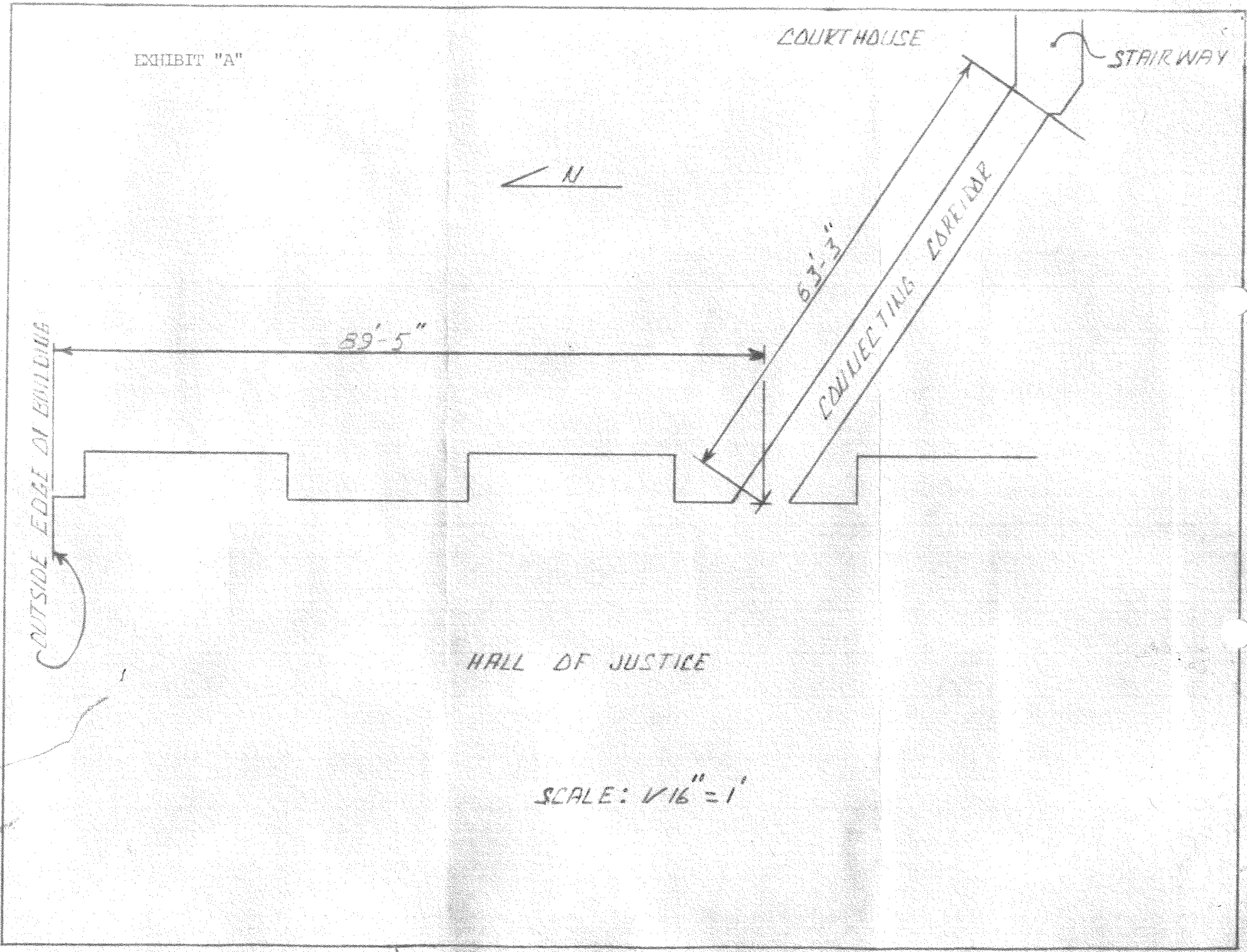
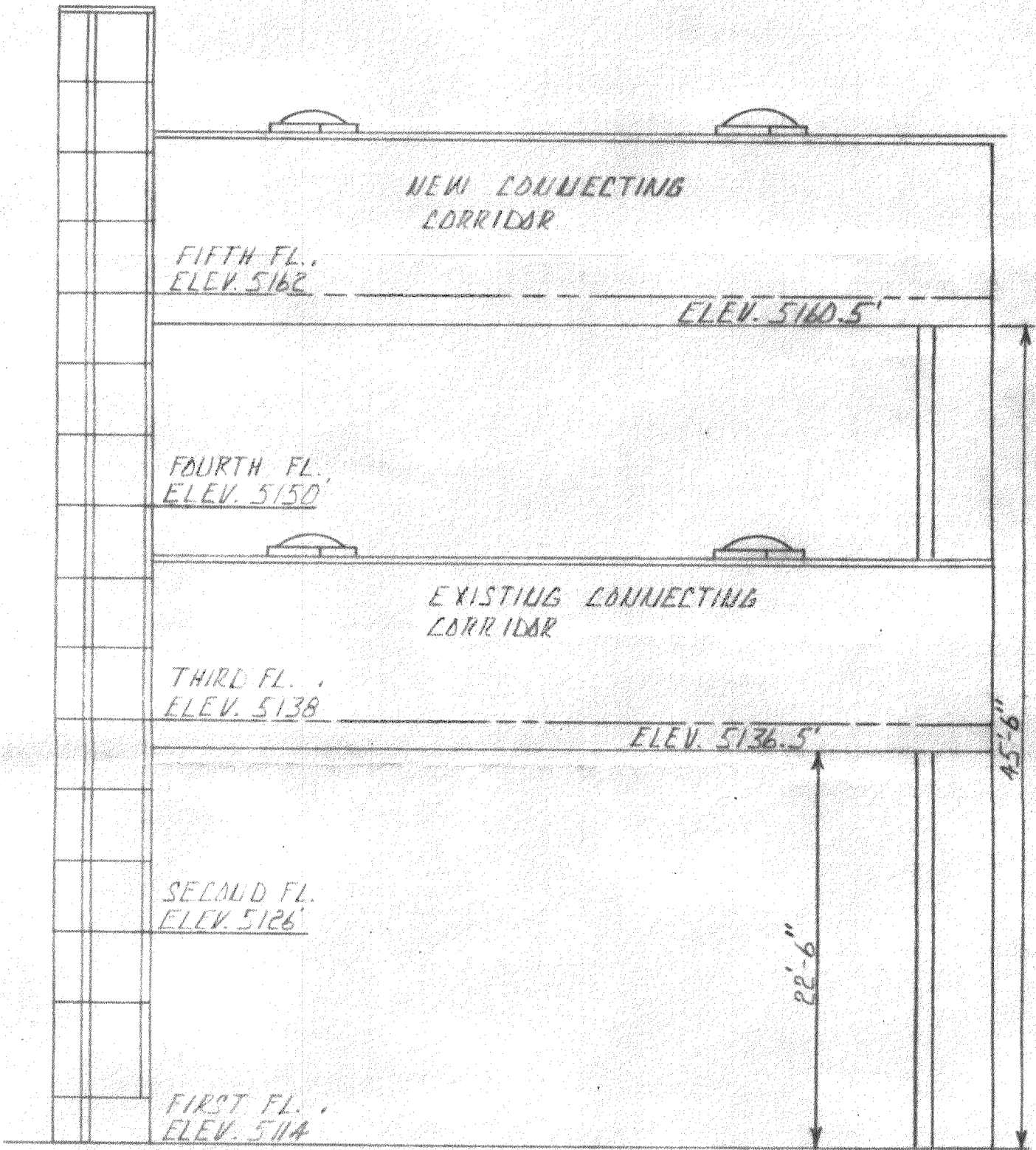


EXHIBIT "A"


FIFTH FLOOR ADDITION TO  
HALL OF JUSTICE BUILDING



SCALE: 1/8" = 1'

34.5500

February 28, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Tracey Belser, Support Services Director  
Dan Coryell, Fleet Manager

SUBJECT: NAPA Integrated Business Solutions (IBS) Update

A three (3) year agreement was entered into on May 2, 2018, between NAPA IBS and the City of Casper. The purpose of this agreement was for NAPA IBS to appoint and staff a full-service parts store on site at the City of Casper Fleet Maintenance Facility creating opportunities for both budget savings in parts procurements and also lessening the downtimes of scheduled vehicle repairs.

