

CITY OF CASPER



ADOPTED BUDGET FY 2008



City of Casper, Wyoming

**Adopted Annual
Operating and Capital
Budget**

For the Fiscal Year Ended June 30, 2008



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City Council

Kate Sarosy, Mayor

Paul C. Bertoglio, Vice President

Page Fagan, Councilman

Keith Goodenough, Councilman

Guy V. Padgett, III, Councilman

Stefanie L. Boster, Councilman

Lynne Whalen, Councilman

Maury Daubin Councilman

Kenyne Schlager, Councilman

City Officials

Thomas O. Forslund, City Manager

Linda Witko, Assistant City Manager

Bill Luben, City Attorney

V.H. McDonald, Administrative Services Director

Tracey Belser, Human Resources Director

Thomas Pagel, Chief of Police

Mark Young, Fire Chief

Philip Stuckert, Public Services Director

Doug Follick, Leisure Services Director

April Getchius, Planning & Community Development Director

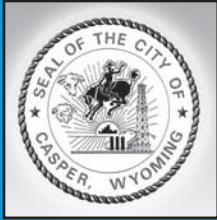


CITY COUNCIL GOALS 2007/2008

- Expand efforts to educate the public on city issues.
- Implement applicable smart growth principles throughout the community.
- Identify and implement strategies to support public safety in the following areas:
 - Police Functions
 - Weed/Seed Initiative
 - Meth & Alcohol Initiatives
 - Fire/EMS
- Develop and implement plans to revitalize the downtown and central core neighborhoods.
- Develop policies and programs to facilitate the development of a variety of housing options in the community.
- Encourage recreational, residential and business development along the North Platte River, through the core of the community.
- Develop and fund a Comprehensive Five-Year Capital Plan for city-owned infrastructure.

Lower-Priority Goals

- Increase opportunities for the public to interact with city government.
- Create strategies to encourage infill development and redevelopment throughout the city.
- Continue development of a multi-modal transportation network throughout the Casper community.
- Optimize use of the city's land assets.
- Adopt a Five-Year Base Operation & Maintenance Plan. (Pro-Forma projections).



Citizen Update

The official newsletter of the City of Casper

Winter 2007

CITY COUNCIL SELECTS LONG RANGE GOALS FOR THE CITY OF CASPER

The Casper City Council met in February for a two day retreat. They spent their time discussing Casper's strengths and problems, and they came away from that session with a list of major goals to accomplish.

"This is a thrilling time to be in Casper -- we're growing, the economy's strong, and there's a lot of energy in town," said Mayor Kate Sarosy. "We have a chance to really make an impact."

Several of these goals focus on how the city will grow and develop. The current economic boom has brought an enormous amount of new construction. The challenge lies in channeling that development so that the city's economy and quality of life remain strong for decades to come.

Councilmembers are also interested in improving their communication with the public. In particular, they are looking to expand infor-

mation sharing through the city's website and its government and educational access channel, Cable Channel 3.

Other goals include reviewing the public safety capabilities of Casper's Police and Fire-EMS Departments; improving the variety of housing types that are available to residents; making better use of city owned land; and establishing long term plans for the city's infrastructure needs.

COUNCIL GOAL: SMART GROWTH



The city will continue to look for ways to encourage Smart Growth. All streets should be easy to navigate, and they should be laid out so that they minimize congestion. Residents should have easy access to parks, the corner grocery store, and the local elementary school.

COUNCIL GOAL: PUBLIC SAFETY



The nature of public safety in Casper is changing. Casper's population is aging, so more emphasis may be needed on protecting and caring for the elderly. Traffic accidents

continue to be a problem, and methamphetamines are still having a major impact in certain neighborhoods.

COUNCIL GOAL: HOUSING OPTIONS



Not everyone wants to live in a single family house with a large front yard and a two car garage. Ways are being sought to encourage developers to provide a variety of housing options, including townhomes, apartments, and condominiums. As property values continue to rise, these options provide lifestyle choices, and they increase the stock of affordable housing.

COUNCIL GOAL: COMMUNICATION



The city offers a multitude of services and programs, but keeping the public aware of them has always been a challenge. By making better use of Cable Channel 3, the internet, and more traditional information sources, city councilmembers are hoping that more Casperites will find a way and a reason to be engaged with their community.

COUNCIL GOAL: RIVERFRONT DEVELOPMENT



Ways are being sought to make the riverfront vibrant with housing, shops, and pedestrians. The vacated Amoco Refinery has been replaced with an attractive golf course and a mixed use development. The city's riverfront bike trail, the Platte River Parkway, already crosses the city from one end to the other. But more can be done.

COUNCIL GOAL: DOWNTOWN REVITALIZATION



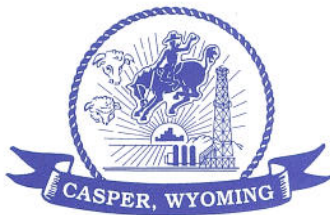
A city cannot be healthy if it lacks a strong central core. Casper's downtown, and the neighborhoods that surround it, have unique challenges and opportunities. How to encourage more people to live in these neighborhoods, how to make the best use of historic buildings, and how to encourage construction on vacant lots are some of the issues that will need to be addressed.

How do the City Council goals connect with Long-Term City Initiatives?

<p style="text-align: center;">Infrastructure replacement and expansion</p> <ul style="list-style-type: none"> • Evaluate development of regional landfill • Water and sewer system replacements and expansions <ul style="list-style-type: none"> • Water distribution system • Wastewater collection system • Water treatment plant • Wastewater treatment plant • Securing reliable water sources for the future including the Upper Rock Creek Reservoir and other water rights. • Cemetery expansion 	<p style="text-align: center;">Using a multi-pronged approach to Public Safety to achieve greatest results</p> <ul style="list-style-type: none"> • Police functions • Weed & Seed Initiative <ul style="list-style-type: none"> • Broken Window Theory • Creating ownership and pride throughout the City's neighborhoods. • Methamphetamine & alcohol initiatives <ul style="list-style-type: none"> • Treatment and prevention • Fire & EMS <ul style="list-style-type: none"> • Long term rebalancing of fire station coverage and placement to ensure response times, as well as the correct the mix of fire and medical coverage
<p style="text-align: center;">Continue development of a multi-modal transportation network throughout the Casper community</p> <ul style="list-style-type: none"> • Motor vehicles <ul style="list-style-type: none"> • Streets improvements <ul style="list-style-type: none"> • Resurfacing • New streets • Walking and biking <ul style="list-style-type: none"> • Walkability • Sidewalks • Rails to Trails, Platte River Parkway and other trail efforts • Public Transportation 	<p style="text-align: center;">Balanced growth, development and revitalization that benefits all areas of the community</p> <ul style="list-style-type: none"> • Growth and development <ul style="list-style-type: none"> • Smart growth principles • Affordable and available housing supply • Infill development • Strengthen the core of the community • Take advantage of North Platte River • Encourage revitalization through investment <ul style="list-style-type: none"> • Downtown health and vibrancy • Old Yellowstone district • Central core neighborhoods • North Casper • Aggregate property through market purchases
<p style="text-align: center;">Improved long-range City financial stability</p> <ul style="list-style-type: none"> • Planning processes <ul style="list-style-type: none"> • Comprehensive long-range capital plan for all city-owned infrastructure. • Operations and maintenance planning • Long-term operations planning • Investment • Savings and maximizing resources <ul style="list-style-type: none"> • Optimize use of City's land assets • Build up of fund reserves in Perpetual Care Fund for ongoing care of buildings, parks, forests, and operations. 	<p style="text-align: center;">Building a high-performing City organization</p> <ul style="list-style-type: none"> • Performance measurement • Performance management • Leadership training and succession planning • Performance standards and reviews • Increased citizen education, communication and opportunities for involvement • Business continuity planning to ensure ongoing operations in the event of a disaster

Budget Message





OFFICE OF THE CITY MANAGER

CITY OF CASPER

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To the Citizens of Casper,

I am pleased to present the City of Casper's FY 2008 Adopted Budget. This budget serves as the policy and operational guide for the city in the upcoming fiscal year, which begins on July 1, 2007 and ends June 30, 2008. This budget was adopted at a public hearing on the 20th day of June 2007.

The City's adopted expenditure budget for FY 2008 is \$114,534,762. These expenditures are funded by \$104,259,369 from current revenues and proceeds, and \$10,243,833 in reserves. The reserves used are "excess" reserves that exceed the levels as required by the City's financial policies. The FY 2008 Adopted Budget does not include the addition of any new debt or borrowings to fund operations or capital. This "pay-as-you-go" financing of capital helps keep the City's overall debt burden low. For FY 2008, the City does not intend to use any of its legal debt capacity for general obligation debt for general government projects such as parks and streets. The amount of debt maintained by enterprises such as the water and sewer funds remains reasonable and easily serviced by the revenues produced by those enterprises.

The sources and uses of funds for the FY 2008 budget can be found in the "Summaries" section of this budget, which has been expanded this year to allow citizens to quickly and easily get an overview of how the City obtains and uses the funds to which it is entrusted.

The proposed and adopted budget are subject to multiple layers of review to ensure that the fundamental aims and priorities of the City are met and that resources are allocated in a way that achieves the greatest public benefit.

The City of Casper Budget process is an extended process that integrates strategic planning, long-term capital planning, short-term departmental goal creation, performance review, personnel costs, and operational budgets. Many of these steps, such as capital planning, have dedicated software systems and result in the creation of discrete published documents. The FY 2008 budget integrates the current fiscal year from these longer term plans.

The long-term goals and needs of the City create the underlying framework within which the Operational budget for the next fiscal year is created.

The steps in the process are as follows:

- Long-term strategic goal setting by City Council (Overarching goals)
- Preparation of the capital inventory and condition report

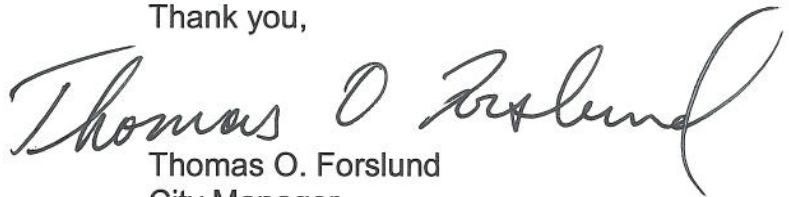
- Creation of Capital Plan (5-year plan)
- Preparation of department's goals and objectives
- Review by City Manager of departmental goals and objectives
- Compilation of performance measures and other data
- Performance review of ICMA and other performance measure data
- Calculation of status quo personnel and benefit cost calculation
- Submittal of proposed new personnel – salary and benefit cost calculation and accompanying related costs
- Operational budget creation by departments- contractual services, materials and supplies, small capital items
- Creation of proposed budget
- Consideration and deliberation of proposed budget by City Council
- Capital and operational budget adoption

The first step involves long-term strategic goal setting by the City Council. The City Council sets their "Council Goals" for each two year election cycle. This broad view of the future of the community helps guide all other decisions that follow in the process.

Included in this "Budget Message" section of the budget are the budget message from the proposed budget, a memo highlighting changes made during the City Council review sessions, and the adopted budget resolution.

I hope that you find this budget to be easy to use and informative.

Thank you,



Thomas O. Forslund
City Manager

May 18, 2007

MEMO TO: Her Honor, the Mayor, and Members of the City Council
FROM: Thomas O. Forslund, City Manager
SUBJECT: Budget Message – Fiscal Year 2007/08

INTRODUCTION

Pursuant to the requirements of Section 16-6-11 of the Wyoming State Statutes, as amended, the proposed FY 08 budget is hereby submitted. It is submitted with the belief that it represents a responsible plan of spending for the upcoming fiscal year. The proposed budget totals \$100,606,122.

Overview

The economy for the State of Wyoming continues to be strong. The energy industry continues to fuel the state's economy. Prices are higher for oil, natural gas, coal and uranium. The state's unemployment rate of 2.6% is the fifth lowest in the nation.

The economy for Casper is also strong. Sales tax revenue for the City of Casper for the first ten months of the fiscal year is 18.7% ahead of last year. The value of building permits is up by 187% for the first four months of 2007, as compared to 2006. Building permit values for all of 2006 were up by 9.6%. New housing starts for the first four months of 2007 are up by 33%.

There are only 234 single family homes listed for sale on the current multi-list in Casper.

Revenue

Higher mineral prices are generating additional tax revenues for the state government. The state is enjoying record revenues as a result of booming mineral production. As a result, the state is once again sharing a portion of the extra mineral revenue with local governments. Next fiscal year, the City of Casper will be receiving an additional \$5,298,049 in above the cap mineral revenue from the state. This amount is included in the proposed FY 08 budget.

Sales tax revenue is budgeted at \$18,998,653 for FY 08. This is an increase of \$904,698 from the amount projected to be received in FY 07. Also, there is an additional \$1,134,648 budgeted to be received from the state to replace the estimated loss of sales tax on food. During the last legislative session, the legislature permanently

removed the sales tax on food, but they did not permanently replace the revenue loss suffered by local governments. A year ago, the Legislature appropriated funds to replace the estimated revenue loss for two years. FY 08 will be the second and final year of the replacement. Hopefully, the Legislature will address this issue during next year's session.

Sales tax and mineral tax revenues represent 68% of the General Fund revenue budget. Fluctuations in either of these two revenue sources can significantly impact the City's operation. The remaining 32% of the revenue for the General Fund comes from 73 separate revenue sources. A fluctuation in any of the other revenue sources does not have the same impact on the budget as fluctuations in sales tax or mineral revenues. As a result, sales tax and mineral revenues need to be monitored closely during budget development and throughout the fiscal year.

There are no rate increases included in this budget for any of the utility operations. However, Council will need to consider increases in some of the utilities later this year.

Expenditures

Expenditures for general operations are essentially status quo. The only significant increases are for those items that are generally beyond our control. These include fuel and garage costs, health insurance increases, and salary step increases. However, funding is included in the Casper Events Center cost center for the new Events Center Manager. This position was reinstated this year due to the splitting of duties of the Leisure Services Director and the Events Center Manager. The position was split due to the increased work load and the retirement of Max Torbert.

Even after funding these increases, the General Fund still has a projected surplus of \$6,198,358 for FY 08. The projected General Fund FY 08 surplus includes the one time funding of \$5,298,049 that is going to be received from the State of Wyoming. This is the amount of above the cap mineral money that the Legislature appropriated for FY 08. These funds are not guaranteed to be allocated in subsequent years by the Legislature. Accordingly, Council should be cautious in allocating all or most of these funds to long-term commitments.

Because of the projected surplus, the City Council will be able to consider increasing funding in some areas during its budget review. Some areas that Council might consider funding include: a cost of living adjustment for City employees, additional staffing, capital projects, and/or new programs.

Recommendations

Salaries & Benefits

In FY 07, all city employees, except firefighters, received a 2.5% pay raise. Firefighters received an 8% increase in FY 07. Firefighters are covered by a separate collective bargaining agreement. They have a two year agreement covering FY 07 and FY 08. Their agreement calls for a pay raise of 3% in FY 08. This increase is already included in the proposed budget.

A 4% pay raise is recommended for the remaining full-time employees. A 5% pay raise is recommended for part-time employees. This pay increase will cost \$1,158,112. Of this amount, the General Fund share will be 77% or \$894,706.

Health insurance costs continue to be a significant cost for the City. \$5,262,485 is budgeted in FY 08 to insure the participants of the plan. A 10% increase is included in the budget for contributions made by both employees and the City on behalf of employees.

Staffing

Due to the growing economy, the work load continues to increase throughout the organization. Additionally, it is becoming increasingly difficult to hire part-time employees. The local labor market provides many full-time job opportunities, so fewer people are willing to work in part-time positions, with no benefits. Because of the increasing work load and the difficulty in hiring part-time employees, new positions are recommended in the Police Department, Public Safety Communications Center, Fire Department, Code Enforcement, Fort Caspar, Hogadon, Casper Events Center and Balefill. The recommended new positions for Hogadon, Casper Events Center and the Balefill, are conversion of part-time positions to full-time. Funding for the part-time positions will be reduced, if the full-time positions are approved. Additionally, nearly 50% of the Museum Curator position for Fort Caspar will be funded by the Natrona County School District. A more detailed explanation of the need for the different positions is included in Section I of the Appendices.

Number	<u>Cost Center</u>	<u>Cost*</u>
2	Police Officers	\$ 116,774
2	PSCC Communications Specialists	100,742
1	Fire Prevention Officer	62,846
1	Fort Caspar Museum Curator	57,410
1	Code Enforcement Building Inspector II	59,744
1	Hogadon Ski Area Technician	43,581
1	Casper Events Center Assistant Box Office Manager	52,932
1	Solid Waste Balefill Clerk**	41,585
<u>1</u>	Solid Waste Baler Operator**	<u>50,884</u>
11	Total New Staffing	\$ 586,498

* Includes Salary & Benefits

** Non General Fund

Capital & One-Time Expenditures

In the early 1960's, John F. Kennedy was quoted as saying "the time to repair the roof is when the sun is shining." The sun is currently shining on Casper City Government. The economy is strong and funds are available to invest. Council should consider investing in one-time projects. If an organization does not invest in the good times, one has to wonder when it is a good time to do so.

A number of capital items were identified in the capital planning process with costs budgeted into this proposed budget. A description of these capital items can be seen in Section II of the Appendices.

