

INFORMATION PACKET

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Friday, March 13, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

March 17, 2020
Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Pre-Meeting: Pre-Annexation Agreement placed on this pre-meeting agenda*					
Approval of March 3 Executive Session Minutes					
Bright Spot - Disability Awareness Day Celebration					
Establish April 7, 2020 as Public Hearing Date for Consideration of an Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of Said Addition as R-3 (One to Four Unit Residential).	C				
Establish April 7, 2020 as Public Hearing Date for consideration of Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements.	C				
Establishing May 19, 2020 as the date of the Public Hearing for Consideration of a Resolution certifying Annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of the Sontrust No. 1 Addition to the City of Casper complies with W.S. §15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the Sontrust No. 1 Addition.	C				
Public Hearing: New Microbrewery Liquor License No. 7 for Oil City Beer Company, LLC, d/b/a Oil City Beer Company, Located at 4155 Legion Lane Unit 4 and 6.		N			
Public Hearing: New Microbrewery Liquor License No. 4 for Brewstory, LLC d/b/a Frontier Brewing Co, Located at 117 East 2nd Street.		N			
Plat to Creating Garden Creek Square Addition No. 2, a Subdivision Agreement, and a Zone Change of Said Addition to R-4 (High Density Residential). 2nd Reading			N		
Vacation, Replat, Zone Change and Subdivision Agreement for the Greenway Park III Addition. 2nd Reading			N		
Replat, Zone Change, and Subdivision Agreement for the Kensington Heights No. 1 Addition. 2nd Reading			N		
Notice to Liquor Licensees of Operational Minimums: Retail, Bar and Grill, and Restaurant Licenses.				N	
Authorizing a Procurement Agreement with Municipal Treatment Equipment in the Amount of \$55,400, for Two Water Storage Tank Mixers to be used at the North Park and Manor South Water Storage Tanks.				C	
Authorizing a Contract for Professional Services with HDR Engineering, Inc., in the Amount of \$149,120, for the Paradise Valley to the Robertson Road Trail Project.				C	
Authorizing an Agreement with 71 Construction, Inc., in the Amount of \$821,854, for the "K" Street Improvements Phase IIA Project.				C	
Authorizing an Agreement with High Plains Construction, Inc., in the Amount of \$2,092,593, for the CY Booster Station Replacement Project.				C	
Authorizing an Agreement with Treto Construction, LLC, in the Amount of \$114,377.50, for the Mike Lansing Field Parking Lot Storm Sewer Improvements Project.				C	
Authorizing the Purchase of Police Radio Equipment to Outfit Fifteen (15) Police Officers and Make Additional Spare Units Available, in the Total Amount of \$144,198.05, from Motorola Solutions, Inc.				C	

March 24, 2020
Councilmembers Absent: Hopkins, Powell

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Finance Policies - Phase 4	Information Only	30 min	4:35
Liquor License Sanctions/Update & Open Container Resolution (MEMO DUE - Fleur Tremel)	Direction Requested	40 min	5:05
Community Promotions Funding (Part 2) (MEMO DUE - Fleur Tremel)	Direction Requested	40 min	5:45
Sidewalk Maintenance (Liz Becher - MEMO DUE)	Direction Requested	40 min	6:25
WAM Resolutions	Direction Requested	30 min	7:05
Agenda Review		20 min	7:35
Legislative Review		10 min	7:55
Council Around the Table		10 min	8:05
Approximate Ending Time:			8:15

April 7, 2020

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Pre-Meeting: WAM Voting Delegate (tentative)					
Pre-Meeting: Sole Source Purchase of Ticket Printers from Paciolan for use at the Casper Events Center					
Pre-Meeting: Community Relations Spec Update					
Establish Public Hearing Date for April 21: Liquor License Sanctions/Update & Open Container	C				
Public Hearing: Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of said Addition as R-3 (One to Four Unit Residential).		N			
Public Hearing Date: Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements.		N			
Plat to Creating Garden Creek Square Addition No. 2, a Subdivision Agreement, and a Zone Change of Said Addition to R-4 (High Density Residential). 3rd Reading			N		
Vacation, Replat, Zone Change and Subdivision Agreement for the Greenway Park III Addition. 3rd Reading			N		
Replat, Zone Change, and Subdivision Agreement for the Kensington Heights Addition No.1. 3rd Reading			N		

April 14, 2020

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Comp & Class Study Review	Direction Requested	40 min	5:10
Downtown Parking Garage Capital & Operations	Direction Requested	20 min	5:50
College National Finals Rodeo Discussion	Direction Requested	20 min	6:10
Unsafe Structures & Equipment Ordinance	Direction Requested	60 min	6:30
Agenda Review		20 min	7:30
Legislative Review		10 min	7:50
Council Around the Table		10 min	8:00
Approximate Ending Time:			8:10

April 21, 2020

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of said Addition as R-3 (One to Four Unit Residential). 2nd Reading			N		
WAM Voting Delegates					C
Public Hearing: Liquor License Sanctions/Update & Open Container		C			
Resolution Modifying Open Container Law (tentative)				C	

April 28, 2020

Councilmembers Absent:

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

Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Waiting on response from Booth family
Private Operation of Hogadon			
Event Center Update	April 28, 2020?		After May 1
Formation of Additional Advisory Committees			

Staff Items

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Tentative Budget Review	May 12, 2020		
Community Relations Spec Update		30 min	

Special Work Sessions

Budget Work Sessions	May 18 & 20
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Future Council Meeting Items

Public Hearing - Sontrust No. 1 Addition - Annexation Compliance & 3rd Reading Ordinance	May 19, 2020
Establish Public Hearing - FY 21 Budget Adoption Summary Proposed Budget published in minutes	June 2, 2020
Public Hearing Date - FY 21 Budget Adoption	June 16, 2020

Retreat Items

Economic Development and City Building Strategy



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

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



renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, February 12, 2020
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Reed Merschat, Bob Chynoweth, Ben Schrader, Terry Lane, Doug Follick,
Bob Hopkins, Rob Hurless, and *Jim Belcher

Absences: Brook Kaufman

Others Present: Matt Reams (Three Crowns), and Executive Director Renee Hahn.

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

*Mr. Belcher enters meeting at 6:02 p.m.

1. Minutes from January 8, 2020 Regular Meeting

A motion was made by Mr. Merschat and seconded by Mr. Lane to approve the Minutes of the January 8, 2020 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of February 12, 2020 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of February 12, 2020 were presented by Mr. Lane.

A motion was made by Mr. Follick and seconded by Mr. Schrader to approve the Treasurer's Report of February 12, 2020, containing the financial report of the investment funds, checking account and interest accrued as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained the investments. The January 2020 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane. He inquired if any of the Board had additional questions. No questions were asked.

Investment/Financial Committee

Mr. Lane discussed the security that matured from the Davidson Funds on February 7, 2020. “The security was transferred into the ARAJPB checking account at Hilltop Bank on February 10th to pay for the Club Car Fleet at Three Crowns.”

3. Committee Reports

- **Three Crowns**

Mr. Follick informed the Board that as of January 31st Three Crowns is over budget by \$11,000. Three Crowns expenses were cut by \$191,000 compared to last year.

Mr. Reams explained that January is usually an insignificant revenue month. “Currently Mr. Archer is creating a new menu which will be instituted within the next month.” Mr. Reams announced that 60 memberships have been sold to date.

He has now hired the new Pro-Golfer, Andrew Bradley. Mr. Bradley will be moving to Casper and will start during the first week of March.

The Three Crowns Liquor License will be reviewed on February 18th and Mr. Reams is unable to attend the City Council approval process. Ms. Hahn informed the Board that she is willing to attend that meeting.

Mr. Reams and Mr. Wallraff will be presenting next year’s budget for Three Crowns on February 27th.

- **PRC**

Mr. Hopkins shared that Ms. Hahn assisted the City with their Art Call in the Old Yellowstone District.

Ms. Hahn informed the Board that she continues to get community partnerships involved in the art unveiling scheduled on June 5th.

- **Refined Properties**

Ms. Hahn updated the Board on the Allowable Risk Report submitted by BP to WDEQ for the Police Department. The determination has not been made at this time, but is expected to come back positive and allowable.

Mr. Schrader reported that the SFA Feasibility Study on the Sports Complex is currently in draft form and will be completed in the next couple of weeks and will be shared with the Board next month.

Mr. Schrader also shared the closing date on the purchased lot in Salt Creek is now scheduled for 3/4/2020. The selling price has been reduced by \$55,000 and is now \$349,473.00. The reduction occurred because there was dirt put on the property from Old Dominion when they were constructing their building. Old Dominion will be approached by Refined Properties to pay back this amount.

Mr. Schrader stated he has asked Refined Properties to review the contract on advanced payments. Per the contract, all invoices get paid upon a sale or lease of the property. Since there has not been a sale for the last two years, ARAJPB has asked Refined Properties to review the contract and requested that if there are no sales within a quarter or six months’ timeframe then ARAJPB would prefer to pay back the advanced costs to Refined Properties so they do not continue to accrue 6% interest. He will inform the Board with Refined Properties response.

There is currently no update on lots for sale.

Mr. Hurless reported that he attended the meeting with BP. He stated “Within three minutes he learned that the relationship with BP and ARAJPB was very strong.” He also complimented Ms. Hahn on her public relations skills in the meeting.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Chynoweth asked Ms. Hahn to review upcoming meetings.

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

City Representative Hopkins informed the Board that John Johnson will be handling the food service at the Muni Golf Course. Mr. Johnson plans to remodel the club house and spend \$100,000 on improvements.

5. Other

None.

6. Future Meetings/Agenda

Three Crowns Committee Meeting - February 27th, 7:30 am, 2435 King Blvd., Big Horn Conference Room. *Normally this meeting occurs on the third Thursday of every month but will be changed to the 4th Thursday in February for budgeting purposes only.

- Regular Board meeting - March 11th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Committee Meeting – March 19th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

7. Office Closures:

March 17-24th (Renee absent)

April 10th – Good Friday

8. Public Comment

There was no public comment.

9. Good of the Order

None.

10. Adjournment

There being no further action by the Board, a motion was made by Mr. Belcher and seconded by Mr. Merschatt to adjourn the meeting at 6:48 p.m. The motion carried with all members in attendance voting aye.

3-11-20

Date

3-11-20

Date


Board Officer


Presiding Officer



**Central Wyoming Regional Water System
Joint Powers Board**

1500 SW Wyoming Boulevard
Casper, Wyoming 82604
(307) 265-6063 • Fax (307) 265-6058

**Board
Members:**

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Ken Waters,
Secretary

Paul Bertoglio,
Treasurer

Steve Cathey

Steve Freel

Mike Huber

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday March 17, 2020 11:30 a.m.

**Regional Water Treatment Plant
Joint Powers Board Conference Room
1500 SW Wyoming Boulevard**

1. Announcements
2. Approve Minutes
 - a) February 18, 2020 Regular Meeting *
 - b) February 28, 2020 Special Meeting *
 - c) February 28, 2020 Executive Session
3. Approve Vouchers – March 2020 *
4. Approve Financial Report – February 2020 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider Agreement with the City of Casper for the 2020 Roof Replacement Project in the amount of \$54,824.23 *
 - b) Consider Change Order No. 4 with HOA Solutions for the WTP SCADA Upgrades in the amount of \$49,993 *
 - c) Discuss North Platte River Runoff Forecast *
 - d) Discuss FY2021 Capital Improvement Projects *
 - e) Consider Updating Authorization Designation of City of Casper Finance Staff Access to Hilltop Bank Online Accounts for the Purpose of Account Reconciliation *
 - f) Update of Annual Banking Letters – Board Members Freel and Huber
 - g) Discuss Conflicts of Interest in Voting
 - h) Other
9. Executive Session – Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – April 21, 2020

****Indicates Attachment***



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

MEETING PROCEEDINGS

February 18, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, February 18, 2020 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey and Powell. Board Members Freel and Huber were absent.

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

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin, Kyle Ridgeway – Williams, Porter, Day & Neville, P.C.;

The Board meeting was called to order at 11:32 a.m.

1. In Announcements, Mr. Martin stated that copies of the WTP Annual Report were

handed out for the Board Members to review.

Mr. Martin also announced that hard copies of the annual audit are available if any of the Board Members would like one.

2. Chairman King asked for a motion to approve the minutes from the January 21, 2020 meeting. A motion was made by Treasurer Bertoglio and seconded by Secretary Powell to approve the minutes from the January 21, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that three additional vouchers were added to the voucher listing: voucher 8125 for HOA Solutions, Inc. for the SCADA System Upgrade in the amount of \$132,755.91; voucher 8126 for HDR Engineering, Inc. for the 2.6M Gallon Tank Roof Replacement in the amount of \$23,429.31; and voucher 8127 for HDR Engineering, Inc. for the Wardwell Tank Repairs in the amount of \$3,224.55. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the February 2020 vouchers. A motion was made by Vice-Chairman Keffer and seconded Secretary Waters by to approve the February 2020 voucher list to include voucher numbers 8118 through 8127 in the amount of \$534,896.80. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for January 2020 was 159 MG, which is 9 MG less than the five-year average of 168 MG. Mr. Martin stated that year-to-date production is 2.5 BG, which is 51 MG more than the five-year average of 2.45 BG.

Mr. Martin stated that Total Reserves is down a little bit from last year due to capital project expenses. Mr. Martin stated that Undesignated Reserves is \$1.4 M, and should be down to approximately \$1.1 M at the end of the fiscal year. Mr. Martin stated that Reserves remain strong.

Mr. Martin stated that Water Sales for the year are \$4,832,354, which is \$575,588 higher than FY2019. Mr. Martin stated that this is due to the rate increase and strong water sales this fiscal year.

Mr. Martin stated that Total Operating Expenses are 1.61% higher than last fiscal year. Mr. Martin stated that staff anticipated that Operating Expenses would be 1.9% higher than last year.

Chairman King asked for a motion to approve the January 2020 Financial Report as presented. A motion was made by Board Member Cathey and seconded by Secretary Waters to approve the January 2020 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the SCADA contractor is pretty much done with the distribution system, which includes the booster stations, tanks, and installing new PLCs and radios at the remote sites. Mr. Schroeder stated that these are all on the new SCADA system. Mr. Schroeder stated that the SCADA contractor has started on the WTP systems and are scheduled to be completed at the end of March.

Mr. Schroeder stated that there is a power outage scheduled in the next two weeks to test the emergency generator again. Mr. Schroeder stated that it is a tough time to have a power outage with the SCADA Project going on. Mr. Schroeder stated that staff will have to make sure everything is turned off before the power outage so there are no issues getting all systems back on line. Mr. Schroeder stated that hopefully everything goes well with the test. Mr. Schroeder stated that mechanical changes were made to the generator, as well as to the programming. Secretary Waters asked what the root problem is with the emergency generator. Mr. Schroeder stated that when the power from the utility is lost, the diesel powers up, but it doesn't switch power to the WTP. Mr. Schroeder stated that the only way to test the generator is with a power outage.

Chairman King asked if this work is covered under the warranty. Mr. Martin stated that was correct.

Secretary Waters stated that a good thing about having the test with the SCADA contractor on site, is that if something goes wrong with the SCADA during the test, they can address it right away.

Board Member Cathey asked what kind of generator package is being installed. Mr. Schroeder stated that it is a CAT generator being installed by Wyoming Machinery.

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

Mr. Conner stated that the Wardwell tank was taken out of service a couple of weeks ago due to a bad routine bacti test. Mr. Conner stated that the tank will be left offline while staff is waiting on good weather to test the tank roof to see if it is leaking. Mr. Conner stated that if no leaks are found in the roof, the tank will be disinfected really well and put back in service.

Mr. Conner stated that chloramine residuals out in the system are looking good.

Mr. Conner stated that a couple of ARVs on 7 Mile Road need repaired, but there is too much snow to get to them right now.

Mr. Conner stated that staff pumped down the wet well at the WTP to install a pump.

Mr. Conner stated that the materials for the contactor drain valves are ordered and will be installed when they arrive.

6. There was no Public Comment.

7. In Old Business:

- a. Mr. Martin stated that before the Board today is a funding request from the City of Casper regarding the River Restoration Project. Mr. Martin stated that this request is broken into two separate parts.

Mr. Martin stated that the first part of the request is relating to the Exposed Waterline Project that the Board contracted with 71 Construction last year to cover the waterline. Mr. Martin stated that Change Order No. 1 for this project involved extending the recharge channel intake waterline farther into the river. Mr. Martin stated that when the River Restoration Project was completed there was a little backwater section built into it that resulted in water quality issues where the recharge intake pipe was located, so the intake pipe had to be extended out into the river. Mr. Martin stated that the City will reimburse the RWS for this change order to the project since it was caused by the River Restoration Project.

Mr. Martin stated that the City submitted RWS vouchers to the Wyoming Business Council (WBC) to see if any of it would be reimbursed as part of the WBC grant that was received for the same reach of the river to which the Board pledged funding. Mr. Martin stated that the City received funds from the WBC in the amount of \$75,677. Mr. Martin stated that according to City accounting and finance rules, the \$75,677 from the WBC grant, even though it is for a City grant, because the Board is the holder of the contract with 71 Construction, the funds must be credited to the Board and not to the River Restoration Project. Mr. Martin stated that the City is asking that the Board consider giving the River Restoration Project the \$75,677 reimbursement from the WBC grant.

Chairman King asked if this is a grant/loan, or just a grant. Mr. Martin stated that it is a grant, and stated that Ms. Jolene Martinez and Mr. Andrew Beamer are in attendance to answer any questions.

Treasurer Bertoglio asked if this was all part of the same phase of the River Project. Mr. Beamer stated that the City had a \$500,000 WBC grant for Phase I of the River Restoration Project. Mr. Beamer stated that the grant only reimburses 22% of costs related to this grant. Mr. Beamer stated that in order to fully utilize the grant, WBC staff allowed the submittal of the RWS expenses for this project as it was located in Phase I.

Treasurer Bertoglio asked if the project for the exposed waterline was part of Phase I or Phase II. Mr. Beamer stated that this was a separate project done by the Board, and the extension of the recharge intake was added as a change order to the project. Treasurer Bertoglio asked if the change order was done because of the river project. Mr. Beamer stated that was correct, and the City will be paying for the change order portion of the project.

Chairman King asked how many more phases there are for the river project. Mr. Beamer stated that there are at least four more phases to the project. Chairman

King asked if all the phases will benefit the RWS WTP. Mr. Beamer stated that the phases near the WTP, but not farther downstream, would benefit the RWS WTP.

Treasurer Bertoglio stated that he just wanted to clarify that there are two requests, but the grant request is related to Phase I. Mr. Beamer stated that both requests are related to Phase I in a sense. Mr. Beamer stated that in order to fully realize the WBC grant of \$500,000, their staff approved the City submitting invoices for the RWS project to cover the exposed waterline and to extend the recharge intake piping, which cost \$330,000 and they reimbursed the City 22%, which was the \$75,677.

Treasurer Bertoglio asked how much extra the River Restoration Project cost RWS. Mr. Beamer stated that in 2016, the Board at that time allocated \$500,000 to the River Restoration Project. Mr. Beamer stated that the City is in the process of gathering all the River Restoration funds in the new financial system and it was determined that the City only invoiced the RWS for \$250,000 of the \$500,000. Mr. Beamer stated that the City is asking that the remaining \$250,000 be allocated back to the City. Mr. Beamer stated that he realizes that this amount is not currently in the RWS budget for this year.

Board Member Powell asked if the City members of the Board would need to declare a conflict. Mr. Chapin stated that the City members of the Board would need to declare a conflict.

Treasurer Bertoglio stated that he could appreciate the request for the grant reimbursement part, but at this point, as the \$250,000 is not in the Board's current budget, if the City wants to make the request, he is not opposed to having that discussion during budget planning.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to reallocate the WBC grant reimbursement in the amount of \$75,677 to the City of Casper.

Treasurer Bertoglio asked if the City currently has the money, and if it is just an accounting issue. Mr. Beamer stated that the City does have the money and this will just clean up the accounting issues between the City and the RWS.

Motion put and carried with Board Members Cathey and Powell abstaining from the vote.

Board Member Cathey asked if the Board could vote on this with the City members of the Board abstaining. Treasurer Bertoglio stated that there was a quorum of six present at the beginning of the meeting, and when the vote took place, a majority of four Board Members in attendance voted. Mr. Chapin stated that was correct.

Mr. Martin stated that staff is currently working on budgeting and asked if the direction of the Board is to include the \$250,000 in the FY21 budget. Secretary Waters stated that he believes that is the right place to address it. Treasurer Bertoglio stated that since it is not invoiced at this time, he believes addressing it in the upcoming budget is the right thing to do. Board Member Cathey stated that if the funds were allocated in 2016, the funds should have been carried over in the budget until they were paid. Mr. Martin stated that the original \$500,000 was allocated in FY2016 where \$250,000 was invoiced and paid, and \$250,000 was carried over to FY17. Mr. Martin stated that since those funds were not invoiced by the City in FY17, they were not carried over again.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that before the Board today is Change Order No. 1 with Riley Industrial Services, Inc., for the 2.6M Gallon Tank Recoating, Project No. 18-093 in the amount of \$196,106.83 and a time extension of 365 days.

Mr. Martin stated that Riley Industrial is under contract for the 2.6M Gallon Tank Recoating Project, for the inside and outside of the tank. Mr. Martin stated that when Riley Industrial started sandblasting on the inside, they found severe corrosion issues. Mr. Martin stated that an inspection blast was done to allow for an inspection of the surfaces. Mr. Martin stated that when it was determined that the tank roof would have to be replaced, Riley Industrial demobilized and will have to come back after the roof is replaced to finish their work.

Mr. Martin stated that this change order includes the blast inspection and demobilization/remobilization costs for them to come back and finish the work. Mr. Martin stated that they will basically have to start over once the roof is replaced.

Mr. Martin stated that the 365 day time extension is to give time for the roof to be replaced before the October 31, 2020 completion date.

A motion was made by Secretary Waters and seconded by Board Member Powell to approve Change Order No. 1 with Riley Industrial Services Inc., for a price increase in the amount of \$196,106.83 and a time extension of 365 days for the 2.6M Gallon Tank Recoating, Project No. 18-093.

Treasurer Bertoglio asked if this change order will be budgeted for next year. Mr. Martin stated that since Riley Industrial is already under contract, it is expected to have a contractor under contract for the tank roof replacement before the end of the year. Mr. Martin stated that at the meeting last month, the Board reallocated \$774,000 of capital projects for this roof replacement. Mr. Martin stated that the contingency funds for the Riley Industrial contract will be used for the change

order, plus some of the reallocated funds.

Board Member Powell asked if staff is confident that the Backwash Tank, which is now the primary tank, will function fine for the next year and is working well in this configuration. Mr. Martin stated that staff used the tanks in this configuration through the majority of last summer, and staff is confident it will work fine while this work is being completed.

Motion put and carried.

- b. Mr. Martin stated that before the Board today is Change Order No. 1 with Great Plains Structures, LLC, for a deduction in the amount of \$41,250, for liquidated damages assessed for the Wardwell Tank Repairs, Project No. 16-035.

Mr. Martin stated that Great Plains was six days late on substantial completion in September, and the tank was out of service in November and December for additional leak repairs. Mr. Martin stated that liquidated damages were assessed in the amount of \$41,250 through negotiations with Great Plains. Mr. Martin stated that this amount will cover the additional engineering costs from HDR Engineering in the amount just under \$30,000, and for water and pumping costs.

Mr. Martin stated that this will reduce the contract price from \$458,000 to \$416,750. Mr. Martin stated that additionally there is \$20,837.50 in retainage. Mr. Martin stated that Great Plains will have to come back to do leak testing and repairs, which must be completed by June 19, 2020.

Mr. Martin stated that Mr. Scott Baxter with City Engineering is in attendance to answer any questions the Board may have.

Mr. Chapin stated that Mr. Martin and Mr. Baxter did an artful job in negotiating the resolution of the liquidated damages. Mr. Chapin stated they used great finesse for getting the matter taken care of and preserving Great Plains coming back to complete the work later on. Mr. Martin stated that Mr. VanWyhe with HDR was also involved in the negotiating.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve Change Order No. 1 with Great Plains Structures, LLC for a deduction in the amount of \$41,250 for the Wardwell Tank Repairs, Project No. 16-035.