Since the inception of the NAPA IBS program, the City has realized a 25% savings within the first six months in the following Fleet Maintenance Budget Lines.

Vehicle Supplies: 38% reduction

- FY18 through February 28, 2018 expenditures equaled \$656,787
- FY19 through February 28, 2019 expenditures equaled \$405,977

Personnel Costs: 100% reduction of 1 full time employee and 1 part time employee.

- FY18 through February 28, 2018 expenditures equaled \$42,948
- FY19 through February 28, 2019 expenditures equaled \$0

Other Contractual: Increase for NAPA IBS payments

- FY18 through February 28, 2018 expenditures equaled \$6,578
- FY19 through February 28, 2019 expenditures equaled \$120,884

FY18 through February 28, 2018 total = \$706,313

FY19 through February 28, 2019 total = \$526,861

Total savings \$179,452 or 25%

Vehicle repair times are tracked by work orders in 5 day increments. Repairs that extend into the 6 to 25+ day period are usually due to parts ordering and shipping times. This has been improved by 5% in FY19.

- FY18 through February 28, 2018, 6 – 25+ day repair time work orders equaled 18% of all work orders.
- FY19 through February 28, 2019, 6 – 25+ day repair time work orders equaled 13% of all work orders.

NAPA IBS gathers three (3) quotes on most parts purchased for vehicle and equipment repair. A list of the top six (6) most used local vendors since NAPA IBS began operating the warehouse is below:

- Wyoming Machinery - \$87,249.00
- Goodyear Tire - \$67,001.41
- Stotz Equipment - \$22,288.73
- Homax - \$21,722.07
- Jacks Truck and Equipment - \$19,298.62
- Lithia Greiner Ford - \$15,073.73

The savings realized in the Fleet Maintenance Budget for FY19 due to the NAPA IBS implementation are coursing as predicted. Future budgets will not show yearly savings such as these due to operating lines being reduced to accurately reflect the trends and true usage. After the first year is complete, we believe other areas in the City, such as Buildings and Structures, will be evaluating this program to determine if this could benefit their operations as well for building and custodial supplies.



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## **WEEK 7 AT THE CAPITOL**

Week 7 at the Capitol was another busy week. With 3 scheduled days left in the session, activity is slowing down a bit as the number of bills being considered is diminishing due to bill deadlines and negative votes. As of this report, there are 92 active bills, 163 bills have been enacted into law, and 259 bills have been defeated or otherwise no longer being considered.

With the end of the session in site, the various House and Senate Committees have begun discussion interim topics. WAM submitted several ideas for interim study, including surface water drainage systems, and an opt in for municipalities into the State Health System. Additionally, we expect an interim study on food trucks and affordable housing regulation.

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

### **State Supplemental Budget HB01 and SF01**

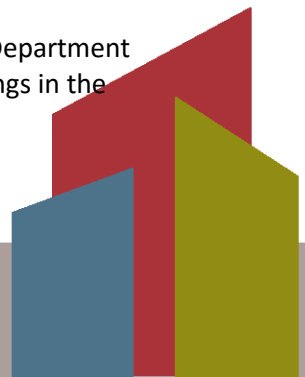
The Supplemental Budget is processed through the separate chambers on proposals with differences. During the past week, both the House and Senate Budget proposals were considered after being amended numerous times. The Supplemental General Fund budget has been approved by the House and Senate. The Capital Construction Budget (CAPCON), which funds state agencies and other government entities, the University of Wyoming and Community College capital funding has not yet been finalized. It appears there is wide disparity between the House and Senate on the CAPCON budget.

### **HOUSE BILLS OF INTEREST**

The following are brief summaries of bills of interest to WAM members. Please note they are not all of the bills we are following, but the ones we believe are of the greatest interest. The full list of tracked bills are found on the WAM website.

### **House Bill 66 – Statewide Lodging Tax**

This bill would impose a 5% statewide lodging tax, with 3% being used to fund the Tourism Department and 2% going to local government. This bill has passed the House and has passed two readings in the Senate. Third reading and final vote is scheduled for February 25. WAM supports this bill.







#### House Bill 69 – Marketplace Facilitators

This bill would effectively tax internet sales. This bill is estimated to generate \$3.5 million for local governments in FY 2020. This bill has passed both the House and Senate and signed as Enrolled Act No. 23. WAM supported this bill.

#### House Bill 81 – Omnibus Water Bill-Planning

HB 81 funds a number of water projects around the state. The bill appropriates \$6.4 million from the Water Development Funds for planning of water projects around the state. The bill has passed the House and the Senate and is an Enrolled Act No. 38. Project details can be found in the bill. WAM supported this bill.

#### House Bill 220 – Retail Fairness Act

This bill would impose an income tax on out of state corporations who do business in Wyoming. These corporations are domiciled in states (i.e. Walmart, Target, etc.) that have a state corporate tax. Income from the Wyoming business are taxed in the home state, with no revenue going to Wyoming. This bill was expected to raise \$45 million in revenue and would go to the School Foundation Fund. The bill has passed the House and has been introduced in the Senate and referred to the Senate Corporations Committee. Senate Corporations failed to act on it, and it is dead for this session. WAM monitored this bill.

#### House Bill 291 - Alcoholic beverages-licensing authority powers.

This bill limits a city or town's ability regulate establishments with liquor licenses. It restricts a town's ability to regulate to zoning regulations only. In other words, a city cannot grant or renew a license and restrict hours of operation, etc. The bill has passed the House and has passed two readings of the Senate. WAM has been working to kill this bill.

#### **SENATE FILES OF INTEREST**

The following are brief summaries of bills of interest to WAM members. Please note they are not all of the bills we are following, but the ones we believe are of the greatest interest. The full list of tracked bills are found on the WAM website.

#### Senate File 49 County Zoning - Schools

As note in the last update, this bill preempts the ability of counties to regulate private schools through county zoning regulations. This bill treats private school similar to public schools. This bill has passed the Senate and passed 2 readings in the House. The final vote is scheduled for Monday, February 25<sup>th</sup>. This is going to be an extremely close vote on the House Floor. WAM is monitoring this bill.



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#### Senate File 57 – Public Records

This bill relates to the production of public records to include setting time limits for production, designating the custodian of records, provides for appeal processes, sets penalties including felonies for noncompliance to include termination of employment. The bill as originally proposed caused numerous concerns for WAM and many other entities. The bill has been amended to a point where we believe it is workable. It has passed the Senate in a form that we could live with. During House debate, it was amended in a form WAM objected to, but WAM and its coalition partners were able to maintain it in an acceptable form. Although not a perfect bill as has been commented on, WAM has supported the bill in its current form. The version of the bill passed in the House was different than the Senate version. The Senate failed to concur with the House changes, so the bill will go the House/Senate Conference Committee the week of February 25th. It is WAM's understanding that the committee will reach agreement on the bill in a form that is acceptable to WAM.