Following is a list of potential capital projects/equipment that should be considered for inclusion in the FY 08 budget. A description of each item is included in Section III of the Appendices. The items include:

Public Safety

• Fire Station #3 Replacement	\$ 3,000,000
• Fire Station Renovations	78,223
• Police Equipment	<u>130,400</u>
Total	\$ 3,208,623

Buildings and Structures

• Hall of Justice Elevator Renovation	240,000
• Parking Garage Repairs	300,000
• Fort Caspar Parking Lot Repairs	20,000
• Highland Cemetery Fencing – Phase II	<u>216,000</u>
Total	\$ 776,000

Equipment

• Streets – Oil Distributor	120,000
• Parks – Loader	160,000
• Parks – Bucket Truck	85,000
• Parks – Mowers (3)	90,000
• Parks – Garbage Truck	<u>75,000</u>
Total	\$ 530,000

Other

• Walkability/Bike Lane Improvements	\$ 200,000
• Financial Software	30,000
• Planning Software	20,000
• Business Continuity Project	<u>45,000</u>
Total	\$ 295,000

Total Capital \$ 4,809,623

**RECAP OF
RECOMMENDED USES**

4% Salary Increase	\$ 894,706
New Staffing - General Fund	494,029
Projects/Equipment	<u>4,809,623</u>
Total	\$ 6,198,358

Other Discussion Item

Because of the strong economy, there are unallocated funds in the 1% #12 Fund and in the General Fund. There is \$2 million available in excess 1% #12 funds and \$7 million in excess reserves in the General Fund. A portion, or all of these funds, could be allocated in the next budget. However, if all of the funds are allocated, Council will not have any flexibility in the future if unanticipated events occur that require a financial contribution from the city. As a result, I would caution Council not to allocate all of the available funds.

In Section IV of the Appendices, there is a listing of potential projects/programs that Council and/or staff have discussed in recent years. The estimated cost for these potential items total \$69,410,784. They are provided for your review and consideration.

Conclusion

As you read through the budget document, you will find information concerning each of the different cost centers. Hopefully, you will find the explanations useful for your understanding of the FY 08 budget. Council will be reviewing each of the cost centers during its budget review.

June 8, 2007

MEMO TO: Thomas O. Forslund, City Manager
FROM: V.H. McDonald, Administrative Services Director
SUBJECT: FY 2008 Budget Adoption By Resolution

Recommendation:

That Council, by resolution, adopts the Budget for the Fiscal Year 2007-2008, at the Budget Hearing on June 19, 2007.

Summary:

Incorporated First Class cities and towns operating under the City Manager form of government in Wyoming must comply with the provisions of the Uniform Municipal Fiscal Procedures Act (W.S. §16-4-101 through §16-4-124). The act stipulates that a public hearing to be held to consider the budget not earlier than the second Tuesday in June and not later than the third Tuesday in June.

During the budget review by Council, the following items were added to the proposed budget:

\$1,980,858 was added to the total personnel costs of all funds. This includes a 4% cost of living adjustment (COLA) for full time employees, a 5% pay increase for part-time employees, a \$500 bonus for full time employees and a proportional bonus for part-time employees. This amount includes the following:

- \$611,003 for new employees as described in the City Manager's budget message integrating the COLA and benefits for these positions
- \$973,055 for the COLA and pay increase for all existing city employees
- \$236,500 for the full and part-time bonus
- \$160,300 for the benefits costs of the COLA and the bonus

In addition to the personnel changes, \$9,814,823 was added for:

- \$350,200 for new ongoing programs including the following:
 - Graffiti Abatement - \$63,400
 - Weed and Seed - \$60,000
 - Recycling Program Expansion - \$146,800
 - Wellness/ Disease Management Coordination – \$80,000
- \$100,000 was added to Council Goals for improved Public Information and increased Community Interaction
- \$1,200,000 was added to City Council for Police and Support funding with allocations to be determined by City Council committee during FY 2008.
- \$530,000 for a transfer to the Capital Equipment fund for equipment described in the City Manager's Budget Message.

- \$7,634,623 for transfers to Capital Projects Fund for the capital projects listed below:
 - \$3,000,000 for Fire Station #3 replacement
 - \$190,223 for Fire Station renovations and refurbishment
 - \$130,400 for Police equipment
 - \$240,000 for Hall of Justice elevator renovation
 - \$300,000 for parking garage repairs
 - \$20,000 for Fort Caspar parking lot repairs
 - \$216,000 for Highland Cemetery fencing- Phase II
 - \$200,000 for walkability & bike lane improvements
 - \$30,000 for financial software
 - \$20,000 for planning software
 - \$45,000 for the Business Continuity project
 - \$15,000 for Fire drill tower improvements
 - \$1,000,000 for miscellaneous arterial & collector street improvements
 - \$100,000 for a conceptual design and master plan for a City Hall addition
 - \$75,000 for improvements to the City Hall HVAC system
 - \$300,000 for Brattis Building remodeling
 - \$103,000 for Highland Cemetery building rehabilitation
 - \$1,500,000 for Leisure Service Facility Improvements
 - \$150,000 for Nicolaysen Museum floor replacement

A \$2,000,000 transfer was approved from excess Optional One Cent #12 sales tax to reimburse the Water Fund for the Rock Creek Reservoir purchase.

An Urban Forestry program was funded from Optional One Cent #13 sales tax funds. \$50,000 was transferred to the Capital Equipment fund to purchase two pickups for the program and \$160,000 was transferred to Parks to fund the program expenses.

The following projects and equipment were rebudgeted from FY 2007 because they were not completed. These items include:

- \$250,000 for a vacuum truck for the Streets Division added to the Capital Equipment fund
- \$45,000 for a cooler for Metro Animal Control added to the Capital Projects fund
- \$100,000 for painting the Ice Arena beams

The following projects are added for other agencies' projects administered and partially funded by the City:

- \$646,350 for the Beverly Street underpass as part of the Parkway Trust's "Rails to Trails" program, funded by a \$517,080 Teal Grant and a \$129,270 transfer from 1% #13 Fund
- \$450,000 for a Senior Center Project in the Capital Projects Fund, funded by a \$450,000 contribution from the Senior Center Board

With the above additions, the City's total proposed budget for FY 2008 is \$114,534,762.

In addition to the items added above, City Council designated \$100,000 of the Council Goals budget for a domestic violence program to be decided by a Council task force.

A resolution has been prepared for Council's consideration.

RESOLUTION NO. 07-153

A RESOLUTION MAKING APPROPRIATIONS OF FUNDS TO COVER EXPENDITURES OF THE CITY OF CASPER, WYOMING, FOR THE FISCAL YEAR OF JULY 1, 2007, TO JUNE 30, 2008.

WHEREAS, on the 15th day of May, 2007, Thomas O. Forslund, City Manager, the budget making authority, prepared and submitted to the Council, a City Budget for the 2007-2008 Fiscal Year ending June 30, 2008; and,

WHEREAS, such budget was duly entered at large upon the records of this Council and a copy thereof was made available for public inspection at the Office of the City Clerk; and,

WHEREAS, Notice of Public Hearing on such budget, together with the summary of said budget, was published in the Casper Star-Tribune, a legal newspaper published and of general circulation in the County of Natrona on the 13th day of June, 2007; and,

WHEREAS, following such Public Hearing, certain alterations and revisions were made in such budget, and such budget is now in the form to be adopted, same is hereby adopted as the official City Budget for the Fiscal Year ending June 30, 2007.

DETAILS OF GENERAL FUND

City Council	\$ 2,352,206
City Manager	775,740
City Attorney	606,027
Municipal Court	548,466
Finance	1,746,268
Health/Social/Community	1,196,686
Human Resources	792,474
Planning	451,134
Code Enforcement	975,426
Metropolitan Planning	475,359
Police	9,862,800
Fire	6,593,638
Engineering	1,194,993
Traffic	1,299,161
Streets	3,689,605
Cemetery	467,211
Parks	2,932,410
Fort Caspar	464,994
Transfers Out	<u>13,220,287</u>
Total General Fund	\$ 49,644,885

Capital Funds

Capital Projects	\$ 19,750,974
Capital Equipment	3,300,247
One Cent Number 12	7,406,177
One Cent Number 13	10,043,874

Enterprise Funds

Water	16,174,260
Water Treatment Plant	2,338,640
Sewer	4,387,458
Wastewater Treatment Plant	3,625,393
Refuse Collection	4,520,246
Balefill	4,414,387
Casper Events Center	2,884,199
Golf Course	1,162,356
Casper Recreation Center	1,192,956
Aquatics	1,018,031
Ice Arena	508,026
Hogadon Ski Area	860,970
Parking Lots	46,244
LifeSteps Campus	194,500

Special Revenue Funds

Weed & Pest	428,621
Transit Services	1,318,207
Community Development Block Grant	803,313
Police Grants	260,000
Fire Grants	125,000
Redevelopment Loan Fund	35,468
Revolving Land Fund	2,000,000

Debt Service Funds

Special Assessments	1,801,300
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Internal Service Funds

Central Garage	3,260,470
Information Technology	854,113
Buildings & Grounds	1,060,809
Geographical Information Systems	335,214
City Hall	349,163
Property & Liability Insurance	751,114

Trust and Agency Funds

Perpetual Care fund	2,157,111
Metro Animal Control	871,979
Public Safety Communication Center	1,998,615
Health Insurance	<u>5,262,485</u>

Total \$ 157,146,805

Less Intergovernmental Transactions

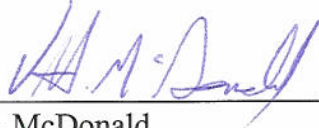
Transfers Out	\$ 31,425,560
Internal Service Charges	10,191,641
Interdepartmental/Administration Fees	<u>994,842</u>

Total \$ 42,612,043

TOTAL REQUIREMENTS \$ 114,534,762

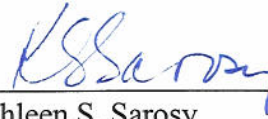
PASSED, APPROVED, AND ADOPTED this 19th day of June, 2007.

ATTEST:



V. H. McDonald
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation



Kathleen S. Sarosy
Mayor



General Information

**Community Information
City Organization**

General Information

The City of Casper, incorporated in 1889, is located in central Wyoming and is the County seat of Natrona County. The City encompasses 25.69 square miles and has a population of 51,738, with a metropolitan population of 62,833.

We are a growing community of 50,000 people and maintain an outstanding quality of life. Our community offers four golf courses, 258 acres of parks, downhill skiing at the Hogadon resort on Casper Mountain, and kayaking on the North Platte River. Our historic downtown has a vibrant entertainment district of stores, restaurants, coffee shops, and theaters.

Governing Body

The City of Casper operates under a Council-Manager form of government as outlined in State of Wyoming Statutes 15-4, Article 2. The City employs a full-time City Manager, appointed by the City Council, to oversee the efficient operations of the City. All department heads are appointed by the City Manager. Seven operational departments report to the City Manger:

- Administrative Services
- Fire
- Human Resources
- Leisure Services
- Planning and Community Development
- Police
- Public Services

The entire legislative authority for the City of Casper is vested in the nine-member Casper City Council. Citizens from each of the City's three wards elect three representatives, that reside within the respective ward, to become members of the City Council, for four-year staggered terms. The Council then appoints a Mayor and Vice President from among their body to serve in the leadership capacities. The Mayor and Vice President serve for a period of one year. The City Manager, Attorney, and Municipal Judges report to the City Council. All other City employees report to the City Manager.



City Economy

The community has a workforce of 41,125, and in 2005 Casper was honored by [Forbes Magazine](#) as one of the nation's "Top 25 Best Small Places for Business," including first place distinction for lowest cost of doing business. In 2005, [Inc. Magazine](#) ranked Casper #3 of the "Top 25 Best Places To Do Business" and as the #1 "Small City to do Business". Casper is connected directly to I-25, and is served by five commercial airlines at the Natrona County International Airport.

Labor Force

	2004	2005	2006
Total Labor Force	39,545	40,164	40,620
Employment	36,838	38,797	39,412
Unemployment	1,460	1,367	1,208
Unemployment Rate	3.7%	3.4%	3.0%

Wages by Industry

Industry	Average Weekly Wage		
	2003	2004	2005
Government Sector	\$736	\$661	\$680
Agriculture	\$381	\$295	\$354
Mining	\$895	\$941	\$1035
Construction	\$596	\$603	\$597
Manufacturing	\$621	\$627	\$706
Wholesale Trade	\$757	\$780	\$876
Retail Trade	\$387	\$406	\$416
Transportation	\$624	\$680	\$720
Finance	\$706	\$921	\$918
Health Care	\$650	\$580	\$637
Real Estate	\$492	\$576	\$601
Professional Services	\$709	\$666	\$703

Employment by Industry

Most Common Industries for Males

- Construction (12%)
- Mining (9%)
- Accommodation and food services (6%)
- Educational services (5%)
- Public administration (5%)
- Professional, scientific, & technical services (5%)
- Health care (4%)

Most Common Industries for Females

- Health care (16%)
- Educational services (14%)
- Accommodation and food services (9%)
- Public administration (5%)
- Professional, scientific, & technical services (5%)
- Social assistance (5%)
- Finance and insurance (4%)

Population

Population (year 2000): 49,644. Estimated population in July 2005: 51,738 (+4.2% change)
 Males: 24,191 (48.7%), Females: 25,453 (51.3%)

Median resident age: 36.1 years
 Estimated median household income in 2005: \$49,400 (it was \$36,567 in 2000)
 Estimated median house/condo value in 2005: \$127,100 (it was \$84,500 in 2000)

For population 25 years and over in Casper

- High school or higher: 89.1%
- Bachelor's degree or higher: 22.1%
- Graduate or professional degree: 7.3%
- Unemployed: 4.9%
- Mean travel time to work: 15.8 minutes



Job Creation

466 new jobs were created in Natrona County between 2002 and 2006. 107 existing local firms expanded during that time and 9 new firms were added.

According to Wyoming Employment Projections, 8 of the top 10 fastest growing jobs in the State of Wyoming are related to the oil, gas and mining industries.

Top 10 Fastest-Growing Occupations in the State of Wyoming

Rank #	Occupation	2004 Actual Employment	2014 Projected Employment	Projected Percent Change
1	Derrick Operators, Oil & Gas	690	1,390	100%
2	Rotary Drill Operators, Oil & Gas	480	940	94%
3	Service Unit Operators, Oil, Gas & Mining	730	1,400	93%
4	Roustabouts, Oil & Gas	890	1,710	91%
5	Explosives workers, ordinance handling experts, and blasters	610	1,110	82%
6	Helpers-Extraction workers	480	840	75%
7	Earth Drillers, except Oil & Gas	450	780	74%
8	Geological & Petroleum Technicians	240	410	70%
9	Locomotive Engineers & Operators	100	170	69%
10	Network Systems & Data Communications Analysts	250	420	69%

Major Employers

Business Name	# of Employees
Natrona County School District #1	1,427
Wyoming Medical Center	946
Key Energy	620
TIC The Industrial Co.	600
City of Casper	512
Wal-Mart	386
J.W. Williams	357
OfficeMax A Boise Co.	339
Casper College	331
Wyoming Machinery Company	315
Natrona County Government	283
Teton Homes	220
True Companies	201
Nowcap	175
McMurry Ready Mix	170
Teton Homes	196
U.S. Postal Service	165
Casper Star-Tribune	154
Wyoming Behavioral Institute	153
Parkway Plaza Hotel	146



Transportation

Casper is the center of industry, media, commerce and trade in Wyoming and regional hub of air, rail, and highway transportation. Its central location among the western states assures Casper's continued industrial and metropolitan growth. In 2005, the City of Casper added local bus service throughout the community.

Air Service Natrona County International Airport is located in Casper, the geographical center of the state. NCIA is the largest airport in Wyoming, providing easy access to domestic and international destinations. Foreign Trade Zone No. 157 operates from NCIA. Regional carriers offer business and leisure travelers 12 convenient daily departures with links to non-stop jet service.

Carriers include: SkyWest (Delta affiliate), United Express (United affiliate), and Northwest Airlink (Northwest Airlines affiliate). Several major rental car companies are located in the terminal along with a restaurant, lounge, and gift shop. NCIA is located 15 minutes from downtown Casper.

Rail Service Burlington Northern Santa Fe provides rail service for the City. Direct connections with dock spurs and freight forwarding service is available.

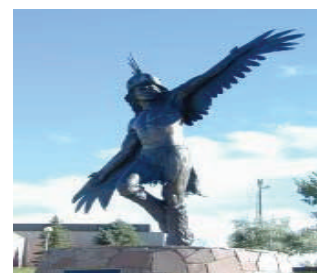
Education

Schools in Natrona County have 11,574 students pre-kindergarten through 12th grade. They have 850 instructional staff members. Natrona County School District includes 26 elementary schools, 4 rural schools, 8 middle/junior high schools, and 4 senior high schools. NCSD puts special emphasis on courses in foreign languages, math/science, music/arts, and instructional technology. NCSD also addresses the needs of students at risk and is considered a leader in the field of special education.

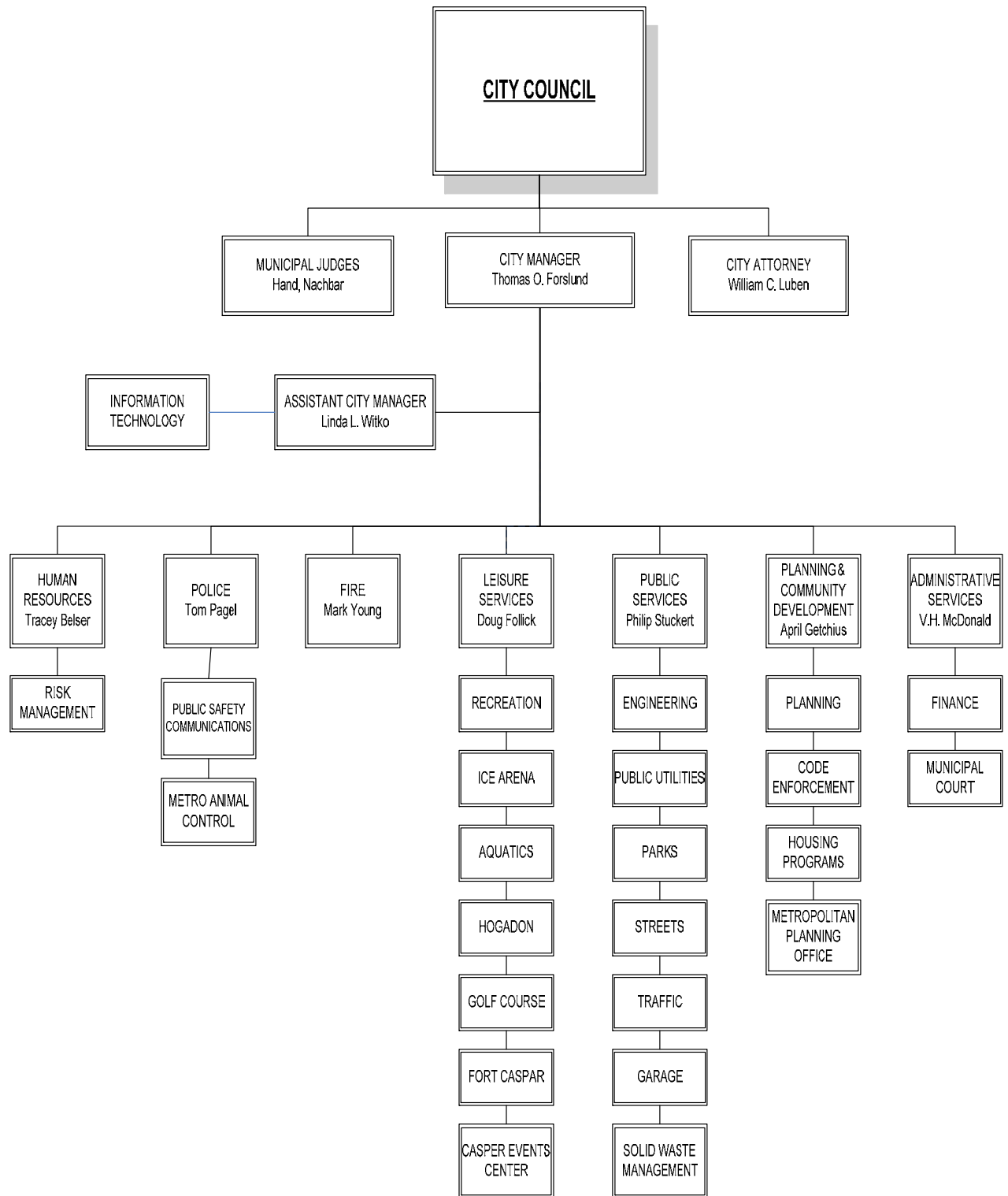


- Average number of students in elementary classrooms: 21.4
- Junior. high teacher-to-student ratio: 16.3
- Senior. high teacher-to-student ratio: 17.6
- Number of computers available to students: more than 4,000.