Board Member Cathey asked if retainage is still being held for this project. Mr. Martin stated that \$20,837.50 is being held in retainage. Mr. Baxter stated that in terms of payment amounts, there is an additional \$32,000 that has not yet been paid on the contract. Board Member Cathey asked if there is enough funds being held back if another repair has to be made to the tank. Mr. Baxter stated that there is enough funds being held at this time if another repair has to be made to the

tank.

Motion put and carried.

- c. Mr. Martin stated that it is the time of year when the Board reviews and signs the annual banking letters, which must be signed in open session.

The annual banking letters were signed by the Board Members in attendance at the meeting on this date during open session and are incorporated as part of these minutes.

- d. There was no Other New Business.

- 9. A motion was made by Board Member Power and seconded by Board Member Cathey to adjourn from Regular Session into Executive Session at 12:11 p.m. to discuss potential litigation. Motion put and carried.

Board Member Powell left the meeting at 12:49 p.m.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn from Executive Session at 1:02 p.m. Motion put and carried.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to return to Regular Session at 1:03 p.m. Motion put and carried.

- 10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on March 17, 2020.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 1:04 p.m. Motion put and carried.

Chairman

Secretary

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

SPECIAL MEETING PROCEEDINGS

February 28, 2020

A special public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Friday, February 28, 2020 at 9:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey, Freel, Huber and Powell.

City of Casper – Cathey, Freel, Huber, Powell, Bruce Martin, Janette Brown

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin, Kyle Ridgeway, Amanda McClain – Williams, Porter, Day & Neville, P.C.;

The Board meeting was called to order at 9:31 a.m.

1. In Announcements, Ms. Brown took roll call for this Special Meeting. Attendees of the

Special Meeting were as follows:

Chairman King – By Phone
Vice-Chairman Keffer – In Person
Secretary Waters – In Person
Treasurer Bertoglio – By Phone
Board Member Cathey – By Phone
Board Member Freel – In Person
Board Member Huber – By Phone
Board Member Powell – By Phone
Mr. Chapin – In Person
Mr. Ridgeway – In Person
Ms. McClain – In Person
Mr. Martin – In Person
Ms. Brown – In Person

2. Chairman King asked for a motion to move into Executive Session to discuss litigation. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Regular Session into Executive Session at 9:34 a.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Executive Session and move back into Regular Session at 10:04 a.m.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to grant authority to Mr. Martin, Mr. Ridgeway and Mr. Chapin to negotiate a settlement. Motion put and carried.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn the meeting at 10:05 a.m. Motion put and carried.

Chairman

Secretary

**Central Wyoming Regional Water System
Joint Powers Board**

**UNAPPROVED VOUCHER LISTING
March 11, 2020**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8128	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8129	City of Casper	Operations Reimbursement – Feb2020	\$197,879.72
8130	City of Casper	Loan Payment	\$127,960.40
8131	Immense Impact, LLC	RWS Website Annual Subscription	\$417.45
8132	Williams, Porter, Day & Neville, P.C.	Legal Expense – Feb2020	\$19,170.48
8133	HDR Engineering, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement Project No. 18-093 PP#3	\$2,574.90
		Total	\$356,185.78

*

City of Casper
 Business Services - Finance Division
 200 N. David
 Casper, WY 82601
 adminsvcs@cityofcasperwy.com
 (307)235-8400

**INVOICE &
 STATEMENT OF ACCOUNT**

8129

Page 1 of 1

CUSTOMER: CENTRAL WYO. REGIONAL WATER SYSTEM JPB
 1500 SW WYOMING BLVD.
 CASPER, WY, 82604

DATE: 3/3/2020

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
02/29/2020	183014	FEBRUARY 2020 OPERATIONS REIMBURSEMENT	CURRENT	\$197,879.72

NEW CHARGES

PREVIOUS BALANCE

TOTAL AMOUNT DUE

\$197,879.72

\$197,879.72

February 2020 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$87,993.96
9020.00	Chemical Charge - O&M		\$20,532.56
9030.00	Utilities - O&M		\$57,165.65
9040.00	Supplies - O&M		\$14,641.14
9060.00	Training - O&M		\$100.00
9070.00	Major Maint, Repair, Replc - O&M		\$7,118.58
9080.00	Testing & Lab Services - O&M		\$5,978.63
9090.00	Other Reimbursable Costs - O&M		\$4,237.25
6025.10	Capital		\$111.95
	80-404000-5819 Invoice Total		\$197,879.72

Delinquent accounts over \$50.00 will be charged an interest penalty of 1.5% per month. Sending payment to cover delinquent invoices (invoice older than 30 days) will prevent further action with the City of Casper collection effort and possible refusal of all city services. Direct all questions about your statement to (307) 235-8400. Please disregard if full payment has been sent.

Make all checks payable to City of Casper and include this remittance stub with the invoices you are paying to ensure proper processing.

Mail Payments To:

City of Casper
 200 N David St
 Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$197,879.72

AMOUNT ENCLOSED: **\$197,879.72**

Pay Invoice(s): 183014

If invoice(s) are/is not listed monies received will be posted to the oldest invoice on the account.

City of Casper Wyoming
 Expenditure Reimbursement Request
 February 29, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Albertsons - Pcard	Materials & Supplies	01/24/2020	00009693	8.99	JPB Lunch
All-Out Fire - Pcard	Materials & Supplies	01/23/2020	24889	45.00	Fire Extinguisher Refill
All-Out Fire - Pcard	Materials & Supplies	02/14/2020	14497 / 24861	130.00	Fire extinguisher servicing & repair
ALSCO - Pcard	Laundry/Towel	02/13/2020	LCAS1317624; LCAS1320294; LCAS1322948	185.92	LAUNDRY 3 invoices LCAS1317624
ATLAS OFFICE PRODUCT	Materials & Supplies	01/24/2020	56292-0	61.32	Office supply - Label Machine Tape
ATLAS OFFICE PRODUCT	Materials & Supplies	01/28/2020	56320-0	34.24	Office supply - Label Machine Tape
ATLAS OFFICE PRODUCT	Materials & Supplies	01/28/2020	C 56292-0	(26.88)	Credit for return from invoice 56292-0
ATLAS OFFICE PRODUCT	Materials & Supplies	01/29/2020	56422-0	91.30	Office Supply - Utility Gloves, Copier Paper
ATLAS OFFICE PRODUCT	Materials & Supplies	02/11/2020	56845-0	397.46	2 new office chairs
ATLAS OFFICE PRODUCT	Materials & Supplies	02/18/2020	57022-0	76.30	Office Supplies & Cleaning Supplies
BLACK HILLS ENERGY	Natural Gas	02/18/2020	RIN0030021	6,094.27	Natural Gas
BRENNTAG PACIFIC, INC.	Chemicals	02/18/2020	BPI17653	13,273.70	Ammonia
Casper Star-Tribune - Pcard	Advertising	01/28/2020	62459	43.54	RWSJPB Meeting Ad
CENTURYLINK	Communications	02/07/2020	1484411918	4.38	Voip
CENTURYLINK	Communications	02/14/2020	14017	19.46	Voip
CITY OF CASPER	Refuse	02/18/2020	RIN0030022	124.50	Sanitation
CITY OF CASPER	Sewer	02/18/2020	RIN0030022	24.33	Sewer
CK MECHANICAL PLUMBING	Maint/Repair	02/14/2020	443	946.00	Repair 2nd floor bathroom toilet
CK MECHANICAL PLUMBING	Maint/Repair	02/14/2020	403	1,767.00	Repair sewer piping
Coastal Chemical Co. - Pcard	Materials & Supplies	01/23/2020	0120169	93.17	Vehicle Fuel
Coastal Chemical Co. - Pcard	Materials & Supplies	02/07/2020	0120566	51.49	Vehicle Fuel
Coastal Chemical Co. - Pcard	Materials & Supplies	02/07/2020	0120649	78.73	Vehicle Fuel
Coastal Chemical Co. - Pcard	Materials & Supplies	02/11/2020	0120649-2	78.73	Double charge on invoice 01206
Coastal Chemical Co. - Pcard	Materials & Supplies	02/13/2020	C-0120649	(78.73)	Credit for 0120649-2
Coastal Chemical Co. - Pcard	Gas/Fuel	02/11/2020	CCI20-814385	1,379.13	Bulk Fuel Generator
CPS Distributors - Pcard	Materials & Supplies	02/13/2020	14458	1,006.67	Air valve NPT for Regional ARV
DPC INDUSTRIES, INC.	Materials & Supplies	02/18/2020	737000304-20	7,086.24	Sodium Hypochlorite
DXP ENTERPRISES, INC	Maint/Repair	02/05/2020	51158935	359.15	Pump 4 repair
Employee Insurance/Bonds	Insurance/Bonds	02/05/2020		1,841.59	Employee Insurance/Bonds
EMPLOYEE REIMBURSEME	Materials & Supplies	02/25/2020	RIN0030032	150.00	Safety Boot Reimbursement
EMPLOYEE REIMBURSEME	Travel/Training	01/29/2020	WY0010421	100.00	WTP Level 4 Exam reimbursement
Energy Laboratories - Pcard	Lab Testing	02/24/2020	295252	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	01/22/2020	291361; 291369	288.00	Lab test TAS & Well Mix TOC & UV254
Energy Laboratories - Pcard	Lab Testing	01/23/2020	291467	2,722.00	Lab Test 1/4 DBP
Energy Laboratories - Pcard	Lab Testing	02/06/2020	292595	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	02/06/2020	294048	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	02/11/2020	295030	22.00	Lab Test BCT
Energy Laboratories - Pcard	Lab Testing	02/18/2020	296273	57.00	Lab Test Well Mix TOC & UV254
Energy Laboratories - Pcard	Lab Testing	02/21/2020	296896	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	02/06/2020	292990	670.00	Lab Test GWG Home Test
Eurofins Eaton Analytical - Pcard	Lab Testing	01/22/2020	L0491907	100.00	Lab Test Bromate

City of Casper Wyoming
Expenditure Reimbursement Request
February 29, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Fastenal Company - Pcard	Maint/Repair	01/23/2020	WYCAS148886	131.27	Actiflo Mixers Parts
FERGUSON ENTERPRISES	Materials & Supplies	01/24/2020	13192 / CR176653	357.65	Regional ARV supplies
Foreman's Quality Machine & Repairs - Pcard	Materials & Supplies	02/12/2020	51407	125.32	General door repair
Foreman's Quality Machine & Repairs - Pcard	Materials & Supplies	02/18/2020	51415	1,090.44	Vehicle Repair plow on F-450
GRAINGER, INC.	Materials & Supplies	01/24/2020	1372728186	298.30	Lock-out/Tag-out Locks
Greiner Ford - Pcard	Materials & Supplies	01/28/2020	524825	539.22	Vehicle Maintenance
Health Insurance	Health Insurance	2/6/2020		10,144.39	Health Insurance
Health Insurance	Health Insurance	2/20/2020		6,706.10	Health Insurance
Health Insurance Transfer	Transfers Out	02/05/2020		892.87	Additional Health Insurance Allocation
Hose & Rubber - Pcard	Materials & Supplies	02/05/2020	0012974	15.37	Fan Belt HVAC
Hose & Rubber - Pcard	Materials & Supplies	02/10/2020	00014571	66.35	Sump pump hose
HQ Southern BBQ - Pcard	Materials & Supplies	02/24/2020	0091393	202.50	Operator appreciation lunch
Hydraflo, Inc. - Pcard	Materials & Supplies	01/20/2020	13127 / 38360	332.70	Fire hydrant parts
Interdepartmental Charges	Interdepartmental Services Fixed	02/05/2020		1,167.56	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	02/05/2020		8,318.45	IT, Finance, HR, City Council, City Manager, City Attorney
INTERMOUNTAIN MOTOR	Maint/Repair	01/29/2020	34711	1,664.00	Morad #4 pump repair parts
INTERMOUNTAIN MOTOR	Maint/Repair	01/29/2020	34712	1,578.56	Morad #4 pump repair labor
LONG BUILDING TECHNO	Maint/Repair	02/18/2020	SRVCE0105290	672.60	Repair in Ozone room
LONG BUILDING TECHNO	Maint Agreements	02/21/2020	SCPAY0046973	4,237.25	HVAC maintenance Jan-March 2020
NAPA AUTO PARTS CORP	Materials & Supplies	01/30/2020	026544 / 536727	103.14	Wiper Blades
NAPA AUTO PARTS CORP	Materials & Supplies	02/20/2020	014358 / 543988	85.24	Fan Belts for HVAC
NORCO, INC.	Materials & Supplies	02/05/2020	32038179915	50.00	Safety Instrument Calibration
NORCO, INC.	Materials & Supplies	02/21/2020	32168136581	103.91	Tools
Other Insurance	Other Insurance	2/6/2020		156.75	Other Insurance Benefits
Payroll	Personnel	2/6/2020		28,833.55	2/6/2020 Payroll
Payroll	Personnel	2/20/2020		29,932.70	2/20/2020 Payroll
Pizza Hut - Pcard	Materials & Supplies	01/24/2020	010684	56.21	JPB Lunch
Pizza Hut - Pcard	Materials & Supplies	02/21/2020	000385	58.00	JPB Lunch
Rocky Mountain Air Solutions - Pcard	Chemicals	02/06/2020	30124827	3,578.44	Chemicals Liquid Oxygen
Rocky Mountain Air Solutions - Pcard	Chemicals	02/18/2020	30128589	3,680.42	Chemicals Liquid Oxygen
ROCKY MOUNTAIN POWER	Electricity	02/21/2020	RIN0030026	41,724.08	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	02/21/2020	RIN0030026	9,122.14	Electricity - Tanks, Boosters, Meters
Smith's - Pcard	Materials & Supplies	02/18/2020	024081	5.88	JPB Lunch
Staples - Pcard	Materials & Supplies	01/30/2020	077489	15.99	1099 envelopes
TYLER TECHNOLOGIES I	Capital	01/29/2020	045-288486	7.50	Tyler Conversion Training
TYLER TECHNOLOGIES I	Capital	02/05/2020	045-290518	14.00	Tyler Conversion Training
TYLER TECHNOLOGIES I	Capital	02/05/2020	045-289740	76.45	Tyler Conversion Training
TYLER TECHNOLOGIES I	Capital	02/05/2020	045-288352	14.00	Tyler Conversion Training
UPS - Pcard	Lab Testing	02/12/2020	00008F045W060	180.63	Ship Lab Test
Verizon - Pcard	Communications	01/24/2020	9845426203	26.78	WTP Operator Cell Phone
Verizon - Pcard	Communications	02/18/2020	9847495329	25.71	WTP Operator Cell Phone
Walmart - Pcard	Materials & Supplies	02/18/2020	076636	9.98	JPB Lunch
WARDWELL WATER & SEW	Materials & Supplies	02/18/2020	RIN0030017	29.68	Booster/Irrigation

City of Casper Wyoming
 Expenditure Reimbursement Request
 February 29, 2020

<u>Vendor</u>	<u>Account Name</u>	<u>Date</u>	<u>Invoice Number</u>	<u>Invoice Amount</u>	<u>Purchased</u>
WYCOMP, INC.	Lab Testing	02/25/2020	1014	1,015.00	Semi-Annual Test Sample
Xerox - Pcard	Materials & Supplies	02/13/2020	099405930	202.64	Copy machine lease
			Total	<u>\$197,879.72</u>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2019-2020

Entity	Gallons of Water Produced								Year-to-Date
	2/28/2020	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	
Salt Creek JPB	2,145,129.592	1,934,306.122	2,169,152.041	2,168,233.673	2,758,381.633	3,453,167.347	5,137,603.061	6,543,140.816	26,309,114.286
Wardwell W&S	7,932,810.204	8,041,320.408	9,798,595.918	7,812,144.898	14,089,494.898	29,568,138.776	35,608,590.816	35,250,247.959	148,101,343.878
Pioneer	3,234,195.918	3,635,697.959	3,875,176.531	3,645,804.082	4,451,311.224	6,291,189.796	7,698,387.755	8,113,820.408	40,945,583.673
Poison Spider	590,663.265	698,418.367	891,377.551	697,091.837	654,693.878	1,372,857.143	1,797,346.939	1,758,571.429	8,461,020.408
33 Mile Road	635,357.143	762,040.816	802,959.184	583,316.327	679,846.939	979,489.796	1,027,448.980	1,196,224.490	6,666,683.673
Sandy Lake	651,783.673	774,537.755	927,666.327	675,990.816	1,318,853.061	1,723,878.571	1,811,189.796	2,272,014.286	10,155,914.286
Lakeview	110,173.469	170,138.776	119,922.449	118,436.735	167,226.531	579,789.796	866,826.531	999,478.571	3,131,992.857
Mile-Hi	206,810.204	251,119.388	206,848.980	204,369.388	239,412.245	867,248.980	871,733.673	1,172,442.857	4,019,985.714
City of Casper	125,482,324.531	142,722,743.408	161,204,164.020	134,084,067.245	176,194,179.592	467,197,249.796	568,137,374.449	635,485,546.184	2,410,507,649.224
Regional Water	0.000	0.000	(804,000.000)	(1,456,450.000)	(8,172,805.000)	(1,658,000.000)	(940,310.000)	(468,000.000)	(13,499,565.000)
TOTAL	140,989,248.000	158,990,323.000	179,191,863.000	148,533,005.000	192,380,595.000	510,375,010.000	622,016,192.000	692,323,487.000	2,644,799,723.000

TOTAL PRIOR YEAR (FY2019) GALLONS PRODUCED:

3,361,736,483.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2019-2020

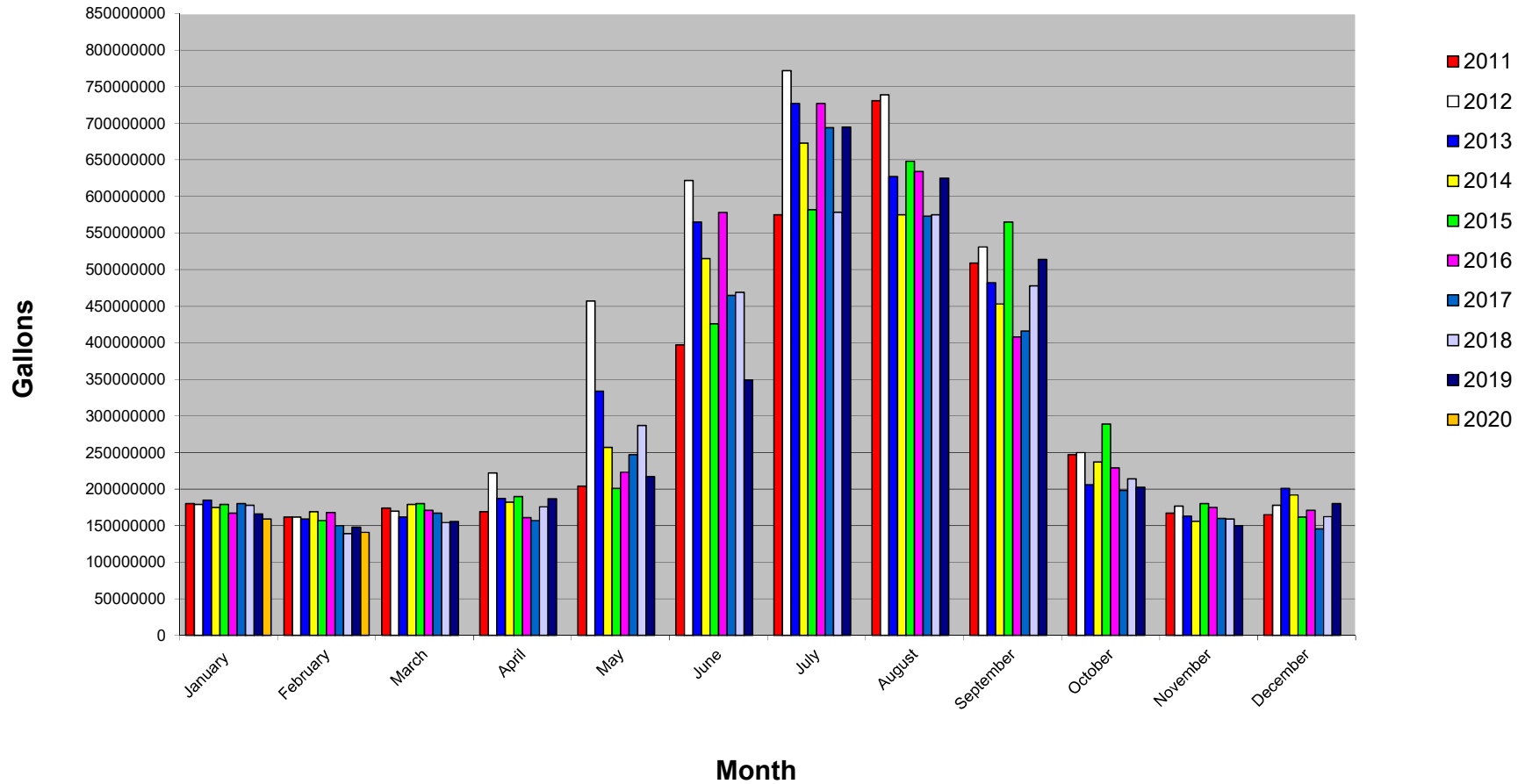
Entity	Water Rates Billed								
	2/28/2020	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	Year-to-Date
Salt Creek JPB	\$ 4,140.10	\$ 3,733.21	\$ 4,186.46	\$ 4,184.69	\$ 5,323.68	\$ 6,664.61	\$ 9,915.57	\$ 12,628.26	\$ 50,776.59
Wardwell W&S	\$ 15,310.32	\$ 15,519.75	\$ 18,911.29	\$ 15,077.44	\$ 27,192.73	\$ 57,066.51	\$ 68,724.58	\$ 68,032.98	\$ 285,835.59
Pioneer	\$ 6,242.00	\$ 7,016.90	\$ 7,479.09	\$ 7,036.40	\$ 8,591.03	\$ 12,142.00	\$ 14,857.89	\$ 15,659.67	\$ 79,024.98
Poison Spider	\$ 1,139.98	\$ 1,347.95	\$ 1,720.36	\$ 1,345.39	\$ 1,263.56	\$ 2,649.61	\$ 3,468.88	\$ 3,394.04	\$ 16,329.77
33 Mile Road	\$ 1,226.24	\$ 1,470.74	\$ 1,549.71	\$ 1,125.80	\$ 1,312.10	\$ 1,890.42	\$ 1,982.98	\$ 2,308.71	\$ 12,866.70
Sandy Lake	\$ 1,257.94	\$ 1,494.86	\$ 1,790.40	\$ 1,304.66	\$ 2,545.39	\$ 3,327.09	\$ 3,495.60	\$ 4,384.99	\$ 19,600.91
Lakeview	\$ 212.63	\$ 328.37	\$ 231.45	\$ 228.58	\$ 322.75	\$ 1,118.99	\$ 1,672.98	\$ 1,928.99	\$ 6,044.75
Mile-Hi	\$ 399.14	\$ 484.66	\$ 399.22	\$ 394.43	\$ 462.07	\$ 1,673.79	\$ 1,682.45	\$ 2,262.81	\$ 7,758.57
City of Casper	\$ 242,180.89	\$ 275,454.89	\$ 311,124.04	\$ 258,782.25	\$ 340,054.77	\$ 901,690.69	\$ 1,096,505.13	\$ 1,226,487.10	\$ 4,652,279.76
Regional Water	\$ -	\$ -	\$ (1,551.72)	\$ (2,810.95)	\$ (15,773.51)	\$ (3,540.89)	\$ (1,814.80)	\$ (903.24)	\$ (26,395.11)
TOTAL	\$272,109.25	\$306,851.32	\$345,840.30	\$286,668.70	\$371,294.55	\$984,682.82	\$1,200,491.25	\$1,336,184.33	\$5,104,122.52

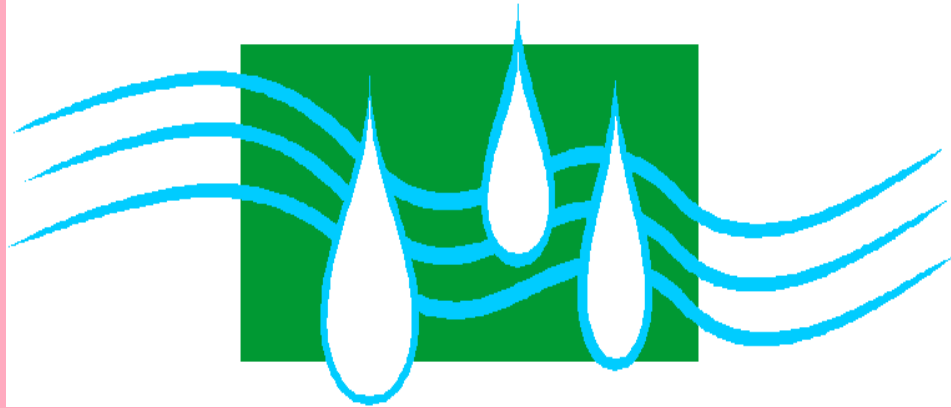
TOTAL PRIOR YEAR (FY2019) BILLING:

\$ 6,193,755.45

*Total water produced does not equate to total water billed due to credit given.