#### Senate File 59 - Water Omnibus – Construction

This bill relates to funding for water construction projects. It appropriates approximately \$28 million for various water projects around the state. The bill has passed the House and Senate and is Enrolled Act No. 28. Project details can be found in the bill. WAM supported this bill.

#### Tracking Bills on Line

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

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

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



**From:** Earla Checchi [mailto:checchi@wyomuni.org]  
**Sent:** Wednesday, February 27, 2019 9:20 AM  
**Subject:** 2019 WAM Summer Convention Forms

Hello,

The 2019 WAM Summer Convention in Sheridan is right around the corner. Attached are some forms that enable you to get a scholarship for registration to convention, be a voting delegate, nominate an Honorary Member, nominate a significant other for the Bartley Skinner Award, submit a Community Hero Award for someone or a group for outstanding work in the community and the resolution form so that municipalities can set legislative policy for the upcoming year.

Leadership Training Services (LTS) Scholarship Application  
WAM Summer Convention Scholarship Application  
2019 WAM Summer Convention Voting Delegate Form  
Honorary Member Nomination Form  
Bartley Skinner Award Form  
Community Hero Award Form  
2019 Resolutions

If you have any questions, please give me a call.

Regards,  
Earla

**Earla Checchi**  
*Finance/HR Manager*  
*Wyoming Association of Municipalities*  
*315 W. 27 Street*  
*Cheyenne, WY 82001*  
*307.632.0398*  
[www.wyomuni.org](http://www.wyomuni.org)  
[www.facebook.com/wyomuni](https://www.facebook.com/wyomuni)



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**TO: WAM Members**  
**FROM: Earla Checchi**  
**DATE: February 27, 2019**  
**SUBJECT: Bartley Skinner Award Application**

Bartley Skinner was married to former Pinedale Mayor Rose Skinner and was a constant source of support for her as she served her community. In honor of both Bartley and Rose, the WAM Board established the **Bartley Skinner Award** to honor a deserving spouse or partner whose support and actions have allowed a Wyoming municipal official to give their time and effort to improve their community. We realize elected officials sacrifice their personal time for their city or town, and with the support from their family they find more success.

The WAM Board will approve all applications at their Spring Board Meeting tentatively scheduled for April 18th. They will be considering the following:

**Nominee who has gone the “extra mile” in allowing their municipal official to attend to their duties in their community, as well as participating in WAM events**

**Nominees’ length of time in this “supporting role”**

**Any special challenges the nominee has encountered**

**Any special accomplishments that have been made, while supporting their spouse or partner in their community endeavors**

WAM will cover the expense for the nominee’s registration to the 2019 WAM Summer Convention as a WAM Guest. If you have any questions, please call the WAM Office at 307-632-0398.

**Please complete the follow form and submit all materials to Earla at [checchi@wyomuni.org](mailto:checchi@wyomuni.org) by Monday, April 8, 2019.**

Person making Nomination: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Municipality: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

In 500 words or less, please share why you are nominating the above person considering the following:

Nominee who has gone the “extra mile” in allowing their municipal official to attend to their duties in their community, as well as participating in WAM events

Nominees’ length of time in this “supporting role”

Any special challenges the nominee has encountered

Any special accomplishments that have been made, while supporting their spouse or partner in their community endeavors

**Submit your application no later than Monday, April 8, 2019 to Earla at**

**[cecchi@wyomuni.org](mailto:cecchi@wyomuni.org).**



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**TO: WAM Members**  
**FROM: Earla Checchi**  
**DATE: February 27, 2019**  
**SUBJECT: COMMUNITY HERO AWARD**

Successful communities often show places of care, attention, history and heritage. They simply show evidence of community pride. We invite our members to celebrate the people who help make their community stronger.

The Community Hero Award will allow you to honor the people in your community who support **community enhancement projects**, including, but not limited to, beautification, historic preservation, downtown revitalization, community recreation programs, and/or events that benefit the entire community. This award is an opportunity for you to recognize individuals or groups who give back to your community. Though many elected officials and staff support this cause, we encourage you to recognize people, groups and other organizations that do the same.

WAM is happy to host up to four individuals from your nomination at the 2019 WAM Summer Convention Membership Banquet Dinner. Traditionally, the city or town nominating the winners has paid for their travel and lodging expense.

The WAM Board of Directors will select a winner from each region at the Spring Board Meeting in April. **Nominations should be submitted no later than Monday, April 8, 2019. The award may be given for a new or existing project; however, the same project can only receive an award once.**

Winners will be recognized at the 2019 WAM Summer Convention and will be featured in an article in the WAM Connections, WAM's bimonthly newsletter.

Please complete the follow form and submit all materials to Earla at [hecchi@wyomuni.org](mailto:hecchi@wyomuni.org).

Municipality: \_\_\_\_\_

Municipal Representative: \_\_\_\_\_

Person/Group/Organization  
for Nomination: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

In 500 words or less, please share why you are nominating the above person, group, or organization for this award.

**Please include images of the people and the project you are recognizing in your submission.**

**Submit your application no later than Monday, April 8, 2019 to Earla at**

**[hecchi@wyomuni.org](mailto:hecchi@wyomuni.org).**



Wyoming  
Association of  
Municipalities

Building Strong Communities

**TO:** Wyoming Mayors/Administrators/Managers/Clerks  
**FROM:** Earla Checchi  
**DATE:** February 27, 2019  
**SUBJECT:** Honorary Member Nominations

According to the rules adopted by the WAM Board regarding WAM Honorary Membership, an Awards Committee has been appointed by the WAM President to review applications and recommend to the WAM Board any persons deserving the distinction of Honorary Member.

If you would like to recommend an individual for consideration by the Awards Committee, please mail/fax/email your **written** recommendation **to the WAM Office by Friday, April 8, 2019**. If you have any questions, please feel free to contact the WAM office. I am more than glad to provide you with a list of previous recipients if requested.

The Awards Committee, in making a recommendation to the WAM Board will be guided by the nominees':

- ✓ ***length of time in municipal service,***
- ✓ ***his/her accomplishments towards improving city/town government,***
- ✓ ***evidence of statewide leadership on behalf of municipal government through WAM***
- ✓ ***is not currently an elected official or staff member of a municipal government***

An Honorary Member shall be recommended to the WAM Board by at least **five** individual members of WAM, **or** by the Honorary Members Committee. Honorary members will be chosen at the April WAM Board meeting where no less than two-thirds of the board is in attendance. Nominees must receive a two-thirds majority vote of the WAM Board members present to be elected. Contact the WAM office if you'd like a list of previous Honorary Member recipients.

Please complete the following application, along with a separate sheet explaining why you are recommending this person to become a WAM Honorary Member and return the documents to the WAM office by the deadline of **Friday, April 8, 2019**. *Late applications will not be reviewed.*



# HONORARY MEMBER APPLICATION

## WAM CONVENTION 2019 SHERIDAN

Nominee: \_\_\_\_\_

Previous position in local government: \_\_\_\_\_

Where? \_\_\_\_\_

**Contact information of person being nominated:**

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

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

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Nominated by:** \_\_\_\_\_

Information of the **contact person** who is nominating the honorary member:

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

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

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Other four signatures and city/town positions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Submit a separate piece of paper describing why you are nominating this individual, keeping in mind the guidelines (on the previous page) the Awards Committee will look at when making their recommendation to the WAM Board.**

The application for Honorary Member is due in the WAM office by **Friday, April 8, 2019. You can return the application any of the following ways:** fax to 307.632.1942; or mail to WAM, 315 West 27 Street, Cheyenne, WY 82001; or e-mail to [checchi@wyomuni.org](mailto:checchi@wyomuni.org).