Higher Education Casper College is Wyoming's most comprehensive community college, serving more than 5,000 students annually. Casper College offers traditional academic core classes as well as certificate-training programs. An integral part of the community, the college works closely with area businesses to provide on-site training and business partnership programs.



Organization of the City of Casper



City of Casper Departments

The City of Casper is organized into nine departments as follows:

- City Manager's Office
- City Attorney
- Administrative Services
- Community Development
- Fire
- Human Resources
- Leisure Services
- Police
- Public Services

In the General Fund, component units are referred to as cost centers. Outside of the General Fund, each component unit represents a separate fund.

City Manager's Office

ORGANIZATION OF THE CITY MANAGER'S OFFICE

The City Manager is the administrative head of the entire city organization hired directly by the City Council to handle the day to day operations of the city government. All department heads except the City Attorney report directly to the City Manager. In addition to these executive responsibilities, the City Manager's Office also handles a number of operational activities including Information Technology (IT) and Geographic Information Systems (GIS). The City Manager's Office is budgeted in three cost centers or funds: City Manager cost center, IT Fund, and GIS Fund. The City Manger's Office is also directly oversees the management of the Capital Projects Fund and the Capital Equipment Fund.

FUNCTIONS OF THE CITY MANAGER'S OFFICE

- **City Management** provides oversight of all city departments, operations, and projects
 - ❖ Control of city communications – issuance of policies regarding relations with citizens and the general public, and specific oversight of all relations and communications with the media and other governments.
 - ❖ Approval of all contracts and major purchases that do not require direct approval from Council.
 - ❖ Manages relations with City Council
 - Authors the agenda for all Council meetings
 - Execution of Council directives

- Provision of advice and information to Council
- Receipt of all Council requests
- **Geographic Information Systems (GIS)** is an information system that can present information as a map or as a set of map locations.
- **Information Technology (IT)** provides technological support to city departments, project management for future technological system improvements, as well as internet, intranet, and network management.

City Attorney

ORGANIZATION OF CITY ATTORNEY

The City Attorney is hired directly by the City Council to serve as the legal advisor for the City. In addition to this advisory role, the City Attorney and his staff perform a number of operational activities including document preparation and review, ranging from contracts to changes to city ordinances. The City Attorney and his staff also serve as the prosecutors of violations of city ordinances in Municipal Court. The City Attorney is budgeted in the City Attorney cost center.

Administrative Services

ORGANIZATION OF ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department manages and coordinates a wide array of functions. The Administrative Services Director also serves as the Chief Financial Officer and City Clerk for the City organization. The Administrative Services Department is budgeted in two cost centers: Finance and Municipal Court. The Administrative Services Department also oversees the administration of the Health, Social & Community Services cost center, transfers to other funds from the General Fund, the Special Assessments Fund, and the City Hall Fund.

FUNCTIONS OF THE ADMINISTRATIVE SERVICES DEPARTMENT

- **Financial Management** is responsible for budgeting, forecasting, accounting, financial reporting, including the Comprehensive Annual Financial Report (CAFR); management of investment and debt portfolios and budget changes. The City of Casper participates in the premier Financial Reporting and Budget Presentation certification programs through the Government Finance Officers Association and has received the "Certificate for Excellence in Financial Reporting" every year since 1999.

- **Customer Services** manages Utility Billing, Processing, and Collection, as well as the main City Call Center and Customer Services section.
- **Business Services** functions include accounts payable, accounts receivables, collections, payroll processing, payroll benefit and tax reporting, as well as support and training for these functions throughout the City.
- **Municipal Court** administers the Municipal Court and provides the support to Municipal judges in the hearing of municipal cases. The Municipal Court processes city court cases handles misdemeanor charges within city limits, traffic & parking offenses, bond collection, issues bench warrants, and handles juvenile cases and probation.
- **City Clerk** is responsible for maintaining official records of city government, as well as issuing business, liquor and other city licenses.
- **Administrative Support Services** supports the City-wide use of the Enterprise Financial System, as well as the keeping of records. The City maintains records in both physical and electronic format utilizing the LaserFiche system.
- **Performance Management and Analysis** supports the City wide effort to use performance measurement and performance management to deliver better organizational results. The City participates in the International City and County Management Association (ICMA) Center for Performance Measurement benchmarking initiative.

Community Development Department

ORGANIZATION OF COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department guides and regulates the development, redevelopment and use of private property within the City of Casper, as well as, administering a number of federally funded programs. The Community Development Department is budgeted in the following five cost centers or funds:

- Planning cost center
- Code Enforcement cost center
- Metropolitan Planning Office cost center
- Transit Services Fund
- Community Development Block Grant Fund
- LifeSteps Campus Fund

FUNCTIONS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

- **Planning** administers the policies, programs and regulations that manage the housing, commercial and industrial growth and development of the City of Casper. Its staff advises the City Manager, the Planning and Zoning Commission, and the City Council on matters affecting physical development within the City.
- **Building Inspection** promotes health, safety, and welfare of Casper by proactive enforcement of the City's adopted building codes. The building department conducts plan review, building inspections for new, altered or remodeled structures, and contractor licensing.
- **Code Enforcement** enforces City ordinances pertaining to zoning code violations, weeds, trash, junk cars, dangerous buildings and other miscellaneous nuisances.
- **Housing and Community Development** administers the Community Development Block Grant program (CDBG) funds for the City. The CDBG program provides funding for nonprofit organizations that serve many special needs populations, demolition and the owner occupied rehabilitation programs.
- **Metropolitan Planning Organization** provides the Casper urban area with a regional process for applying state and federal transportation funds to transportation planning, including the area's roadway network and the provision of transit services. Additional MPO members include the Towns of Bar Nunn, Evansville, Mills, Natrona County and the Wyoming Department of Transportation.

Fire-EMS Department

ORGANIZATION OF FIRE-EMS DEPARTMENT

The Fire-EMS (Emergency Medical Service) Department helps guarantee the City's public safety by continuing to evolve to meet new threats as they develop. The Fire-EMS Department is budgeted in the Fire cost center and the Fire Grants Fund. All team members in the Fire-EMS Department are trained as firefighters and as Emergency Medical Technicians (EMTs).

FUNCTIONS OF THE FIRE-EMS DEPARTMENT

In addition to traditional fire fighting activities, the department also performs all of the following:

- Hazardous Materials incidents
- High angle rescue operations (cliff sides, etc.)
- Water rescue and Swift Water rescue
- Fire-related building inspections
- Traffic Accidents
- Medical emergencies
- Weather emergencies, including floods, blizzards, and tornadoes

- Evacuations and emergency management
- Public safety training, including first aid classes and fire safety classes for both children and adults

Human Resources Department

ORGANIZATION OF HUMAN RESOURCES DEPARTMENT

The Human Resources Department helps the City recruit, train and retain the people it needs to deliver high-quality services to the community. The Department is committed to upholding all Federal, State and local employment law, the professional ethics of the field of human resources, as well delivering timely and efficient service to incumbent employees and prospective candidates for employment. The Human Resources Department also includes the Risk Management workgroup. The Human Resources Department is budgeted in the Human Resources cost center. The Human Resources Department also oversees the administration of the Health Insurance Fund.

FUNCTIONS OF THE HUMAN RESOURCES DEPARTMENT

- **Human Resources** is responsible for the recruitment, retention, pay and benefits for the City's employees, while ensuring that the City complies with all applicable laws.
- **Risk Management** works to minimize the City's cost from unexpected events including workers compensation, property damage and uninsured liability for City activities. The workgroup focuses on preventing injury, property damage and liability as much as possible through training and risk identification, while being responsive as unexpected events occur.

Leisure Services Department

ORGANIZATION OF LEISURE SERVICES DEPARTMENT

The Leisure Services Department helps improve the quality of life of the citizens of the City of Casper by creating opportunities for physical activity, entertainment, competition, education, cultural opportunities and personal growth. The Leisure Services Department is budgeted in the following seven cost centers or funds:

- Casper Events Center Fund
- Golf Course Fund
- Recreation Center Fund
- Aquatics Fund

- Ice Arena Fund
- Hogadon Ski Area Fund
- Fort Caspar Museum cost center

FUNCTIONS OF THE LEISURE SERVICES DEPARTMENT

- **Casper Events Center** is a multi-purpose facility utilized for activities such as concerts, tournaments, conventions, trade shows and indoor rodeos.
- **The Municipal Golf Course** is a twenty-seven hole (27) facility which provides cart rental, lessons, a driving range, a Pro Shop and food services.
- **Recreation Center** is a large recreation facility featuring meeting rooms, billiard tables, racquetball courts, basketball courts, horse-shoe pitching pits, exercise room, etc. The Center features classes in crafts, dance, sports and fitness, special interest and drop-in use of the facility. The Recreation Center staff also coordinate field sports programs.
- **The Aquatics Section** oversees the five (5) outdoor swimming pools the Casper Family Aquatics Center. The outdoor pools are located in various neighborhoods throughout Casper, and are open from June through August. The Casper Family Aquatic Center includes two indoor pools and other water related areas and facilities, and is open year round.
- **The Ice Arena** features public skating, figure skating, and hockey, and it provides lessons and equipment rental.
- **Hogadon Ski Area** provides downhill skiing and snowboarding. It utilizes two (2) chair lifts and also provides lessons, equipment rental, and food service.
- **Fort Caspar** is a municipal museum and fort which preserves and displays artifacts from Casper's early pioneer history.

Police Department

ORGANIZATION OF POLICE DEPARTMENT

The employees of the Casper Police Department work in either the Operations Division or the Support Services Division.

The Police Department is budgeted in the following four cost centers or funds:

- Police cost center
- Police Grants Fund
- Public Safety Communication Center (PSCC) Fund
- Metro Animal Control Fund

FUNCTIONS OF THE POLICE DEPARTMENT

The Police Department is responsible for the safety and well-being of the people of Casper. Their duties include, but are not limited to:

- Misdemeanor investigations

- Felony investigations
- Emergency response
- 24-hour patrol services
- Traffic enforcement
- Accident investigations
- Crime prevention programs
- Public speaking

The Operations Division consists of Patrol, Investigations, Drug Unit Investigations, K-9, the Bomb Unit, SRT and the Traffic Enforcement Unit.

The Support Services Division includes the Public Safety Communications Center, Records Management System, Personnel and Training, Metro Animal Control, Parking Enforcement, the Community Service Officers and Special Projects.

Public Services Department

ORGANIZATION OF PUBLIC SERVICES DEPARTMENT

The Public Services Department is the largest department in the City of Casper. It has the primary responsibility for overseeing the design, construction, physical operation and maintenance of city-owned lands, buildings, infrastructure, equipment and vehicles. The Public Services Department also operates a number of enterprise utility operations. The Public Services Department is budgeted in the following cost centers or funds:

- Engineering cost center
- Traffic cost center
- Streets cost center
- Cemetery cost center
- Parks cost center
- Water Distribution Fund
- Water Treatment Plant Fund
- Sewer Fund
- Wastewater Treatment Plant Fund
- Refuse Collection Fund
- Balefill Fund
- Weed & Pest Control Fund
- Central Garage Fund
- Building and Grounds Fund

This Department is comprised of five (5) Divisions -- Parks, Buildings and Grounds, Engineering, Streets, Refuse Collection, Balefill/Landfill, Garage, Public Utilities, Cemetery, and Traffic.

- **The Parks Division** is responsible for handling traditional parks-related activities, it oversees the maintenance of all City-owned facilities, and is responsible for the operation and maintenance of Highland Park Cemetery.
- **The Engineering Division** performs a wide range of functions which include, but are not limited to, oversight of all construction projects, design of storm sewers, or other means of storm water relief, and inspections of buildings and sidewalks to insure compliance with City standards.
- **The Streets/Traffic/Garage Division** maintains all City-owned equipment and vehicles, and is responsible for maintenance of City streets, including snow removal. The Division also oversees the maintenance and operation of the traffic signal system and traffic control regulatory devices.
- **The Solid Waste Division**, which includes the Refuse Collection and Balefill/Landfill Sections, is responsible for the collection and disposal of the community's refuse.
- **The Public Utilities Division** controls, operates and maintains the water treatment, water distribution, wastewater collection, and wastewater treatment operations.

FUNCTIONS OF PUBLIC SERVICES DEPARTMENT

- Utilities
- Design and Construction of new City facilities
- Maintenance and upkeep of City lands, infrastructure, equipment and vehicles,
- Ensuring ongoing operation of City infrastructure
- Special programs to improve the physical livability of the non-city owned areas such as the Weed & Pest Control, Keep Casper Beautiful and graffiti abatement programs

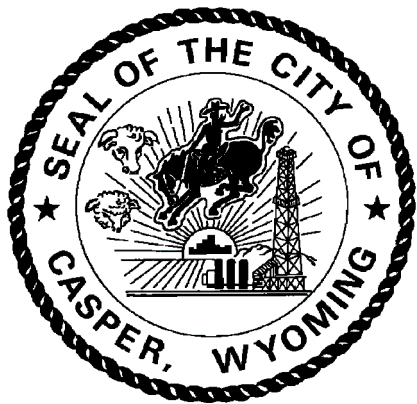
A Guide to the Relationship Between Funds and Departments within the City of Casper

Funds are described on pages 464-465 in the Financial and Budget Policies Section

Department	Fund Type						
	General Fund	Capital Funds	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Internal Service Funds	Trust & Agency Funds
City Manager's Office	City Manager	Capital Projects, Capital Equipment				Information Technology, Geographic Information Services	
City Attorney	City Attorney						
Police Department	Police			Police Grants			PSCC, Metro Animal Control
Fire Department	Fire			Fire Grants			
Human Resources Department	Human Resources						Health Insurance Fund
Leisure Services Department	Fort Caspar Museum		Casper Events Center, Golf Course, Casper Recreation Center, Aquatics, Ice Arena, Hogadon Ski Area				
Public Services Department	Engineering, Streets, Traffic, Cemetery, Parks		Water Distribution, Water Treatment Plant, Sewer, Wastewater Treatment Plant, Refuse Collection, Balefill, Parking Lots	Weed & Pest Control			
Planning & Community Development Department	Planning, Code Enforcement, Metropolitan Planning Organization		LifeSteps Campus	Transit Services Fund, Community Development Block Grant Fund			
Administrative Services Department	Finance, Municipal Court, Health/Social & Community Services, Transfers to Other Funds				Special Assessments	City Hall	
Not a part of a particular department	City Council	Optional One Cent #12, Optional One Cent #13		Redevelopment Loan Fund, Revolving Land Fund		Perpetual Care	

Summaries

All Funds Summary
General Fund Summary
Personnel Summary
Fund Reserve Balances
Debt Summary



All Funds **Citywide Summary**

General Fund
Capital Funds
Utility Enterprise Funds
Leisure Enterprise Funds
Other Enterprise Funds
Special Revenue Funds
Debt Service Funds
Internal Service Funds
Trust & Agency Funds

City of Casper
All Funds Revenue and Expenditure Summary
FY 2008

Listed below are the resources and expenditures for all City funds. City Resources lists all revenue resources of the City by category. Additional explanation and analysis of the City's major sources of revenue can be seen in the All Funds Revenue Summary section. City Expenditures lists the expenditures by fund type.

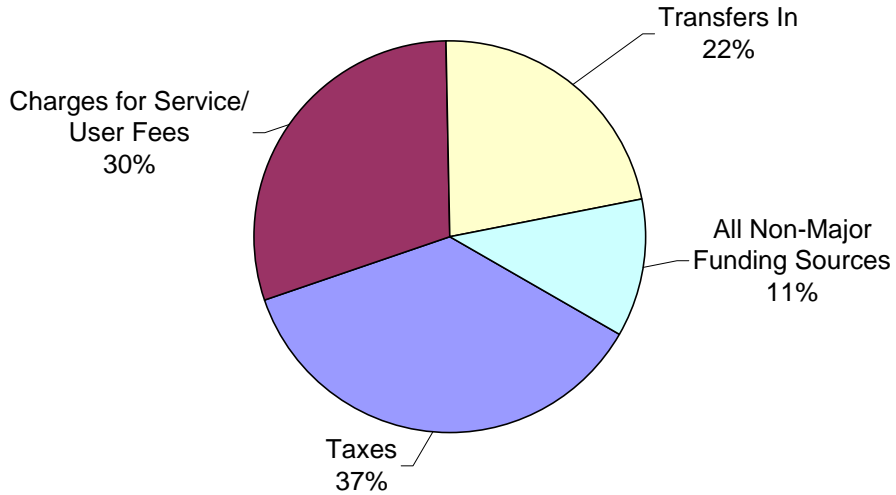
The General Fund is used for general government type expenditures, such as police, fire, streets and parks. Capital funds are used to purchase or build assets that have a longer life than the fiscal year and include land, infrastructure projects and capital equipment. Enterprise funds are used for business type activities that generally derive a large portion of their revenue from user fees or charges, such as Water or the Casper Events Center. Special Revenue funds tend to have intergovernmental revenues, usually from the state or federal government, that can only be used for restricted uses. Debt Service funds are used by the City to account for debts owed to the City for special assessments. Internal Service funds provide support services to other City functions. Trust & Agency funds are used to account for activities where the City serves as the agent or fiduciary for the funds.