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

February 29, 2020

Prepared by:
City of Casper
Finance Department

**Central Wyoming Regional Water System
Joint Powers Board
Balance Sheet
February 29, 2020**

ASSETS	<u>FY 2020</u>	<u>FY 2019</u>
Current Assets		
Cash and cash equivalents	\$ 5,443,324	\$ 5,591,818
Investments	-	521,580
Receivables from water service	563,247	306,447
Grant receivables	110,441	3,457
Interest receivable on investments	-	-
Inventory	476,770	476,770
Prepaid insurance	<u>53,928</u>	<u>56,995</u>
Total Current Assets	6,647,709	6,957,066
Capital Assets		
Land	580,874	580,874
Construction in Progress	5,627,961	9,612,119
Depreciable capital assets (net of A/D)	40,116,383	34,724,320
Accumulated depreciation	<u>-</u>	<u>-</u>
Total Capital Assets	<u>46,325,219</u>	<u>44,917,313</u>
Total Assets	<u>\$ 52,972,928</u>	<u>\$ 51,874,379</u>
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 178,841	\$ 139,562
Accrued interest	125,828	80,681
Accrued expenses	73,052	68,045
Retainage payable	248,574	119,280
Deferred revenue	36,125	-
Current portion of long-term debt	<u>2,081,457</u>	<u>1,809,009</u>
Total Current Liabilities	<u>2,743,877</u>	<u>2,216,577</u>
Noncurrent Liabilities		
Loans payable	<u>11,965,601</u>	<u>14,822,085</u>
Total Noncurrent Liabilities	<u>11,965,601</u>	<u>14,822,085</u>
Total Liabilities	14,709,478	17,038,662
NET ASSETS		
Invested in capital assets, net of related debt	32,278,160	28,286,219
Reservations		
General operating reserves	441,331	427,871
Emergency reserves	441,331	427,871
Debt service reserve - Loan	218,106	163,579
Water rights development	486,513	478,284
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	457,552	2,310,297
Undesignated reserves	<u>2,940,457</u>	<u>1,741,595</u>
Total Reservations	<u>5,985,290</u>	<u>6,549,497</u>
Total Net Assets	<u>38,263,450</u>	<u>34,835,716</u>
Total Liabilities and Net Assets	<u>\$ 52,972,928</u>	<u>\$ 51,874,379</u>


		BUDGET COMPARISON							
		As of February 29, 2020							
		66.67% OF YEAR EXPIRED							
CWRWS FUND									
		ORIGINAL	TRANSFERS/	REVISED			YET TO BE		
ACCOUNT	ACCOUNT DESCRIPTION	BUDGET	ADJUSTMENTS	BUDGET	YTD ACTUAL		COLLECTED	% REC'D	
300-000-050-00-00-0000-	State Grants	\$ (1,300,000)	\$ -	\$ (1,300,000)	\$ (816,502)		\$ (483,498)	62.8%	
300-000-050-00-00-0000-	Interest Earned	\$ (70,000)	\$ -	\$ (70,000)	\$ (69,933)		\$ (67)	99.9%	
300-000-050-00-00-0000-	Misc. Revenue	\$ (50)	\$ -	\$ (50)	\$ (623)		\$ 573	1245.6%	
300-000-050-00-00-0000-	Water Utility Charges	\$ (7,106,511)	\$ -	\$ (7,106,511)	\$ (5,074,535)		\$ (2,031,976)	71.4%	
300-000-050-00-00-0000-	System Development Charges	\$ (245,000)	\$ -	\$ (245,000)	\$ (193,647)		\$ (51,353)	79.0%	
	TOTAL REVENUES	\$ (8,721,561)	\$ -	\$ (8,721,561)	\$ (6,155,240)		\$ (2,566,321)	70.6%	
		ORIGINAL	TRANSFERS/	REVISED			AVAILABLE		
		BUDGET	ADJUSTMENTS	BUDGET	YTD ACTUAL	ENCUMBERED	BUDGET	% USED	
300-000-050-00-00-0000-	Legal Services	\$ 30,000	\$ -	\$ 30,000	1,200	\$ -	\$ 28,801	4.0%	
300-000-050-00-00-0000-	Investment Services	\$ 1,500	\$ -	\$ 1,500	120	\$ -	\$ 1,380	8.0%	
300-000-050-00-00-0000-	Consulting Services	\$ 15,000	\$ -	\$ 15,000	12,451	\$ -	\$ 2,549	83.0%	
300-000-050-00-00-0000-	Acctg/Audit Services	\$ 32,000	\$ -	\$ 32,000	30,000	\$ -	\$ 2,000	93.8%	
300-000-050-00-00-0000-	Other Contractual	\$ 3,000	\$ -	\$ 3,000	750	\$ -	\$ 2,250	25.0%	
300-000-050-00-00-0000-	Reimbursable Contract Exp.	\$ 3,349,603	\$ -	\$ 3,349,603	1,994,957	\$ -	\$ 1,354,646	59.6%	
300-000-050-00-00-0000-	Buildings - New	\$ 282,000	\$ 1,545	\$ 283,545	78,781	\$ 117,940	\$ 86,824	69.4%	
300-000-050-00-00-0000-	Improvements Other Than Bldgs	\$ 1,071,000	\$ 3,692,438	\$ 4,763,438	2,287,083	\$ 1,511,449	\$ 964,906	79.7%	
300-000-050-00-00-0000-	Light Equipment - New	\$ 10,000	\$ -	\$ 10,000	1,301	\$ -	\$ 8,699	13.0%	
300-000-050-00-00-0000-	Technology - Replacement	\$ 6,000	\$ -	\$ 6,000	1,689	\$ -	\$ 4,311	28.2%	
300-000-050-00-00-0000-	Principal	\$ 2,086,798	\$ -	\$ 2,086,798	1,393,566	\$ -	\$ 693,232	66.8%	
300-000-050-00-00-0000-	Interest	\$ 483,778	\$ -	\$ 483,778	235,220	\$ -	\$ 248,559	48.6%	
300-000-050-00-00-0000-	Travel/Training	\$ 2,000	\$ -	\$ 2,000	0	\$ -	\$ 2,000	0.0%	
300-000-050-00-00-0000-	Insurance/Bonds	\$ 97,544	\$ -	\$ 97,544	60,293	\$ -	\$ 37,251	61.8%	
	TOTAL EXPENDITURES	\$ 7,470,223	\$ 3,693,982	\$ 11,164,205	\$ 6,097,411	\$ 1,629,389	\$ 3,437,406	69.2%	
	TOTAL REVENUE OVER/(UNDER) EXPENSE	\$ 1,251,338	\$ (3,693,982)	\$ (2,442,644)	\$ 57,829	\$ (1,629,389)	\$ (871,085)		

**Central Wyoming Regional Water System
Joint Powers Board
Statement of Revenues and Expenses
February 29, 2020**

	<u>FY2020</u>	<u>FY2019</u>	<u>Variance</u>	<u>Percent Variance</u>
OPERATING REVENUES				
Water sales	\$ 5,074,535	\$ 4,528,603	\$ 545,932	12.06%
Total Operating Revenues	\$ 5,074,535	\$ 4,528,603	\$ 545,932	12.06%
OPERATING EXPENSES				
Operating expenses	\$ 2,008,158	\$ 2,057,629	\$ (49,471)	-2.40%
Insurance	\$ 60,293	\$ 56,228	\$ 4,065	7.23%
Legal	\$ 1,200	\$ 8,739	\$ (7,540)	-86.27%
Auditing	\$ 30,000	\$ 30,191	\$ (191)	-0.63%
Total Operating Expenses	\$ 2,099,651	\$ 2,152,787	\$ (53,136)	-2.47%
Net Operating Income	\$ 2,974,884	\$ 2,375,816	\$ 599,068	25.22%
NONOPERATING REVENUE (EXPENSES)				
Interest income	\$ 69,933	\$ 78,068	\$ (8,135)	-10.42%
State Grant/Loan	\$ 816,502	\$ 655,276	\$ 161,226	24.60%
Other income - system investment fees	\$ 194,270	\$ 53,657	\$ 140,613	262.06%
Capital expenses	\$ (2,368,854)	\$ (1,149,856)	\$ (1,218,998)	106.01%
Interest expense	\$ (235,220)	\$ (415,511)	\$ 180,292	-43.39%
Investment fees	\$ (120)	\$ (120)	\$ -	0.00%
Depreciation	\$ -	\$ -	\$ -	
Total Nonoperating Revenue (Expenses)	\$ (1,523,489)	\$ (778,486)	\$ (745,003)	95.70%
INCREASE/(DECREASE) IN NET ASSETS	\$ 1,451,395	\$ 1,597,330	\$ (145,935)	

March 9, 2020

MEMO TO: H. H. King Jr., Chairman,
Members, Central Wyoming Regional Water System Joint Powers Board

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

SUBJECT: Authorizing an Agreement with the City of Casper (City) for the 2020 Roof Replacement Project for the City of Casper and the Central Wyoming Regional Water System (CWRWS)

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board Meeting Scheduled for March 18, 2020.

Action Type

Authorization

Recommendation

That the CWRWS, by motion, authorize an agreement in the amount not to exceed \$54,824.23 with the City for the 2020 Roof Replacement Project for the City the CWRWS.

Summary

The 2020 Roof Replacements Project includes the removal and replacement of the existing roofing systems at the CWRWS Water Treatment Plant Raw Water Building, the Sam H. Hobbs Wastewater Treatment Plant (WWTP) Digester Control Building, and four (4) booster stations. The existing roofing systems on these facilities are nearing the end of their operational lives, and a number of leaks have developed causing safety concerns. The new roofing systems will carry a twenty (20) year warranty after installation. Work is scheduled to be completed by August 28, 2020. The estimate prepared by the City Engineering Division was \$123,200.00.

On Tuesday, January 21, 2020, two (2) bids were received for the 2020 Roof Replacements, Project No. 19-032. The bids received for this work are as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Dave Loden Construction, Inc.	Buffalo, WY	\$ 99,885
Limmer Roofing, Inc.	Mills, WY	\$115,000

As required by Wyoming State Statute 16-6-102, in-state bidders receive a five percent (5%) bid preference. As all bids were received from in-state Contractors, no bid preference was granted. A notice was published in the local newspaper once a week for two consecutive weeks as

required by State Statute, and the project was advertised on the City of Casper's website (www.casperwy.gov).

An agreement has been consummated with Dave Loden Construction, Inc. in the amount of \$99,985 with a \$10,000 contingency fund for a total project cost of \$109,885 to perform the 2020 Roof Replacement Project for the City and the CWRWS. The agreement specifies that at the end of the contract, the CWRWS will reimburse to the City their portion of the 2020 Roof Replacement Project for the Water Treatment Plant up to a maximum amount of \$54,824.23.

An agreement has been prepared for the Board's consideration.

Financial Considerations

At the conclusion of the contract with Dave Loden Construction, Inc., the CWRWS will pay an amount up to \$54,824.23, its portion of the contract, to the City.

Oversight/Project Responsibility

The agreement will be administered by Bruce Martin, Public Utilities Manager.

Attachments

Agreement between the City and the CWRWS for the 2020 Roof Replacement Project for the City and the CWRWS.

**AGREEMENT BETWEEN THE CITY OF CASPER AND
THE CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD FOR THE 2020 ROOF
REPLACEMENT PROJECT**

THIS AGREEMENT is made, and entered into this _____ day of April, 2020, by and between the City of Casper, Wyoming, a Municipal Corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City,” and the Central Wyoming Regional Water System Joint Powers Board, 1500 Southwest Wyoming Boulevard, Casper, Wyoming 82604, hereinafter referred to as “JPB.” Throughout this document the City and JPB may be collectively referred to as the “Parties.”

WHEREAS, both the City and the JPB desire to have existing roofing systems removed and replaced at the Water Treatment Plant, the Wastewater Treatment Plant, and the Airport, Pioneer, Pratt, and Sun II water booster stations; and,

WHEREAS, because of economies of scale, and manpower efficiencies, it is cost effective for the City and JPB to jointly perform a roof replacement project; and,

WHEREAS, a contract is needed between the parties to delineate the duties and financial responsibilities of each party for the 2020 Roof Replacement Project.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, it is hereby agreed among the parties that:

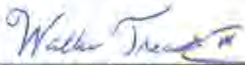
1. The City shall be responsible for administering the 2020 Roof Replacement Project on behalf of the JPB and the City. The Contractor’s professional service agreement will be with the City.
2. The JPB shall participate in any upfront meetings, the pre-construction meeting, and the final walkthrough of the completed project.
3. The JPB shall provide access to the Water Treatment Plant and the Airport and Pioneer water booster station roofs that are in need of replacement.
4. The anticipated cost for the entire 2020 Roof Replacement Project, including contingency funds in the amount of Ten Thousand Dollars (\$10,000), is One Hundred Nine Thousand Eight Hundred Eighty-Five Dollars (\$109,885). The JPB’s share of the cost is anticipated to be Fifty-Four Thousand Eight Hundred Twenty-Four Dollars and Twenty-Three Cents (\$54,824.23) as shown in the cost breakdown in Exhibit “A”.
5. At the end of the project, the City shall bill the JPB for its proportionate share of the cost of the project not to exceed Fifty-Four Thousand Eight Hundred Twenty-Four Dollars and Twenty-Three Cents (\$54,824.23) unless modified by an amendment to this Agreement. The City shall prepare and submit to the JPB an itemized bill covering only

costs associated with the portion of the 2020 Roof Replacement Project for the Water Treatment Plant. The JPB shall pay the itemized bill within 45 days of receipt.

6. The Parties do not waive any right or rights they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the Parties specifically reserve the right to assert any and all rights, immunities and defenses they may have pursuant to the Wyoming Governmental Claims Act.

THIS AGREEMENT IS MADE AND DULY EXECUTED on the date first written above by the City Council of the City of Casper and the Board of the Central Wyoming Regional Water System Joint Powers Board.

APPROVED AS TO FORM:



Attorney for the City of Casper

Attorney for Central Wyoming Regional
Water System Joint Powers Board

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur D. Tremel
City Clerk

Steven K. Freel
Mayor

ATTEST:

CENTRAL WYOMING REGIONAL
WATER SYSTEM JOINT POWERS
BOARD:

Kenneth Waters
Secretary

H. H. King, Jr.
Chairman

Exhibit "A"

2020 Roof Replacements
Project No. 19-032
Bid Tabulation - 1/21/2020

Item No.	BASE BID ITEMS	QUANTITY	UNIT COST	Engineer's Estimate		Dave Loden Construction		Limmer Roofing	
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	CWRWS Raw Water Building Membrane Roofing System	1	LS	\$ 22,000.00	\$ 22,000.00	\$21,880.00	\$21,880.00	\$20,000.00	\$20,000.00
2	WWTP DCB Membrane Roofing System	1	LS	\$ 36,300.00	\$ 36,300.00	\$33,190.00	\$33,190.00	\$45,000.00	\$45,000.00
3	Airport Booster Station Membrane Roofing System	1	LS	\$ 16,500.00	\$ 16,500.00	\$13,070.00	\$13,070.00	\$10,000.00	\$10,000.00
4	Pioneer Booster Station Membrane Roofing System	1	LS	\$ 22,000.00	\$ 22,000.00	\$14,885.00	\$14,885.00	\$20,000.00	\$20,000.00
5	Pratt Booster Station Membrane Roofing System	1	LS	\$ 13,200.00	\$ 13,200.00	\$8,930.00	\$8,930.00	\$10,000.00	\$10,000.00
6	Sun II Booster Station Membrane Roofing System	1	LS	\$ 13,200.00	\$ 13,200.00	\$7,930.00	\$7,930.00	\$10,000.00	\$10,000.00
TOTAL					\$ 123,200.00		\$99,885.00		\$115,000.00

As required by Wyoming State Statute 16-6-102, in-state bidders receive a five percent (5%) bid preference. As all bids were received from in-state Contractors, no bid preference was granted.

	Roof	Contingency	Total	CWRWS Totals
CWRWS Raw Water Building	\$21,880.00	\$2,190.52	\$24,070.52	\$24,070.52
WWTP DCB	\$33,190.00	\$3,322.82	\$36,512.82	0.00
Airport Booster Station	\$13,070.00	\$1,308.50	\$14,378.50	\$14,378.50
Pioneer Booster Station	\$14,885.00	\$1,490.21	\$16,375.21	\$16,375.21
Pratt Booster Station	\$8,930.00	\$894.03	\$9,824.03	0.00
Sun II Booster Station	\$7,930.00	\$793.91	\$8,723.91	0.00
Total	\$99,885.00	\$10,000.00	\$109,885.00	\$54,824.23



March 11, 2020

Ethan Yonker
City of Casper
200 N. David St.
Casper, WY 82601

Re: CWRWS SCADA Change Order #4

Dear Mr. Yonker,

Attached is a change order for the above referenced project.

CPR #9-12 is attached for reference. The summary of each CPR and HDR's recommendations are summarized below. This change order has been sent to SRF agency for review and approval.

CPR#	Description	Requested Price Change	Reason for Change	HDR Recommendation	Additional Comments	Days
9	Conduit addition/removal at WTP Raw Pump Station	\$5,483	CWRWS indicated to HOA that the switchgear at Raw Water PS will soon be replaced. It was mutually agreed that getting the fiber conduit routed correctly now will eliminate any fiber conduit work when switch gear is replaced. Price is to install conduit now to accommodate future switch gear replacement.	Accept	This is work that would need to be completed for this project and again for the future gear replacement. By finalizing the construction installation in a different location with this project and extending the length of conduit future expenses related to this work during the switchgear replacement will be avoided.	1
10	Implementation of Anybus Modbus Communicator for analog inputs to PCP associated with analytical points	\$5,253	Design was based on initial direction from operations and based on findings from the O&M manuals hard wired signal cables were to be installed. Digital communication is the least expensive option forward.	Accept	This work is to minimize the amount of wiring and work within the PCP.	1
11	Fiber installation from PCP to Raw Water PS	\$22,057	Assumption during design was that sufficient fiber strands exist to accommodate communication between PCP and a new OIT at Raw Water PS. The OIT requires 2 additional fiber strands that don't exist.	Accept	Without installing the fiber, CWRWS cannot use the OIT that was installed at the Raw Water Pump Station. This fiber was believed to be an existing 6 strand fiber and during construction was determined to be a 4 strand. A 12 strand wire is recommended for installation for any future additions that may occur.	0
	Distribution radio network and Ozone Generation Time					
12	Radio network: additional troubleshooting & programming time, 60 hrs	\$7,800	Change of backhaul links from original licensed radios to unlicensed per Larson report and then back to licensed based on signal interference in field	Accept	These radios were switched during construction to unlicensed radios to provide the maximum speed for operators to see what was occurring in the system. Ultimately after testing the unlicensed radios were not able to operate effectively due to an increase in radio traffic since 2016 and need to be installed as licensed radios.	5
	Ozone Generation programming, 75 hours	\$9,400	Additional time and effort to read/write to the Ozone PLCs which were part of a vendor package and programmed by a 3rd party. Documentation with clear definition of registers and programming logic was not available.	Accept	HOA is entitled to all of this. Some control logic was identified as being in the Vendor's PLCs, but it actually needs to be in the PLC that HOA is programming. Multiple calls with the Vendor and HOA have been held. Ultimately it was determined that until the contractor began working on the programming and logic that these items could not have been identified.	5
	Total	\$49,993				12

The equipment for CPR 11 may take approximately 3 weeks for delivery. It is recommended that the installation of this item be considered outside of the requirements for substantial completion and be included with final completion.

HDR recommends accepting the above mentioned pricing and total of an additional 12 contract days.

If you have any questions, please contact me at (605)977-7768.

Sincerely,
HDR Engineering

A handwritten signature in blue ink that reads "Nick Van Wyhe". The signature is written in a cursive style with a blue background highlight.

Nick Van Wyhe, PE
Project Manager

Date of Issuance:	Effective Date:	3/11/2020
Owner: Central Wyoming Regional Water System	Owner's Contract No.:	17-038
Contractor: HOA Solutions	Contractor's Project No.:	
Engineer: HDR	Engineer's Project No.:	10060354
Project: SCADA System Upgrades	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

Description:

1. CPR's 9-12 - \$49,993.00

Total Change Order amount (Increase) \$49,993.00

Attachments: Proposals for contract price adjustments for CPR #9-12

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>1,392,816.00</u>	Original Contract Times: Substantial Completion: <u>March 1, 2020</u> Ready for Final Payment: <u>May 30, 2020</u> days or dates
Increase [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>3</u> : \$ <u>(32,525.92)</u>	[Increase] Decrease from previously approved Change Orders No. <u>0</u> to No. <u>3</u> : Substantial Completion: <u>10</u> Ready for Final Payment: <u>10</u> days
Contract Price prior to this Change Order: \$ <u>1,360,290.08</u>	Contract Times prior to this Change Order: Substantial Completion: <u>March 11, 2020</u> Ready for Final Payment: <u>June 9, 2020</u> days or dates
[Increase] Decrease of this Change Order: \$ <u>49,993.00</u>	[Increase] Decrease of this Change Order: Substantial Completion: <u>12</u> Ready for Final Payment: <u>12</u> days or dates
Contract Price incorporating this Change Order: \$ <u>1,410,283.08</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>March 23, 2020</u> Ready for Final Payment: <u>June 21, 2020</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u><i>Mike Van Dyke</i></u>	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____



Hydro Optimization and Automation Solutions

January 29, 2020

Central Wyoming Regional Water System

HDR Project #10060354

Change Proposal Request #9

Change Proposal Request conduit addition/removal at WTP Raw Pumping Station.

While on site looking over the Raw Pumping Station work that is to be completed, CWRWS indicated to HOA that they would be replacing the switch gear at that location soon. It was a mutual agreement that getting the fiber conduit routed correctly would eliminate any fiber conduit work when the switch gear is replaced. The price below is for installing the conduit to accommodate future switch gear replacement.

HOA would like to request substantial completion be extended by one day to complete the proposed work.

Below is a list of equipment & labor needed to make this change along with a proposed price:

- Installation of new 1" EMT Conduit
- Removal of 3" rigid conduit
- Labor and overhead associated with the Changes

Total Price = \$5,483.00



Hydro Optimization and Automation Solutions

February 19, 2020

Central Wyoming Regional Water System

HDR Project #10060354

Change Proposal Request #10

Change Proposal Request:

HOA would like to propose adding the Anybus Modbus Communicator to the PCP to communicate to the existing Turbidity & Chlorine analyzers. The analyzers are currently communicating to the PCP via multiple communication converters that are to be removed as part of this project. If HOA is approved to install the proposed Anybus Modbus Communicator CWRWS will NOT need to contract an electrician to run conduit and wire to bring in the analyzers via hard wire as the specification defines. This price includes two Anybus Modbus Communicators, one will be installed and live on the network, the second will be for spare.

HOA would like to request substantial completion be extended by one day to complete the proposed work.

Below is a list of equipment & labor needed to make this change along with a proposed price:

- Two Anybus Communicator – Modbus TCP
- Installation & Configuration of Anybus Communicator
- WTP PLC programming
- SCADA Configuration

Total Price = \$5,253.00



Change Proposal Request: PCP to Raw Pump Station Fiber Installation

During installation it was discovered that the existing fiber from the water treatment plant PCP to the Raw Pump Station (LCP-0100) was only a 4-strand type fiber cable. This 4-strand fiber worked for the way the plant was communicating prior to this project. For this project a touch screen was added to the Raw Pump Station (LCP-0100) for operator use. The existing 4-strand fiber is not able to keep the PLC communication traffic and HMI traffic separate from each other. HOA is proposing installing new 12-strand fiber from the PCP to the Raw Pump Station.

Below is a list of equipment & labor needed to make this change along with a proposed price:

- Install 2000' 12 Channel DX Series Corrugated Steel Tape DX012DWLS9KAA2 Fiber between the PCP – Plant Control Panel and LCP-0100 Raw Water Pump Station.