## Wyoming Association of Municipalities Honorary Members

Revised 2/25/2019

1967	None in Minutes			
1968	Desmond L. Phillips	Lyman	Mayor	WAM VP
1968	Josephine Fay	Laramie	Clerk-Treasurer, Council, Mayor	WAM VP; Sec-Treas. of WAM; Deceased
1968	Jack Wallick	Douglas	Mayor	WAM VP, 1980 Book Deceased
1968	Jim Morgan	Kemmerer	Mayor	WAM VP
1968	Herb Kingham	Cheyenne	Mayor, Council	WAM VP, Asst.Exec.Dir-WAM
1968	Cal Taggart	Lovell	Mayor	WAM President
1969	Floyd Holland	Cheyenne	Mayor	WAM VP
1970	Laurence Swallow	Wheatland	Mayor	WAM VP
1970	George Dubois	Cheyenne	Commissioner	WAM VP-At-Large
1971	Sam Morvee	Douglas	Council	WAM President; Deceased Awarded Posthumously
1972	Clinton Dunning	Lander	Mayor	WAM VP-At-Large
1972	Alvah Good	Riverton	Mayor	WAM VP; Deceased
1972	Milton Coffman, Jr.	Casper	Council	WAM VP-At-Large; Deceased
1972	Sam Rosenthal	Buffalo	Mayor	WAM VP
1973	Richard Heasler	Powell	Council	WAM VP, Deceased 2002
1974	Harold Livingston	Jackson	Mayor	WAM VP
1974	John Nickle	Lovell	Manager & Planner Mayor	WAM President
1975	Bob Burns	Evanston	Mayor	WAM VP, later WAM President
1975	Virginia Purdy	Buffalo	Mayor	WAM VP
1976	F. C. Calhoun	Torrington	Mayor	WAM VP; 1 <sup>st</sup> VP; Treasurer when WAM organized; Deceased
1976	L.Red Applegate	Torrington	Administrator	WAM VP; DiPW; Deceased
1977	Bill Nation	Cheyenne	Mayor	WAM VP
1977	Pearl McLagan	Glenrock	Mayor	WAM VP; Deceased
1977	A. W. Hamilton	Torrington	Mayor	WAM VP; Deceased
1978	Archie Neil	Kemmerer	Clerk	WAM Committees; Deceased
1978	Robert Sweedler	Pinedale	Mayor	WAM Committees
1979	George Blevins	Dubois	Mayor	WAM VP; Deceased

1979	Duane Wroe	Jackson	Administrator	WAM VP-At-Large; Returned to Active Service
1979	Ralph Updike	Newcastle	Mayor	WAM VP
1979	Robert W. Sievers	Pinedale	Attorney	WAM VP; WAM President
1979	Bob Forbis	Glenrock	Administrator	WAM VP-At-Large
1979	Norm Cable	Cheyenne	Council	WAM Committees
1980	Walt Kingham	Casper	Mayor	1967 –1 <sup>st</sup> WAM Exec. Director
1981	Gerald Heckart	Lander	Council	WAM Committees; Later Elected Mayor
1981	Gerald Moll	Moorcroft	Mayor	WAM VP
1981	Jim Griffith	Cheyenne	Council	WAM VP-At-Large
1981	Jerry DeLano	Casper	Council	WAM VP; WAM President
1981	Jack Hopkins	Casper	Council	WAM VP-At-Large; Deceased
1981	Dwight Jones	Rock Springs	Council	WAM VP; Deceased
1981	Lynn Coleman	Riverton	Council	WAM VP
1981	Frank Hoadley	Laramie	City Manager	WAM VP
1982	Bill Galletly	Douglas	Administrator	WAM Committees
1982	Betty Franzen	Jackson	Council	WAM VP
1983	Jim Sandison	Casper	Council	WAM VP-At-Large; WAM 1 <sup>st</sup> VP
1983	Dick Waggener	Green River	Mayor	WAM VP; WAM President; became WAM Asst. Director
1983	Mike Enzi	Gillette	Mayor	WAM VP; WAM President
1984	Art Badgett	Dayton	Mayor	WAM VP; Reelected Mayor
1984	John Harrison	Pine Bluffs	Mayor	WAM VP
1985	Ken Erickson	Casper	City Manager	WAM VP
1985	Russell Staats	Chugwater	Mayor	<i>Received Special R.S.Award not officially an Honorary Member</i>
1986	None Chosen By Board			
1987	Bonnie Pendleton	Green River	Mayor	WAM VP
1987	Bill Peterson	Riverton	Administrator	WAM Committees
1988	Del McOmie	Lander	Mayor	WAM VP; WAM 1 <sup>st</sup> VP
1989	Joe Glode	Saratoga	Mayor	WAM VP
1990	Dick George	Douglas	Mayor	WAM VP; WAM 1 <sup>st</sup> VP; Deceased
1991	Herb Carter	Gillette	Mayor	WAM 1 <sup>st</sup> VP
1992	Cindy Bartlett	Bairoil	Mayor	WAM VP

1993	Max DeBolt	Sheridan	Mayor	WAM Committee Chairman; WAM 1 <sup>st</sup> VP; WAM President
1993	Maxine Peterson	Edgerton	Mayor	WAM Committee Chairman; WAM VP; WAM President
1993	Pete Martinez	Hartville	Mayor	WAM Committee Member; WAM VP; Deceased 1994
1993	Dorse Miller	Cody	Mayor	WAM Committee Chairman; WAM VP
1994	Jane Adamson	Shoshoni	Mayor	WAM Committee Chairman; WAM VP
1994	Clifford Stickney	Pavillion	Mayor	Received Special Recognition for Years of Service to Pavillion
1995	Robert R. Cantine	WAM	Executive Director	WAM Exec. Dir. For 13 years
1995	Edd Collins	Gillette	Mayor	WAM VP
1995	Alex Semryck	Rawlins	Council	WAM VP; Deceased 1995, Awarded Posthumously
1996	None Chosen By Board			
1997	Jack Kelly	Casper	Mayor	WAM VP; WAM President
1997	Flip McConaughy	Laramie	City Manager	WAM VP
1997	LaVonne Tlustos	Hanna	Mayor	WAM VP
1997	Amber Travsky	Laramie	Council	WAM Committees
1997	Don Whiteaker	Lusk	Mayor	WAM VP
1998	None Chosen By Board			
1999	Craig Nelson	Council	Evanston	WAM VP
1999	Val Brandenburg	Mayor	Pine Haven	WAM VP
1999	Ed Jolvoich	Mayor	Torrington	WAM VP
2000	None Chosen By Board			
2001	Jane Chapman	Lander	Council Member	WAM Committees
2001	Jack Skates	Cody	Mayor	WAM Committees
2001	Jerrilyn Wall	Evanston	Council Member	WAM VP, WAM President
2002	George Jost	Green River	Council Member	WAM Committees
2003	Trudy McCracken	Laramie	Council Member	WAM Committees, WAM
2003	Marta Gunter	Kemmerer	Council Member	WAM Committees
2004	Kenneth Taylor	Douglas	Mayor	WAM Committees
2005	Barbara Jeffres	Moorcroft	Mayor	WAM Board, WAM Committees, WAM-JPIC
2005	Gerald Cook	Medicine Bow	Mayor	WAM Board & Committees
2006	Jim Milburn	Powell	Mayor	WAM Board & Committees