Transfers represent appropriations from one City fund to another. With a transfer, revenue and expenditures are recorded in both funds. Therefore, these transfers are deducted from total City expenditures, eliminating the double counting of expenditures, to determine net city expenditures.

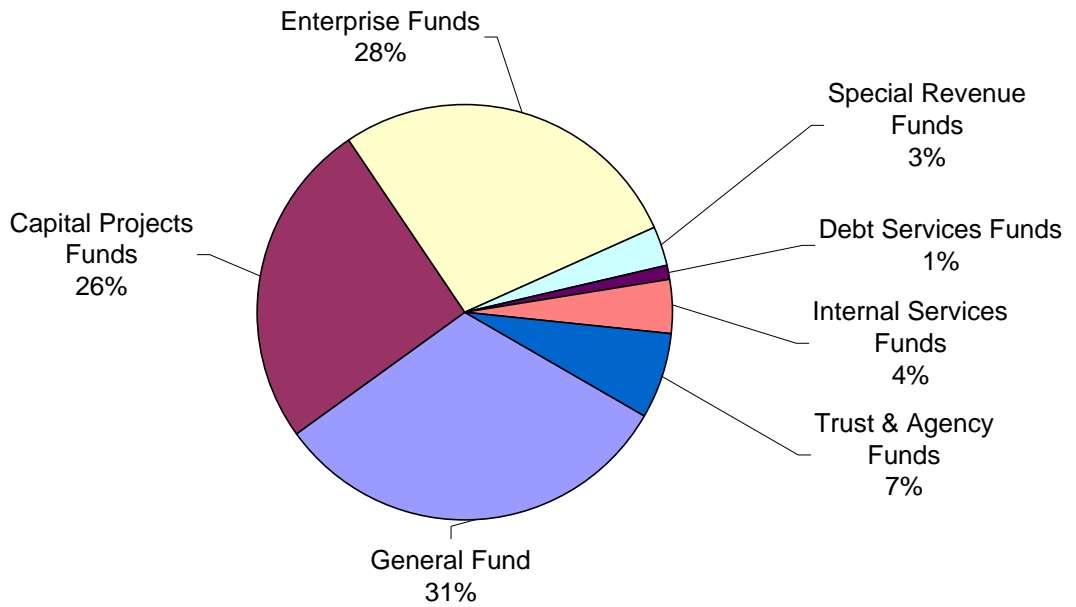
City Resources	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Taxes	\$ 46,445,161	\$ 46,485,749	\$ 51,660,035	\$ 53,574,422
Charges for Service/ User Fees	36,884,806	39,704,719	40,460,694	43,759,619
Transfers In	18,287,873	16,971,094	22,372,937	32,719,137
Miscellaneous	5,570,352	4,347,054	5,772,373	5,238,006
Grants	3,827,442	14,747,784	11,627,784	2,863,084
Intergovernmental	3,785,374	3,351,316	4,595,083	3,159,798
Principal, Interest, and Penalties	1,045,509	1,221,200	1,221,879	1,505,475
Fines & Forfeitures	1,332,876	1,391,500	1,271,000	1,357,500
System Development Charges	984,014	838,953	808,835	1,130,000
Licenses & Permits	1,036,214	832,500	984,500	1,016,500
Member Agencies Fees	302,490	442,601	465,094	483,621
Interdepartmental	24,000	-	-	8,117
Contributions	9,850	-	190,062	-
Total Revenue	<u>119,535,961</u>	<u>130,334,470</u>	<u>141,430,276</u>	<u>146,815,279</u>
Less Intragovernmental Transactions				
Total Intragovernmental	<u>26,870,902</u>	<u>28,418,155</u>	<u>29,420,874</u>	<u>42,612,043</u>
Total Available Resources	<u>\$ 92,665,059</u>	<u>\$ 101,916,315</u>	<u>\$ 112,009,402</u>	<u>\$ 104,203,236</u>
Reserves Used (Excess)	(5,100,646)	22,407,609	8,205,902	10,243,833
City Expenditures				
General Fund	34,474,733	38,243,106	37,420,825	49,640,192
Capital Projects Funds	24,101,059	29,299,065	27,093,876	40,418,272
Enterprise Funds	38,642,782	63,818,955	67,203,448	43,327,666
Special Revenue Funds	3,167,007	3,545,625	3,087,192	4,970,609
Debt Services Funds	1,778	1,703,000	8,275	1,801,300
Internal Services Funds	5,922,966	6,138,556	6,056,992	6,610,883
Trust & Agency Funds	8,124,990	9,993,772	8,765,570	10,290,190
Total City Expenditures	<u>114,435,315</u>	<u>152,742,079</u>	<u>149,636,178</u>	<u>157,059,112</u>
Less Intragovernmental Transactions				
Total Intragovernmental	<u>26,870,902</u>	<u>28,418,155</u>	<u>29,420,874</u>	<u>42,612,043</u>
Net City Expenditures	<u>\$ 87,564,413</u>	<u>\$ 124,323,924</u>	<u>\$ 120,215,304</u>	<u>\$ 114,447,069</u>

City of Casper
All Funds Revenue and Expenditure Summary
 FY 2008

City Resources by Category
FY 2008



City Expenditures by Fund
FY 2008



City of Casper
All Funds Revenue Summary
 FY 2008

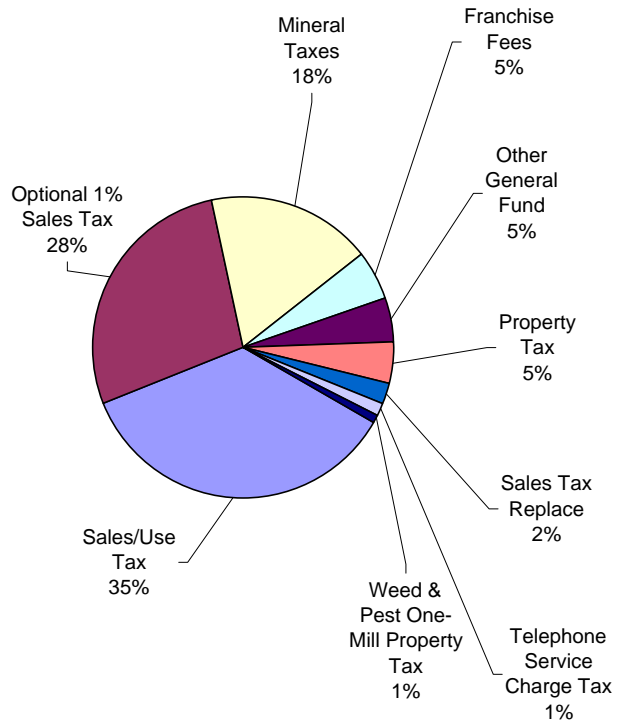
The City of Casper has two major revenue sources to finance operations and improvements:
Taxes and Charges for Service/ User Fees.

Taxes

Taxes- The City projects to receive \$53,574,422 in taxes in FY 2008, a 3.55% increase over the amount estimated for FY 2007. The main source of taxes is the state sales tax. However, the optional 1% local sales tax continues to be an important source of funds that enables the community to undertake major capital improvements. Mineral taxes paid by Wyoming's mineral extractive industries are the third greatest source of taxes. Mineral taxes are largely driven by the value and volume of the minerals extracted. As demand increased for minerals in the period from 2003-2006, tax receipts by the State of Wyoming have increased significantly. Together, the sales tax, the optional 1% local sales tax, and mineral taxes constitute 81% of all taxes projected for FY 2008.

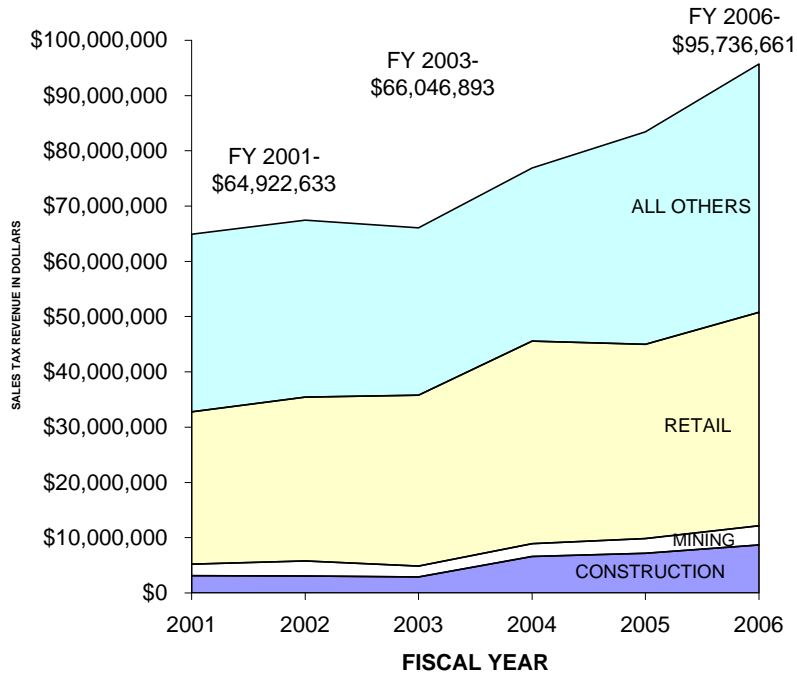
The sales tax replacement from the State of Wyoming compensates the City for the impact of the elimination of the sales tax on food and groceries. Other tax sources include franchise fees, other General Fund taxes such the auto and gasoline tax, the property tax, telephone service charges for the Public Safety Communication Center, and a one-mill property tax for control of weeds & pests.

**City of Casper Tax Sources
 for FY 2008**



City of Casper
All Funds Revenue Summary
 FY 2008

**NATRONA COUNTY SALES TAX REVENUE COMPARISON
 FY01 - FY06**



The best available information about the sales tax is provided by the State of Wyoming at the county level. However, since Casper is Natrona County's largest city, with approximately 74% of the County's population based on the 2005 Census Estimate, conclusions at Natrona County tend to reflect the City. For Natrona County, there has been a significant rise in sales tax receipts each year since 2003 with growth averaging approximately 15% per year.

During the period from FY 2001 to FY 2006, the percentage of sales tax receipts derived from construction and mining increased from 8% to 12.7% of total sales tax receipts. This reflects the vibrancy in these two particular sectors of the Casper economy.

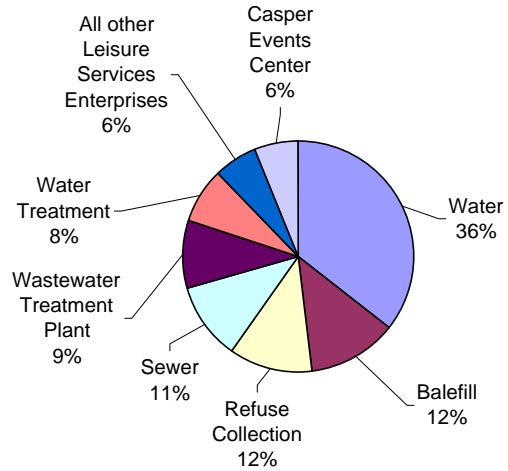
City of Casper
All Funds Revenue Summary
 FY 2008

Charges for Service & User Fees

Charges for Service/ User Fees- The City projects to have \$43,759,619 in charges for service and user fees in FY 2008. However, for this analysis interdepartmental and administrative charges in the General Fund, Internal Service funds and employee health insurance are excluded because these areas do not represent "original" revenue sources coming into the City but are only used to account for internal activities.

The remaining \$31,778,608 represents payment for services and goods provided by the City. The main source of user fees are related to the City's Utility operations which include water, water treatment, sewer, wastewater treatment, refuse collection, and the balefill. Together these Utility operations account for the six largest sources of user charges, totaling \$26,043,149 in revenue for the City. Leisure Service user charges include revenues from Casper Event Center, Casper Municipal Golf Course, Casper Recreation Center, Hogadon Ski Area, Aquatics Center and other pools, and Ice Arena. These Leisure Service enterprises are projected to generate \$4,673,696 in user charges in FY 2008.

**Charges for Service & User Fees
for FY 2008**



City of Casper
All Funds Revenue Summary
(Budget Basis)
FY 2008

Fund	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
General Fund				
Taxes	\$ 31,700,068	\$ 32,210,749	\$ 34,433,816	\$ 37,390,040
Licenses & Permits	1,015,646	812,500	969,500	996,500
Intergovernmental	407,593	463,710	460,496	498,523
Charges for Service/ User Fees	2,061,175	2,039,244	2,097,523	2,084,946
Fines & Forfeitures	1,332,876	1,391,500	1,271,000	1,357,500
Miscellaneous	1,045,511	845,000	1,182,500	1,216,364
Transfer In/ Operating Transfer	97,000	97,000	97,000	247,500
Total General Fund	<u>37,659,869</u>	<u>37,859,703</u>	<u>40,511,835</u>	<u>43,791,373</u>
Capital Funds				
Taxes	13,588,845	13,200,000	16,054,733	15,000,000
Intergovernmental	1,479,172	1,170,000	2,139,534	862,183
Miscellaneous	1,641,721	455,000	1,818,329	1,330,000
Transfer In/ Operating Transfer	10,325,524	7,602,078	9,231,881	19,474,820
Total Capital Funds	<u>27,035,262</u>	<u>22,427,078</u>	<u>29,244,477</u>	<u>36,667,003</u>
Enterprise Funds				
Charges for Service/ User Fees	26,400,740	28,405,715	29,099,124	30,945,405
Miscellaneous	1,885,650	1,922,336	1,893,371	1,672,037
Transfer In/ Operating Transfer	3,198,707	3,160,507	7,247,415	6,179,292
System Development Charges	984,014	838,953	808,835	1,130,000
Grants	3,461,036	14,603,000	11,503,000	2,718,300
Total Enterprise Funds	<u>35,930,147</u>	<u>48,930,511</u>	<u>50,551,745</u>	<u>42,645,034</u>
Special Revenue Funds				
Taxes	317,356	350,000	371,486	384,382
Intergovernmental	1,898,609	1,717,606	1,995,053	1,799,092
Interdepartmental	24,000	-	-	8,117
Charges for Service/ User Fees	100,267	80,000	84,361	25,000
Miscellaneous	297,521	348,768	195,601	222,704
Transfer In/ Operating Transfer	398,033	410,891	444,953	2,495,811
Total Special Revenue Funds	<u>3,035,786</u>	<u>2,907,265</u>	<u>3,091,454</u>	<u>4,935,106</u>
Debt Services Funds				
Principal, Interest, and Penalties	83,068	108,000	93,324	86,500
Total Debt Service Funds	<u>83,068</u>	<u>108,000</u>	<u>93,324</u>	<u>86,500</u>

City of Casper
All Funds Revenue Summary
 (Budget Basis)
 FY 2008

Fund	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Internal Services Funds				
Charges for Service/ User Fees	3,926,700	4,493,116	4,493,117	4,944,025
Miscellaneous	5,222	2,000	1,600	1,451
Transfers In/ Operating Transfer	1,784,684	1,441,199	1,445,072	1,512,623
Grants	366,406	144,784	124,784	144,784
Total Internal Service Funds	<u>6,083,012</u>	<u>6,081,099</u>	<u>6,064,573</u>	<u>6,602,883</u>
Trust & Agency Funds				
Taxes	838,892	725,000	800,000	800,000
Licenses & Permits	20,568	20,000	15,000	20,000
Charges for Service/ User Fees	4,395,924	4,686,644	4,686,569	5,760,243
Member Agencies Fees	302,490	442,601	465,094	483,621
Miscellaneous	694,727	773,950	680,972	795,450
Contributions	9,850	-	190,062	-
Principal, Interest, and Penalties	962,441	1,113,200	1,128,555	1,418,975
Transfer In/ Operating Transfer	2,483,925	4,259,419	3,906,616	2,809,091
Total Trust & Agency	<u>9,708,817</u>	<u>12,020,814</u>	<u>11,872,868</u>	<u>12,087,380</u>
Total	<u>\$ 119,535,961</u>	<u>\$ 130,334,470</u>	<u>\$ 141,430,276</u>	<u>\$ 146,815,279</u>

City of Casper
All Funds Expenditure Summary by Use
 (Budget Basis)
 FY 2008

Use	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Personnel	33,867,222	38,459,555	37,670,208	40,941,740
Contractual Services	24,104,019	26,501,861	25,755,451	28,868,187
Capital	23,007,879	49,706,585	50,234,750	34,525,116
Materials & Supplies	9,341,502	10,086,183	9,986,580	10,767,415
Other Expenditures	5,213,585	6,577,946	6,359,374	6,620,335
Community Services	949,514	1,045,513	1,050,464	1,196,686
Council Goals	152,267	211,200	127,200	1,412,500
Interdepartmental Services	1,692	2,167	1,081	1,573
Transfers Out	17,797,635	20,151,069	18,451,069	32,725,560
Total Expenditures	\$ 114,435,315	\$ 152,742,079	\$ 149,636,178	\$ 157,059,112

City of Casper
All Funds Expenditure Summary by Use
 FY 2008

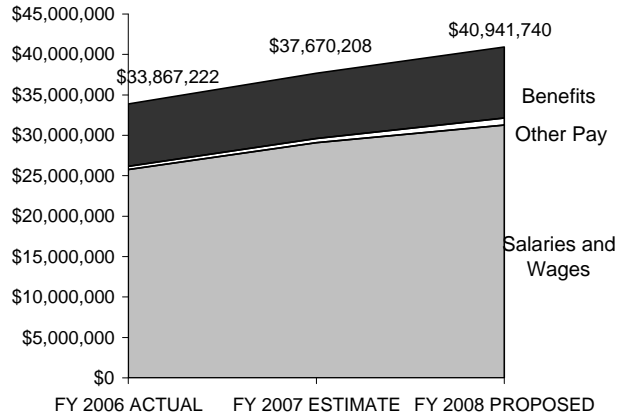
**The City of Casper has three major expenditure uses in the FY 2008 Budget:
 Personnel, Contractual Services and Capital.**

Personnel

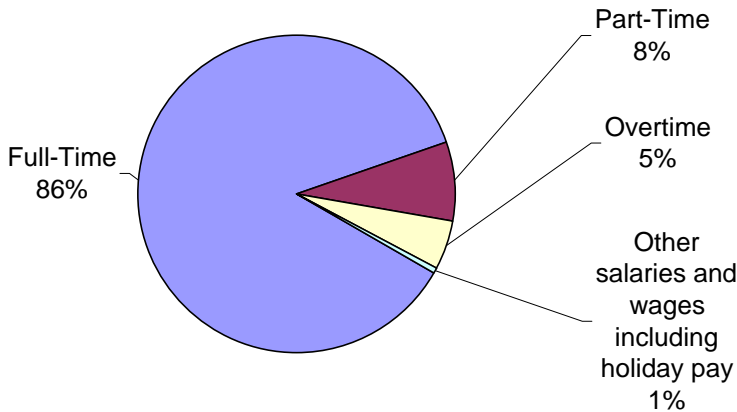
The adopted budget for FY 2008 includes the new positions and cost of living adjustments approved by City Council. As presented, the FY 2008 adopted budget includes a 8.68% increase in personnel expenditures, primarily due to health insurance increases, the cost of living adjustment for full and part-time personnel, and new positions.