LCP-0100 – Raw Water Pump Station

- 12 FLCSMC6E1Y LC Connectors
- 1 – FAP6WEIDLK LC Fiber Adaptor Panel
- 1 – FWME2 2 FAP Enclosure
- Termination of 12 LC Fiber Connectors
- Fiber testing for loss per fiber/OTDR results

PCP – Plant Control Panel

- 1 – FAP6WEIDLK LC Fiber Adaptor Panel
- 12 FLCSMC6E1Y LC Connectors
- Termination of 12 LC Fiber Connectors
- Fiber testing for loss per fiber/OTDR results

Total Price = \$22,057.00



Hydro Optimization and Automation Solutions

March 04, 2020

Central Wyoming Regional Water System

HDR Project #10060354

Change Proposal Request #12

Change Proposal Request: Distribution Radio Network & Ozone Generation Time

During the installation of the CRWRS project, HOA Solutions encountered two substantial obstacles that we feel were a significant deviation from the specified design. Whether due to changing conditions or unavailable data, these two issues cost HOA a significant amount of resources. We feel we were able to work through them in an efficient manner and have very solid solutions for both.

We are asking to be compensated for some of the time required to resolve these issues. Please see the pricing below as we feel that it is a fair price for the time that was put in troubleshooting these issues.

HOA's additional distribution radio network troubleshooting and programming time was 60 hours.
Price for additional Distribution radio network troubleshooting & Programming.....\$7,800.00

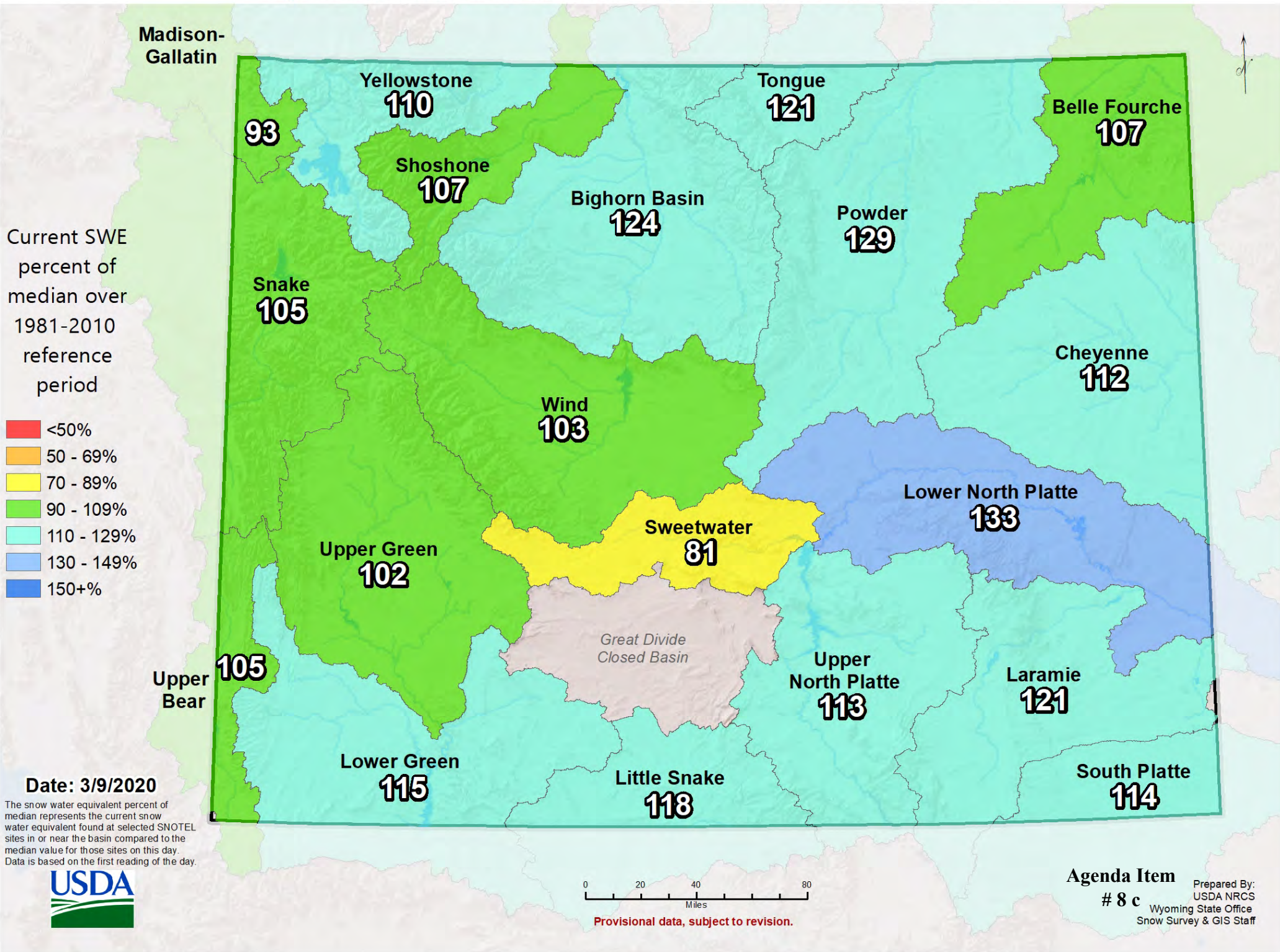
HOA would like to request substantial completion be extended by five days to complete the proposed work.

HOA's additional Ozone Generation programming and control loop revisions time was 75 hours.
Price to determine existing Ozone Generation programming, and revising control loop.....\$9,400.00

HOA would like to request substantial completion be extended by five days to complete the proposed work.

Total Price = \$17,200.00

Wyoming Basins Snow Water Equivalent (SWE) % of Median



**Central Wyoming Regional Water System
FY21 Capital Improvement Projects**

Project	Budget	Comments
Security Improvements	\$15,000	On-going Security Improvements
Well Rehabilitation	\$350,000	Rehabilitate Caisson No. 2
West Hypo Tank Fiberglass Repair	\$6,000	Fiberglass Repair to Fix Tank Leak
Roof Replacements	\$225,000	Filter Gallery
Service Truck	\$100,000	Service Truck w/Snow Plow, Air Compressor, and Crane
Annual Equipment Replacement Allocation	\$100,000	Unanticipated Equipment and Valve Replacement
Groundwater Well Turbidimeters	\$30,000	On-going Project to Replace Failing Turbidimeters
Well Pump Replacements	\$45,000	Spare Well Pumps (3)
Magnetic Water Meter Replacements	\$50,000	On-going Project to Replace Failing Mag Meters
Raw Water Switch Gear and VFD's	\$200,000	Replace Electrical Switch Gear and Add VFD's
High Service Pump VFD Replacement	\$100,000	Replace One High Service Pump VFD
Technologies	\$6,000	Computer Replacements
Shop Tools	\$10,000	Tool and Equipment Purchase for WTP Maintenance
Pipe Restraint	\$16,000	Install Pipe Restraints on Plant Piping
Actiflo Hydrocyclone Improvements	\$56,000	Refurbish Actiflo Hydrocyclones

Project	Budget	Comments
Ozone Heat Rejection and Cooling Water Pumps	\$33,000	Replace 1 Each Heat Rejection and Cooling Water Pump
HVAC System Chiller Replacement	\$180,000	Replace Chiller Unit
Ground Water Well VFD's	\$32,000	Install VFD's on 5 Wells
Filter Particle Counters	\$30,000	Replace 6 Gravity Filter Particle Counters to Aid in Optimizing Performance
Filter Level Indicators	\$15,000	Replace 6 Gravity Filter Level Indicators to Aid in Optimizing Performance
GW Hydrogen Peroxide Pumps and VFD's	\$10,000	Replace Failed Pumps and Install VFD's
Misc. Recoating Projects	\$20,000	Recoat Misc. Piping and Buildings by Priority
North Platte River Restoration	\$250,000	Funds Pledged Towards River Restoration Projects
Wardwell Tank Floor and Wall Coating	\$175,000	Liner for Wardwell Tank
Filter Monorail Hoist Safety System	\$150,000	Hoist Safety System to be Used When Entering Filters for Maintenance
Actiflo Poly Line Replacement	\$6,000	Poly Line Replacement
Plant Landscaping	\$20,000	Landscape Around New Tank and Generator Site
Total FY21 Capital Costs	\$2,230,000	

March 10, 2020

TO: Central Wyoming Regional Water System Joint Powers Board

FROM: Tom Pitlick, Financial Services Director ~ City of Casper



RE: CWRWS Hilltop Bank Accounts

In accordance with the terms of the "Operations Contract" between the Central Wyoming Regional Water System Joint Powers Board (JPB) and the City of Casper, the City is responsible to conduct the day-to-day operations of the JPB owned facility. A component of this responsibility is oversight of financial transactions and cash management.

It has come to our attention that authorizations filed with Hilltop Bank in regard to access to the accounts owned by the JPB are in need of updating. To this end, I am requesting the JPB consider the following changes to the authorizations on record with Hilltop Bank for accounts ending in 3612, 3909, 6218, 1900, 5446, and 4799:

- Remove former City of Casper employees Linda Carlson and Shirley Sheehan from all account information/privileges.
- Add the following City of Casper employees to account information with associated on-line privileges:
 - Evan Condelario, Budget/Accounting Supervisor, - Administrative Access
 - Christa Ladd, Accountant, -View Only Access
 - Lynn McBride, Admin. Tech., -View Only Access

Thank you for your consideration of this request.

From: dennis martin <dlm201919@outlook.com>
Sent: Friday, March 13, 2020 2:18 PM
To: Carter Napier <cnapier@casperwy.gov>
Subject: Snow Removal Shortcomings

Hi Carter,

Thank You for taking the time to listen to my issues this morning.

This was huge for me because I've had many recent experiences since moving to Casper where my concerns have been summarily dismissed and/or ignored.

Per your recommendation - below is the "Snow Removal Shortcomings" write up per my daily experiences on 2nd Street.

Please submit them to your March 24, 2020 City Council meeting on my behalf.

Thank You,

Dennis Mueller
(307) 315-8665

City of Casper website "Frequently Asked Questions" shows: **Answer:** Property owners should clear snow and ice accumulations from their sidewalks for pedestrians, however; the city does not have an ordinance requiring residents to remove snow.

Most businesses do clear the sidewalk along 2nd Street after significant snowfall; however, many homeowners do not.

This creates hazardous walking conditions with ice build up on top of the sidewalk - especially when the weather creates the daytime melt with overnight ice conditions & then new snow covers the ice patches.

I do a lot of walking along 2nd Street because the doctors & medical information encourage moderate exercise to relieve the Lymphedema conditions.

The following items have been my 2nd Street winter walking experiences since December 2019.

1. Most businesses clear the sidewalk from the Downtown to Hilltop Shopping Center.
2. East of Hilltop Shopping Center snow removal stops for both business & residential properties.

3. February 2020 12 inch snow fall - no businesses from the 2nd Street Sinclair gas station (across from Planet Fitness) all the way to Walmart cleared their sidewalks for days, almost a week.
4. Caked snow creates slick ice when left on the sidewalks for long periods due to daytime thaw/nightly freeze.
5. February 2020 12 inch snow fall - no residential properties cleared their sidewalks - none east of Hilltop Shopping Center.
6. There were 3 very large residual snow drifts along the portion of 2nd Street from Wyoming Blvd, SE east as you drive by the Star Bucks/East Mall, south side of 2nd street, . The leftover drifts were so large & caked with so much ice, we had to wait for traffic to clear & then walk out into 2nd Street to get around the drifts. Very dangerous. Drifts were so large & ice caked, you didn't want to risk walking on them. I could not take the risk with my Lymphedema condition.
7. Ice patches hidden by new snow fall are particularly hazardous.
8. I almost went head first twice when walking by Car Tunes because the sidewalk wasn't properly cleared. I cannot afford to fall with my disability condition.
9. I cannot stress enough: ice patches underneath new snow is extremely hazardous.
10. The baptist church next to Albertson's does not clear their portion of the sidewalk at all.

A \$25 fine per occurrence would encourage residents to "perform their civic duty" after significant snowfalls & the same fine will also help delinquent businesses shovel their sidewalks.

I appreciate your help in these matters & I look forward to safer walking conditions in the area.

Dennis L Mueller
(307) 315-8665

Sent from [Outlook](#)

From: Renee Jordan-Smith **On Behalf Of** Carter Napier
Sent: Friday, March 13, 2020 11:52 AM
To: Cityofcasper <cityofcasper@cityofcasperwy.com>
Subject: COVID-19 Information for City Employees

Good morning everyone,

As many of you know, the City has been closely following the latest information being released locally as well as in the region and nation regarding the COVID-19 virus (Corona virus). Our priority is to have the most up to date information available. As we see the progression of this virus moving into our areas, I want to let employees know that the City has a plan for operating with a Corona virus outbreak in our community. We are coordinating closely with the City County Health Department, infectious disease doctors (Dowell and Ghanem), the county, and our staff. The Executive Team is meeting daily.

One of the most important things each of us can do as this spreads, is to **remain home if you are sick.** If you have concerns about your disability and vacation accruals and staying home, please visit with your department head and/or supervisor. We must protect you, our work environment and keep our critical operations (e.g. water treatment plant, refuse collection, police, fire, wastewater treatment plant, and more) operational.

Dr Ghazi Ghanem, M.D. Infectious Disease Specialist, informed us that the symptoms that employees should be looking for can be one or any combination of the following:

- Fever
- Cough
- Feeling achy
- Fatigue
- Shortness of breath

Additionally, he stated that typically it starts gradually and can mimic the common cold, or even have minimal symptoms. If you or someone you know has any of these, or if you believe you have been exposed to the Corona virus, you should call the health department hotline at 307-577-9892. Another resource available to employees on the State Health plan is Telehealth from Cigna. Click [here](#) for Telehealth information.

For more information, please review the attached PDF. Supervisors, please print this to put in your office for those who may not have email. It is a great resource which may help to answer many of your questions.

Please know we have a plan and are working to make future plans for the health and well-being of all our employees. Thank you for your hard work, dedication, and help as we try to minimize the effects from this virus on ourselves, our co-workers and our community.

Carter

CORONAVIRUS (COVID-19)

WORKPLACE TIPS FOR EMPLOYEES

The following is general workplace health and safety information from the Centers for Disease Control and Prevention (CDC). Stay informed about public health recommendations related to the Coronavirus and other health threats by visiting the CDC website at www.cdc.gov.

CORONAVIRUS (COVID-19)

What is Coronavirus disease 2019 (COVID-19)? Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes the Coronavirus is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

How does the Coronavirus spread? The virus is thought to spread mainly from person-to-person. The virus spreads by droplets made when people with the Coronavirus cough, sneeze or talk. These droplets can land in the mouths or noses of people nearby or be inhaled into their lungs. It may be possible that a person can get the Coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

HEALTHY HABITS TO HELP PREVENT THE CORONAVIRUS (COVID-19)

Source: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>



Avoid close contact.

Avoid close contact with people who are sick. If you are sick, keep your distance from others.



Stay home when you are sick.

Stay home from work, school, and errands when you are sick to prevent spreading your illness to others.



Avoid touching your eyes, nose or mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing to prevent those around you from getting sick.



Clean your hands.

Washing your hands often for 20 seconds will help protect you from germs. If soap and water are not available, use an alcohol based hand rub with at least 60% Ethyl Alcohol.



Practice other good health habits.

Use regular household cleaning spray or wipe to clean and disinfect frequently touched objects and surfaces at home, work or school.



Follow CDC's recommendations for using a facemask.

CDC does not recommend that people who are well wear a facemask. Facemasks should be used by people who show symptoms of the Coronavirus to help prevent the spread of the disease to others.



IF YOU DO GET SICK WITH THE CORONAVIRUS

Source: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

For confirmed Coronavirus disease cases, reported illnesses have ranged from mild symptoms to severe illness and death.

Symptoms can include:

- Fever or feeling feverish/chills
- Cough
- Shortness of breath

CDC believes at this time that symptoms of the Coronavirus may appear in as few as 2 days or as long as 14 days after exposure. This is based on what has been seen previously as the incubation period of Coronavirus.

What should I do if I get sick?

- Stay home and avoid contact with other people as much as possible except to seek medical care.
- Separate yourself from other people and animals in your home.
- Call ahead before visiting your doctor.
- Wear a facemask, cover your coughs and sneezes, and clean your hands often.
- Avoid sharing personal household items and clean all “high-touch” surfaces everyday.
- Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you may have, or are being evaluated for, the Coronavirus. Put on a facemask before you enter the facility. Ask your healthcare provider to call the local or state health department.
- Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.
- Patients with confirmed Coronavirus should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

WHAT SHOULD I DO WHEN SOMEONE I KNOW IS DIAGNOSED WITH THE CORONAVIRUS?

Source: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>

- Make sure that you understand and can help the patient follow their healthcare provider’s instructions for medication(s) and care. You should help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
- Monitor the patient’s symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient has laboratory-confirmed Coronavirus.
- Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.
- You and the patient should wear a facemask if you are in the same room.
- Keep the air clean. Open a window in the sick room or use a fan to keep fresh air flowing.
- Perform hand hygiene frequently. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash laundry with normal laundry soap and dry on a hot setting. Keep dirty laundry away from your face and body. Wash your hands right after touching dirty laundry.
- Clean all “high-touch” surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day.
- Place all used disposable gloves, facemasks, and other contaminated items in a lined container before disposing of them with other household waste.



U.S. CHAMBER OF COMMERCE FOUNDATION

For more information about the Coronavirus, please visit the CDC website at [cdc.gov](https://www.cdc.gov).

March 3, 2020



**STATE OF WYOMING
EXECUTIVE DEPARTMENT
EXECUTIVE ORDER**

Order 2020-2

**DECLARATION OF A STATE OF EMERGENCY AND A PUBLIC HEALTH
EMERGENCY**

WHEREAS, on or about December 31, 2019, a new and significant outbreak of pneumonia with an unknown source was detected in Wuhan City, Hubei Province China. The cause associated with these cases was linked to a novel coronavirus disease later named COVID-19. Since the initial detection in China, COVID-19 has spread worldwide.

WHEREAS, on January 30, 2020, the World Health Organization declared the outbreak of COVID-19 a public health emergency of international concern; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services declared a national public health emergency; and

WHEREAS, COVID-19 has rapidly spread around the globe. As of March 13, 2020 there are 137,445 confirmed cases of COVID-19 reported in 117 countries; and

WHEREAS, the United States has similarly experienced an increase in cases of COVID-19 with a total of 1,629 cases identified in at least 46 states; and

WHEREAS, On March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19; and

WHEREAS, the State of Wyoming is experiencing a public health emergency in response to the evolving outbreak of the novel coronavirus as of March 11, 2020; and

WHEREAS, this situation may become too large in scope to be handled by the normal county and local government services; and

WHEREAS, the United States Department of Health and Human Services may deploy assets from the pandemic cache including medication and personal protective equipment; and

WHEREAS, the Constitution and statutes of the State of Wyoming, particularly the provision of Wyo. Stat. Ann. § 19-13-102 and 19-13-104, 35-4-115(a)(i) and all amendments and supplements thereto, confer upon the Governor of the State of Wyoming and the authority and responsibility of carrying out the provisions of the Wyoming Homeland Security Act.

NOW, THEREFORE, pursuant to the authority vested in me by the Constitution and by the laws of the State of Wyoming, I, Mark Gordon, do hereby declare a state of emergency and a public health emergency, and therefore order and direct the following:

1. The Director of the Office of Homeland Security, in accordance with the homeland security plan and program for this state, to take all appropriate and necessary actions, including but not limited to, the partial or full mobilization of homeland security organizations and personnel in response to this actual public health emergency to insure the furnishing of adequately trained and equipped forces of homeland security personnel in time of need.
2. The Adjutant General, in accordance with Wyo. Stat. Ann. § 19-9-207(a)(iii), to order to state active duty members of the Wyoming National Guard who, in the Adjutant General's judgment, are necessary to provide aid to those localities where there is a threat or danger to the public health, safety and welfare and to authorize the employment of any supporting vehicles, equipment, communications, or supplies as may be necessary to support the members so ordered.
3. The Director of the Wyoming Department of Health in accordance with but not limited to Wyo. Stat. Ann. § 35-1-240, 35-1-227, 35-4-101 to 115; to take all appropriate and necessary actions, and in the Director's judgment any actions necessary to provide aid to those locations where there is a threat or danger to public health, safety and welfare.

This Executive Order shall take effect immediately and shall remain in effect until such time it is rescinded.

Given under my hand and the Executive Seal of the State of Wyoming this 13th day of March 2020.


Mark Gordon
Governor

Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak

Issued on: March 13, 2020

In December 2019, a novel (new) coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease COVID-19 that has now spread globally. The Secretary of Health and Human Services (HHS) declared a public health emergency on January 31, 2020, under section 319 of the Public Health Service Act (42 U.S.C. 247d), in response to COVID-19. I have taken sweeping action to control the spread of the virus in the United States, including by suspending entry of foreign nationals seeking entry who had been physically present within the prior 14 days in certain jurisdictions where COVID-19 outbreaks have occurred, including the People’s Republic of China, the Islamic Republic of Iran, and the Schengen Area of Europe. The Federal Government, along with State and local governments, has taken preventive and proactive measures to slow the spread of the virus and treat those affected, including by instituting Federal quarantines for individuals evacuated from foreign nations, issuing a declaration pursuant to section 319F-3 of the Public Health Service Act (42 U.S.C. 247d-6d), and releasing policies to accelerate the acquisition of personal protective equipment and streamline bringing new diagnostic capabilities to laboratories. On March 11, 2020, the World Health Organization announced that the COVID-19 outbreak can be characterized as a pandemic, as the rates of infection continue to rise in many locations around the world and across the United States.

The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. As of March 12, 2020, 1,645 people from 47 States have been infected with the virus that causes COVID-19. It is incumbent on hospitals and medical facilities throughout the country to assess their preparedness posture and be prepared to surge capacity and capability. Additional measures, however, are needed to successfully contain and combat the virus in the United States.

NOW, THEREFORE, I, DONALD J. TRUMP, President of the United States, by the authority vested in me by the Constitution and the laws of the United States of America, including sections 201 and 301 of the National Emergencies Act (50 U.S.C. 1601 *et seq.*) and consistent with section 1135 of the Social Security Act (SSA), as amended (42 U.S.C. 1320b-5), do hereby find and proclaim that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020. Pursuant to this declaration, I direct as follows:

Section 1. Emergency Authority. The Secretary of HHS may exercise the authority under section 1135 of the SSA to temporarily waive or modify certain requirements of the Medicare,

Medicaid, and State Children's Health Insurance programs and of the Health Insurance Portability and Accountability Act Privacy Rule throughout the duration of the public health emergency declared in response to the COVID-19 outbreak.

Sec. 2. Certification and Notice. In exercising this authority, the Secretary of HHS shall provide certification and advance written notice to the Congress as required by section 1135(d) of the SSA (42 U.S.C. 1320b-5(d)).

Sec. 3. General Provisions. (a) Nothing in this proclamation shall be construed to impair or otherwise affect:

- (i) the authority granted by law to an executive department or agency, or the head thereof; or
 - (ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.
- (b) This proclamation shall be implemented consistent with applicable law and subject to the availability of appropriations.
- (c) This proclamation is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

IN WITNESS WHEREOF, I have hereunto set my hand this thirteenth day of March, in the year of our Lord two thousand twenty, and of the Independence of the United States of America the two hundred and forty-fourth.

DONALD J. TRUMP

From: Dave Fraser [mailto:dfraser@wyomuni.org]
Sent: Friday, March 13, 2020 2:59 PM
Subject: COVID-19 (Coronavirus) Resource

As each of you struggle to deal with COVID-19 (Coronavirus), I would like to share the following link:
<https://icma.org/coronavirus-resources-plan-and-prepare-now-it-hits-your-community> .

This link will take you to a newly created and periodically updated web page created by the International City/County Management Association (ICMA). I share it with ICMA's permission. This web page contains helpful advice along with an ongoing blog discussion and other resources. I believe that you will find it helpful.

J. David Fraser
Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
dfraser@wyomuni.org
www.wyomuni.org

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



Note: This is only an estimate and not exact.