2007	Rose Skinner	Pinedale	Mayor	WAM Board & Committees
2007	Lee Wittler	Gillette	Council Member	WAM Board & Committees
2007	Jim Carroll	Kemmerer	Mayor	WAM Board & Committees
2008	Sherri Mullinnix	Douglas	Mayor	WAM Committees
2008	Jim Dunham	Wheatland	Clerk	WAM Board & Committees
2009	None Chosen by Board			
2010	None chosen by Board			
2011	Duane Evenson	Gillette	Mayor	WAM Board & Committee
2012	Tom Forslund	Casper	Manager	WAM Committees
2013	Bobbe Fitzhugh	Douglas	Administrator	WAM Board & Committees
2013	Randy Vickers	Laramie	Fire Chief	Laramie Fire Department
2014	None chosen by the board			
2015	Paul Bertoglio	Casper	Council Member/Mayor	WAM Board & Committee
	Bob Wood	Dayton	Mayor	WAM Board & Committee
	Dave Johnson	Cody/Cheyenne	Council Member/WAM	Deputy Director WAM Board, Committees, Staff
2016	Dave Kinskey	Sheridan	Mayor	WAM Board, NEWY, Senator
2017	None Chosen			
2018	Nylla Kunard	Pinedale	Council Member	Pinedale Council



Wyoming  
Association of  
Municipalities

Building Strong Communities

**TO: WAM Members**

**FROM: Earla Checchi**

**DATE: February 27, 2019**

**SUBJECT: Leadership Training Services (LTS) Scholarship Application**

The LTS Committee is offering a scholarship for the 2019 WAM Summer Convention in Sheridan to be held **June 12 -14, 2019** for municipal elected officials and staff who are enrolled in the Local Government Leadership (LGL) Program. If you wish to enroll in this program and apply for this scholarship, please find the attached Local Government Leadership application. The 2-year LGL program cost \$25.

The Leadership Training Services Scholarship will cover WAM Attendee registration and lodging for two nights (Wednesday and Thursday). Travel and incidental expenses are NOT included.

Your submission should be completed and returned by **Friday, April 8, 2019**. Please contact the WAM office with any questions.

Please note that the successful applicant will be asked to submit a written report after attending the convention. The Committee will make its selection at their April Committee meeting.

**All interested candidates should send their answers to the following questions to Earla at [checchi@wyomuni.org](mailto:checchi@wyomuni.org).**

What are your goals for your community and for your personal leadership development?

How long have you served or worked for your Municipality?

Have you ever had an opportunity to attend one of WAM's annual events?



Wyoming  
Association of  
Municipalities

Building Strong Communities

**TO:** All Mayors, Council Members, and Department Heads  
*(Clerks, please copy and distribute to the above)*  
**FROM:** Richard Kaysen, Executive Director  
**DATE:** March 4, 2019  
**SUBJECT:** **2019 Resolutions for the Sheridan WAM Summer Convention -  
Deadline for Submission – Friday, April 12, 2019**

To give each municipality, the opportunity to participate in creating Legislative policies, you are encouraged to submit proposed resolutions for the 2019 WAM Summer Convention which will be held in Sheridan, June 12-14, 2019. The WAM Board of Directors use resolutions passed by the WAM membership as a basis to set Legislative priorities for the coming year.

The Wyoming Association of Municipalities mission is to advocate for cities' and towns' **common interest** and provide educational opportunities for our members.

Resolutions must be submitted to the WAM Office **on or before Friday, April 12, 2019** for review by the Resolutions Committee at the Sheridan Summer Convention in June. Email submissions are accepted at [checchi@wyomuni.org](mailto:checchi@wyomuni.org), but please follow up with an original through the mail.

**Each resolution submitted by the deadline date of April 12 will be re-circulated to all member cities and towns by the end of April, giving all cities and towns the opportunity to review the resolutions at their May Council Meetings for any actions they may choose to make about the resolutions received.** A copy of the Resolution Adoption Procedures is attached for your review.

#### **WAM Resolution Hints**

- Keep it short. No more than four or five “WHEREAS” clauses, and only one “RESOLVED” clause, if possible.
- Keep it simple. Stick to the issue and keep the numbers to a minimum.

***Note: All resolutions for consideration at the WAM Convention must have been approved by the governing body of a member municipality.***

**PROCEDURES TO BE FOLLOWED FOR CONSIDERATION OF RESOLUTIONS  
AT THE WAM ANNUAL BUSINESS MEETING**

1. No resolution shall be submitted for debate or for vote at the Resolutions Committee or Annual Business Meeting unless it is germane to the functions and purposes of the Wyoming Association of Municipalities.
2. No resolution shall be considered at the Annual Business Meeting of the Wyoming Association of Municipalities unless it is received in the Association's Cheyenne office on or before April 12, 2019 preceding the Annual Convention and Business Meeting of the Wyoming Association of Municipalities.
3. All resolutions must be in resolution form, voted on and approved by the City Council or Town Council of a member city/town.
4. All resolutions received on or before April 12, 2019 will be reproduced and circulated to all member municipalities by the end of April. This gives municipalities the chance to review the resolutions at their May Council Meeting and take any action they feel necessary.
5. All resolutions received on or before April 12 will be considered by the Resolutions Committee of the Wyoming Association of Municipalities which will then make a recommendation of "do pass" or "do not pass" and will present the resolutions at the Annual Business Meeting.
6. Any member city or town can attend the Resolutions Committee Meeting and take part in the discussion of the resolutions. However, only members of the Resolutions Committee may make motions and vote on matters before the Committee.
7. The membership of the Resolutions Committee shall have a Chairman and six members made up of Council Members, Mayors, Administrators, or Attorneys from member cities and towns appointed by the WAM President.
8. Notwithstanding the above provisions, a resolution may be considered upon three-fourths vote of the members of the Resolutions Committee, if exceptional circumstances prevent submission of the proposal as regularly provided.



# ***SAMPLE RESOLUTION ONLY***

## **RESOLUTION No. 2016-2**

A RESOLUTION TO CREATE UTILITY AND OTHER MUNICIPAL SERVICES LIEN AUTHORITY FOR MUNICIPALITIES AND JOINT POWERS BOARDS

WHEREAS, municipalities in Wyoming have become aware of problems relating to the ability of the municipalities and joint powers boards to collect past due utility and other municipal service bills; and

WHEREAS, the current law of the State of Wyoming allows irrigation districts, water and other improvement districts to create liens under the right circumstances or have statutorily been granted automatic and perpetual liens under certain circumstances; and

WHEREAS, there is nothing similar to the creation of a lien found in zoning regulations or any other powers granted to a municipality or joint powers board in current state laws of the State of Wyoming;

NOW, THEREFORE, BE IT RESOLVED that the Town/City of \_\_\_\_\_ supports such legislation as may be necessary to provide authority to a municipality or joint powers board to create a lien arising from past due bills for public utilities and other municipal services necessary to correct hazardous conditions.

Approved on this (date) \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

TO: **All Mayors**

FROM: Earla Checchi, Finance Manager

SUBJECT: **Voting Delegates for the 2019 WAM Summer Convention**

DATE: March 4, 2019

We are requesting that your municipality's governing body appoint its **Official Voting Delegate** and **alternate** to WAM's Summer Convention Business Meeting, held Thursday, June 13, 2019 in Sheridan. Items that your Voting Delegate will be voting on may include: By-law changes, Resolutions, Membership Dues. **Any** individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the **only one allowed to vote** for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

**Please complete the attached form and email, mail or fax it to WAM by Friday, May 17.** We appreciate your cooperation and prompt action on this matter to ensure that each municipality is represented by a person who has been duly authorized by your governing body to take an active role in the business meeting.

If you find your official delegate is not able to attend the conference at the last moment, you may re-appoint someone else. For this change to be accepted we do need the change **in writing**. You may send/fax it to the WAM office by **Friday, May 17** or your voting delegate may bring the written change/authorization to the convention and submit it to the WAM registration desk **by Wednesday, June 12 before 12:00pm.** After that time, changes will not be accepted.