The City's main expenditure in the personnel category is for the salaries and wages of employees. Across the three year period, salaries and wages stayed relatively stable at 77% of total personnel expenditures. Benefits cost about 22% of personnel expenditures. Other pay items represent about 1% of personnel expenditures.

Citywide Personnel Expenditure Breakdown



FY 2008 Salaries and Wages

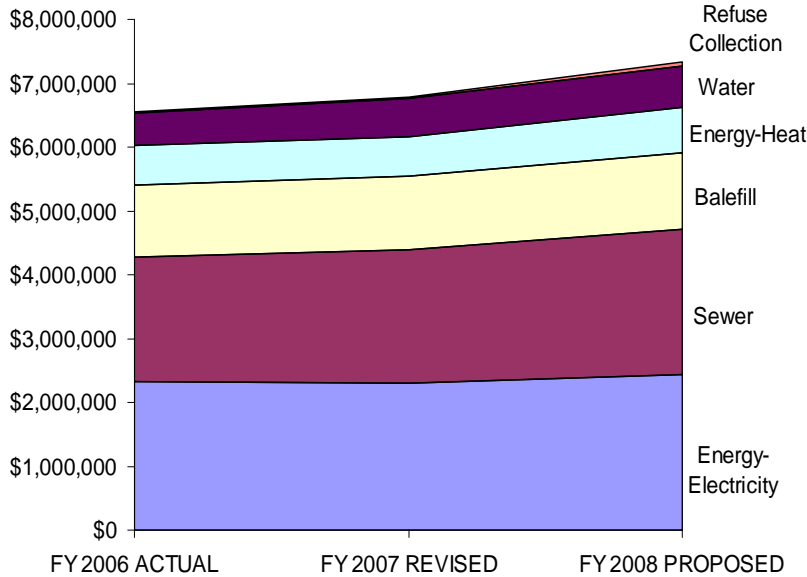


In FY 2008, 86% of all salary and wage expenditures are for full-time employees. Part-time salary and wage expenditures represent 8% of total salary and wage expenditures City-wide. However, the use of part-time employees varies widely throughout the city organization from a low 2.8% of salary and wage expenditures in Utility enterprises to a high of 45.5% in Leisure Service enterprises, such as Hogadon Ski Area and the Casper Events Center. The remaining salary and wages are for overtime and other salaries and wages.

City of Casper
All Funds Expenditure Summary by Use
 FY 2008

Contractual Services

City-Wide Utility Expenditures



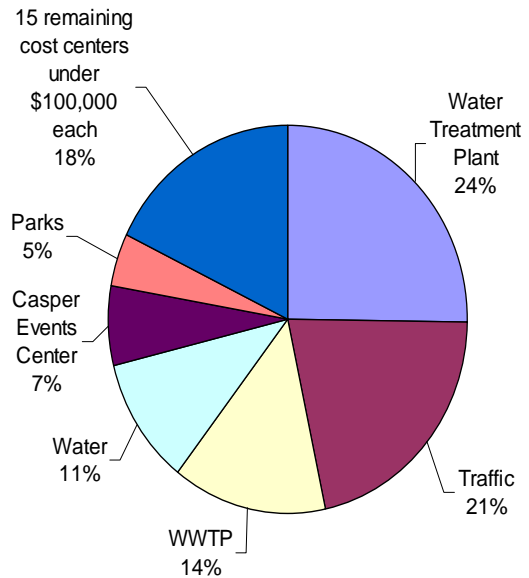
The contractual services category includes a wide array of expenditures ranging from lab services to electricity.

Utilities is a major contractual services category needed to operate various departments and includes sanitation services, solid waste disposal at the balefill, water, sewer, electricity, and natural gas/propane/butane.

The largest utility sub-types are electricity, sewer, and balefill expenditures. A wide variety of cost centers budget for electricity as can be seen in the chart to the right. Operation of the Water Treatment and Wastewater Treatment Plants requires 38% of total City-wide energy usage. The Traffic Division's primary utility expenditure is for electricity to operate street lights and traffic control devices.

Many of the City's divisions operate as enterprises. This means that these divisions operate in a manner similar to private businesses. For this reason, many enterprise divisions are the primary customers of other enterprise divisions, such as the case with the relationship between Sewer and the Wastewater Treatment Plant. However in some cases, the largest expenditure for a utility type may be for non-enterprise type operations. For example, 56.7% of total City-wide water expenditures are related to the Park Division's maintenance of green areas. This figure does not include bulk water purchased by the Water Division for resale.

City-wide Budgeted Electricity Usage for FY 2008

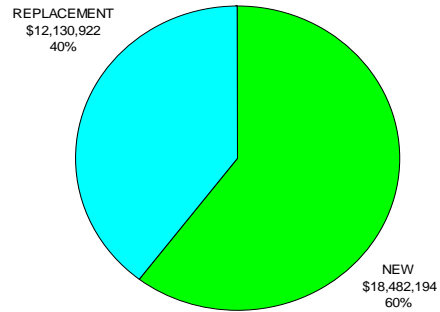


City of Casper
All Funds Expenditure Summary by Use
 FY 2008
Capital

The City of Casper is currently undertaking an extensive capital improvement program. While many large dollar projects, such as the new wastewater treatment plant are near completion, other major projects remain for the next few years.

Due to the significance of cost and time requirements related to capital items, the City plans these purchases on a longer timeline than operating expenditures. The City Manager's Office coordinates a separate Capital Budgeting Process to plan for capital projects and capital equipment expenditures on a five-year basis. The City plans to further strengthen this five-year capital budgeting process in FY 2008, in preparation for the FY 2009 budget process. A five-year Base Operations & Maintenance plan that establishes the ongoing costs of all Capital Projects is also among Council Goals for FY 2008.

New vs. Replacement Capital for FY 2008
Total Capital - \$30,613,116

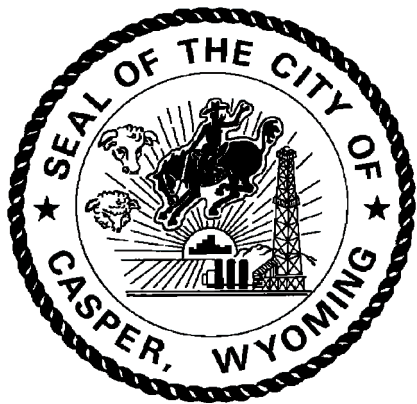


Top Capital Items by \$ for FY 2008

PROJECT DESCRIPTION	COST	% of TOTAL CAPITAL SPENDING
New- Zone III Water System Improvements	\$3,200,000	10%
New- Fire Station #3	\$3,000,000	10%
New- Glendale Drainage and 26th Street	\$2,700,000	9%
Replacement- Misc Water Main Replacements	\$1,500,000	5%
Replacement- Leisure Services Building Improvements	\$1,500,000	5%
New- Yellowstone Highway	\$1,000,000	3%
New- Misc Arterial & Collector Street Improvements	\$1,000,000	3%
TOTAL TOP 7 PROJECTS	\$13,900,000	45%
TOTAL ALL PROJECTS & EQUIPMENT	\$30,613,116	100%

As can be seen above, a majority of capital spending is on new capital. New capital would include items such as new buildings or extensions of services. Replacement capital would be items needed to replace existing capital such as a new roof for a City-owned building.

As can be seen in the table to the left, seven projects constitute 45% of all capital spending currently included in the FY 2008 Adopted Budget. The largest of these projects is related to water system improvements and development (Zone III Water System Improvements \$3.2 million).



City of Casper
Adopted All Funds Expenditure Summary by Fund & Cost Center
(Budget Basis)
FY 2008

Fund	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
General Fund	\$ 34,474,733	\$ 38,243,106	\$ 37,420,825	\$ 49,640,192
Total General Fund	<u>34,474,733</u>	<u>38,243,106</u>	<u>37,420,825</u>	<u>49,640,192</u>
Capital Funds				
Capital Projects Fund	9,970,325	13,420,360	10,949,309	19,667,974
Capital Equipment	2,428,487	3,656,778	2,921,147	3,300,247
Optional One Cent #12 Sales Tax	11,702,247	8,221,927	9,223,420	7,406,177
Optional One Cent #13 Sales Tax	-	4,000,000	4,000,000	10,043,874
Total Capital Funds	<u>24,101,059</u>	<u>29,299,065</u>	<u>27,093,876</u>	<u>40,418,272</u>
Enterprise Funds				
Water	14,197,828	19,906,339	19,219,300	16,174,260
Water Treatment Plant	1,937,429	2,045,369	2,092,536	2,338,640
Sewer	4,325,376	4,703,242	4,312,741	4,387,458
Wastewater Treatment Plant	3,390,424	17,594,478	17,469,167	3,625,393
Refuse Collection	3,567,727	4,372,431	4,266,343	4,520,246
Balefill	5,289,849	7,843,172	12,536,844	4,414,387
Casper Events Center	1,955,273	2,592,240	2,508,346	2,884,199
Golf Course	1,024,079	1,239,393	1,244,155	1,162,356
Casper Recreation Center	986,586	1,062,363	1,052,999	1,192,956
Aquatics	826,711	1,012,121	949,675	1,018,031
Ice Arena	448,722	463,563	470,588	508,026
Hogadon Ski Area	659,857	828,181	803,835	860,970
Parking Lots	32,921	156,063	154,918	46,244
Lifesteps Campus	-	-	122,001	194,500
Total Enterprise Funds	<u>38,642,782</u>	<u>63,818,955</u>	<u>67,203,448</u>	<u>43,327,666</u>
Special Revenue Funds				
Weed & Pest Control	383,220	436,975	445,039	428,621
Transit Services	1,082,781	1,549,349	1,548,587	1,318,207
Community Development Block Grant	951,539	1,065,851	623,774	803,313
Police Grants	363,349	202,982	176,324	260,000
Fire Grants	350,611	255,000	258,000	125,000
Redevelopment Loan Fund	35,507	35,468	35,468	35,468
Revolving Land Fund	-	-	-	2,000,000
Total Special Revenue Funds	<u>3,167,007</u>	<u>3,545,625</u>	<u>3,087,192</u>	<u>4,970,609</u>
Debt Services Fund				
Special Assessments	1,778	1,703,000	8,275	1,801,300
Total Debt Service Fund	<u>1,778</u>	<u>1,703,000</u>	<u>8,275</u>	<u>1,801,300</u>

City of Casper
Adopted All Funds Expenditure Summary by Fund & Cost Center
 (Budget Basis)
 FY 2008

Fund	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Internal Services Funds				
Central Garage	2,752,089	3,092,005	3,092,002	3,260,470
Information Technology	585,379	682,932	682,932	854,113
Buildings & Grounds	906,387	1,000,397	1,002,720	1,060,809
Geographical Information Systems	568,291	330,982	307,571	335,214
City Hall	304,858	300,831	300,831	349,163
Property & Liability Insurance	805,962	731,409	670,936	751,114
Total Internal Services Funds	<u>5,922,966</u>	<u>6,138,556</u>	<u>6,056,992</u>	<u>6,610,883</u>
Trust & Agency Funds				
Perpetual Care	1,828,693	2,202,897	2,044,137	2,157,111
Metro Animal Control	739,628	809,452	743,085	871,979
Public Safety Communications	1,441,474	1,667,923	1,596,916	1,998,615
Health Insurance	4,115,195	5,313,500	4,381,432	5,262,485
Total Trust & Agency Funds	<u>8,124,990</u>	<u>9,993,772</u>	<u>8,765,570</u>	<u>10,290,190</u>
Total- All Funds	<u>\$ 114,435,315</u>	<u>\$ 152,742,079</u>	<u>\$ 149,636,178</u>	<u>\$ 157,059,112</u>
Less Intragovernmental Transactions				
Transfers Out	17,806,326	18,462,638	19,466,069	31,425,560
Internal Services Charges	8,248,904	9,063,023	9,063,024	10,191,641
Administration Fees	815,672	892,494	891,781	994,842
Total	<u>26,870,902</u>	<u>28,418,155</u>	<u>29,420,874</u>	<u>42,612,043</u>
Total Expenditures- All Funds	<u>\$ 87,564,413</u>	<u>\$ 124,323,924</u>	<u>\$ 120,215,304</u>	<u>\$ 114,447,069</u>



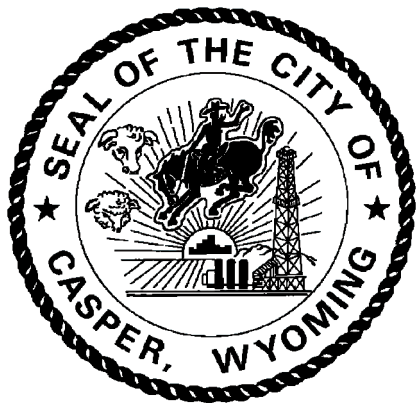
General Fund Summary



General Fund Summary

(Budget Basis)
FY 2008

<u>Revenues</u>	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
Mineral Taxes				
Severance	\$ 2,316,658	\$ 2,113,000	\$ 2,371,596	\$ 2,103,970
Royalties	2,082,557	2,064,000	2,071,100	2,081,560
State Supplemental	1,599,196	-	-	1,781,604
Above-The -Cap	2,516,214	3,517,000	3,517,367	3,516,445
Sales & Use Tax				
General	16,314,146	16,135,716	18,093,955	18,998,653
Supplemental	-	1,177,284	1,134,648	1,134,648
Property Tax	2,048,360	2,167,749	2,399,085	2,475,000
Auto Tax	944,264	1,100,000	1,059,092	1,143,819
Fuel Taxes	1,051,162	994,000	804,636	997,722
Cigarette Tax	434,752	430,000	373,598	426,101
Franchise Fees	2,392,759	2,512,000	2,608,739	2,730,518
Licenses & Permits	1,015,646	812,500	969,500	996,500
Intergovernmental	407,593	463,710	460,496	498,523
Charges for Services	2,061,175	2,039,244	2,097,523	2,084,946
Fines & Forfeitures	1,332,876	1,391,500	1,271,000	1,357,500
Interest	855,502	716,000	952,000	1,086,364
Miscellaneous	190,009	129,000	230,500	130,000
Transfers In	97,000	97,000	97,000	247,500
Total Revenue	\$ 37,659,869	\$ 37,859,703	\$ 40,511,835	\$ 43,791,373
<u>Expenditures</u>				
City Council	\$ 1,029,337	\$ 1,136,507	\$ 925,360	\$ 2,352,206
City Manager	574,925	887,156	620,139	775,740
City Attorney	443,158	573,929	485,592	606,027
Municipal Court	476,607	525,666	512,654	548,466
Finance	1,598,433	1,653,171	1,657,797	1,746,268
Health, Social & Community Services	949,514	1,045,513	1,050,464	1,196,686
Human Resources	598,957	672,406	673,009	787,780
Planning	335,858	361,648	298,606	451,134
Code Enforcement	666,657	843,841	843,328	975,426
Metropolitan Planning	295,441	526,045	464,537	475,359
Police	8,437,269	9,066,110	8,991,939	9,862,800
Fire	5,804,175	6,471,009	6,462,290	6,593,638
Engineering	1,029,793	1,199,841	1,154,567	1,194,993
Traffic	1,152,341	1,225,440	1,229,861	1,299,161
Streets	3,047,234	3,456,065	3,516,144	3,689,605
Cemetery	356,233	420,241	412,041	467,211
Parks	2,308,259	2,604,558	2,556,448	2,932,410
Fort Caspar	310,607	391,116	383,205	464,994
Transfers Out	5,059,935	5,182,844	5,182,844	13,220,287
Total Expenditures	\$ 34,474,733	\$ 38,243,106	\$ 37,420,825	\$ 49,640,192
Net Fund	\$ 3,185,136	\$ (383,403)	\$ 3,091,010	\$ (5,848,819)



Personnel Summary



City of Casper
Changes to Full-Time Personnel for FY 2008
 (Full-Time Position Basis)
 FY 2008

New Positions for FY 2008

**Number of New
Positions**

Position Name and Location

From City Managers Budget Message

2	Police Officers (Transition of overhire positions into normal full time positions)
2	PSCC Communication Specialists**
1	Fire Prevention Officers
1	Fort Caspar Museum Curator
1	Code Enforcement Building Inspector II
1	Hogadon Ski Area Technician**
1	Casper Events Center Assistant Box Office Manager**
1	Balefill Clerk**
1	Balefill Baler Operator**
11	