	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020 Distribution	1/15/2021 Distribution	8/15/2020 Distribution	1/15/2021 Distribution	
Albany	\$ 904,367.35	\$ 904,367.35	\$ 904,367.35	\$ 904,367.35	\$ -
Laramie	\$ 2,170,436.36	\$ 2,170,436.36	\$ 2,074,768.93	\$ 2,074,768.93	\$ (95,667.43)
Rock River	\$ 25,787.11	\$ 25,787.11	\$ 32,525.70	\$ 32,525.70	\$ 6,738.60
Big Horn	\$ 393,163.63	\$ 393,163.63	\$ 393,163.63	\$ 393,163.63	\$ -
Basin	\$ 96,121.30	\$ 96,121.30	\$ 99,393.27	\$ 99,393.27	\$ 3,271.97
Burlington	\$ 27,484.24	\$ 27,484.24	\$ 34,140.99	\$ 34,140.99	\$ 6,656.74
Byron	\$ 50,111.84	\$ 50,111.84	\$ 55,566.19	\$ 55,566.19	\$ 5,454.35
Cowley	\$ 51,150.22	\$ 51,150.22	\$ 56,117.00	\$ 56,117.00	\$ 4,966.78
Deaver	\$ 20,909.81	\$ 20,909.81	\$ 27,883.64	\$ 27,883.64	\$ 6,973.83
Frannie (B)	\$ 19,530.71	\$ 19,530.71	\$ 26,571.05	\$ 26,571.05	\$ 7,040.34
Greybull	\$ 136,644.85	\$ 136,644.85	\$ 138,496.22	\$ 138,496.22	\$ 1,851.37
Lovell	\$ 173,898.10	\$ 173,898.10	\$ 174,476.55	\$ 174,476.55	\$ 578.45
Manderson	\$ 17,102.93	\$ 17,102.93	\$ 24,260.36	\$ 24,260.36	\$ 7,157.43
Campbell	\$ 153,795.76	\$ 153,795.76	\$ 153,795.76	\$ 153,795.76	\$ -
Gillette	\$ 679,435.91	\$ 679,435.91	\$ 654,649.38	\$ 654,649.38	\$ (24,786.53)
Wright	\$ 57,561.88	\$ 57,561.88	\$ 62,768.00	\$ 62,768.00	\$ 5,206.12
Carbon	\$ 221,468.52	\$ 221,468.52	\$ 221,468.52	\$ 221,468.52	\$ -
Baggs	\$ 26,969.39	\$ 26,969.39	\$ 33,650.97	\$ 33,650.97	\$ 6,681.58
Dixon	\$ 13,808.44	\$ 13,808.44	\$ 21,124.76	\$ 21,124.76	\$ 7,316.32
Elk Mountain	\$ 17,087.21	\$ 17,087.21	\$ 24,245.40	\$ 24,245.40	\$ 7,158.19
Encampment	\$ 25,890.84	\$ 25,890.84	\$ 32,624.43	\$ 32,624.43	\$ 6,733.59
Hanna	\$ 46,357.70	\$ 46,357.70	\$ 52,104.19	\$ 52,104.19	\$ 5,746.49
Medicine Bow	\$ 20,336.73	\$ 20,336.73	\$ 27,338.19	\$ 27,338.19	\$ 7,001.47
Rawlins	\$ 360,505.86	\$ 360,505.86	\$ 351,101.15	\$ 351,101.15	\$ (9,404.71)
Riverside	\$ 11,620.51	\$ 11,620.51	\$ 19,042.35	\$ 19,042.35	\$ 7,421.84
Saratoga	\$ 66,888.49	\$ 66,888.49	\$ 71,644.79	\$ 71,644.79	\$ 4,756.30
Sinclair	\$ 21,776.99	\$ 21,776.99	\$ 28,708.99	\$ 28,708.99	\$ 6,932.00
Converse	\$ 41,515.36	\$ 41,515.36	\$ 41,515.36	\$ 41,515.36	\$ -
Douglas	\$ 98,048.01	\$ 98,048.01	\$ 101,301.50	\$ 101,301.50	\$ 3,253.49
Glenrock	\$ 57,800.10	\$ 57,800.10	\$ 62,994.73	\$ 62,994.73	\$ 5,194.63
Lost Springs	\$ 5,030.89	\$ 5,030.89	\$ 7,529.40	\$ 7,529.40	\$ 2,498.51
Rolling Hills	\$ 16,855.20	\$ 16,855.20	\$ 24,024.58	\$ 24,024.58	\$ 7,169.38
Crook	\$ 303,198.75	\$ 303,198.75	\$ 303,198.75	\$ 303,198.75	\$ -
Hulett	\$ 26,534.97	\$ 26,534.97	\$ 33,237.50	\$ 33,237.50	\$ 6,702.53
Moorcroft	\$ 59,742.08	\$ 59,742.08	\$ 65,772.94	\$ 65,772.94	\$ 6,030.86
Pine Haven	\$ 31,644.97	\$ 31,644.97	\$ 38,101.05	\$ 38,101.05	\$ 6,456.07
Sundance	\$ 65,583.60	\$ 65,583.60	\$ 71,433.04	\$ 71,433.04	\$ 5,849.44

Agency # 201
 65,772.94
 38,101.05
 JAN 09 2020

Joint Appropriations
 # 229

	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020 Distribution	1/15/2021 Distribution	8/15/2020 Distribution	1/15/2021 Distribution	
Fremont	\$ 615,601.20	\$ 615,601.20	\$ 615,601.20	\$ 615,601.20	\$ -
Dubois	\$ 70,990.48	\$ 70,990.48	\$ 74,832.66	\$ 74,832.66	\$ 3,842.17
Hudson	\$ 39,362.90	\$ 39,362.90	\$ 45,025.41	\$ 45,025.41	\$ 5,662.51
Lander	\$ 509,982.88	\$ 509,982.88	\$ 493,862.43	\$ 493,862.43	\$ (16,120.45)
Pavillion	\$ 25,785.67	\$ 25,785.67	\$ 32,524.34	\$ 32,524.34	\$ 6,738.67
Riverton	\$ 752,852.52	\$ 752,852.52	\$ 726,991.56	\$ 726,991.56	\$ (25,860.96)
Shoshoni	\$ 52,743.12	\$ 52,743.12	\$ 57,912.79	\$ 57,912.79	\$ 5,169.67
Goshen	\$ 506,339.60	\$ 506,339.60	\$ 506,339.60	\$ 506,339.60	\$ -
Fort Laramie	\$ 26,450.01	\$ 26,450.01	\$ 33,156.63	\$ 33,156.63	\$ 6,706.62
LaGrange	\$ 46,905.57	\$ 46,905.57	\$ 52,625.64	\$ 52,625.64	\$ 5,720.06
Lingle	\$ 43,621.48	\$ 43,621.48	\$ 48,753.32	\$ 48,753.32	\$ 5,131.84
Torrington	\$ 526,675.57	\$ 526,675.57	\$ 509,876.92	\$ 509,876.92	\$ (16,798.65)
Yoder	\$ 21,311.54	\$ 21,311.54	\$ 28,265.99	\$ 28,265.99	\$ 6,954.45
Hot Springs	\$ 366,248.88	\$ 366,248.88	\$ 366,248.88	\$ 366,248.88	\$ -
East Thermopolis	\$ 24,398.52	\$ 24,398.52	\$ 31,204.09	\$ 31,204.09	\$ 6,805.57
Kirby	\$ 14,371.96	\$ 14,371.96	\$ 21,661.10	\$ 21,661.10	\$ 7,289.14
Thermopolis	\$ 168,978.04	\$ 168,978.04	\$ 172,695.53	\$ 172,695.53	\$ 3,717.49
Johnson	\$ 118,144.85	\$ 118,144.85	\$ 118,144.85	\$ 118,144.85	\$ -
Buffalo	\$ 163,856.02	\$ 163,856.02	\$ 163,935.62	\$ 163,935.62	\$ 79.61
Kaycee	\$ 20,165.98	\$ 20,165.98	\$ 27,175.68	\$ 27,175.68	\$ 7,009.70
Laramie	\$ 927,041.20	\$ 927,041.20	\$ 927,041.20	\$ 927,041.20	\$ -
Albin	\$ 19,218.88	\$ 19,218.88	\$ 26,274.26	\$ 26,274.26	\$ 7,055.38
Burns	\$ 21,239.72	\$ 21,239.72	\$ 28,197.63	\$ 28,197.63	\$ 6,957.91
Cheyenne	\$ 2,086,139.62	\$ 2,086,139.62	\$ 1,993,508.53	\$ 1,993,508.53	\$ (92,631.09)
Pine Bluffs	\$ 54,581.60	\$ 54,581.60	\$ 59,931.45	\$ 59,931.45	\$ 5,349.85
Lincoln	\$ 168,521.45	\$ 168,521.45	\$ 168,521.45	\$ 168,521.45	\$ -
Afton	\$ 82,111.58	\$ 82,111.58	\$ 86,133.68	\$ 86,133.68	\$ 4,022.10
Alpine	\$ 39,138.49	\$ 39,138.49	\$ 45,233.16	\$ 45,233.16	\$ 6,094.67
Cokeville	\$ 33,814.75	\$ 33,814.75	\$ 40,166.17	\$ 40,166.17	\$ 6,351.43
Diamondville	\$ 44,991.86	\$ 44,991.86	\$ 50,804.22	\$ 50,804.22	\$ 5,812.36
Kemmerer	\$ 122,969.48	\$ 122,969.48	\$ 125,021.02	\$ 125,021.02	\$ 2,051.54
LaBarge	\$ 34,337.25	\$ 34,337.25	\$ 40,663.48	\$ 40,663.48	\$ 6,326.23
Opal	\$ 14,744.42	\$ 14,744.42	\$ 22,015.60	\$ 22,015.60	\$ 7,271.18
Star Valley Ranch	\$ 62,746.87	\$ 62,746.87	\$ 67,702.92	\$ 67,702.92	\$ 4,956.05
Thayne	\$ 23,602.88	\$ 23,602.88	\$ 30,446.82	\$ 30,446.82	\$ 6,843.94
Natrona	\$ 1,134,549.72	\$ 1,134,549.72	\$ 1,134,549.72	\$ 1,134,549.72	\$ -
Bar Nunn	\$ 87,878.90	\$ 87,878.90	\$ 91,622.85	\$ 91,622.85	\$ 3,743.94

	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020 Distribution	1/15/2021 Distribution	8/15/2020 Distribution	1/15/2021 Distribution	
Casper	\$ 1,972,419.82	\$ 1,972,419.82	\$ 1,885,273.37	\$ 1,885,273.37	\$ (87,146.45)
Edgerton	\$ 19,909.19	\$ 19,909.19	\$ 26,931.27	\$ 26,931.27	\$ 7,022.09
Evansville	\$ 95,189.46	\$ 95,189.46	\$ 98,580.81	\$ 98,580.81	\$ 3,391.36
Midwest	\$ 41,600.51	\$ 41,600.51	\$ 47,576.44	\$ 47,576.44	\$ 5,975.92
Mills	\$ 135,397.25	\$ 135,397.25	\$ 136,849.41	\$ 136,849.41	\$ 1,452.16
Niobrara	\$ 347,839.76	\$ 347,839.76	\$ 347,839.76	\$ 347,839.76	\$ -
Lusk	\$ 68,345.76	\$ 68,345.76	\$ 73,031.77	\$ 73,031.77	\$ 4,686.02
Manville	\$ 13,654.87	\$ 13,654.87	\$ 20,978.60	\$ 20,978.60	\$ 7,323.73
Van Tassell	\$ 5,490.73	\$ 5,490.73	\$ 7,967.07	\$ 7,967.07	\$ 2,476.33
Park	\$ 338,931.95	\$ 338,931.95	\$ 338,931.95	\$ 338,931.95	\$ -
Cody	\$ 340,290.97	\$ 340,290.97	\$ 331,861.21	\$ 331,861.21	\$ (8,429.76)
Frannie (P)	\$ 785.87	\$ 785.87	\$ 747.97	\$ 747.97	\$ (37.90)
Meeteetse	\$ 23,501.06	\$ 23,501.06	\$ 30,349.91	\$ 30,349.91	\$ 6,848.85
Powell	\$ 259,785.38	\$ 259,785.38	\$ 255,238.37	\$ 255,238.37	\$ (4,547.01)
Platte	\$ 315,573.11	\$ 315,573.11	\$ 315,573.11	\$ 315,573.11	\$ -
Chugwater	\$ 16,566.80	\$ 16,566.80	\$ 23,750.08	\$ 23,750.08	\$ 7,183.29
Glendo	\$ 15,892.66	\$ 15,892.66	\$ 23,108.46	\$ 23,108.46	\$ 7,215.80
Guernsey	\$ 43,834.01	\$ 43,834.01	\$ 49,702.22	\$ 49,702.22	\$ 5,868.20
Hartville	\$ 11,902.26	\$ 11,902.26	\$ 19,310.51	\$ 19,310.51	\$ 7,408.26
Wheatland	\$ 119,042.40	\$ 119,042.40	\$ 121,283.35	\$ 121,283.35	\$ 2,240.94
Sheridan	\$ 552,077.74	\$ 552,077.74	\$ 552,077.74	\$ 552,077.74	\$ -
Clearmont	\$ 17,561.16	\$ 17,561.16	\$ 24,696.49	\$ 24,696.49	\$ 7,135.33
Dayton	\$ 46,622.97	\$ 46,622.97	\$ 52,422.91	\$ 52,422.91	\$ 5,799.94
Ranchester	\$ 53,012.98	\$ 53,012.98	\$ 58,730.60	\$ 58,730.60	\$ 5,717.62
Sheridan	\$ 920,469.93	\$ 920,469.93	\$ 900,693.39	\$ 900,693.39	\$ (19,776.54)
Sublette	\$ 24,259.32	\$ 24,259.32	\$ 24,259.32	\$ 24,259.32	\$ -
Big Piney	\$ 22,063.69	\$ 22,063.69	\$ 28,981.86	\$ 28,981.86	\$ 6,918.17
Marbleton	\$ 35,832.77	\$ 35,832.77	\$ 42,086.87	\$ 42,086.87	\$ 6,254.10
Pinedale	\$ 40,126.90	\$ 40,126.90	\$ 46,173.89	\$ 46,173.89	\$ 6,047.00
Sweetwater	\$ 294,171.54	\$ 294,171.54	\$ 294,171.54	\$ 294,171.54	\$ -
Bairoil	\$ 12,125.84	\$ 12,125.84	\$ 19,523.31	\$ 19,523.31	\$ 7,397.47
Granger	\$ 13,797.12	\$ 13,797.12	\$ 21,113.99	\$ 21,113.99	\$ 7,316.87
Green River	\$ 383,684.99	\$ 383,684.99	\$ 373,162.37	\$ 373,162.37	\$ (10,522.63)
Rock Springs	\$ 639,234.67	\$ 639,234.67	\$ 616,387.02	\$ 616,387.02	\$ (22,847.65)
South Superior	\$ 26,545.02	\$ 26,545.02	\$ 33,247.06	\$ 33,247.06	\$ 6,702.04
Wamsutter	\$ 22,822.46	\$ 22,822.46	\$ 29,704.04	\$ 29,704.04	\$ 6,881.58

	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020 Distribution	1/15/2021 Distribution	8/15/2020 Distribution	1/15/2021 Distribution	
Teton	\$ 78,154.30	\$ 78,154.30	\$ 78,154.30	\$ 78,154.30	\$ -
Jackson	\$ 128,705.19	\$ 128,705.19	\$ 130,480.10	\$ 130,480.10	\$ 1,774.91
Uinta	\$ 429,626.77	\$ 429,626.77	\$ 429,626.77	\$ 429,626.77	\$ -
Bear River	\$ 38,167.90	\$ 38,167.90	\$ 44,039.89	\$ 44,039.89	\$ 5,871.99
Evanston	\$ 754,585.08	\$ 754,585.08	\$ 736,934.74	\$ 736,934.74	\$ (17,650.34)
Lyman	\$ 136,835.93	\$ 136,835.93	\$ 139,703.06	\$ 139,703.06	\$ 2,867.12
Mountain View	\$ 82,158.46	\$ 82,158.46	\$ 86,406.17	\$ 86,406.17	\$ 4,247.71
Washakie	\$ 554,523.33	\$ 554,523.33	\$ 554,523.33	\$ 554,523.33	\$ -
Ten Sleep	\$ 25,348.24	\$ 25,348.24	\$ 32,108.01	\$ 32,108.01	\$ 6,759.76
Worland	\$ 401,288.25	\$ 401,288.25	\$ 389,362.93	\$ 389,362.93	\$ (11,925.32)
Weston	\$ 442,135.89	\$ 442,135.89	\$ 442,135.89	\$ 442,135.89	\$ -
Newcastle	\$ 225,922.15	\$ 225,922.15	\$ 226,137.16	\$ 226,137.16	\$ 215.01
Upton	\$ 73,603.50	\$ 73,603.50	\$ 78,294.61	\$ 78,294.61	\$ 4,691.11
					\$ -
Totals	\$ 26,250,000.00	\$ 26,250,000.00	\$ 26,250,000.00	\$ 26,250,000.00	\$ -



DOWNTOWN DEVELOPMENT AUTHORITY

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

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

Next Meeting April 8, 2020

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

Downtown Development Authority
Board Meeting Minutes
February 12, 2020, 2020
11:30 a.m.

I. Call Meeting to Order

Present: Tim Schenk, Will Reese, Charlie Powell, Deb Clark, Ryan McIntyre, Kerstin Ellis, Tony Hagar, Shawn Houck

Staff: Kevin Hawley, Julie Schmitt, Brooke Montgomery

Guests: Liz Becher, Craig Collins

Excused: Nicholas Grooms, Pete Fazio, Critter Murray

II. Public Comments: -

A. Liz Becher

- Wayfinding is a system of signage that will be placed throughout county. 176 signs total in the Casper area, and each sign will have 4 destinations on it. Project is aimed to be wrapped up in March to start implementing in July fiscal year 2021.
- Current signs will be taken down to put new signs up to consolidate destinations.
- DOT will not allow signs to be put up along I-25, signs are allowed on exit ramps and within county.
- City of Casper is looking into security cameras for parking garage, card readers for monthly users and a different ticketing machine for daily/hourly. Also looking into updating the exterior signage of the garage, as well as internal flow signage improvements.

III. City Report:

A. Charlie Powell:

- Wayfinding is moving forward, graphics/signs/fonts are in progress.
- Liquor license ordinances are in discussion and are putting together a proposal that will change special malt beverage annual permit requirements to make it so David Street Station could apply for one per year, instead of having to apply for single day permits per event.
- Municipal option tax is moving forward, would help finish paying for the police station to be completed.

IV. Approval of January 2020 Board Meeting Minutes

Motion, Second, Passed (Ryan McIntyre, Will Reese) (All Approved)

V. Financials – Kevin Hawley

- Financials will be reported and approved in March.

VI. Director's Report - Kevin Hawley

- History of development of David Street Station (DSS) / capital campaign funding.
 - Discussed origins of state office call center/Ash Street lease payments. Looking for ways to reduce associated costs for final year.
- David Street Station needs more advocates, and creative solutions are needed to raise funds for DDA.

VII. Committee Reports –

A.) Executive Committee – Tim Schenk – update on wayfinding.

B.) MARCOM Committee – Shawn Houck

- Wanted to get feedback on placement on Wayfinding signage. Signage location proximity to destinations has been identified, depending on underground capability.

C.) **David Street Station** – DDA keeps office locked and takes appointments through phone or email. This is an effort to maximize efficiency and schedules of employees.

D.) **Infrastructure** – Tim Schenk

E.) **Governance** – Will Reese

Comments: N/A

Motion to adjourn at approximately 12:27 PM

Motion, Second, Passed (Shawn Houck, Ryan McIntyre) (Approved)

Action Items: N/A

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Casper Downtown Development Authority

Balance Sheet

As of February 29, 2020

Feb 29, 20

DDA - Balance

ASSETS

Current Assets

Checking/Savings

CHECKING 15,840.89

NOW Acct 202,461.62

Total Checking/Savings 218,302.51

Other Current Assets

Due from Parking Garage 3,651.06

Total Other Current Assets 3,651.06

Total Current Assets 221,953.57

TOTAL ASSETS 221,953.57

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 9,026.10

Total Other Current Liabilities 9,026.10

Total Current Liabilities 9,026.10

Total Liabilities 9,026.10

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -162,966.17

Net Income -6,430.80

Total Equity 212,927.47

TOTAL LIABILITIES & EQUITY 221,953.57

Casper Downtown Development Authority
Profit & Loss
February 2020

DDA-P&L	<u>Feb 20</u>	Ordinary Income/Expense	<u>Jan 20</u>
Ordinary Income/Expense		Income	
Income		ACCT. INTEREST	10.51
ACCT. INTEREST	9.23	ASSESSMENTS	<u>23,229.55</u>
ASSESSMENTS	<u>2,358.05</u>	Total Income	23,240.06
Total Income	2,367.28	Expense	
Expense		ADMINISTRATIVE	
ADMINISTRATIVE		Director's Salary	6,250.02
Director's Salary	6,250.02	Social Security	1,469.99
Social Security	1,181.80	Unemployment Insurance	180.62
Unemployment Insurance	108.94	Cell Phone Reimbursement	<u>75.00</u>
Cell Phone Reimbursement	<u>75.00</u>	Total ADMINISTRATIVE	7,975.63
Total ADMINISTRATIVE	7,615.76	MARKETING-COMMUNICATIONS	
MARKETING-COMMUNICATIONS		PR - Director	113.17
PR - Director	167.98	Total MARKETING-COMMUNICATIONS	113.17
Total MARKETING-COMMUNICATIONS	167.98	OPERATIONS	
OPERATIONS		Office Automation	104.99
Accountant/Bookkeeper	763.00	Office Equipment	83.44
Board Mtg. Expense	123.88	Office Rent	2,650.00
Office Automation	282.18	Travel	<u>453.98</u>
Music Service	100.00	Total OPERATIONS	3,292.41
Office Equipment	83.03	Payroll Expenses	<u>12,965.58</u>
Office Rent	2,650.00	Total Expense	<u>24,346.79</u>
Office Supplies	144.36	Net Ordinary Income	<u>-1,106.73</u>
Travel	<u>59.54</u>	Net Income	<u><u>-1,106.73</u></u>
Total OPERATIONS	4,205.99		
Payroll Expenses	9,198.06		
Total Expense	<u>21,187.79</u>		
Net Ordinary Income	<u>-18,820.51</u>		
Net Income	<u><u>-18,820.51</u></u>		

**Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through February 2020**

DDA - Budget vs Actual	TOTAL											
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
DSS Fund Transfer	0.00	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	42,000.00			
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	28.69	14.20	11.84	9.71	9.03	10.73	10.51	9.23	103.94	250.00	-146.06	41.58%
ASSESSMENTS	369.68	626.22	4,813.64	0.00	43,633.69	37,575.81	23,229.55	2,358.05	112,606.64	165,000.00	-52,393.36	68.25%
Misc.	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00	100.0%
Total Income	398.37	42,640.42	4,825.48	12.71	45,642.72	37,586.54	23,240.06	2,367.28	156,713.58	167,250.00	-10,536.42	93.7%
Expense												
ADMINISTRATIVE												
Payroll Allocation to DSS	0.00	0.00	0.00	-35,000.00	0.00	0.00	0.00	0.00	-35,000.00			
Incentives	0.00	0.00	0.00	0.00	0.00	7,900.00	0.00	0.00	7,900.00			
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Administrative Services	0.00	0.00	84.40	0.00	0.00	0.00	0.00	0.00	84.40	0.00	84.40	100.0%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary												
Performance Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-9,800.00	9,800.00	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	50,000.16	75,000.00	-24,999.84	66.67%
Total Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	50,000.16	71,600.00	-21,599.84	69.83%
Social Security	1,134.04	1,194.72	899.73	789.71	949.28	1,992.14	1,469.99	1,181.80	9,611.41	9,000.00	611.41	106.79%
Unemployment Insurance	47.97	48.93	-106.99	5.38	25.00	102.32	180.62	108.94	412.17	0.00	412.17	100.0%
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	600.00	900.00	-300.00	66.67%
Total ADMINISTRATIVE	7,507.03	7,568.67	7,202.16	-27,879.89	7,299.30	16,319.48	7,975.63	7,615.76	33,608.14	81,500.00	-47,891.86	41.24%
MARKETING-COMMUNICATIONS												
Media Expenditures	134.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.86	16,000.00	-15,865.14	0.84%
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
PR - Director	0.00	41.39	0.00	0.00	44.19	0.00	113.17	167.98	366.73	3,000.00	-2,633.27	12.22%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	800.00	0.00	34.60	5,512.00	0.00	1,000.00	0.00	0.00	7,346.60	7,500.00	-153.40	97.96%
Strategic Plan	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	4,000.00	-2,500.00	37.5%
MARKETING-COMMUNICATIONS - Other	3,505.58	3,800.25	1,007.87	1,512.50	562.50	34.27	0.00	0.00	10,422.97	0.00	10,422.97	100.0%
Total MARKETING-COMMUNICATIONS	4,440.44	3,841.64	1,042.47	7,024.50	2,106.69	1,034.27	113.17	167.98	19,771.16	35,000.00	-15,228.84	56.49%
OPERATIONS												
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	375.00	0.00	125.00	390.50	0.00	0.00	763.00	1,653.50	2,500.00	-846.50	66.14%
Board Mtg. Expense	95.48	23.88	0.00	106.21	0.00	0.00	0.00	123.88	349.45	500.00	-150.55	69.89%
Conference Registration	0.00	0.00	0.00	0.00	520.00	0.00	0.00	0.00	520.00	2,400.00	-1,880.00	21.67%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	497.97	0.00	361.47	109.50	0.00	348.00	0.00	0.00	1,316.94	1,200.00	116.94	109.75%
Planters	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00	0.00	4,800.00	10,500.00	-5,700.00	45.71%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Office Automation	129.89	159.39	139.89	139.89	283.64	484.57	104.99	282.18	1,724.44	3,000.00	-1,275.56	57.48%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	0.00	100.00	400.00	600.00	-200.00	66.67%
Office Equipment	307.35	0.00	1,192.50	106.41	0.00	21.34	83.44	83.03	1,794.07	3,500.00	-1,705.93	51.26%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	21,200.00	31,800.00	-10,600.00	66.67%
Office Supplies	276.05	0.00	0.00	0.00	8.38	0.00	0.00	144.36	428.79	3,000.00	-2,571.21	14.29%
Pigeon Control	0.00	1,483.46	0.00	0.00	0.00	0.00	0.00	0.00	1,483.46	5,000.00	-3,516.54	29.67%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	-800.00	0.0%
Travel	255.05	0.00	0.00	0.00	0.00	561.91	453.98	59.54	1,330.48	5,000.00	-3,669.52	26.61%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	-7,200.00	12,200.00	-69.44%
OPERATIONS - Other	2.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.30			
Total OPERATIONS	4,264.09	4,741.73	4,393.86	3,287.01	3,902.52	13,915.82	3,292.41	4,205.99	42,003.43	71,600.00	-29,596.57	58.66%
Payroll Expenses	8,573.84	9,367.72	5,511.00	4,073.00	6,158.78	11,891.79	12,965.58	9,198.06	67,739.77			
Total Expense	24,785.40	25,519.76	18,149.49	-13,495.38	19,467.29	43,161.36	24,346.79	21,187.79	163,122.50	188,100.00	-24,977.50	86.72%
Net Ordinary Income	-24,387.03	17,120.66	-13,324.01	13,508.09	26,175.43	-5,574.82	-1,106.73	-18,820.51	-6,408.92	-20,850.00	14,441.08	30.74%
Other Income/Expense												
Other Expense												
Bank Service Charge	0.00	18.06	0.82	0.00	0.00	3.00	0.00	0.00	21.88			
Total Other Expense	0.00	18.06	0.82	0.00	0.00	3.00	0.00	0.00	21.88			
Net Other Income	0.00	-18.06	-0.82	0.00	0.00	-3.00	0.00	0.00	-21.88			
Net Income	-24,387.03	17,102.60	-13,324.83	13,508.09	26,175.43	-5,577.82	-1,106.73	-18,820.51	-6,430.80	-20,850.00	14,419.20	30.84%

Casper Downtown Development Authority
Transaction Detail by Account
January 2020

DDA- Jan Trans

CHECKING

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill Pmt -Check	01/06/2020	5967	Walsh Property Management			√	Grants Payable	-2,650.00	-2,650.00
Bill Pmt -Check	01/06/2020	5968	FIB - MASTERCARD	#6441		√	Grants Payable	-672.14	-3,322.14
Bill Pmt -Check	01/06/2020	5969	Ricoh USA, Inc	#5058434213		√	Grants Payable	-83.44	-3,405.58
Paycheck	01/10/2020		Abbey Kersenbrock			√	-SPLIT-	-205.02	-3,610.60
Paycheck	01/10/2020		Anya Hopkins			√	-SPLIT-	-389.19	-3,999.79
Paycheck	01/10/2020		Aydan Bullard			√	-SPLIT-	-224.49	-4,224.28
Paycheck	01/10/2020		Caleb Barnhart			√	-SPLIT-	-119.29	-4,343.57
Paycheck	01/10/2020		Cooper Quig			√	-SPLIT-	-217.18	-4,560.75
Paycheck	01/10/2020		Dylan Smith			√	-SPLIT-	-361.35	-4,922.10
Paycheck	01/10/2020		Issac Sutton			√	-SPLIT-	-282.91	-5,205.01
Paycheck	01/10/2020		Joshua Tuttle			√	-SPLIT-	-265.97	-5,470.98
Paycheck	01/10/2020		Kade R Taheri			√	-SPLIT-	-445.61	-5,916.59
Paycheck	01/10/2020		Kati Mooney			√	-SPLIT-	-409.20	-6,325.79
Paycheck	01/10/2020		Payton Halverson			√	-SPLIT-	-357.55	-6,683.34
Paycheck	01/10/2020		Samantha McCain			√	-SPLIT-	-264.74	-6,948.08
Liability Check	01/13/2020		IRS USA TAXPYMNT	83-0286881			-SPLIT-	-11,717.77	-18,665.85
Paycheck	01/14/2020	5970	Julie Schmitt			√	-SPLIT-	-381.72	-19,047.57
Paycheck	01/15/2020		Kevin Hawley			√	-SPLIT-	-2,624.45	-21,672.02
Paycheck	01/15/2020		Brooke C. Montgomery			√	-SPLIT-	-1,335.74	-23,007.76
Paycheck	01/15/2020		Julie Schmitt			√	-SPLIT-	-1,455.12	-24,462.88
Deposit	01/17/2020			Deposit		√	ASSESSMENTS	23,229.55	-1,233.33
Paycheck	01/24/2020		Abbey Kersenbrock			√	-SPLIT-	-83.12	-1,316.45
Paycheck	01/24/2020		Aydan Bullard			√	-SPLIT-	-265.05	-1,581.50
Paycheck	01/24/2020		Caleb Barnhart			√	-SPLIT-	-116.52	-1,698.02
Paycheck	01/24/2020		Cooper Quig			√	-SPLIT-	-89.58	-1,787.60
Paycheck	01/24/2020		Dylan Smith			√	-SPLIT-	-91.80	-1,879.40
Paycheck	01/24/2020		Issac Sutton			√	-SPLIT-	-49.86	-1,929.26
Paycheck	01/24/2020		Joshua Tuttle			√	-SPLIT-	-177.69	-2,106.95
Paycheck	01/24/2020		Kade R Taheri			√	-SPLIT-	-136.99	-2,243.94
Paycheck	01/24/2020		Kati Mooney			√	-SPLIT-	-398.19	-2,642.13
Paycheck	01/24/2020		Payton Halverson			√	-SPLIT-	-267.51	-2,909.64
Paycheck	01/31/2020		Kevin Hawley			√	-SPLIT-	-2,624.44	-5,534.08
Paycheck	01/31/2020		Brooke C. Montgomery			√	-SPLIT-	-1,335.72	-6,869.80
Paycheck	01/31/2020		Julie Schmitt			√	-SPLIT-	-1,488.61	-8,358.41
Deposit	01/31/2020			Interest		√	ACCT. INTEREST	1.91	-8,356.50
Total CHECKING								-8,356.50	-8,356.50
NOW Acct									
Deposit	01/31/2020			Interest		√	ACCT. INTEREST	8.60	8.60
Total NOW Acct								8.60	8.60
TOTAL								-8,347.90	-8,347.90

Casper Downtown Development Authority
Transaction Detail by Account
February 2020

DDA- Feb Trans	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
CHECKING										
	Paycheck	02/07/2020		Abbey Kersenbrock			√	-SPLIT-	-77.57	-77.57
	Paycheck	02/07/2020		Aydan Bullard			√	-SPLIT-	-162.61	-240.18
	Paycheck	02/07/2020		Caleb Barnhart			√	-SPLIT-	-84.66	-324.84
	Paycheck	02/07/2020		Cooper Quig			√	-SPLIT-	-36.63	-361.47
	Paycheck	02/07/2020		Dylan Smith			√	-SPLIT-	-208.21	-569.68
	Paycheck	02/07/2020		Issac Sutton			√	-SPLIT-	-169.77	-739.45
	Paycheck	02/07/2020		Joshua Tuttle			√	-SPLIT-	-123.14	-862.59
	Paycheck	02/07/2020		Kade R Taheri			√	-SPLIT-	-87.73	-950.32
	Paycheck	02/07/2020		Kati Mooney			√	-SPLIT-	-235.65	-1,185.97
	Paycheck	02/07/2020		Payton Halverson			√	-SPLIT-	-165.77	-1,351.74
	Paycheck	02/15/2020		Kevin Hawley			√	-SPLIT-	-2,624.45	-3,976.19
	Paycheck	02/15/2020		Brooke C. Montgomery			√	-SPLIT-	-1,335.74	-5,311.93
	Paycheck	02/15/2020		Julie Schmitt			√	-SPLIT-	-1,488.60	-6,800.53
	Bill Pmt -Check	02/18/2020	5971	Charter Communications	Charter			Grants Payable	-282.18	-7,082.71
	Bill Pmt -Check	02/18/2020	5972	FIB - MASTERCARD				Grants Payable	-495.76	-7,578.47
	Bill Pmt -Check	02/18/2020	5973	MOOD				Grants Payable	-100.00	-7,678.47
	Bill Pmt -Check	02/18/2020	5974	PMCH	4th quarter filings		√	Grants Payable	-763.00	-8,441.47
	Bill Pmt -Check	02/18/2020	5975	Wyoming Office Products & Interiors	flag & paper			Grants Payable	-83.03	-8,524.50
	Bill Pmt -Check	02/18/2020	5977	Walsh Property Management			√	Grants Payable	-2,650.00	-11,174.50
	Paycheck	02/21/2020		Abbey Kersenbrock			√	-SPLIT-	-44.32	-11,218.82
	Paycheck	02/21/2020		Aydan Bullard			√	-SPLIT-	-113.13	-11,331.95
	Paycheck	02/21/2020		Cooper Quig			√	-SPLIT-	-46.33	-11,378.28
	Paycheck	02/21/2020		Dylan Smith			√	-SPLIT-	-118.20	-11,496.48
	Paycheck	02/21/2020		Issac Sutton			√	-SPLIT-	-84.66	-11,581.14
	Paycheck	02/21/2020		Kade R Taheri			√	-SPLIT-	-196.24	-11,777.38
	Paycheck	02/21/2020		Kati Mooney			√	-SPLIT-	-201.18	-11,978.56
	Paycheck	02/21/2020		Payton Halverson			√	-SPLIT-	-137.90	-12,116.46
	Liability Check	02/28/2020	5978	DEPARTMENT OF EMPLOYMENT	061795008			Payroll Liabilities	-62.95	-12,179.41
	Deposit	02/27/2020			Deposit		√	ASSESSMENTS	2,358.05	-9,821.36
	Paycheck	02/29/2020		Kevin Hawley			√	-SPLIT-	-2,624.45	-12,445.81
	Paycheck	02/29/2020		Brooke C. Montgomery			√	-SPLIT-	-1,335.73	-13,781.54
	Paycheck	02/29/2020		Julie Schmitt			√	-SPLIT-	-1,488.61	-15,270.15
	Bill Pmt -Check	02/29/2020		Parking Garage	Transfer to cover EFTPS for DDA/DSS employees		√	Grants Payable	-5,000.00	-20,270.15
	Deposit	02/29/2020			Interest		√	ACCT. INTEREST	1.46	-20,268.69
Total CHECKING									-20,268.69	-20,268.69
NOW Acct										
	Deposit	02/29/2020			Interest		√	ACCT. INTEREST	7.77	7.77
Total NOW Acct									7.77	7.77
TOTAL									-20,260.92	-20,260.92

Casper Downtown Development Authority
Transaction Detail by Account
 March 1 - 14, 2020

DDA- March Trans	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
CHECKING										
	Paycheck	03/06/2020		Dylan Smith				-SPLIT-	-17.54	-17.54
	Paycheck	03/06/2020		Abbey Kersenbrock				-SPLIT-	-44.34	-61.88
	Liability Check	03/10/2020		IRS USA TAXPYMNT	83-0286881			-SPLIT-	-3,948.54	-4,010.42
	Bill Pmt -Check	03/10/2020	5980	Charter Communications				Grants Payable	-144.12	-4,154.54
	Bill Pmt -Check	03/10/2020	5981	MOOD				Grants Payable	-50.00	-4,204.54
	Bill Pmt -Check	03/10/2020	5982	PMCH				Grants Payable	-455.50	-4,660.04
	Bill Pmt -Check	03/10/2020	5979	Walsh Property Management	March Rent			Grants Payable	-2,650.00	-7,310.04
	Bill Pmt -Check	03/10/2020	5983	NICOLAYSEN ART MUSEUM	#1776			Grants Payable	-1,000.00	-8,310.04
	Total CHECKING								<u>-8,310.04</u>	<u>-8,310.04</u>
	TOTAL								<u>-8,310.04</u>	<u>-8,310.04</u>

**Downtown Development Authority Parking Garage
Balance Sheet**

As of December 31, 2019

PG - Balance sheet

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
FIB - Parking Garage	15,395.42
Total Checking/Savings	<u>15,395.42</u>
Accounts Receivable	
Accounts Receivable	-258.00
Total Accounts Receivable	<u>-258.00</u>
Other Current Assets	
Undeposited Funds	20.00
Total Other Current Assets	<u>20.00</u>
Total Current Assets	<u>15,157.42</u>
TOTAL ASSETS	<u><u>15,157.42</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to DDA	-701.91
Payroll Liabilities	-1,366.38
Total Other Current Liabilities	<u>-2,068.29</u>
Total Current Liabilities	<u>-2,068.29</u>
Total Liabilities	-2,068.29
Equity	
Unrestricted Net Assets	21,251.65
Net Income	-4,025.94
Total Equity	<u>17,225.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,157.42</u></u>

**Downtown Development Authority Parking Garage
Profit & Loss
February 2020**

PG - P&L	<u>Feb 20</u>		<u>Jan 20</u>
Income		Income	
Parking Fees		Parking Fees	
Parking Garage	7,306.00	Parking Garage	11,163.00
1st & Center	2,350.00	1st & Center	2,245.00
Parking Fees - Other	<u>570.50</u>	Parking Fees - Other	<u>1,052.00</u>
Total Parking Fees	<u>10,226.50</u>	Total Parking Fees	<u>14,460.00</u>
Validation Incentive Program		Validation Incentive Program	
Parking Validations	<u>50.00</u>	Parking Validations	<u>50.00</u>
Total Validation Incentive Program	<u>50.00</u>	Total Validation Incentive Program	<u>50.00</u>
Commission (Vending Machines)	<u>29.34</u>	Total Income	<u>14,510.00</u>
Total Income	<u>10,305.84</u>	Gross Profit	<u>14,510.00</u>
Gross Profit	<u>10,305.84</u>	Expense	
Expense		Administrative	
Administrative		Office Staff	
Garage Staff Payroll Expense		Administrative Office	<u>2,166.67</u>
Payroll Expense	1,947.70	Total Office Staff	<u>2,166.67</u>
Payroll Taxes - FICA & Medicare	148.99	Garage Staff Payroll Expense	
Payroll Expenses - WC/SUTA/FUTA	<u>29.14</u>	Payroll Expense	2,119.40
Total Garage Staff Payroll Expense	<u>2,125.83</u>	Payroll Taxes - FICA & Medicare	327.88
Total Administrative	<u>2,125.83</u>	Payroll Expenses - WC/SUTA/FUTA	<u>75.43</u>
OPERATIONS		Total Garage Staff Payroll Expense	<u>2,522.71</u>
Office Automation	386.64	Total Administrative	<u>4,689.38</u>
Utilities	2,021.55	OPERATIONS	
Landscaping, Repairs / Maint.	475.00	Office Automation	193.79
Parking Structure Rent	<u>363.00</u>	Utilities	1,978.01
Total OPERATIONS	<u>3,246.19</u>	Landscaping, Repairs / Maint.	675.00
Total Expense	<u>5,372.02</u>	Equip. & Supplies	
Net Income	<u><u>4,933.82</u></u>	Parking Garage	230.00
		Equip. & Supplies - Other	<u>94.89</u>
		Total Equip. & Supplies	<u>324.89</u>
		Parking Structure Rent	<u>363.00</u>
		Total OPERATIONS	<u>3,534.69</u>
		Total Expense	<u>8,224.07</u>
		Net Income	<u><u>6,285.93</u></u>

**Downtown Development Authority Parking Garage
Profit & Loss Budget vs. Actual
July 2019 through February 2020**

PG - Budget v Actual	TOTAL										Budget	\$ Over Budget	% of Budget	
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20					
Income														
Returned Check Charges	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00	0.00	3.00	100.0%		
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.0%		
Parking Fees														
Parking Garage	8,251.50	6,998.50	5,178.00	9,329.00	5,057.00	5,734.00	11,163.00	7,306.00	59,017.00	100,000.00	-40,983.00	59.02%		
1st & Center	1,117.00	2,525.00	915.00	2,595.00	845.00	1,860.00	2,245.00	2,350.00	14,452.00	23,000.00	-8,548.00	62.84%		
Daily Parking	664.00	858.00	378.00	278.00	170.00	409.15	0.00	0.00	2,757.15	6,000.00	-3,242.85	45.95%		
Parking Fees - Other	0.00	15.00	0.00	0.00	0.00	0.00	1,052.00	570.50	1,637.50	0.00	1,637.50	100.0%		
Total Parking Fees	10,034.50	10,396.50	6,471.00	12,202.00	6,072.00	8,003.15	14,460.00	10,226.50	77,863.65	129,000.00	-51,136.35	60.36%		
Validation Incentive Program														
Parking Validations	0.00	102.50	0.00	0.00	0.00	0.00	50.00	50.00	202.50	500.00	-297.50	40.5%		
Total Validation Incentive Program	0.00	102.50	0.00	0.00	0.00	0.00	50.00	50.00	202.50	500.00	-297.50	40.5%		
Commission (Vending Machines)	0.00	0.00	0.00	60.79	0.00	0.00	0.00	29.34	90.13	200.00	-109.87	45.07%		
Interest Income	1.50	0.72	0.48	0.46	0.52	0.54	0.00	0.00	4.22	20.00	-15.78	21.1%		
Total Income	10,034.00	10,499.72	6,471.48	12,263.25	6,072.52	13,006.69	14,510.00	10,305.84	83,163.50	129,720.00	-46,556.50	64.11%		
Gross Profit	10,034.00	10,499.72	6,471.48	12,263.25	6,072.52	13,006.69	14,510.00	10,305.84	83,163.50	129,720.00	-46,556.50	64.11%		
Expense														
Bank Service Charges	0.00	0.00	4.53	0.00	0.00	3.00	0.00	0.00	7.53	0.00	7.53	100.0%		
Administrative														
Office Staff														
Exec. Director - Alloc. from DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%		
Administrative Office	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	2,166.67	0.00	28,166.71	52,000.00	-23,833.29	54.17%		
Total Office Staff	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	4,333.34	2,166.67	0.00	28,166.71	61,800.00	-33,633.29	45.58%		
Garage Staff Payroll Expense														
Payroll Expense	2,161.60	2,282.17	2,186.70	2,328.30	2,758.69	2,137.70	2,119.40	1,947.70	17,922.26	32,000.00	-14,077.74	56.01%		
Staff Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%		
Payroll Taxes - FICA & Medicare	496.86	506.09	498.77	509.62	542.56	1,420.64	327.88	148.99	4,451.41	6,500.00	-2,048.59	68.48%		
Payroll Expenses - WC/SUTA/FUTA	69.67	274.16	-134.54	618.35	71.92	19.15	75.43	29.14	1,023.28	2,000.00	-976.72	51.16%		
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	12,100.00	0.00	0.00	12,100.00	1,600.00	10,500.00	756.25%		
Total Garage Staff Payroll Expense	2,728.13	3,062.42	2,550.93	3,456.27	3,373.17	15,677.49	2,522.71	2,125.83	35,496.95	45,100.00	-9,603.05	78.71%		
Total Administrative	7,061.47	7,395.76	6,884.27	7,789.61	7,706.51	20,010.83	4,689.38	2,125.83	63,663.66	106,900.00	-43,236.34	59.55%		
OPERATIONS														
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		
City Profit Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%		
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%		
Mail / Postage	0.00	0.00	0.00	114.00	0.00	0.00	0.00	0.00	114.00	500.00	-386.00	22.8%		
Software Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%		
Accounting and Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%		
Bank Fees	222.10	228.85	170.80	212.90	143.20	384.50	0.00	0.00	1,362.35	1,800.00	-437.65	75.69%		
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%		
Office Automation	180.64	374.10	12.99	192.04	192.20	193.77	193.79	386.64	1,726.17	2,000.00	-273.83	86.31%		
Utilities	1,223.38	1,312.32	1,219.96	1,282.58	1,648.18	1,894.65	1,978.01	2,021.55	12,580.63	17,000.00	-4,419.37	74.0%		
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	150.00	850.00	675.00	475.00	2,150.00	3,000.00	-850.00	71.67%		
Equip. & Supplies														
Office	0.00	42.29	0.00	0.00	0.00	0.00	0.00	0.00	42.29	0.00	42.29	100.0%		
Parking Garage	0.00	213.14	0.00	360.79	34.17	0.00	230.00	0.00	838.10	0.00	838.10	100.0%		
Equip. & Supplies - Other	21.06	0.00	139.76	0.00	0.00	0.00	94.89	0.00	255.71	1,750.00	-1,494.29	14.61%		
Total Equip. & Supplies	21.06	255.43	139.76	360.79	34.17	0.00	324.89	0.00	1,136.10	1,750.00	-613.90	64.92%		
Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%		
Insurance (Liability)	0.00	0.00	1,908.00	0.00	0.00	0.00	0.00	0.00	1,908.00	2,500.00	-592.00	76.32%		
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	363.00	363.00	2,541.00	3,993.00	-1,452.00	63.64%		
DDA Oper Costs - Allocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%		
OPERATIONS - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		
Total OPERATIONS	2,010.18	2,533.70	3,814.51	2,525.31	2,530.75	3,322.92	3,534.69	3,246.19	23,518.25	48,543.00	-25,024.75	48.45%		
Total Expense	9,071.65	9,929.46	10,703.31	10,314.92	10,237.26	23,336.75	8,224.07	5,372.02	87,189.44	155,443.00	-68,253.56	56.09%		
Net Income	962.35	570.26	-4,231.83	1,948.33	-4,164.74	-10,330.06	6,285.93	4,933.82	-4,025.94	-25,723.00	21,697.06	15.65%		