Please contact us with any questions.

***Ensure YOUR community has a VOICE and a VOTE at the June business meeting!***

**WYOMING ASSOCIATION OF MUNICIPALITIES  
2019 WAM SUMMER CONVENTION  
OFFICIAL VOTING DELEGATE FORM**

The following person has been selected as the *Official Voting Delegate* for the 2019 WAM Summer Convention Business Meeting in Sheridan, Thursday, June 13, 2019.

**City/Town:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

*Alternate Delegate will be:* \_\_\_\_\_

*Title:* \_\_\_\_\_

Date Approved by the City/Town Council: \_\_\_\_\_

Attest: \_\_\_\_\_ (City/Town Clerk)

**PLEASE EMAIL, MAIL OR FAX TO WAM NO LATER THAN MAY 17, 2019**

315 West 27 Street, Cheyenne, WY 82001

Phone (307) 632-0398, Fax (307) 632-1942 or

Email to Earla Checchi at: [checchi@wyomuni.org](mailto:checchi@wyomuni.org)



Wyoming  
Association of  
Municipalities

Building Strong Communities

**TO: WAM Members**

**FROM: Earla Checchi**

**DATE: February 27, 2019**

**SUBJECT: 2019 WAM Summer Convention Scholarship Application**

The WAM Board of Directors is offering a scholarship for the 2019 WAM Summer Convention in Sheridan to be held **June 12 -14, 2019** for municipal elected officials and staff.

The WAM Summer Convention Scholarship will cover WAM Attendee registration and lodging for two nights (Wednesday and Thursday). Travel and incidental expenses are NOT included.

Your submission should be completed and returned by **Friday, April 8, 2019**. Please contact the WAM office with any questions.

Please note that the successful applicant will be asked to submit a written report after attending the convention. The Board will make its selection during the Spring Board Meeting in April.

**All interested candidates should send their answers to the following questions to Earla at [checchi@wyomuni.org](mailto:checchi@wyomuni.org).**

Why do you want to attend WAM Convention in Sheridan?

How long have you served or worked for your Municipality?

Have you ever had an opportunity to attend one of WAM's annual events?

**From:** Rick Kaysen [mailto:[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)]  
**Sent:** Tuesday, February 26, 2019 11:36 AM  
**Subject:** Lien Process and Sample Ordinances

Good morning, during last week's WAM Winter Conference a Municipal Lien Process Workshop was presented which included sample ordinances. Attached is the power point presentation and two sample ordinances that may be of benefit for your city/town. We know it is difficult to attend concurrent workshops---so, I offer this information via email.

As we always recommend, consult with your municipal attorney for ordinances that meet the need of your city/town.

We are working on adding the Winter Conference Workshops power point presentations to WAM's website for your review.

Enjoy the day--

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
307-632-0398  
[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

*"Communities that don't matter, don't exist."*

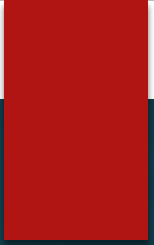




# Municipal Lien Process



Why are liens important  
to municipalities?



A lien has been defined as a claim or charge on property for payment of some debt, obligation or duty



# Types of liens

- ▶ **Mortgages**
- ▶ **Mechanic's liens**
- ▶ **Tax liens**
  - ▶ **Federal, state and local**
- ▶ **Special Assessment liens**

# Why are liens important?

- ▶ Liens attach to specific property for payment or to secure payment of a debt, charge or obligation.
- ▶ This includes all type of real property – land and improvements
- ▶ Provide a specific source of payment for the debt charge or obligation

## Why are liens important - continued?

- ▶ **Permit the lienholder (creditor) to sell the property to satisfy or pay the debt, charge or obligation**
- ▶ **Can provide that certain lienholders receive payment over other lienholders – this is termed “lien priority” or “priority”**

# How are liens created ?

- ▶ **Voluntary – a mortgage**
- ▶ **Involuntary/statutorily –tax liens, mechanic's liens and oil and gas liens**

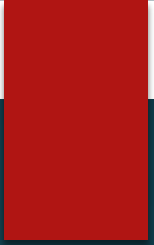
## What liens do:

- ▶ **They provide specific property as a source of payment for a charge or debt – a specific “collateral if you will**
- ▶ **They avoid the possibility that collection will be based on the debtor’s personal obligation to pay**
- ▶ **They can, in certain circumstances, provide a priority claim to payment over other lienholders**

Application and enforcement  
of liens for municipalities

Collection of utility accounts  
and

Abatement of Dangerous  
buildings



**Liens are enforced by  
“foreclosure”**

**What does this mean?**

# Utility accounts

- ▶ **Water, wastewater, solid waste, natural gas, electricity or other user charges**
- ▶ **May not be an inclusive list**





## **The “Normal” Assessment and**

Collection Process for utility accounts:

Monthly or some term for billing

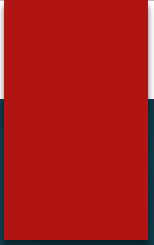
Termination of service for non-payment

How do you collect arrears?

- ▶ **Recover personally from customer or user**
- ▶ **Debt collection or litigation?**

Could a municipality utilize a lien process to assess and collect delinquent utility users?

- ▶ **We believe the answer is “yes”.**
- ▶ Question has existed about whether municipalities have the authority to so act.



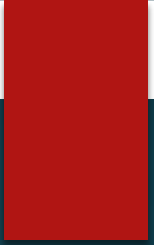
Look at the 2018 interim legislative process

Proposed legislation and result of proposed legislation



## **In light of the Legislature's**

response, if one were to consider this process, it is probably good practice to consider adoption of an ordinance setting forth a lien process and effect of the process



The statutory basis for exercising such power is found in § 15-1-126 which provides

Every officer and employee collecting or receiving monies belonging to the city or town shall settle with the treasurer on or before the last day of each month, or as directed by the governing body, and immediately pay all money into the treasury for the benefit of the funds to which the monies belong. If the last day of the month falls on Sunday, or a legal holiday, the payment shall be made on the next preceding business day.



Basic considerations or questions:

What factors could be considered in determining when to assess and enforce?

What utilities or users does a law apply to?

**What is a “delinquent account”?**

What is the process for imposing a lien and collecting it?



# Ordinance Template





# Dangerous Building Abatement

What is being dealt with?

Declaration of danger,  
abatement, assessment and  
collection

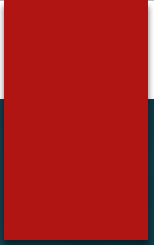
Includes lien assessment and  
foreclosure

**Is there statutory authority to act?**

**Yes. § 15-1-102 (a) cities and towns have the power to:**

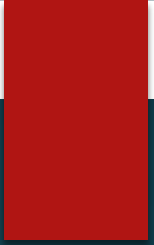
**(xix) Declare and abate nuisances and impose fines upon parties who create, continue or permit nuisances to exist;**

**(xxvi) Provide for the repair, removal or destruction of any dangerous building or enclosure;**

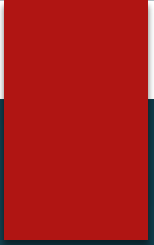


**In order to adopt a lien process, it will be necessary for the municipality to adopt The Code for the Abatement of Dangerous Buildings**

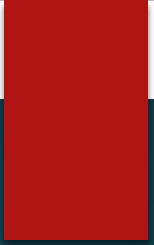
**This should give the town/city a good foundation for specific ordinances to fill in the enforcement process**



Similar questions arise in abatements regarding when action will be taken and what the lien foreclosure and assessment process could look like