From New Programs Added by Council during budget review sessions

Forestry Program

1	Parks Forester
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Recycling Program Expansion

1	Refuse Collection Municipal Worker III**
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13	TOTAL NEW FULL-TIME EMPLOYEES ADDED FOR FY 2008
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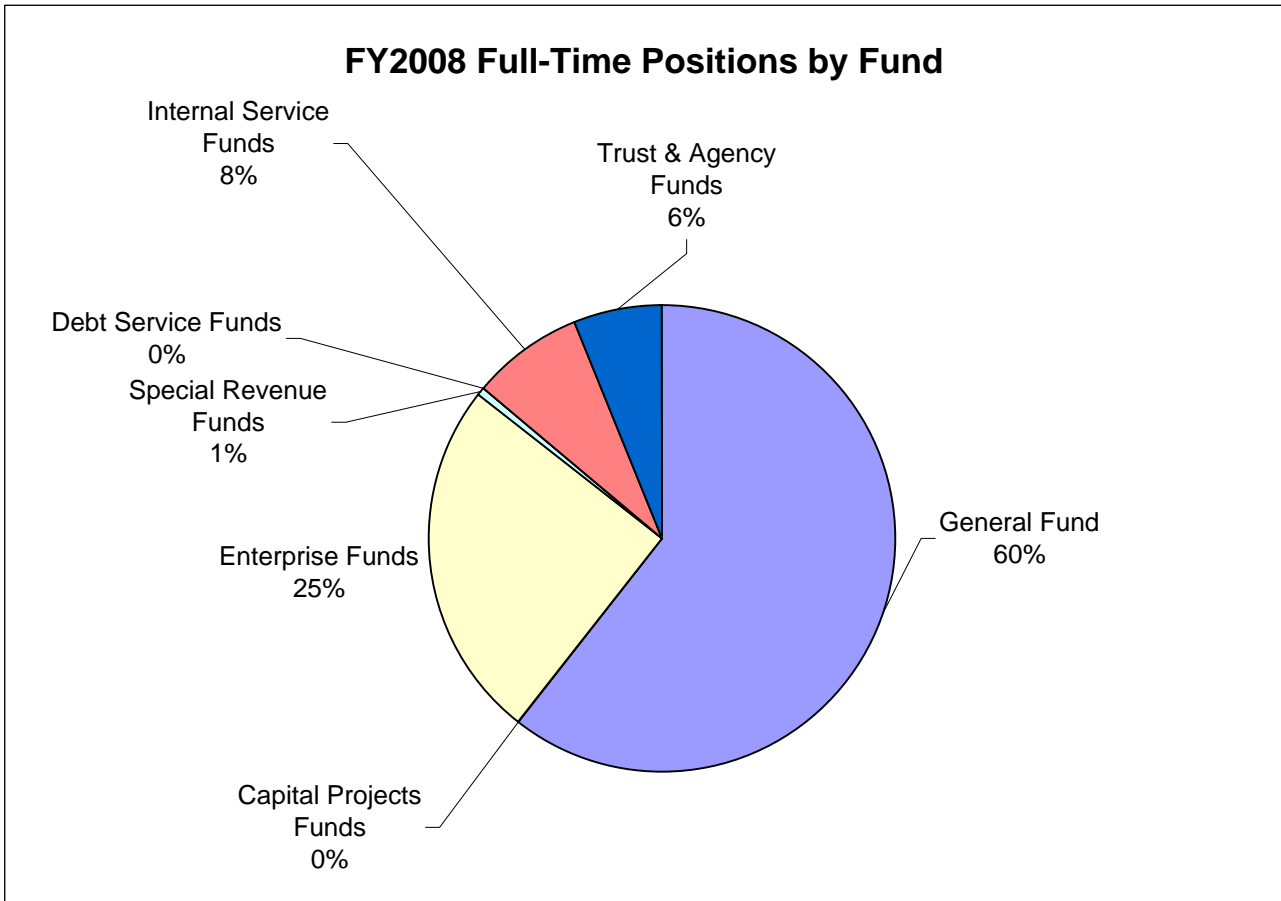
** Non General Fund

The Council also added part-time staffing for a Graffiti Abatement crew in Refuse Collection

City of Casper
All Funds Personnel Summary By Fund
 (Full-Time Position Basis)
 FY 2008

Department	FY 2006 Authorized Positions	FY 2007 Authorized Positions	FY 2008 Adopted Positions**	Percent of Total City Staffing in FY2008
General Fund	318	324	327	60.56%
Capital Projects Funds	-	-	-	0.00%
Enterprise Funds	128	129	135	25.00%
Special Revenue Funds	3	3	3	0.56%
Debt Service Funds	-	-	-	0.00%
Internal Service Funds	40	40	42	7.78%
Trust & Agency Funds	33	33	33	6.11%
Total without City Council	522	529	540	100.00%

**FY 2008 Adopted position count includes new positions added for FY 2008.

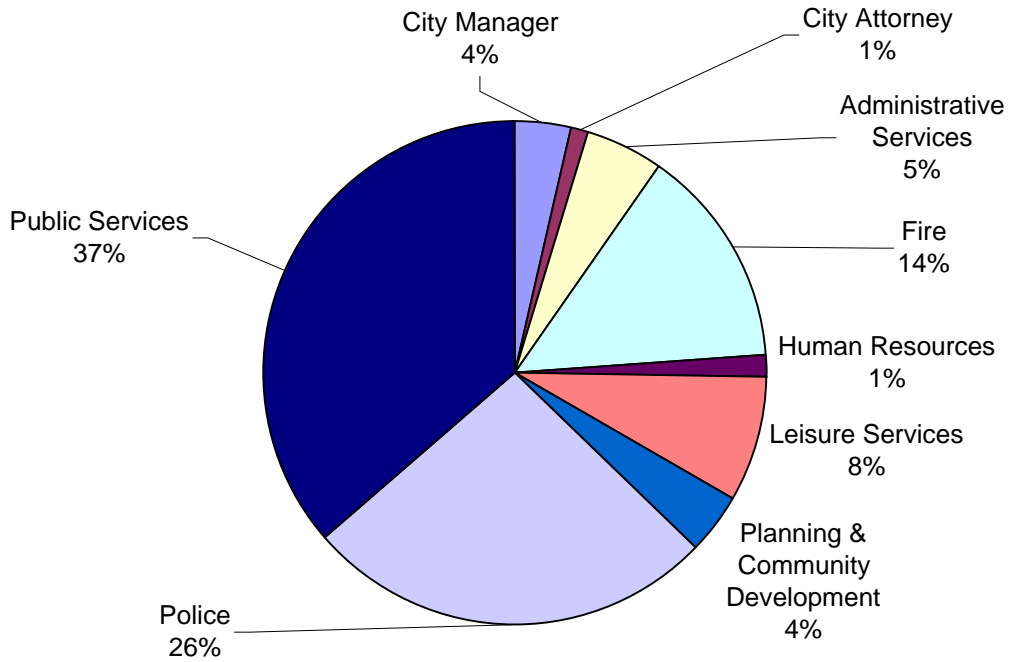


City of Casper
All Funds Personnel Summary By Department
 (Full-Time Position Basis)
 FY 2008

Department	FY 2006 Authorized Positions	FY 2007 Authorized Positions	FY 2008 Adopted Positions**	Percent of Total City Staffing in FY2008
City Manager	17	18	19	3.52%
City Attorney	6	6	6	1.11%
Administrative Services	28	28	28	5.19%
Fire	75	75	76	14.07%
Human Resources	7	7	7	1.30%
Leisure Services	40	40	44	8.15%
Planning & Community Development	18	19	21	3.89%
Police	140	144	143	26.48%
Public Services	191	192	196	36.30%
Total without City Council	522	529	540	100.00%

**FY 2008 Adopted position count includes new positions added for FY 2008.

FY2008 Full-Time Positions by Department

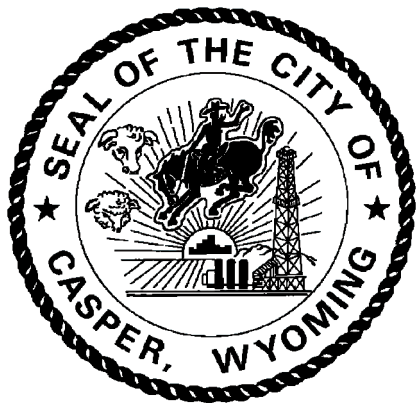


City of Casper
All Funds Personnel Summary By Fund
 (Full-Time Position Basis)
 FY 2008

Fund	Department	FY 2006 Authorized Positions	FY 2007 Authorized Positions	FY 2008 Adopted Positions
General Fund				
City Manager	City Manager	5	6	5
City Attorney	City Attorney	6	6	6
Municipal Court	Administrative Services	7	7	7
Finance	Administrative Services	21	21	21
Human Resources	Human Resources	7	7	7
Planning	Planning & Community Dev.	3	4	5
Code Enforcement	Planning & Community Dev.	11	11	12
Metropolitan Planning	Planning & Community Dev.	2	2	2
Police	Police	107	111	110
Fire	Fire	75	75	76
Engineering	Public Services	13	13	13
Traffic	Public Services	6	6	6
Streets	Public Services	29	29	29
Cemetery	Public Services	3	3	3
Parks	Public Services	20	20	21
Fort Casper	Leisure Services	3	3	4
		<u>318</u>	<u>324</u>	<u>327</u>
Capital Projects Funds				
Capital Projects Funds	City Manager	-	-	-
Capital Equipment	City Manager	-	-	-
Optional One Cent #12		-	-	-
Sales Tax		-	-	-
Optional One Cent #13		-	-	-
Sales Tax		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
Enterprise Funds				
Water	Public Services	29	29	29
Water Treatment Plant	Public Services	12	12	12
Sewer	Public Services	7	7	7
Wastewater Treatment	Public Services	15	15	15
Refuse Collection	Public Services	14	14	15
Balefill	Public Services	14	15	17
Aquatics	Leisure Services	3	3	3
Golf Course	Leisure Services	5	5	5
Ice Arena	Leisure Services	3	3	3
Recreation Center	Leisure Services	9	9	9
Hogadon	Leisure Services	3	3	4
Casper Events Center	Leisure Services	14	14	16
		<u>128</u>	<u>129</u>	<u>135</u>

City of Casper
All Funds Personnel Summary By Fund cont'd
 (Full-Time Position Basis)
 FY 2008

Fund		FY 2006 Authorized Positions	FY 2007 Authorized Positions	FY 2008 Adopted Positions
Special Revenue Funds				
Weed & Pest Control	Public Services	1	1	1
Redevelopment	Planning & Community Dev.	-	-	-
Transit Services	Planning & Community Dev.	-	-	-
Community Development Block Grant	Planning & Community Dev.	2	2	2
HOPE	Planning & Community Dev.	-	-	-
Police Grants	Police	-	-	-
Special Assistance	Fire	-	-	-
		<u>3</u>	<u>3</u>	<u>3</u>
Debt Services Funds				
Special Assessments	Administrative Services	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
Internal Services Funds				
Central Garage	Public Services	16	16	16
City Hall	Administrative Services	-	-	-
Information Technology	City Manager	8	8	10
Buildings & Grounds Geographical	Public Services	12	12	12
Information Systems	City Manager	4	4	4
Property & Liability Insurance	Human Resources	-	-	-
		<u>40</u>	<u>40</u>	<u>42</u>
Trust & Agency Funds				
Perpetual Care		-	-	-
Metro Animal Control	Police	11	11	11
Public Safety Communications	Police	22	22	22
Health Insurance	Human Resources	-	-	-
		<u>33</u>	<u>33</u>	<u>33</u>
Total without City Council		522	529	540



Fund Reserve Balances

Fund Reserves

As detailed in the Financial & Budget Policies, fund reserves balances should be maintained at adequate levels to safe-guard the financial condition of the City. Fund reserve balances are the resources of a certain fund with portions of these funds being designated or reserved for certain purposes by policy. Balances in excess of the City policy for that fund are considered to be undesignated and available for appropriation.

For most funds, fund reserves balances have components that are considered designated or reserved for certain purposes. These can be funds reserved to provide operating reserves, emergency and stabilization reserves, debt service reserves, capital asset replacement reserves, and reserves specific to certain unique operating aspect of a certain fund.

Any amounts that exceed the total calculated or designated reserved fund equity balances are considered undesignated fund equity and are available for appropriation.

Explanation of changes in fund reserve balances for FY 2008

The following funds' reserve balances are anticipated to increase or decline by more than 10% during FY 2008:

- General Fund (-22.98%)
- Capital Funds
 - Capital Projects (-9.88%)
 - Capital Equipment (-12.53%)
 - Optional One Cent #12 Sales Tax (-62.55%)
 - Optional One Cent #13 Sales Tax (+481.54%)
- Water (+25.41%)
- Sewer (-26.38%)
- Refuse Collection (-51.94%)
- Weed & Pest Control (-27.8%)
- Redevelopment (+49.73%)
- Special Assessments (-92.79%)
- City Hall (-37.49%)
- Metro Animal Control (-28.89%)
- Health Insurance (+27.25%)
- ALL FUNDS (-10.21%)

General Fund

The General Fund reserve balance is anticipated to decline by \$5,848,819 as undesignated reserves in excess of City reserve policies are used for capital projects. This reflects a "pay-as you go" approach and is reasonable given the build-up of reserves due to strong revenues from mineral taxes and sales taxes in recent years.

Capital Funds

For the four capital funds, the reserves balance will decrease by a total of \$3,751, 269. This reflects the scheduling of major capital projects and leaves a reserve in each capital fund for future planned and scheduled capital projects. The Optional One Cent #12 and #13 funds are on 4 year revenue cycles that can cause large percentage changes from year to year. The One Cent #12 fund no longer receives revenues from the optional sales tax and will be used until depleted.

Water Fund

The Water fund reserve balance will increase by \$1,062,109. This increase in reserves is due to the City Council reimbursing the Water Fund \$2,000,000 from the One Cent #12 Optional Sales Tax fund for the purchase of the Rock Creek Reservoir. This helped partially replenish the Water Fund reserves after the \$4,000,000 purchase of the reservoir.

Sewer Fund

The Sewer Fund will be using reserves to pay for capital expenditures, to avoid paying for these expenditures through debt. The amount of reserves retained is within the policies adopted through rate models and debt stipulations.

Refuse Collection

The Refuse Collection Fund will be using reserves to pay for capital expenditures, to avoid paying for these expenditures through debt. The amount of reserves retained is within the policies adopted through rate models and debt stipulations.

Weed & Pest

The Weed & Pest Fund is using reserves to operational program expenditures. In past years, this fund's revenues have exceeded expenditures. The increase in expenditures for FY 2008 is an attempt to use reserves to increase the aggressiveness of the Weed & Pest program as part of a county-wide weed and pest control effort.

Redevelopment

The reserves of this fund are projected to increase over time due to the accumulation of mortgage payments from the developer of the Old Firehouse project.

Special Assessments

The reserves of this fund are used as revolving funding for certain street projects to avoid issuing debt. These expenditures are assessed to property owners and as payments are made this fund will replenish over time.

City Hall

The City Hall Fund reserves decline due to planned capital expenditures for City Hall.

Metro Animal Control

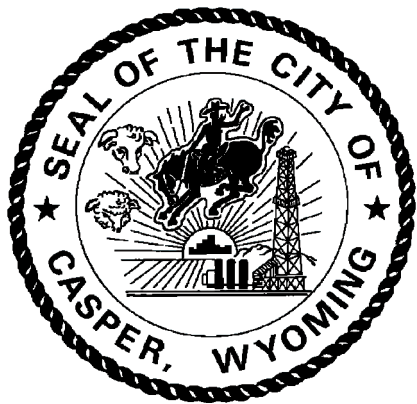
The Metro Animal Control Fund is a joint power board and does not have an adopted reserve policy. Reserves are used to provide more resources for capital replacement.

Health Insurance

This fund reserve balance of the Health Insurance Fund is budgeted to increase during FY 2008. This is based on maintaining the current favorable cycle of health care costs. However, these reserves may be needed during the year to insure the viability of the City's self-funded insurance plan given the unpredictable nature of events that could potentially incur large health care costs.

ALL FUNDS

The City will use \$10,243,833 from the reserves of all funds in FY 2008. This 10.21% decrease in overall reserves is mainly due to the City undertaking additional one-time capital projects and using savings rather than debt to pay for these projects.