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

PG - January Trans
FIB - Parking Garage

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	01/03/2020			Deposit		-SPLIT-	4,162.00	4,162.00
Deposit	01/03/2020			Deposit		-SPLIT-	140.00	4,302.00
Bill Pmt -Check	01/06/2020	1648	AAA Landscaping	#19419		Accounts Payable	-675.00	3,627.00
Bill Pmt -Check	01/06/2020	1649	Century Link	307-261-4605 096B		Accounts Payable	-87.26	3,539.74
Bill Pmt -Check	01/06/2020	1650	Charter			Accounts Payable	-106.53	3,433.21
Bill Pmt -Check	01/06/2020	1651	Hood's Equipment & Sprinkler	#103903		Accounts Payable	-230.00	3,203.21
Deposit	01/06/2020			Deposit	*	-SPLIT-	2,726.00	5,929.21
Bill Pmt -Check	01/06/2020	1652	City of Casper Business Services	#181614		Accounts Payable	-363.00	5,566.21
Bill Pmt -Check	01/06/2020	1653	Mastercard	#8674		Accounts Payable	-94.89	5,471.32
Deposit	01/06/2020			Deposit	*	-SPLIT-	106.00	5,577.32
Deposit	01/06/2020			Deposit	*	-SPLIT-	1,650.00	7,227.32
Deposit	01/06/2020			Deposit	*	-SPLIT-	1,278.00	8,505.32
Bill Pmt -Check	01/06/2020	1654	Rocky Mountain Power	#04279137 001 0		Accounts Payable	-1,978.01	6,527.31
Paycheck	01/10/2020		Sharon A Elsberry		*	-SPLIT-	-491.25	6,036.06
Paycheck	01/10/2020		Tevin C Reams		*	-SPLIT-	-308.01	5,728.05
Liability Check	01/13/2020		United States Treasury	83-0286881		-SPLIT-	0.00	5,728.05
Deposit	01/15/2020			Deposit	*	Undeposited Funds	1,128.00	6,856.05
Paycheck	01/15/2020		Jaclyn A Landess		*	-SPLIT-	-1,816.92	5,039.13
Deposit	01/15/2020			Deposit	*	-SPLIT-	318.00	5,357.13
Deposit	01/17/2020			Deposit	*	Undeposited Funds	86.00	5,443.13
Deposit	01/17/2020			Deposit	*	-SPLIT-	748.00	6,191.13
Deposit	01/21/2020			Deposit	*	-SPLIT-	946.00	7,137.13
Deposit	01/23/2020			Deposit	*	-SPLIT-	1,074.00	8,211.13
Paycheck	01/24/2020		Sharon A Elsberry		*	-SPLIT-	-613.30	7,597.83
Paycheck	01/24/2020		Tevin C Reams		*	-SPLIT-	-385.70	7,212.13
Deposit	01/28/2020			Deposit	*	-SPLIT-	288.00	7,500.13
Total FIB - Parking Garage							<u>7,500.13</u>	<u>7,500.13</u>
TOTAL							<u>7,500.13</u>	<u>7,500.13</u>

Downtown Development Authority Parking Garage
Transaction Detail by Account
February 2020

PG - Feb Trans	Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
FIB - Parking Garage	Deposit	02/05/2020			Deposit		-SPLIT-	4,020.00	4,020.00
	Paycheck	02/07/2020		Sharon A Elsberry			-SPLIT-	-427.76	3,592.24
	Paycheck	02/07/2020		Tevin C Reams			-SPLIT-	-389.75	3,202.49
	Deposit	02/07/2020			Deposit		-SPLIT-	292.50	3,494.99
	Deposit	02/07/2020			Deposit		-SPLIT-	3,237.00	6,731.99
	Deposit	02/10/2020			Deposit		Commission (Vending Machines)	29.34	6,761.33
	Liability Check	02/10/2020		United States Treasury	83-0286881		-SPLIT-	0.00	6,761.33
	Bill Prmt -Check	02/18/2020	1655	AAA Landscaping			Accounts Payable	-475.00	6,286.33
	Bill Prmt -Check	02/18/2020	1656	Century Link			Accounts Payable	-173.58	6,112.75
	Bill Prmt -Check	02/18/2020	1657	Charter			Accounts Payable	-213.06	5,899.69
	Bill Prmt -Check	02/18/2020	1658	City of Casper Business Services			Accounts Payable	-363.00	5,536.69
	Bill Prmt -Check	02/18/2020	1659	City of Casper Water and Sewer			Accounts Payable	-148.16	5,388.53
	Bill Prmt -Check	02/18/2020	1660	Rocky Mountain Power			Accounts Payable	-1,873.39	3,515.14
	Deposit	02/18/2020			Deposit		-SPLIT-	624.00	4,139.14
	Deposit	02/20/2020			Deposit		-SPLIT-	278.00	4,417.14
	Paycheck	02/21/2020		Sharon A Elsberry			-SPLIT-	-482.47	3,934.67
	Paycheck	02/21/2020		Tevin C Reams			-SPLIT-	-361.73	3,572.94
	Liability Check	02/26/2020	1661	Wyoming Department of Workforce Services	004608509		Payroll Liabilities	-636.89	2,936.05
	Deposit	02/27/2020			Deposit		-SPLIT-	2,060.00	4,996.05
Total FIB - Parking Garage								<u>4,996.05</u>	<u>4,996.05</u>
TOTAL								<u>4,996.05</u>	<u>4,996.05</u>

Downtown Development Authority Parking Garage
Transaction Detail by Account
March 1 - 14, 2020

PG - March Trans	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
FIB - Parking Garage	Deposit	03/04/2020			Deposit		-SPLIT-	371.71	371.71
	Deposit	03/04/2020			Deposit		-SPLIT-	1,706.00	2,077.71
	Paycheck	03/06/2020		Sharon A Elsberry			-SPLIT-	-550.05	1,527.66
	Paycheck	03/06/2020		Tevin C Reams			-SPLIT-	-344.87	1,182.79
	Deposit	03/10/2020			Deposit		-SPLIT-	4,001.00	5,183.79
	Liability Check	03/10/2020		United States Treasury	83-0286881		-SPLIT-	0.00	5,183.79
	Bill Pmt -Check	03/10/2020	1662	AAA Landscaping	Invoice #19590		Accounts Payable	-850.00	4,333.79
	Bill Pmt -Check	03/10/2020	1663	Century Link			Accounts Payable	-172.64	4,161.15
	Bill Pmt -Check	03/10/2020	1664	City of Casper Business Services	March Rent		Accounts Payable	-363.00	3,798.15
	Bill Pmt -Check	03/10/2020	1665	Mastercard	JL		Accounts Payable	-13.00	3,785.15
	Bill Pmt -Check	03/10/2020	1666	Rocky Mountain Power			Accounts Payable	-1,959.70	1,825.45
	Bill Pmt -Check	03/10/2020	1667	City of Casper Water and Sewer	#381802		Accounts Payable	-95.42	1,730.03
Total FIB - Parking Garage								<u>1,730.03</u>	<u>1,730.03</u>
TOTAL								<u>1,730.03</u>	<u>1,730.03</u>

**Downtown Development Authority Parking Garage
A/R Aging Summary
As of March 10, 2020**

PG - Aging	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
All Star Transportation	0.00	0.00	0.00	0.00	126.00	126.00
Backwards	0.00	-7.00	0.00	0.00	0.00	-7.00
C85@ The Branding Iron	0.00	200.00	0.00	0.00	0.00	200.00
Chrystal Main	0.00	43.00	43.00	0.00	0.00	86.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Diamonds & Dolls	10.00	0.00	0.00	0.00	0.00	10.00
Edra Phillips	0.00	35.00	0.00	0.00	0.00	35.00
Edward Jones						
Edward Jones	0.00	70.00	0.00	0.00	0.00	70.00
Total Edward Jones	0.00	70.00	0.00	0.00	0.00	70.00
Emily Bower	0.00	0.00	43.00	0.00	0.00	43.00
First Interstate Bank-Emp.						
Julie Kutzer	0.00	35.00	0.00	0.00	0.00	35.00
Susan Miller	0.00	35.00	0.00	0.00	0.00	35.00
Teri Griffin	0.00	35.00	0.00	0.00	0.00	35.00
Total First Interstate Bank-Emp.	0.00	105.00	0.00	0.00	0.00	105.00
Harden & Harden	0.00	0.00	-175.00	0.00	0.00	-175.00
Heather Wells	0.00	0.00	0.00	0.00	135.00	135.00
Ide, Land and Leasing	0.00	1,128.00	0.00	0.00	0.00	1,128.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	0.00	35.00	0.00	0.00	0.00	35.00
Kelly Reyes	0.00	43.00	0.00	0.00	0.00	43.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Nona Goodrich	0.00	43.00	0.00	0.00	0.00	43.00
Okes Jewelers*						
Okes Jewelers - #1	0.00	148.00	0.00	0.00	0.00	148.00
Total Okes Jewelers*	0.00	148.00	0.00	0.00	0.00	148.00
Patrick Dowling	0.00	40.00	20.00	20.00	20.00	100.00
Rachel Brooks	0.00	86.00	43.00	43.00	0.00	172.00
Rick & Cassie Young	0.00	0.00	-60.00	0.00	0.00	-60.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Rockstar Music Store	0.00	43.00	0.00	0.00	0.00	43.00
Schwartz, Bon, Walker & Studer, LLC						
Client Parking	0.00	813.00	0.00	0.00	0.00	813.00
Total Schwartz, Bon, Walker & Studer, LLC	0.00	813.00	0.00	0.00	0.00	813.00
Sonia Pereira	0.00	0.00	-20.00	0.00	0.00	-20.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Toy Town - Dalene Lockhart #1	0.00	35.00	0.00	0.00	0.00	35.00
Wolcott Galleria	0.00	385.00	0.00	0.00	0.00	385.00
TOTAL	10.00	3,245.00	-106.00	63.00	1,271.00	4,483.00

Downtown Development Authority
Balance Sheet

As of February 29, 2020

DSS - Balance	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	245,534.38
Special Events	34,000.62
Total Checking/Savings	279,535.00
Accounts Receivable	
Accounts Receivable	15,225.00
Total Accounts Receivable	15,225.00
Total Current Assets	294,760.00
TOTAL ASSETS	294,760.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,380.52
Total Accounts Payable	3,380.52
Total Current Liabilities	3,380.52
Total Liabilities	3,380.52
Equity	
Unrestricted Net Assets	232,434.28
Net Income	58,945.20
Total Equity	291,379.48
TOTAL LIABILITIES & EQUITY	294,760.00

Downtown Development Authority
Profit & Loss
February 2020

SS- P&L	Feb 20		Jan 20
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	1.30	ACCT. INTEREST	1.44
Other Types of Income		Other Types of Income	
Miscellaneous Revenue	925.00	Miscellaneous Revenue	925.00
Total Other Types of Income	925.00	Total Other Types of Income	925.00
Program Income		Program Income	
Friends of Station	170.00	Beverage Sales	214.00
Ice Skating Fees	4,725.95	Friends of Station	160.00
Partners In Progress	8,459.00	Ice Skating Fees	25,035.23
Total Program Income	13,354.95	Partners In Progress	1,750.00
Total Income	14,281.25	Total Program Income	27,159.23
Gross Profit	14,281.25	Total Income	28,085.67
Expense		Gross Profit	28,085.67
Contract Services	3,679.60	Expense	
Facilities and Equipment		Contract Services	4,816.40
Equip Rental and Maintenance	11,596.26	Facilities and Equipment	
Rent, Parking, Utilities		Building Repairs/Maint	184.00
Ash Street	2,023.67	Equip Rental and Maintenance	86.47
DSS	9,466.91	FF&E	542.79
Rent, Parking, Utilities - Other	1,094.90	Landscaping, Repairs/Maint.	119.30
Total Rent, Parking, Utilities	12,585.48	Rent, Parking, Utilities	
Total Facilities and Equipment	24,181.74	DSS	79.97
Marketing		Rent, Parking, Utilities - Other	10,774.09
Advertising/Media	549.33	Total Rent, Parking, Utilities	10,854.06
Fundraising Expense	72.35	Total Facilities and Equipment	11,786.62
Marketing - Other	379.00	Marketing	
Total Marketing	1,000.68	Advertising/Media	1,140.78
Operations		Fundraising Expense	125.51
Books, Subscriptions, Reference	267.86	Total Marketing	1,266.29
Entertainment/Talent	1,000.00	Operations	
Equip/Supplies	6.29	Equip/Supplies	418.29
Event Expense		Event Expense	
Security	4,725.00	Security	2,025.00
Event Expense - Other	490.44	Event Expense - Other	1,434.40
Total Event Expense	5,215.44	Total Event Expense	3,459.40
Service Charge	1,516.46	Postage, Mailing Service	57.00
Supplies	597.02	Software/Subscriptions	272.84
Total Operations	8,603.07	Total Operations	4,207.53
Total Expense	37,465.09	Total Expense	22,076.84
Net Ordinary Income	-23,183.84	Net Ordinary Income	6,008.83
Net Income	-23,183.84	Net Income	6,008.83

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through February 2020**

DDS-Budget vs Actual	TOTAL											
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
ACCT. INTEREST	29.39	15.88	10.11	8.77	11.03	1.49	1.44	1.30	79.41	0.00	79.41	100.0%
Direct Public Support												
Operational Grants	6,979.00	0.00	0.00	138,333.33	0.00	0.00	0.00	0.00	145,312.33	65,000.00	80,312.33	223.56%
Direct Public Support - Other	0.00	0.00	6,503.00	0.00	0.00	33,333.34	0.00	0.00	39,836.34	0.00	39,836.34	100.0%
Total Direct Public Support	6,979.00	0.00	6,503.00	138,333.33	0.00	33,333.34	0.00	0.00	185,148.67	65,000.00	120,148.67	284.84%
Investments												
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Other Types of Income												
Miscellaneous Revenue	925.00	925.00	925.00	6,502.50	925.00	925.00	925.00	925.00	12,977.50	0.00	12,977.50	100.0%
Other Types of Income - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Total Other Types of Income	925.00	925.00	925.00	6,502.50	925.00	925.00	925.00	925.00	12,977.50	20,000.00	-7,022.50	64.89%
Program Income												
Beverage Sales	10,931.11	24,695.58	4,620.10	0.00	0.00	0.00	214.00	0.00	40,460.79	40,000.00	460.79	101.15%
Event Sponsorship	39,500.00	0.00	47,000.00	2,000.00	13,500.00	9,000.00	0.00	0.00	111,000.00	130,000.00	-19,000.00	85.39%
Facility Rental	13,095.16	0.00	8,550.00	0.00	0.00	750.00	0.00	0.00	22,395.16	20,000.00	2,395.16	111.98%
Friends of Station												
Giving Tuesday 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Treedition	0.00	0.00	0.00	20.60	3,210.60	20.00	0.00	0.00	3,251.20	0.00	3,251.20	100.0%
Treedition 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Friends of Station - Other	60.00	60.00	170.00	80.00	80.00	805.00	160.00	170.00	1,585.00	30,000.00	-28,415.00	5.28%
Total Friends of Station	60.00	60.00	170.00	100.60	3,290.60	825.00	160.00	170.00	4,836.20	30,000.00	-25,163.80	16.12%
Ice Skating Fees	0.00	0.00	0.00	0.00	77.90	7,800.86	25,035.23	4,725.95	37,639.94	60,000.00	-22,360.06	62.73%
Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Partners In Progress	1,000.00	0.00	6,500.00	0.00	1,000.00	22,350.00	1,750.00	8,459.00	41,059.00	140,000.00	-98,941.00	29.33%
Program Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Salute to Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Taco Fest Tickets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TIPS Training	0.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00	100.0%
Vendor Fees	1,550.00	2,845.67	600.00	0.00	0.00	0.00	0.00	0.00	4,995.67	0.00	4,995.67	100.0%
Total Program Income	66,136.27	27,601.25	67,560.10	2,100.60	17,868.50	40,725.86	27,159.23	13,354.95	262,506.76	420,000.00	-157,493.24	62.5%
Total Income	74,069.66	28,542.13	74,998.21	146,945.20	18,804.53	74,985.69	28,085.67	14,281.25	460,712.34	537,000.00	-76,287.66	85.79%
Gross Profit	74,069.66	28,542.13	74,998.21	146,945.20	18,804.53	74,985.69	28,085.67	14,281.25	460,712.34	537,000.00	-76,287.66	85.79%
Expense												
Contract Services												
Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Construction Expense	488.04	524.94	0.00	25.20	0.00	1,253.50	0.00	0.00	2,291.68	0.00	2,291.68	100.0%
Event Help (Contract)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Contract Services - Other	1,500.00	1,753.00	1,550.00	1,500.00	1,989.00	4,562.65	4,816.40	3,679.60	21,350.65	27,000.00	-5,649.35	79.08%
Total Contract Services	1,988.04	2,277.94	1,550.00	1,525.20	1,989.00	5,816.15	4,816.40	3,679.60	23,642.33	58,000.00	-34,357.67	40.76%
Facilities and Equipment												
Building Repairs/Maint	58.00	1,600.00	0.00	521.50	350.21	5,131.09	184.00	0.00	7,844.80	10,000.00	-2,155.20	78.45%
Equip Rental and Maintenance	585.63	485.63	1,007.43	638.17	11,684.36	11,289.93	86.47	11,596.26	37,373.88	40,000.00	-2,626.12	93.44%
FF&E	189.83	0.00	275.99	681.43	0.00	17,585.38	542.79	0.00	19,275.42	60,000.00	-40,724.58	32.13%
Landscaping, Repairs/Maint.	105.63	0.00	0.00	74.75	0.00	25.67	119.30	0.00	325.35	10,000.00	-9,674.65	3.25%
Property Insurance	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00	20,000.00	-17,000.00	15.0%
Rent, Parking, Utilities												
Ash Street	188.83	3,955.71	590.45	3,441.41	0.00	864.84	0.00	2,023.67	11,064.91	36,000.00	-24,935.09	30.74%
DSS	118.08	3,370.65	897.36	1,589.82	79.97	465.52	79.97	9,466.91	16,068.28	24,000.00	-7,931.72	66.95%
Rent, Parking, Utilities - Other	2,041.78	0.00	0.00	562.50	3,526.39	677.14	10,774.09	1,094.90	18,676.80	0.00	18,676.80	100.0%
Total Rent, Parking, Utilities	2,348.69	7,326.36	1,487.81	5,593.73	3,606.36	2,007.50	10,854.06	12,585.48	45,809.99	60,000.00	-14,190.01	76.35%
Facilities and Equipment - Other	0.00	119.58	0.00	0.00	100.00	100.00	0.00	0.00	319.58	10,000.00	-9,680.42	3.2%
Total Facilities and Equipment	3,287.78	9,531.57	2,771.23	7,509.58	15,740.93	39,139.57	11,786.62	24,181.74	113,949.02	210,000.00	-96,050.98	54.26%
Marketing												
Advertising/Media	1,076.73	2,104.26	1,651.70	1,460.19	4,601.15	195.23	1,140.78	549.33	12,779.37	30,000.00	-17,220.63	42.6%
Fundraising Expense	0.00	0.00	0.00	0.00	0.00	53.18	125.51	72.35	251.04	10,000.00	-9,748.96	2.51%
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Marketing - Other	6,741.05	12,060.70	922.55	6,759.78	1,950.00	0.00	0.00	379.00	28,813.08	0.00	28,813.08	100.0%
Total Marketing	7,817.78	14,164.96	2,574.25	8,219.97	6,551.15	248.41	1,266.29	1,000.68	41,843.49	42,500.00	-656.51	98.46%
Operations												
Bank Fees	0.00	158.43	90.93	-1.71	0.00	0.00	0.00	0.00	247.65	0.00	247.65	100.0%
Books, Subscriptions, Referenc	260.03	613.40	262.87	1,690.60	4.99	787.00	0.00	267.86	3,886.75	0.00	3,886.75	100.0%
Entertainment/Talent	1,700.00	1,700.00	1,500.00	0.00	0.00	0.00	0.00	1,000.00	5,900.00	0.00	5,900.00	100.0%
Equip/Supplies	0.00	0.00	0.00	457.82	110.25	1,584.13	418.29	6.29	2,576.78	6,000.00	-3,423.22	42.95%
Event Expense												
A/V	3,650.00	5,750.00	9,850.00	2,875.00	0.00	100.00	0.00	0.00	22,225.00	25,000.00	-2,775.00	88.9%
Bands	2,500.00	10,750.00	2,000.00	0.00	0.00	0.00	0.00	0.00	15,250.00	0.00	15,250.00	100.0%
Insurance	499.20	1,861.14	21,753.34	0.00	25.00	101.00	0.00	0.00	24,239.68	0.00	24,239.68	100.0%
Security	3,562.50	5,193.75	3,808.75	3,600.00	3,375.00	2,062.50	2,025.00	4,725.00	28,352.50	40,000.00	-11,647.50	70.88%
Event Expense - Other	4,484.12	10,975.61	6,451.96	1,954.87	1,146.23	649.77	1,434.40	490.44	27,587.40	121,500.00	-93,912.60	22.71%
Total Event Expense	14,695.82	34,530.50	43,864.05	8,429.87	4,546.23	2,913.27	3,459.40	5,215.44	117,654.58	186,500.00	-68,845.42	63.09%
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Postage, Mailing Service	0.00	127.80	0.00	0.00	0.00	0.00	57.00	0.00	184.80	2,500.00	-2,315.20	7.39%
Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Service Charge	8.28	3.81	5.04	8.22	5.92	0.00	0.00	1,516.46	1,547.73	0.00	1,547.73	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	0.00	206.84	272.84	0.00	479.68	3,500.00	-3,020.32	13.71%
Supplies	4,404.18	3,686.10	797.16	622.57	128.80	37.36	0.00	597.02	10,273.19	0.00	10,273.19	100.0%
TIPS Training	0.00	0.00	0.00	0.00	34.97	0.00	0.00	0.00	34.97	0.00	34.97	100.0%

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through February 2020**

DDS-Budget vs Actual	TOTAL										Budget	\$ Over Budget	% of Budget
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Jul '19 - Feb 20				
Utilities	0.00	0.00	1,060.89	0.00	0.00	0.00	0.00	0.00	0.00	1,060.89			
Operations - Other	0.00	265.70	0.00	0.00	0.00	75.84	0.00	0.00	0.00	341.54	0.00	341.54	100.0%
Total Operations	21,068.31	41,085.74	47,580.94	11,207.37	4,831.16	5,604.44	4,207.53	8,603.07	144,188.56	200,900.00		-56,711.44	71.77%
Other Types of Expenses													
Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Types of Expenses - Other	0.00	0.00	0.00	0.00	40.43	0.00	0.00	0.00	0.00	40.43			
Total Other Types of Expenses	0.00	0.00	0.00	0.00	40.43	0.00	0.00	0.00	40.43	0.00		40.43	100.0%
Payroll Expenses	0.00	42,000.00	0.00	0.00	35,000.00	0.00	0.00	0.00	77,000.00				
Travel and Meetings													
Conference, Convention, Meeti	0.00	0.00	0.00	0.00	505.11	0.00	0.00	0.00	505.11	0.00	0.00	505.11	100.0%
Travel	0.00	0.00	0.00	0.00	64.60	0.00	0.00	0.00	64.60	0.00	0.00	64.60	100.0%
Travel and Meetings - Other	0.00	0.00	0.00	533.60	0.00	0.00	0.00	0.00	533.60	0.00	0.00	533.60	100.0%
Total Travel and Meetings	0.00	0.00	0.00	533.60	569.71	0.00	0.00	0.00	1,103.31	0.00		1,103.31	100.0%
Total Expense	34,161.91	109,060.21	54,476.42	28,995.72	64,722.38	50,808.57	22,076.84	37,465.09	401,767.14	511,400.00		-109,632.86	78.56%
Net Ordinary Income	39,907.75	-80,518.08	20,521.79	117,949.48	-45,917.85	24,177.12	6,008.83	-23,183.84	58,945.20	25,600.00		33,345.20	230.26%
Net Income	39,907.75	-80,518.08	20,521.79	117,949.48	-45,917.85	24,177.12	6,008.83	-23,183.84	58,945.20	25,600.00		33,345.20	230.26%