**This means that your city/town  
will need to discuss and consider  
when to assess and when to  
foreclose a lien**



**Priority and its importance:  
Why the date a lien is created  
can be important  
What priority do you want to set  
by law?**



# Ordinance Template



**Questions or observations?**

**Disclaimer and advice of counsel**



**TOWN OF HARRIS  
ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE ADOPTING SECTION \_\_\_\_\_ TO TITLE/CHAPTER \_\_\_\_\_ OF THE TOWN OF HARRIS ORDINANCES, PROVIDING FOR ASSESSMENT AND ENFORCEMENT OF LIENS FOR ABATEMENT OF DANGEROUS BUILDINGS UNDER THE UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDING, 1997 EDITION, AS PUBLISHED BY THE INTERNATIONAL CONFERENCE OF BUILDING OFFICIALS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Harris has adopted the Uniform Code for the Abatement of Dangerous Building, 1997 Edition, as published by the International Conference of Building Officials; and

WHEREAS, the Code as adopted provides a process for abating dangerous buildings by the Town and provides a process for assessing the costs of any such abatement; and

WHEREAS, the abatement of dangerous buildings is a cost born by the general fund of the Town and requires allocation and appropriation of general fund revenues, often or almost exclusively at times when the owner or other lienholder will not or cannot abate a dangerous condition; and

WHEREAS, the abatement of dangerous buildings is a provision of very basic municipal services that affects the health, safety and general welfare of the public and stabilizes property values; and

WHEREAS, the abatement of dangerous buildings is also directly tied to fire and environment protections which affect the health, safety and general welfare of the public; and

WHEREAS, Wyo. Stat. 15-1-103(a) provides that cities and towns have the power to:

(xix) Declare and abate nuisances and impose fines upon parties who create, continue or permit nuisances to exist;

(xxvi) Provide for the repair, removal or destruction of any dangerous building or enclosure;

WHEREAS, the Town Council of the Town of Harris has determined that the abatement of dangerous buildings is a critical and important function of the Town, is necessary to protect and promote the health, safety and general welfare of the public and to so in such a manner as to assess the property owner with the costs of said abatement and not the Town's general fund or other property owners,

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF HARRIS, WYOMING;

**Section 1:** Section \_\_\_\_\_ of Title/Chapter \_\_\_\_\_ of the Ordinances of the Town of Harris is hereby adopted which shall read as follows:

§ \_\_\_\_\_ Assessment of Lien for Abatement of Dangerous Buildings.

A. For any dangerous building abated by the Town and for which the Town claims recovery of cost of repair or demolition pursuant to the Uniform Code for the Abatement of Dangerous Buildings, the costs of repair or demolition, as determined by the Town as provided in the Code, shall constitute a lien against the property repaired or demolished by the filing with the county clerk a lien statement verifying the accuracy of the lien and the allegations set forth in the lien statement, sworn to and acknowledged by the town or its authorized representative before a notarial officer. The county clerk shall record and index the lien statement by date, names of claimant and property owner, and legal description of the property. The lien statement shall contain as appropriate the following information:

- (i) The name and address of the town;
- (ii) The amount claimed to be due and owing;
- (iii) The name and address of the record owner against whose property the lien is filed;
- (iv) The name and address of the holder of any prior lien, security interest or mortgage on or against the property the lien is filed;
- (v) The legal description of the property to which the lien applies; and
- (vi) An itemized list setting forth the charges claimed to be assessed.

E. Notice shall be sent by the town to the last record owner or his agent and any prior lienholder, security interest holder or mortgagee within thirty (30) days after the lien statement is filed. Failure to send the notice required under this subsection shall not affect the validity of the lien.

F. As a fee for recording a lien statement, the county clerk shall collect from the city or town the same fee as provided by W.S. 18-3-402(a)(xvi)(P). An irregularity in the lien statement may provide a valid defense for a party defending against the lien. The county clerk shall nevertheless file a lien statement at the date and time received by the county clerk, regardless of any irregularity, illegible language or other reason.

G. The recording fee under this section may be assessed as costs in any action to foreclose or enforce the lien.

H. Any lien perfected in compliance with this section attaches to the real property and improvements made in preference to any subsequent lien, security interest or mortgage under any other provision of law which has

been perfected upon real or personal property, including a leasehold interest, against which the lien is claimed.

Any lien, security interest or mortgage which has been perfected upon real property or upon a leasehold interest prior to the commencement of any abatement work or repair of the property shall have priority.

**Section 2:** This ordinance shall become effective immediately upon passage on third and final reading.

PASSED AND APPROVED on First Reading this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PASSED AND APPROVED on Second Reading this this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PASSED AND APPROVED on Third and Final Reading this this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

TOWN OF HARRIS, WYOMING

\_\_\_\_\_  
+++++, Mayor

ATTEST:

\_\_\_\_\_  
+++++, Town Clerk

SAMPLE

**TOWN OF HARRIS  
ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE ADOPTING SECTION \_\_\_\_\_ TO TITLE/CHAPTER \_\_\_\_\_ OF THE TOWN OF HARRIS ORDINANCES, PROVIDING FOR ASSESSMENT AND ENFORCEMENT OF LIENS FOR ABATEMENT OF DANGEROUS BUILDINGS UNDER THE UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDING, 1997 EDITION, AS PUBLISHED BY THE INTERNATIONAL CONFERENCE OF BUILDING OFFICIALS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Harris has adopted the Uniform Code for the Abatement of Dangerous Building, 1997 Edition, as published by the International Conference of Building Officials; and

WHEREAS, the Code as adopted provides a process for abating dangerous buildings by the Town and provides a process for assessing the costs of any such abatement; and

WHEREAS, the abatement of dangerous buildings is a cost born by the general fund of the Town and requires allocation and appropriation of general fund revenues, often or almost exclusively at times when the owner or other lienholder will not or cannot abate a dangerous condition; and

WHEREAS, the abatement of dangerous buildings is a provision of very basic municipal services that affects the health, safety and general welfare of the public and stabilizes property values; and

WHEREAS, the abatement of dangerous buildings is also directly tied to fire and environment protections which affect the health, safety and general welfare of the public; and

WHEREAS, Wyo. Stat. 15-1-103(a) provides that cities and towns have the power to:

(xix) Declare and abate nuisances and impose fines upon parties who create, continue or permit nuisances to exist;

(xxvi) Provide for the repair, removal or destruction of any dangerous building or enclosure;

WHEREAS, the Town Council of the Town of Harris has determined that the abatement of dangerous buildings is a critical and important function of the Town, is necessary to protect and promote the health, safety and general welfare of the public and to so in such a manner as to assess the property owner with the costs of said abatement and not the Town's general fund or other property owners,

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF HARRIS, WYOMING;

**Section 1:** Section \_\_\_\_\_ of Title/Chapter \_\_\_\_\_ of the Ordinances of the Town of Harris is hereby adopted which shall read as follows:

§ \_\_\_\_\_ Assessment of Lien for Abatement of Dangerous Buildings.

A. For any dangerous building abated by the Town and for which the Town claims recovery of cost of repair or demolition pursuant to the Uniform Code for the Abatement of Dangerous Buildings, the costs of repair or demolition, as determined by the Town as provided in the Code, shall constitute a lien against the property repaired or demolished by the filing with the county clerk a lien statement verifying the accuracy of the lien and the allegations set forth in the lien statement, sworn to and acknowledged by the town or its authorized representative before a notarial officer. The county clerk shall record and index the lien statement by date, names of claimant and property owner, and legal description of the property. The lien statement shall contain as appropriate the following information:

- (i) The name and address of the town;
- (ii) The amount claimed to be due and owing;
- (iii) The name and address of the record owner against whose property the lien is filed;
- (iv) The name and address of the holder of any prior lien, security interest or mortgage on or against the property the lien is filed;
- (v) The legal description of the property to which the lien applies; and
- (vi) An itemized list setting forth the charges claimed to be assessed.