City of Casper
Estimated Beginning Reserves
(Budget Basis)
FY 2008

Fund	June 30, 2006 Actual	FY 2007 Estimated Revenues	FY 2007 Estimated Expenditures	June 30, 2007 Projected
General Fund	\$ 22,363,569	\$ 40,511,835	\$ 37,420,825	\$ 25,454,579
Capital Funds				
Capital Projects Fund	\$ 11,669,537	\$ 11,514,744	\$ 10,949,309	\$ 12,234,972
Capital Equipment	\$ 3,688,402	\$ 1,325,000	\$ 2,921,147	\$ 2,092,255
Optional One Cent #12 Sales Tax	\$ 9,597,182	\$ 11,354,733	\$ 9,223,420	\$ 11,728,495
Optional One Cent #13 Sales Tax	\$ -	\$ 5,050,000	\$ 4,000,000	\$ 1,050,000
Enterprise Funds				
Water	\$ 9,306,556	\$ 14,092,237	\$ 19,219,300	\$ 4,179,493
Water Treatment Plant	\$ -	\$ 2,092,536	\$ 2,092,536	\$ -
Sewer	\$ 3,596,393	\$ 3,582,486	\$ 4,312,741	\$ 2,866,138
Wastewater	\$ 9,828,478	\$ 12,326,551	\$ 17,469,167	\$ 4,685,862
Refuse Collection	\$ 2,068,717	\$ 3,531,631	\$ 4,266,343	\$ 1,334,005
Balefill	\$ 5,055,222	\$ 7,938,236	\$ 12,536,844	\$ 456,614
Aquatics	\$ 10,974	\$ 949,675	\$ 949,675	\$ 10,974
Golf Course	\$ 905,420	\$ 1,029,232	\$ 1,244,155	\$ 690,497
Ice Arena	\$ 18,652	\$ 470,588	\$ 470,588	\$ 18,652
Casper Recreation Center	\$ 35,649	\$ 1,119,571	\$ 1,052,999	\$ 102,221
Hogadon	\$ 382,403	\$ 770,023	\$ 803,835	\$ 348,591
Casper Events Center	\$ 119,472	\$ 2,487,846	\$ 2,508,346	\$ 98,972
Parking Lots	\$ 520,814	\$ 39,132	\$ 154,918	\$ 405,028
Lifesteps Campus	\$ -	\$ 122,001	\$ 122,001	\$ -
Special Revenue Funds				
Weed & Pest Control	\$ 232,679	\$ 371,486	\$ 445,039	\$ 159,126
Redevelopment	\$ 8,436	\$ 43,594	\$ 35,468	\$ 16,562
Transit Services	\$ -	\$ 1,548,587	\$ 1,548,587	\$ -
Community Development Block Grant	\$ -	\$ 623,774	\$ 623,774	\$ -
Police Grants	\$ 47,601	\$ 246,013	\$ 176,324	\$ 117,290
Fire Grants	\$ 6,939	\$ 258,000	\$ 258,000	\$ 6,939
Revolving Land Fund	\$ -	\$ -	\$ -	\$ -

City of Casper
Estimated Beginning Reserves
 (Budget Basis)
 FY 2008

Fund	June 30, 2006 Actual	FY 2007 Estimated Revenues	FY 2007 Estimated Expenditures	June 30, 2007 Projected
Debt Services Funds				
Special Assessments	\$ 1,762,999	\$ 93,324	\$ 8,275	\$ 1,848,048
Internal Services Funds				
Central Garage	\$ (139,076)	\$ 3,088,601	\$ 3,092,002	\$ (142,477)
City Hall	\$ 22,340	\$ 299,831	\$ 300,831	\$ 21,340
Information Technology	\$ 30,832	\$ 676,382	\$ 682,932	\$ 24,282
Buildings & Grounds	\$ 92,443	\$ 1,000,842	\$ 1,002,720	\$ 90,565
Geographical Information Systems	\$ 6,016	\$ 310,582	\$ 307,571	\$ 9,027
Property & Liability Insurance	\$ 196,429	\$ 688,335	\$ 670,936	\$ 213,828
Trust & Agency Funds				
Perpetual Care	\$ 23,229,165	\$ 4,061,567	\$ 2,044,137	\$ 25,246,595
Metro Animal Control	\$ 34,000	\$ 795,619	\$ 743,085	\$ 86,534
Public Safety Communications	\$ 849,773	\$ 1,782,996	\$ 1,596,916	\$ 1,035,853
Health Insurance	\$ 3,264,529	\$ 5,232,686	\$ 4,381,432	\$ 4,115,783
Total - All Funds	\$ 108,812,545	\$ 141,430,276	\$ 149,636,178	\$ 100,606,643

City of Casper
Projected Ending Reserves FY 2008
(Budget Basis)
FY 2008

Fund	June 30, 2007 Projected	FY 2008 Adopted Revenues	FY 2008 Adopted Expenditures	June 30, 2008 Projected	Projected % Change in Reserves During FY 2008
General Fund	\$ 25,454,579	\$ 43,791,373	\$ 49,640,192	\$ 19,605,760	-22.98%
Capital Funds					
Capital Projects Fund	\$ 12,234,972	\$ 18,459,003	\$ 19,667,974	\$ 11,026,001	-9.88%
Capital Equipment	\$ 2,092,255	\$ 3,038,000	\$ 3,300,247	\$ 1,830,008	-12.53%
Optional One Cent #12 Sales Tax	\$ 11,728,495	\$ 70,000	\$ 7,406,177	\$ 4,392,318	-62.55%
Optional One Cent #13 Sales Tax	\$ 1,050,000	\$ 15,100,000	\$ 10,043,874	\$ 6,106,126	481.54%
Enterprise Funds					
Water	\$ 4,179,493	\$ 17,236,369	\$ 16,174,260	\$ 5,241,602	25.41%
Water Treatment Plant	\$ -	\$ 2,338,640	\$ 2,338,640	\$ -	0.00%
Sewer	\$ 2,866,138	\$ 3,631,418	\$ 4,387,458	\$ 2,110,098	-26.38%
Wastewater	\$ 4,685,862	\$ 3,450,244	\$ 3,625,393	\$ 4,510,713	-3.74%
Refuse Collection	\$ 1,334,005	\$ 3,827,400	\$ 4,520,246	\$ 641,159	-51.94%
Balefill	\$ 456,614	\$ 4,380,124	\$ 4,414,387	\$ 422,351	-7.50%
Aquatics	\$ 10,974	\$ 1,018,031	\$ 1,018,031	\$ 10,974	0.00%
Golf Course	\$ 690,497	\$ 1,116,009	\$ 1,162,356	\$ 644,150	-6.71%
Ice Arena	\$ 18,652	\$ 508,026	\$ 508,026	\$ 18,652	0.00%
Casper Recreation Center	\$ 102,221	\$ 1,192,956	\$ 1,192,956	\$ 102,221	0.00%
Hogadon	\$ 348,591	\$ 833,618	\$ 860,970	\$ 321,239	-7.85%
Casper Events Center	\$ 98,972	\$ 2,884,199	\$ 2,884,199	\$ 98,972	0.00%
Parking Lots	\$ 405,028	\$ 33,500	\$ 46,244	\$ 392,284	-3.15%
Lifesteps Campus	\$ -	\$ 194,500	\$ 194,500	\$ -	0.00%
Special Revenue Funds					
Weed & Pest Control	\$ 159,126	\$ 384,382	\$ 428,621	\$ 114,887	-27.80%
Redevelopment	\$ 16,562	\$ 43,704	\$ 35,468	\$ 24,798	49.73%
Transit Services	\$ -	\$ 1,318,207	\$ 1,318,207	\$ -	0.00%
Community Development Block Gran	\$ -	\$ 803,313	\$ 803,313	\$ -	0.00%
Police Grants	\$ 117,290	\$ 260,500	\$ 260,000	\$ 117,790	0.43%
Fire Grants	\$ 6,939	\$ 125,000	\$ 125,000	\$ 6,939	0.00%
Revolving Land Fund	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	0.00%

City of Casper
Projected Ending Reserves FY 2008
(Budget Basis)
FY 2008

Fund	June 30, 2007 Projected	FY 2008 Adopted Revenues	FY 2008 Adopted Expenditures	June 30, 2008 Projected	Projected % Change in Reserves During FY 2008
Debt Services Funds					
Special Assessments	\$ 1,848,048	\$ 86,500	\$ 1,801,300	\$ 133,248	-92.79%
Internal Services Funds					
Central Garage	\$ (142,477)	\$ 3,260,470	\$ 3,260,470	\$ (142,477)	0.00%
City Hall	\$ 21,340	\$ 341,163	\$ 349,163	\$ 13,340	-37.49%
Information Technology	\$ 24,282	\$ 854,113	\$ 854,113	\$ 24,282	0.00%
Buildings & Grounds	\$ 90,565	\$ 1,060,809	\$ 1,060,809	\$ 90,565	0.00%
Geographical Information Systems	\$ 9,027	\$ 335,214	\$ 335,214	\$ 9,027	0.00%
Property & Liability Insurance	\$ 213,828	\$ 751,114	\$ 751,114	\$ 213,828	0.00%
Trust & Agency Funds					
Perpetual Care	\$ 25,246,595	\$ 2,949,028	\$ 2,157,111	\$ 26,038,512	3.14%
Metro Animal Control	\$ 86,534	\$ 846,979	\$ 871,979	\$ 61,534	-28.89%
Public Safety Communications	\$ 1,035,853	\$ 1,907,433	\$ 1,998,615	\$ 944,671	-8.80%
Health Insurance	\$ 4,115,783	\$ 6,383,940	\$ 5,262,485	\$ 5,237,238	27.25%
Total - All Funds	\$ 100,606,643	\$ 146,815,279	\$ 157,059,112	\$ 90,362,811	-10.18%



City Debt

City of Casper
Legal Debt Margin Information
FY 2008

	Fiscal Year				
	2003	2004	2005	2006	2007
Assessed Valuation in the City of Casper	\$ 216,077,517	\$ 231,026,236	\$ 260,056,731	\$ 317,876,697	\$ 374,514,984
Growth From Previous Year	7.77%	6.92%	12.57%	22.23%	17.82%
Debt Limit for General Obligation Bonds (4% of assessed valuation)	\$ 8,643,101	\$ 9,241,049	\$ 10,402,269	\$ 12,715,068	\$ 14,980,599
Debt Limit for Sewer Bonds (4% of assessed valuation)	\$ 8,643,101	\$ 9,241,049	\$ 10,402,269	\$ 12,715,068	\$ 14,980,599
General Obligation Debt Applicable To Limit from Outstanding Bonds	-	-	-	-	-
Less Amount Set Aside for Repayment of Bonds	-	-	-	-	-
General Obligation Debt Applicable to Limits	-	-	-	-	-
Sewer Debt Applicable To Limit from Outstanding Bonds	-	-	-	-	5,995,891
Less Amount Set Aside for Repayment of Bonds	-	-	-	-	-
Sewer Debt Applicable to Limits	-	-	-	-	5,995,891
General Obligation and Sewer Debt Applicable to Limits	\$ -	\$ -	\$ -	\$ -	\$ 5,995,891
General Obligation Legal Debt Margin	\$ 8,643,101	\$ 9,241,049	\$ 10,402,269	\$ 12,715,068	\$ 14,980,599
Sewer Legal Debt Margin	\$ 8,643,101	\$ 9,241,049	\$ 10,402,269	\$ 12,715,068	\$ 8,984,708
Overall Legal Debt Margin	\$ 17,286,201	\$ 18,482,099	\$ 20,804,538	\$ 25,430,136	\$ 23,965,308
Total Net Debt Applicable to Limit as Percentage of Debt Limit	0.00%	0.00%	0.00%	0.00%	20.01%

City of Casper
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Fiscal Year	Governmental Activities		Business-Type Activities					Total Primary Government
	General Bonded Debt	Capital Leases	Revenue Refunding Bonds	Wyoming State Land and Investment Loans		Wyoming Water Commission Loans		
				Water Fund	Sewer Fund	Water Fund	Golf Course Fund	
1997	\$ -	\$ 58,215	\$ 2,350,000	\$ -	\$ -	\$ 330,000	\$ 547,234	\$ 3,285,449
1998	-	38,419	1,875,000	-	-	330,000	543,118	2,786,537
1999	-	39,346	600,000	-	-	318,918	538,837	1,497,101
2000	-	25,752	350,000	-	-	307,392	534,385	1,217,529
2001	-	18,740	-	-	-	295,406	529,754	843,900
2002	-	11,121	-	-	-	282,941	524,939	819,001
2003	-	57,899	-	2,004,191	127,738	269,976	519,931	2,979,735
2004	-	45,507	-	2,780,338	325,767	256,494	514,723	3,922,829
2005	-	32,412	-	4,359,398	476,017	242,472	509,306	5,619,605
2006	-	18,481	-	6,702,696	1,401,017	227,888	503,673	8,853,755
2007	\$ -	\$ -	\$ -	\$ 8,383,648	\$ 5,995,891	\$ 212,722	\$ 497,814	\$ 15,090,075

City of Casper
Notes Payable Business Type Activities
FY 2008

	<u>Balance 6/30/2006</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance 6/30/2007</u>	<u>During FY 2008 Principal & Interest Due Within One Year</u>
Wyoming State Land and Investment Loan (Water Fund)	6,702,696.00	1,864,602.28	183,649.87	8,383,648.41	384,882.76
Wyoming State Land and Investment Loan Sewer Fund)	1,401,017.00	4,594,874.29		5,995,891.29	-
Wyoming Water Commission (Water Fund)	227,888.00	-	15,166.45	212,721.55	24,281.98
Wyoming Water Commission (Golf Course Fund)	503,673.00	-	5,859.00	497,814.00	20,149.90
	<u>8,835,274.00</u>	<u>6,459,476.57</u>	<u>204,675.32</u>	<u>15,090,075.25</u>	<u>429,314.64</u>

General Fund

Revenues
City Council
City Manager
City Attorney
Municipal Courts
Finance
Health, Social & Community Services
Human Resources
Planning
Code Enforcement
Metropolitan Planning Organization
Police
Fire
Engineering
Streets
Traffic
Cemetery
Parks
Fort Caspar
Transfers to Other Funds

General Fund

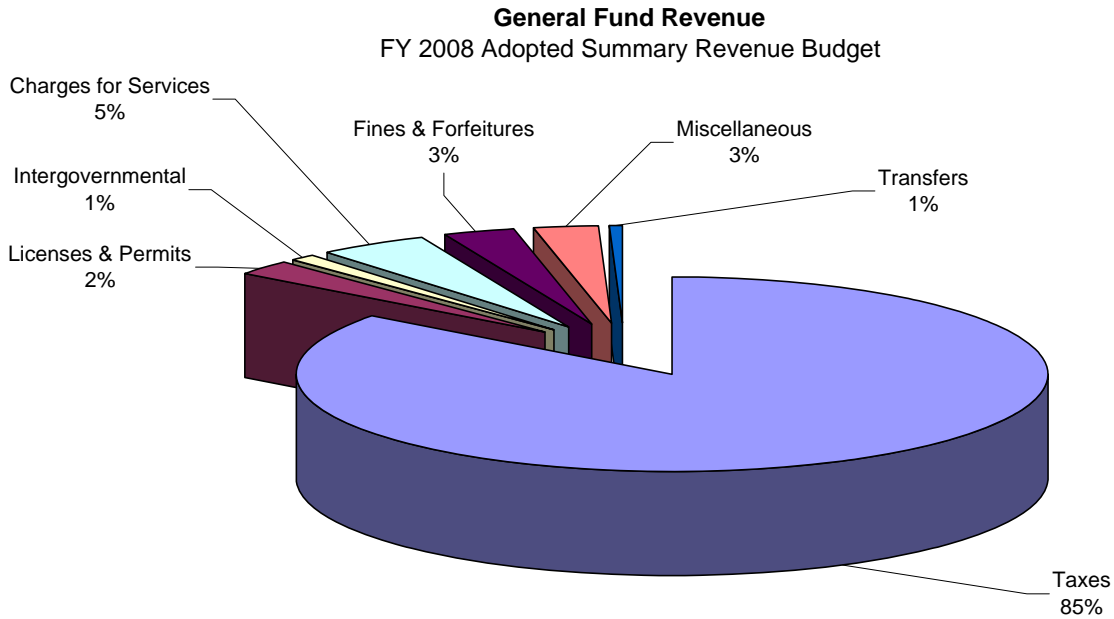
General Fund Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ 31,700,068	\$ 32,210,749	\$ 34,433,816	\$ 37,390,040
Licenses & Permits	1,015,646	812,500	969,500	996,500
Intergovernmental	407,593	463,710	460,496	498,523
Charges for Services	2,061,175	2,039,244	2,097,523	2,084,946
Fines & Forfeitures	1,332,876	1,391,500	1,271,000	1,357,500
Miscellaneous	1,045,511	845,000	1,182,500	1,216,364
Transfers In	97,000	97,000	97,000	247,500
Total Revenues	\$ 37,659,869	\$ 37,859,703	\$ 40,511,835	\$ 43,791,373
Expenditures				
Personnel	\$ 20,632,580	\$ 23,297,463	\$ 22,733,541	\$ 24,617,115
Contractual Services	5,392,741	5,559,332	5,728,188	6,061,880
Materials & Supplies	1,284,210	1,406,344	1,445,336	1,528,447
Other Expenditures	876,807	1,381,963	1,001,251	1,446,533
Capital	126,679	158,447	152,001	156,744
Council Goals	152,267	211,200	127,200	1,412,500
Community Services	949,514	1,045,513	1,050,464	1,196,686
Transfers Out	5,059,935	5,182,844	5,182,844	13,220,287
Total Expenditures	\$ 34,474,733	\$ 38,243,106	\$ 37,420,825	\$ 49,640,192
Net All General Fund	\$ 3,185,136	\$ (383,403)	\$ 3,091,010	\$ (5,848,819)

General Fund Revenue

General Fund Revenue

General Fund Revenue Summary				
	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ 31,700,068	\$ 32,210,749	\$ 34,433,816	\$ 37,390,040
Licenses & Permits	1,015,646	812,500	969,500	996,500
Intergovernmental	407,593	463,710	460,496	498,523
Charges for Services	2,061,175	2,039,244	2,097,523	2,084,946
Fines & Forfeitures	1,332,876	1,391,500	1,271,000	1,357,500
Miscellaneous	1,045,511	845,000	1,182,500	1,216,364
Transfers	97,000	97,000	97,000	247,500
Total Revenues	\$ 37,659,869	\$ 37,859,703	\$ 40,511,835	\$ 43,791,373