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

DSS-Jan Trans	Type	Date	Name	Memo	Amount	Balance
Plaza Checking						
	Deposit	01/02/2020		Deposit	1,850.00	1,850.00
	Deposit	01/02/2020		Deposit	7,966.30	9,816.30
	Bill Pmt -Check	01/06/2020	CK Mechanical	#44473	-184.00	9,632.30
	Bill Pmt -Check	01/06/2020	Cowdin Cleaning	#201329	-1,550.00	8,082.30
	Bill Pmt -Check	01/06/2020	GW Mechanical	VOID:	0.00	8,082.30
	Bill Pmt -Check	01/06/2020	Jeremy Miller Media	Santa Skate	-500.00	7,582.30
	Bill Pmt -Check	01/06/2020	Rocky Mountain Power	#04279137-0036	-877.55	6,704.75
	Bill Pmt -Check	01/06/2020	S/D Inc.	#17539	-520.00	6,184.75
	Bill Pmt -Check	01/06/2020	Secure Gunz LLC	#451, 452, 454	-2,025.00	4,159.75
	Bill Pmt -Check	01/06/2020	The Lyric	Jan 2020 storage	-100.00	4,059.75
	Bill Pmt -Check	01/06/2020	Rocky Mountain Power	#04279137-0028	-7,296.54	-3,236.79
	Bill Pmt -Check	01/06/2020	GW Mechanical	SV-5599	-4,583.86	-7,820.65
	Bill Pmt -Check	01/06/2020	Mastercard	#9471	-1,225.27	-9,045.92
	Bill Pmt -Check	01/06/2020	Charter Communications	#8313 30 031 1113376	-79.97	-9,125.89
	Bill Pmt -Check	01/06/2020	Dream Upon a Princess	DSS Princess Skate 1/11/2020	-235.00	-9,360.89
	Bill Pmt -Check	01/06/2020	Mastercard	#1558	-1,467.11	-10,828.00
	Bill Pmt -Check	01/06/2020	The Lyric	#104	-250.00	-11,078.00
	Deposit	01/07/2020		Deposit	995.00	-10,083.00
	Deposit	01/08/2020		Deposit	214.00	-9,869.00
	Deposit	01/09/2020		Deposit	20.00	-9,849.00
	Deposit	01/14/2020		Deposit	1,083.00	-8,766.00
	Deposit	01/15/2020		Deposit	134.41	-8,631.59
	Deposit	01/15/2020		Deposit	345.65	-8,285.94
	Deposit	01/15/2020		Deposit	956.89	-7,329.05
	Deposit	01/15/2020		Deposit	888.21	-6,440.84
	Deposit	01/15/2020		Deposit	375.96	-6,064.88
	Deposit	01/15/2020		Deposit	626.03	-5,438.85
	Deposit	01/15/2020		Deposit	1,473.35	-3,965.50
	Deposit	01/15/2020		Deposit	436.66	-3,528.84
	Deposit	01/15/2020		Deposit	956.14	-2,572.70
	Deposit	01/15/2020		Deposit	853.91	-1,718.79
	Deposit	01/15/2020		Deposit	1,332.72	-386.07
	Deposit	01/15/2020		Deposit	869.91	483.84
	Deposit	01/15/2020		Deposit	713.79	1,197.63
	Deposit	01/15/2020		Deposit	672.36	1,869.99
	Deposit	01/15/2020		Deposit	660.46	2,530.45
	Deposit	01/15/2020		Deposit	136.77	2,667.22
	Deposit	01/15/2020		Deposit	282.19	2,949.41
	Deposit	01/15/2020		Deposit	317.09	3,266.50
	Deposit	01/15/2020		Deposit	119.32	3,385.82
	Deposit	01/15/2020		Deposit	64.92	3,450.74
	Deposit	01/15/2020		Deposit	792.80	4,243.54
	Deposit	01/15/2020		Deposit	416.14	4,659.68
	Deposit	01/15/2020		Deposit	20.00	4,679.68
	Deposit	01/17/2020		Deposit	225.00	4,904.68
	Deposit	01/17/2020		Deposit	20.00	4,924.68
	Deposit	01/22/2020		Deposit	916.25	5,840.93
	Deposit	01/29/2020		Deposit	649.00	6,489.93
Total Plaza Checking					<u>6,489.93</u>	<u>6,489.93</u>
TOTAL					<u>6,489.93</u>	<u>6,489.93</u>

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

DSS- Feb Trans	Type	Date	Name	Memo	Amount	Balance
Plaza Checking						
	Deposit	02/03/2020		Deposit	10.00	10.00
	Deposit	02/07/2020		Deposit	128.00	138.00
	Deposit	02/10/2020		Deposit	20.00	158.00
	Deposit	02/12/2020		Deposit	191.00	349.00
	Bill Pmt -Check	02/12/2020	Rocky Mountain Sound & Light	#20-2594	-500.00	-151.00
	Bill Pmt -Check	02/18/2020	aggreko	12/26-1/22	-10,625.00	-10,776.00
	Bill Pmt -Check	02/18/2020	Ahern Rentals	Scissor lift	-971.26	-11,747.26
	Bill Pmt -Check	02/18/2020	AMBI Mail & Marketing	mailer	-459.03	-12,206.29
	Bill Pmt -Check	02/18/2020	Black Hills Energy		-426.19	-12,632.48
	Bill Pmt -Check	02/18/2020	Charter Communications	Charter	-161.94	-12,794.42
	Bill Pmt -Check	02/18/2020	City of Casper - Finance Division	#159566 - good faith payments	-2,500.00	-15,294.42
	Bill Pmt -Check	02/18/2020	City of Casper - Water Services	DSS	-8.05	-15,302.47
	Bill Pmt -Check	02/18/2020	Cowdin Cleaning	Jan Cleaning Services	-1,550.00	-16,852.47
	Bill Pmt -Check	02/18/2020	Dream Upon a Princess	Superhero Skate	-235.00	-17,087.47
	Bill Pmt -Check	02/18/2020	Mastercard	KH	-304.20	-17,391.67
	Bill Pmt -Check	02/18/2020	MCF LLC	Storage	-450.00	-17,841.67
	Bill Pmt -Check	02/18/2020	Rocky Mountain Power	ASH	-1,746.89	-19,588.56
	Bill Pmt -Check	02/18/2020	Rocky Mountain Sound & Light	VOID: Invoice # 20-2594	0.00	-19,588.56
	Bill Pmt -Check	02/18/2020	Secure Gunz LLC		-4,725.00	-24,313.56
	Bill Pmt -Check	02/18/2020	John Lubner		-4,294.40	-28,607.96
	Bill Pmt -Check	02/18/2020	City of Casper - Water Services	DSS	-78.08	-28,686.04
	Bill Pmt -Check	02/18/2020	Rocky Mountain Power	DSS	-8,674.41	-37,360.45
	Bill Pmt -Check	02/18/2020	City of Casper - Water Services	ash	-276.78	-37,637.23
	Bill Pmt -Check	02/18/2020	City of Casper - Water Services	dss	-190.00	-37,827.23
	Bill Pmt -Check	02/18/2020	City of Casper - Water Services	DSS	-8.21	-37,835.44
	Bill Pmt -Check	02/18/2020	City of Casper - Water Services		-64.93	-37,900.37
	Bill Pmt -Check	02/18/2020	City of Casper - Finance Division	Zamoboni 2018-2019 season	-400.00	-38,300.37
	Bill Pmt -Check	02/18/2020	The Lyric		-100.00	-38,400.37
	Deposit	02/18/2020		Deposit	20.00	-38,380.37
	Deposit	02/18/2020		Deposit	20.00	-38,360.37
	Deposit	02/19/2020		Deposit	1,087.00	-37,273.37
	Bill Pmt -Check	02/19/2020	John Lubner	2/3/20 - 2/16/20	-1,101.60	-38,374.97
	Deposit	02/19/2020		Deposit	63.65	-38,311.32
	Deposit	02/19/2020		Deposit	190.19	-38,121.13
	Deposit	02/19/2020		Deposit	494.91	-37,626.22
	Deposit	02/19/2020		Deposit	386.86	-37,239.36
	Deposit	02/19/2020		Deposit	25.05	-37,214.31
	Deposit	02/19/2020		Deposit	156.27	-37,058.04
	Deposit	02/19/2020		Deposit	503.31	-36,554.73
	Deposit	02/19/2020		Deposit	56.14	-36,498.59
	Deposit	02/19/2020		Deposit	51.26	-36,447.33
	Deposit	02/19/2020		Deposit	72.72	-36,374.61
	Deposit	02/19/2020		Deposit	119.32	-36,255.29
	Deposit	02/19/2020		Deposit	88.32	-36,166.97
	Deposit	02/19/2020		Deposit	121.05	-36,045.92
	Deposit	02/19/2020		Deposit	181.30	-35,864.62
	Deposit	02/19/2020		Deposit	420.07	-35,444.55
	Deposit	02/19/2020		Deposit	325.53	-35,119.02
	Deposit	02/27/2020		Deposit	225.00	-34,894.02
	Deposit	02/27/2020		Deposit	64.00	-34,830.02
	Deposit	02/27/2020		Deposit	8,559.00	-26,271.02
Total Plaza Checking					<u>-26,271.02</u>	<u>-26,271.02</u>
TOTAL					<u>-26,271.02</u>	<u>-26,271.02</u>

Downtown Development Authority
Transaction Detail by Account
 March 1 - 14, 2020

DSS-March Trans	Type	Date	Name	Memo	Amount	Balance
Plaza Checking						
	Bill Pmt -Check	03/02/2020	John Lubner	2/17/20-3/1/20	-67.60	-67.60
	Deposit	03/04/2020		Deposit	31,182.00	31,114.40
	Bill Pmt -Check	03/10/2020	Ahern Rentals		-485.63	30,628.77
	Bill Pmt -Check	03/10/2020	Alliance Electric	Invoice 9240	-655.59	29,973.18
	Bill Pmt -Check	03/10/2020	AMBI Mail & Marketing	Glow Skate Posters	-24.00	29,949.18
	Bill Pmt -Check	03/10/2020	Black Hills Energy		-136.27	29,812.91
	Bill Pmt -Check	03/10/2020	Charter Communications		-3.22	29,809.69
	Bill Pmt -Check	03/10/2020	City of Casper - Finance Division	Zamboni Lease Nov 2019-Feb 2020	-400.00	29,409.69
	Bill Pmt -Check	03/10/2020	Cowdin Cleaning	Feb 2020 Services	-1,450.00	27,959.69
	Bill Pmt -Check	03/10/2020	GW Mechanical		-1,347.95	26,611.74
	Bill Pmt -Check	03/10/2020	LONG Building Technologies, Inc.		-4,944.50	21,667.24
	Bill Pmt -Check	03/10/2020	LUM Studio LLC	DSS additional training	-150.00	21,517.24
	Bill Pmt -Check	03/10/2020	Madison House	Deposit for June 26th Performance	-600.00	20,917.24
	Bill Pmt -Check	03/10/2020	Mastercard		-1,192.15	19,725.09
	Bill Pmt -Check	03/10/2020	Secure Gunz LLC	Security	-2,025.00	17,700.09
	Bill Pmt -Check	03/10/2020	The Lyric	March Storage	-100.00	17,600.09
	Bill Pmt -Check	03/10/2020	Wyoming Camera Outfitters		-379.00	17,221.09
	Bill Pmt -Check	03/10/2020	Mastercard		-1,010.52	16,210.57
	Bill Pmt -Check	03/10/2020	Black Hills Energy	#5833 6256 06	-777.97	15,432.60
	Bill Pmt -Check	03/10/2020	City of Casper - Water Services	Multiple bills, see slips	-272.07	15,160.53
	Bill Pmt -Check	03/10/2020	City of Casper - Finance Division	#183032 - good faith payments	-2,500.00	12,660.53
	Total Plaza Checking				<u>12,660.53</u>	<u>12,660.53</u>
TOTAL					<u><u>12,660.53</u></u>	<u><u>12,660.53</u></u>



DOWNTOWN DEVELOPMENT AUTHORITY

Strategic Planning 2019



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

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Casper Downtown Development Authority

2019 Strategic Planning

IN ATTENDANCE FROM THE BOARD

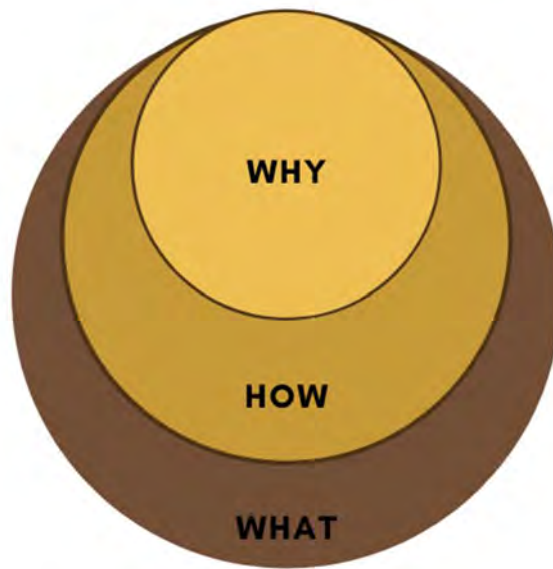
Tim Schenk, DDA Board Chairman
Nicholas Grooms, DDA Board Treasurer
Peter Fazio, DDA Board Secretary
Ryan McIntyre, DDA Board Member
Tony Hagar, DDA Board Member
Will Reese, DDA Board Member
Shawn Houck, DDA Board Member

BACKGROUND

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

EXECUTIVE SUMMARY

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



OUR WHY

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

OUR HOW

We work to grow:

REVENUE

BUSINESSES

PEOPLE

COMMUNITY
PRIDE

OUR WHAT

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

POTENTIAL PROJECTS

Questions to consider:

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

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

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

Grow Businesses:

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

Grow People:

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

Grow Community Pride:

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

PROJECT PLANS

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

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

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

From: Dave Fraser [mailto:dfraser@wyomuni.org]
Sent: Friday, March 13, 2020 4:26 PM
Subject: 2020 Legislative Report

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The attached spreadsheet summarizes this tracking information by bill number. We have also included a summary spreadsheet sorted by bills WAM supported, opposed and monitored. For more detailed information about the bills WAM tracked during the session can be found on the WAM website. It contains all the information about all the bills and their status in the legislative process. A direct link can be found at <https://wyomuni.org/follow-legislation>.

WAM had a successful legislative session. We were able to get three significant bills passed. These included Direct Distribution (SF 57), the Municipal Option Tax (HB 47) and Surface Water Diversion (SF 22). These bills followed the passage of a statewide lodging tax, which made their passage more difficult and more significant.

Furthermore, we helped defeat a number of bills that would have preempted local authority and were adverse to municipal interests. These include HB 22 (Affordable Housing Preemption), HB 93 (Increasing Maximum Claims Amounts), HB 183 (Municipal Elections Political Parties), HJ 02 (Taxpayers Bill of Rights), HB 180 (Repeal of Gun Free Zones).

In addition to passing and killing bills, thanks to the active participation by local elected officials WAM had a stronger presence at the Capital this year. To those that came to Cheyenne and those that sent emails and made calls to legislators – THANK YOU!

The following is a brief discussion of the bills of interest:

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This bill modifies the way cities and towns deal with franchise agreements and franchisees. During the interim, WAM worked with cable and telecommunications companies to develop a bill that became HB-19. The bill passed both houses and has been enacted as HEA 0047.

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House Bill 47 authorizes cities and towns to hold a city only sales tax election. It was developed in conjunction with the Wyoming County Commissioner's Association (WCCA). In addition to allowing for a city only sales tax election, it reduces the number of cities needed to get on a sales tax ballot, from 66% to 50%. This bill had an arduous trip through the legislative process. There were approximately 12 different amendments proposed to the bill, most of them would have had adverse impacts on the bill.

The bill was ultimately approved by the House and Senate, but in different forms. The Joint Conference Committee approved the House Version. The vote to concur passed the Senate by a single vote. It was signed into law today (3/13/20).

The one amendment that we were unable to remove was the one that allows a municipal option vote to occur only at a general election. We believe this limits the use of this tool but does not make it completely unworkable. It is our intent to try to remove this restriction at a future legislative session. This was a significant win for WAM.

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This bill would eliminate the requirement for bid bonds for cars and trucks below \$100,000. This bill was requested by one of our WAM members. As written, the bill would prohibit a city or town from requiring a bid bond on vehicles below \$100,000. This bill was not considered for a vote and is dead for this session.

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This bill would impose a 5% statewide lodging tax on short-term lodging. Of this amount 3% would be used to fund the department of tourism (effectively taking it off of the general fund). 2% would be sent back to the local governments. The distribution of the local funds would be as with the current lodging tax legislation, but the use of marketing funds has been expanded. This bill allows a local government to implement the second 2% only by a vote of the public.

House Bill 138 – Select Committee on Governmental Consolidation

This bill would establish a Select Committee on Governmental Consolidation. The Committee's charge is to "identify and recommend standards and options for reorganizing, consolidating or reducing the number of school districts, community colleges, counties, cities and legislative districts in the state and the number of legislative committees currently in existence or created by the Wyoming legislature". This bill passed the Revenue Committee but did not make the cut-off for a Committee of the Whole.

House Bill 171 – Gaming Commission

House Bill 171 converts the Wyoming Paragaming Commission into the Wyoming Gaming Commission and adds two members to the Commission. It also grandfathers existing "games of skill" until January 1, 2021. The bill charges the newly established Gaming Commission to "study gaming in the state. The study shall evaluate skill-based amusement games in the state. The commission shall examine how many games are operating in the state, the locations of all of the games, the amount of wagers made on the games and revenues earned from the games. Additionally, the commission shall provide options to the legislature for regulation of skill-based amusement games, video game terminals, sports wagering and other commercially viable forms of gaming. Additionally, the commission shall evaluate impacts to other states that have recently expanded forms of legal gaming."

The bill has passed both bodies and has received concurrence by the Joint Conference Committee.

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This bill would make municipal elections partisan elections. Candidates running for office would need to declare their party affiliation and add a republican and democratic primary. Any vacancies would need to be filled with a person of the same party. This bill was heard by the House Corporations Committee and the bill did not pass.

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This bill would increase the state sales tax from 4 to 5 percent if the Legislative Stabilization Reserve Account drops below \$500 million. The local portion (31%) of this increase would be distributed in accordance with the Madden Formula. This bill was introduced in the House and approved by the House Appropriations Committee but was not considered for a vote by the Committee of the Whole.

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This bill authorizes cities and towns to create an enterprise fund for surface (storm) water improvements. This bill overwhelmingly passed the Senate. The bill passed the House on Friday and was enacted as SEA 0031. This was a heavy lift and wouldn't have happened with extensive lobbying from local elected officials.

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The Governor's Recommended Budget contained \$105 million for the biennium (\$52,500,000 per year). The Joint Appropriations Committee modified the formula to increase distributions to smaller towns, while the larger cities will see decreased revenue. The House Appropriations Committee voted to strip the amendment and restore the original Madden Formula. The Joint Concurrence Committee agreed with the Senate bill and the House or Representatives concurrence with the Senate bill. It was enacted as SEA 000024. Only 6 Representatives (Edwards, Gray, Jennings, Styvar, Tass, Winter) voted against this bill.

Senate File 108 – Public Employment Retirement

This bill increases contributions to the retirement plan and modifies the retirement age of new hires. Increased contributions are to be paid 0.33% from employees and 0.33% from employers in FY 2023 and FY 2024 and 0.34% from employees and 0.34% from employers in FY 2025. These increases total 2.00% (paid 1.00% from employees and 1.00% from employers) by FY 2025. These changes increase the plan funding from 71.5% to 90.7% over a 30-year period. This bill also creates a third tier for newly hired employees and these employees will have a retirement age of 67. This bill has passed this Senate but failed to be introduced in the House.

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Senate File 134 is a preemption bill that was originally directed at the City of Cheyenne. It arose out of a dispute between the City of Cheyenne and Cheyenne Frontier Days over the cost of providing police services for the event. It mandated that the City of Cheyenne issue a malt beverage permit for the event and the permit could not be withheld. On the floor of the Senate the bill was amended to include events that occur on any indoor or outdoor rodeo or fairgrounds with the State. This bill would have affected every city and town that has a fair ground or rodeo arena. This is a serious preemption of local authority and WAM strongly opposed this bill. This bill passed the Senate. The bill was amended in the House to be applicable only to rodeo arena with a seating capacity of 7,500 people. The amended bill was passed by the House and Signed HEA 0061. This was another preemption into local affairs. However the amendments made the bill less objectionable.

MRG Funding

The Governors Recommended budget include \$22 million for MRG grants. The Joint Appropriations Committee a reduced in funding to 4.5 million, moving \$10 million into the Business Ready Community Grant program and the remainder going to fund the local portion of the WyoLink system . The budget bill was amended numerous times in to restore funding to the MRG program. At the end of the session, the Legislature restored a portion of the MRG funding. Although we have not yet seen the final version of the budget, it is our understanding (from talking to the Office of State Lands) that there will be approximately \$9 million available for MRG grants for the biennium. We realize that is significantly less than the last biennium, but given stresses on the state budget, we are happy to that we were able to almost double the funding from the JAC recommended budget.

Interim Topics

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J. David Fraser

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www.wyomuni.org

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Updated: March 10th - Noon

**WYOMING ASSOCIATION OF MUNICIPALITIES
Bill Tracking Summary**

		SUPPORT	OPPOSE	MONITOR	STATUS
HB-19	Municipal Franchise Fees	X			Signed as HEA 0047
HB-20	Municipal Digital Securities	X			Signed as HEA 0033
HB-47	Municipal Option Tax	X			Signed as HEA 0070
HB-57	Underground Facilities Notification	X			Signed as HEA 0036
HB-97	Omnibus Water Bill Construction	X			Signed as HEA 0093
HB-124	Cities and Towns Vehicle Bid Guarantee	X			Did not consider for House Committee of the Whole
SF-22	Surface Water Diversion	X			Signed as SEA 0031
SF-48	Solid Waste Cease and Transfer Program Funding	X			Assigned Chapter Number 42
SF-57	Local Government Distributions	X	-		Assigned Chapter Number 33
SF-82	Public Records Amendments	X			Assigned as Chapter Number 36
SF-128	Unemployment compensation-seasonal employers.	X			Died in Committee
HB-22	Affordable Housing Preemption		X		Failed Introduction in the House
HB-28	Gun Buy back program		X		Did not consider for Introduction
HB-93	Governmental Claims Increasing Maximum Claims		X		Did not consider for Introduction
HB-108	Ban on Sanctuary Cities		X		Failed Introduction in the House
HB-180	Repeal Gun Free Zones-2		X		Did not consider for Introduction
HB-183	Municipal Election Political Parties		X		Died in Committee
HB-229	Governmental claims-liability for property damage.		X		Did not consider for Introduction
HJ-02	Taxpayer's bill of rights.		X		Did not consider Introduction Vote
SF-26	Participation in State Health Insurance Plan		X		Died in Committee
SF-127	Public Funding Lobbying		X		Did not consider for Introduction
SF-59	Taxation of Government Property		X		Failed Introduction in the Senate
SF-134	Special Event Liquor Licenses		X		Signed as SEA 0061
HB-50	Governmental Procurement Amendments			X	Assigned as Chapter Number 29
HB-51	Professional Services Procurement			X	Assigned as Chapter Number 30
HB-52	Public Works Contracts			X	Assigned as Chapter Number 31
HB-64	National Corporate Tax Recapture			X	Did not consider Introduction Vote

HB-84	Food Freedom Act	X	Signed as HEA 0043
HB-122	Exemption Private School Attendance	X	Did not consider Introduction Vote
HB-130	Optional Unoccupied Home Fee	X	Did not consider Introduction Vote
HB-134	Wyoming Tourism Funding	X	Assigned as Chapter Number 14
HB-138	Select Committee on Government Consolidation	X	Did Not Consider for House Committee of the Whole
HB-140	Tourism Funding	X	Did not consider Introduction Vote
HB-175	Subdivisions	X	Did not consider Introduction Vote
HB-186	K-12 and Local Government Structural Deficit Repair Act	X	Did Not Consider for House Committee of the Whole
HB-216	Fire and Electrical Safety Plan Reviews	X	Died in Committee
HB-237	Local impact assistance payments-2.	X	Passed House/Did not Consider for Introduction in Senate
SF-09	Ethics and Disclosure Act	X	Postponed Indefinitely
SF-51	Wyoming Retirement Plans Contributions	X	Failed 3rd Reading in Senate
SF-70	Government Waste Fraud and Abuse	X	Passed Senate/ Postponed Indefinitely in Senate
SF-83	Budget and Financial Reporting	X	Assigned Chapter Number 37
SF-100	Business Ready Community Amendments	X	Diend in Committee
SF-108	Wyoming Retirement Plan Retirement Date	X	Did not consider for Introduction

Updated: March 12th - End of Session

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Bill Tracking Summary**

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HB-28	Gun Buy back program	-	X		Passed House/Failed to make Senate COW cutoff
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HB-124	Cities and Towns Vehicle Bid Guarantee	X			Did not consider for COW
HB-130	Optional Unoccupied Home Fee	-		X	Did not consider Introduction Vote
HB-134	Wyoming Tourism Funding			X	Assigned Chapter Number 14
HB-138	Select Committee on Government Consolidation			X	Passed House Revenue Committee/Did Not for COW
HB-140	Tourism Funding			X	Did not consider Introduction Vote
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HB-180	Repeal Gun Free Zones 2		X		Did not consider Introduction Vote
HB-183	Municipal Election Political Parties		X	-	Introduced in House and Referred House Corporations
HB-186	K-12 and Local Government Structural Deficit Repair Act			X	Did not Consider for House Committee of the Whole
HB-216	Fire and Electrical Safety Plan Reviews			X	Died in Committee
HB-229	Governmental claims liability for property damage.	-	X		Did not Consider for Introduction Vote
HB-237	Local impact assistance payments 2.		-	X	Passed House/Did not Consider for Introduction Vote

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SENATE FILES		SUPPORT	OPPOSE	MONITOR	STATUS
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SF-127	Public Funding Lobbying		X		Did not Consider for Introduction
SF-128	Unemployment compensation seasonal employers-	X			Died in Committee
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