E. Notice shall be sent by the town to the last record owner or his agent and any prior lienholder, security interest holder or mortgagee within thirty (30) days after the lien statement is filed. Failure to send the notice required under this subsection shall not affect the validity of the lien.

F. As a fee for recording a lien statement, the county clerk shall collect from the city or town the same fee as provided by W.S. 18-3-402(a)(xvi)(P). An irregularity in the lien statement may provide a valid defense for a party defending against the lien. The county clerk shall nevertheless file a lien statement at the date and time received by the county clerk, regardless of any irregularity, illegible language or other reason.

G. The recording fee under this section may be assessed as costs in any action to foreclose or enforce the lien.

H. Any lien perfected in compliance with this section attaches to the real property and improvements made in preference to any subsequent lien, security interest or mortgage under any other provision of law which has

been perfected upon real or personal property, including a leasehold interest, against which the lien is claimed.

Any lien, security interest or mortgage which has been perfected upon real property or upon a leasehold interest prior to the commencement of any abatement work or repair of the property shall have priority.

**Section 2:** This ordinance shall become effective immediately upon passage on third and final reading.

PASSED AND APPROVED on First Reading this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PASSED AND APPROVED on Second Reading this this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PASSED AND APPROVED on Third and Final Reading this this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

TOWN OF HARRIS, WYOMING

\_\_\_\_\_  
+++++, Mayor

ATTEST:

\_\_\_\_\_  
+++++, Town Clerk

SAMPLE

**From:** Justin Schilling [mailto:[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)]  
**Sent:** Tuesday, February 26, 2019 4:31 PM  
**Subject:** WAM Winter Conference Presentation Materials

Good Afternoon,

For those of you who attended Winter Conference, and even for those who didn't, here's a link to our recap page. It's got all the presentation resources that were used throughout the event, including powerpoints and ordinance templates.

<https://tewyomuni.wpengine.com/wam-winter-conference-2019/>

Warm regards,

Justin Schilling  
Member Services Manager  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
[307-632-0398](tel:307-632-0398)  
[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)  
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## FY 2019 Specific Entity and One Cent Quarterly Report

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

Organization: <u>Youth Crisis Center, Inc.</u> Program/ Event: <u>Professional Services, Crisis Shelter, &amp; Group Home</u>			
Contact Person: <u>Traci Blevins</u>	Phone Number: <u>307-577-5718</u>	Date: <u>1/25/2019</u>	
Please Select One: October 2018 – December 2018			
1 <sup>st</sup> Quarter _____	2 <sup>nd</sup> Quarter _____	3 <sup>rd</sup> Quarter _____	4 <sup>th</sup> Quarter _____

### 1) Mission

- The Youth Crisis Center, Inc (YCC) provides 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 event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

- Please see the attached white voucher and documentation.

### 3) Program significance

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

- Children and youth ages 0-17
  - Youth attend the crisis shelter for some of the following reasons: parent (guardian)/child conflict, protective custody, family disturbance, runaway, awaiting permanent placement, permanent placement difficulties

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

- Meets basic human needs to assist with stabilization of hunger, fear, anxiety, concern, abuse, neglect, or other crisis, and improves overall wellness and function of youth
- Supports education to increase the likelihood of success in school
- Strengthens family resources and support



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

- In the past several months we are noticing an increase in our services for all ages. We generally serve between 35-45 youth each month; the past three months we served 59, 69, and 50 respectively. We have served more kids under the age of 12 than we have in the past. Additionally, more youth are coming to our center due to school related issues (behavior, truancy, etc.).

#### 4) Results

a) Please describe the outcomes/outputs

October 2018 – December 2018

- Outcome Goals

- 95% of families reported satisfaction with services provided by the Youth Crisis Center after care calls
- 85% of the youth in our crisis shelter, returned home or to a lower level of care
- 86% of families obtained referrals to other community supports

- Outputs

- 171 youth served
- 585 days of service, shelter, food, safety, clothing
- 1,006 meals provided
- 145 family or case plan/intervention plan meetings held
- 147 community resources provided/referred to

b) Please describe the method of measurement:

- Intake packets and depart procedures track resident stays, where they depart to, how many and which referrals are made, homework help, and how many case plan/family meetings are held
- Case planning meetings and monthly case plan review meetings
- Daily meal tracking

c) Please describe the performance results

Crisis Shelter youth:

- receive emergency food, shelter, clothing, bedding, and safety
- receive nutritious meals
- work with a case manager, who attends court, MDT meetings, or IEP meetings
- receive medication, monitored by crisis workers, as needed, per prescription orders
- placed in protective custody, receive safety from abuse/neglect
- who are homeless, are provided shelter, food, clean clothing,
- who are homeless, are connected with parent, DFS worker, and NCSO homeless liaison
- and their families receive referral, support, and intervention services
- and their families receive a “break” to reduce tension, hostility, or aggression in the home (this reduces violence in the home)

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

- a) What are the goals and where are you in accomplishing them?
- 85% of families will report satisfaction after receiving services from the Youth Crisis Center.
    - This is an ongoing goal which is tracked monthly.
    - Our team strives to be a safe place which provides support to youth and families; we know families who report satisfaction in our services are more likely to use our services again if they are needed. Use of our services can prevent higher level of care needed, abuse, neglect, and other violence.
  - 80% of youth will depart to a less restrictive placement /lower level of care
    - This is an ongoing goal which is tracked monthly.
    - To provide services as a community resource we identify the need to support family services in the home; we strive to support the reunification of families.
- b) Explain how much (quantity) service the program delivered
- 171 youth served
    - 21 ages 0-12; 150 ages 13-17
    - 94 male; 77 female
- c) How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.

Crisis Shelter youth:

- obtain safety and security in times of crisis. When crisis is over, or when a more permanent option is found, youth depart from the program.
- obtain a safe place to stay during moments of hostility, tension, anger, aggression, or frustration at home; time is provided to both the youth and the family for negative feelings to abate before returning home. Providing an option for parents to remove youth from the home/school reduces episodes of violence and possible abuse (from parent and from youth).
- who are homeless or who have runaway receive safety, clean clothing, shelter, a bed, and safe place to be while awaiting further placement/assistance.
- often avoid juvenile detention or other court/criminal justice-based program; providing a safe place for youth and avoiding jail or criminal justice systems means we keep our community healthy and strong, reduce the number of adults in jail, and increase positive outcomes throughout the community.
- safety planning provided to residents in need. Residents and staff identify a safety concern and address that concern by planning tools to help reduce the risk. Tools used include reading, journaling, taking 5 minutes in their room, calling their parent/guardian, using the fitness room.
- after care support calls made to families addressed continued concerns, identified further need, and provided referrals to additional resources

## 6) Results Analysis

- a) How could the program have worked better?
- In the past few months we have had concerns around the programing we provided during the day for youth in the crisis shelter. We have had more children unable to attend school (kicked out, expelled, suspended, etc.) and need to find productive and impactful ways to spend their days.

b) How will you address this?

- We are currently developing a new schedule for our crisis shelter program. Specific to youth who are in the center during the day. This new programming will incorporate skill building, opportunities for physical activity, and focus on education.
- We are also interested in looking into what it would take to offer Day Treatment program and the funding possibilities of this.

**7) Attendance and Participation**

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

## Attendance and Participation



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

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

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