**FY 2008 Budget
(Budget Basis)
General Fund Revenue**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Taxes				
Mineral Taxes				
Mineral Severance Tax	\$ 2,316,658	\$ 2,113,000	\$ 2,371,596	\$ 2,103,970
Mineral Royalties Tax	2,082,557	2,064,000	2,071,100	2,081,560
Mineral Taxes-Supplemental Funding	1,599,196	-	-	1,781,604
Mineral - Above-the-cap Funding	2,516,214	3,517,000	3,517,367	3,516,445
Total Mineral Taxes	\$ 8,514,625	\$ 7,694,000	\$ 7,960,063	\$ 9,483,579
Other Taxes				
Auto Taxes	\$ 944,264	\$ 1,100,000	\$ 1,059,092	\$ 1,143,819
Cigarette Tax	434,752	430,000	373,598	426,101
Sales/Use Tax	16,314,146	16,135,716	18,093,955	18,998,653
Sales Tax - State Replacement	-	1,177,284	1,134,648	1,134,648
Gasoline Tax	704,902	660,000	510,630	656,576
Special Fuels Tax	346,260	334,000	294,006	341,146
Total Other Taxes	\$ 18,744,324	\$ 19,837,000	\$ 21,465,929	\$ 22,700,943
Property Taxes				
Property Tax	\$ 1,984,349	\$ 2,100,000	\$ 2,326,385	\$ 2,400,000
Property Tax - Band	64,011	67,749	72,700	75,000
Total Property Taxes	\$ 2,048,360	\$ 2,167,749	\$ 2,399,085	\$ 2,475,000
Franchise Fees				
Cable TV Franchise	\$ 509,501	\$ 520,000	\$ 552,254	\$ 579,867
QWEST Franchise	213,218	217,000	216,427	218,591
Rocky Mtn. Power Franchise	1,128,281	1,200,000	1,255,185	1,317,944
Kiinder Morgan Franchise	541,759	575,000	584,873	614,116
Total Franchise Fees	\$ 2,392,759	\$ 2,512,000	\$ 2,608,739	\$ 2,730,518
Total Taxes	\$ 31,700,068	\$ 32,210,749	\$ 34,433,816	\$ 37,390,040
Licenses & Permits				
Licenses				
Liquor Licenses	\$ 100,604	\$ 100,000	\$ 100,000	\$ 120,000
Health Licenses	55,835	28,500	28,500	28,500
Alarm/False Alarms	20,860	21,000	20,000	20,000
Other Licenses	19,555	20,000	15,000	15,000
Contractor Licenses	29,372	27,000	29,000	30,000
Electrician Licenses	13,146	15,000	12,000	13,000
Plumber Licenses	9,347	11,000	9,000	9,000
Total Licenses	\$ 248,719	\$ 222,500	\$ 213,500	\$ 235,500
Permits				
Building Permits	\$ 553,371	\$ 420,000	\$ 550,000	\$ 550,000
Electrical Permits	86,048	75,000	80,000	85,000
Mechanical Permits	50,854	37,000	50,000	50,000
Plumbing Permits	67,473	50,000	70,000	70,000
Other Permits	9,181	8,000	6,000	6,000
Total Permits	\$ 766,927	\$ 590,000	\$ 756,000	\$ 761,000
Total License & Permits	\$ 1,015,646	\$ 812,500	\$ 969,500	\$ 996,500

**FY 2008 Budget
(Budget Basis)
General Fund Revenue**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Intergovernmental				
State Grants	\$ 125,700	\$ -	\$ -	\$ -
Summer Youth Wages	28,808	42,000	42,000	42,000
WYDOT I-25	20,000	20,000	20,000	20,000
Federal Grants	224,476	387,792	387,792	425,586
MPO Member Contributions	8,609	13,918	10,704	10,937
Total Intergovernmental	\$ 407,593	\$ 463,710	\$ 460,496	\$ 498,523
Charges for Services				
Planning and Community Development				
P & CD - Rental Fees	\$ 8,313	\$ 15,000	\$ 8,000	\$ 8,000
P & CD - Plan Checking Fees	102,150	75,000	150,000	110,000
P & CD - Zoning/Subdivision	28,535	30,000	28,000	30,000
P & CD - C.A.T.C. Building Rent	8,425	8,400	8,400	8,400
P & CD - Weed/Litter Abatement	4,364	4,000	5,000	4,000
P & CD - Building Inspection	50,290	55,000	59,000	60,000
Total Planning and Comm. Development	\$ 202,077	\$ 187,400	\$ 258,400	\$ 220,400
Miscellaneous Charges				
Ft. Caspar Admissions	\$ 13,819	\$ 25,000	\$ 15,000	\$ 17,000
Ft. Caspar Concessions	57,608	63,500	50,000	60,000
Other Charges	495	-	3,792	-
Cemetery Fees	117,073	90,000	90,000	100,000
NCSD #1 Crossing Guards	20,000	21,500	26,000	26,000
Total Miscellaneous Charges	\$ 208,995	\$ 200,000	\$ 184,792	\$ 203,000
Interdepartmental				
Administrative Fees	\$ 183,228	\$ 171,715	\$ 171,002	\$ 143,885
Interdepartmental Charges	1,231,332	1,253,629	1,253,629	1,289,161
Total Interdepartmental	\$ 1,414,560	\$ 1,425,344	\$ 1,424,631	\$ 1,433,046
Public Safety Fees				
Police Contract Wages	\$ 18,449	\$ 20,000	\$ 18,000	\$ 20,000
Police Accident Reports	9,835	8,500	8,500	8,500
Police VIN	14,975	14,000	15,000	14,000
Police Miscellaneous	21,272	16,000	20,000	16,000
Police NCSD #1 Officer	77,000	77,000	77,000	77,000
Police Restitution Fines	1,663	1,000	1,200	1,000
Police - DCI	92,349	90,000	90,000	92,000
Total Public Safety Fees	\$ 235,543	\$ 226,500	\$ 229,700	\$ 228,500
Total Charges for Services	\$ 2,061,175	\$ 2,039,244	\$ 2,097,523	\$ 2,084,946
Fines & Forfeitures				
Court Fines	\$ 1,179,000	\$ 1,240,000	\$ 1,124,000	\$ 1,200,000
Court Costs	71,126	75,000	70,000	72,000
Forfeits	63,654	56,000	55,000	64,000
Parking Fines	17,703	20,000	19,000	18,500
Court Appointed Attorney	1,393	500	3,000	3,000
Total Fines & Forfeitures	\$ 1,332,876	\$ 1,391,500	\$ 1,271,000	\$ 1,357,500

**FY 2008 Budget
(Budget Basis)
General Fund Revenue**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Miscellaneous				
Street, Sidewalk & Curb Cuts	\$ 3,000	\$ 4,000	\$ 5,500	\$ 5,000
Interest on Investments	855,502	716,000	952,000	1,086,364
Gain/Loss on Sale of Investments	-	-	(50,000)	-
Contributions	25,500	-	-	-
Unidentified Revenue	34,145	25,000	25,000	25,000
Miscellaneous	127,364	100,000	250,000	100,000
Total Miscellaneous	\$ 1,045,511	\$ 845,000	\$ 1,182,500	\$ 1,216,364
Transfers In				
Transfers In	\$ 97,000	\$ 97,000	\$ 97,000	\$ 247,500
Total Transfers In	\$ 97,000	\$ 97,000	\$ 97,000	\$ 247,500
Total Revenue	\$ 37,659,869	\$ 37,859,703	\$ 40,511,835	\$ 43,791,373



City Council

City Council
City Council

Mission: To direct city operations that promote public health, safety and well-being of all citizens and visitors of Casper.

Goals for 2007/2008

These Goals were adopted by resolution of the City Council on March 6, 2007.

1. Expand efforts to educate the public on city issues.
2. Implement applicable smart growth principles throughout the community.
3. Identify and implement strategies to support public safety in the following areas:
 - a) Police Functions
 - b) Weed/Seed Initiative
 - c) Meth & Alcohol Initiatives
 - d) Fire/EMS
4. Develop and implement plans to revitalize the downtown and central core neighborhoods.
5. Develop policies and programs to facilitate the development of a variety of housing options in the community.
6. Encourage recreational, residential and business development along the North Platte River, through the core of the community.
7. Develop and fund a Comprehensive Five-Year Capital Plan for city-owned infrastructure.

Lower-Priority Goals for 2007/2008

1. Increase opportunities for the public to interact with city government.
2. Create strategies to encourage infill development and redevelopment throughout the city.
3. Continue development of a multi-modal transportation network throughout the Casper community.
4. Optimize use of the city's land assets.
5. Adopt a Five-Year Base Operation & Maintenance Plan. (Pro-Forma projections).

Highlights/Issues

This budget includes funding for the following special programs:

	FY 2008
ADA Compliance	\$ 10,000
Council Goals	600,000
Casper Events Center Operations/Master Plan Study	60,000
Newsletters	10,000
National Development Council	30,000
CNFR	40,000
High Speed Rail Study	37,500
Police and Support Funding	1,200,000
Total	\$ 1,987,500

Per previously established agreement, in FY 2008 the City ceases providing funding to the Amoco Joint Powers Board.

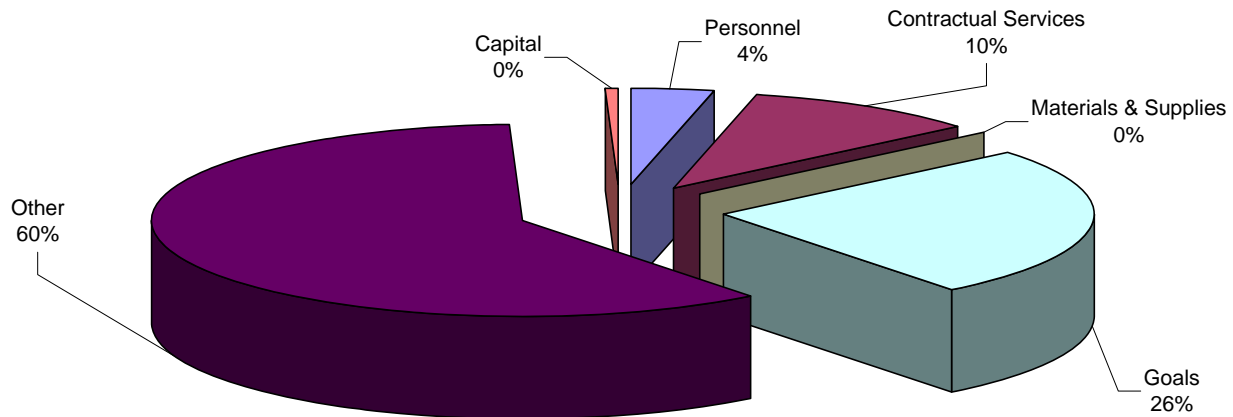
City Council Staffing Summary

	FY 2006	FY 2007	FY 2008
Council Members	9	9	9
Total	9	9	9

City Council Budget Summary

Expenditures	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Personnel	\$ 84,351	\$ 82,523	\$ 76,640	\$ 87,544
Contractual Services	223,070	243,235	212,520	237,162
Materials & Supplies	2,984	5,000	4,000	5,000
Goals	564,576	584,549	500,000	600,000
Other	152,267	211,200	127,200	1,412,500
Capital	2,089	10,000	5,000	10,000
Total Expenditures	\$ 1,029,337	\$ 1,136,507	\$ 925,360	\$ 2,352,206

City Council
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
City Council**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 77,600	\$ 75,000	\$ 70,000	\$ 80,000
Total Salaries & Wages	\$ 77,600	\$ 75,000	\$ 70,000	\$ 80,000
Benefits				
FICA/Medicare Tax	\$ 5,745	\$ 5,738	\$ 5,390	\$ 6,120
Workers' Compensation	1,006	1,785	1,250	1,424
Total Benefits	\$ 6,751	\$ 7,523	\$ 6,640	\$ 7,544
Total Personnel	\$ 84,351	\$ 82,523	\$ 76,640	\$ 87,544
Contractual Services				
Elections	\$ -	\$ 5,000	\$ 2,000	\$ 5,000
Appraisals	-	5,000	5,000	5,000
Survey Services	5,750	5,000	5,000	5,000
Other Professional Services	67,587	79,315	65,000	65,000
Insurance & Bonds	2,220	2,420	2,420	2,662
Telecommunications	5,016	4,000	2,600	3,000
Advertising	54,503	40,000	45,000	50,000
Printing/Reproduction	7,080	8,000	5,000	8,000
Travel	21,811	35,000	30,000	35,000
Training	11,295	12,000	10,000	12,000
Interdepartmental Svcs Fixed	2,304	-	-	-
Other Contractual	-	500	-	-
Association Dues	45,075	46,000	40,000	46,000
Postage/Shipping	429	1,000	500	500
Total Contractual Services	\$ 223,070	\$ 243,235	\$ 212,520	\$ 237,162
Materials & Supplies				
Office Supplies	\$ 1,732	\$ 2,000	\$ 2,000	\$ 2,000
Books, Periodicals, Maps	670	1,000	500	1,000
Awards	582	2,000	1,500	2,000
Total Materials & Supplies	\$ 2,984	\$ 5,000	\$ 4,000	\$ 5,000
Other Expenditures				
Programs & Projects	\$ 11,434	\$ 20,000	\$ 20,000	\$ 25,000
ADA Compliance	-	10,000	10,000	10,000
CURA	10,583	29,000	5,000	-
Council Goals	564,576	584,549	500,000	600,000
AMOCO JBP	29,000	29,000	29,000	-
Wage Study	33,000	-	-	-
CEC Operations/Master Plan Study	-	60,000	-	60,000
Newsletters	5,250	8,200	8,200	10,000
National Development Council	25,000	30,000	30,000	30,000
CNFR	38,000	25,000	25,000	40,000
High Speed Rail Study	-	-	-	37,500
Police and Support Funding	-	-	-	1,200,000
Total Other Expenditures	\$ 716,843	\$ 795,749	\$ 627,200	\$ 2,012,500
Capital - New				
Technologies	\$ 2,089	\$ 10,000	\$ 5,000	\$ 10,000
Total Capital - New	\$ 2,089	\$ 10,000	\$ 5,000	\$ 10,000
Total Expenditures	\$ 1,029,337	\$ 1,136,507	\$ 925,360	\$ 2,352,206

City Manager

City Manager
City Manager

Mission: To provide the administration and coordination of day-to-day operations of City government, and for the implementation of goals, objectives and policies established by the City Council.

Goals

1. Develop and implement action plans for the 2007/2008 City Council Goals.
2. Continue to direct the process for redevelopment of the urban renewal area.
3. Refine the capital improvement plan process for the organization.
4. Improve the City's website to allow for more citizen access to information and services.
5. Support and expand the succession planning efforts throughout the organization.
6. Prepare and conduct the 2008 Citizen Survey.

Objectives

1. Follow Council direction in the FY07 budget process to identify priorities and resources needed to move forward with City Council Goals by August 1, 2007.
2. Use project management guidelines to assign responsibility and set timelines for implementation of action plans by August 15, 2007.
3. Work with the City Council to adopt the zoning ordinances which will impose design standards on the redevelopment area by August 30, 2007.
4. Evaluate recommendations from the Walkability Study for applicability to the redevelopment area by October 1,
5. Develop and conduct a training program on the capital plan software by November 1, 2007.
6. Require updates of the Five Year Capital Plan to be submitted by January, 2008.
7. Work with recommendations contained in the website study to develop a plan for improvements to the City's website by September 1, 2007.
8. Provide job shadowing experiences for employees interested in leadership positions in the organization.
9. Work with the Department Heads and City Council to develop the 2008 Citizen Survey tool by February, 2008.
10. Conduct the 2008 Citizen Survey by April 1, 2008.

Performance Measures

1. Provide quarterly updates to the City Council on the progress of implementing the action plans associated with the 2007-2008 Council Goals.
2. Identify and complete one kickoff project in the redevelopment area utilizing the new design standards and walkability guidelines as approved by the City Council.
3. Submit the proposed Five Year Capital Improvement Plan (2008-2012) to the City Council with the FY09 Budget in May, 2008.
4. Implement the first phase of the new website design by July 1, 2008.
5. Conduct evaluation of job shadowing program with a report to the City Manager in June, 2008.
6. Report on final results of the 2008 Citizen Survey for the City Council by June, 2008.

Highlights/Issues

The funding for the Urban Development Specialist position budgeted in the City Manager's Office for FY 2007 was transferred to the Planning Division for FY 2008 to more accurately reflect the function of that position.

Contained in the Other Expenditures is a \$100,000 Staffing Contingency established by Council in FY 2006.

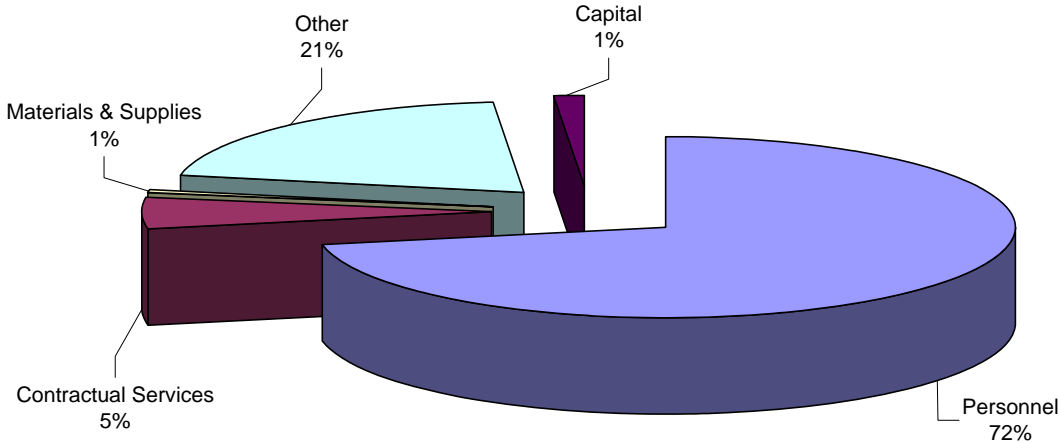
City Manager Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Administrative Analyst	1	1	1
Administrative Secretary	1	1	1
Assistant City Manager	1	1	1
City Manager	1	1	1
Exec Secretary/ Laserfiche Administrator	1	1	1
Urban Renewal Specialist	-	1	-
Total	5	6	5
Part-time Employees (Budget)	\$ 3,040	\$ 6,348	\$ 4,200

City Manager Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 491,852	\$ 563,464	\$ 535,197	\$ 558,368
Contractual Services	33,760	48,050	42,542	41,872
Materials & Supplies	4,558	4,500	4,000	4,500
Other	35,966	264,142	31,400	160,000
Capital	8,789	7,000	7,000	11,000
Total Expenditures	\$ 574,925	\$ 887,156	\$ 620,139	\$ 775,740

City Manager
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
City Manager**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 332,452	\$ 381,888	\$ 364,241	\$ 371,185
Part Time	3,040	6,348	5,000	4,200
Overtime	2,921	3,000	3,000	3,000
Total Salaries & Wages	\$ 338,413	\$ 391,236	\$ 372,241	\$ 378,385
Other Pay				
Supplemental Pay	\$ 34,347	\$ 34,347	\$ 36,928	\$ 39,500
Disability Leave Buy-Back	5,165	7,000	7,228	7,500
Total Other Pay	\$ 39,512	\$ 41,347	\$ 44,156	\$ 47,000
Benefits				
Health Insurance	\$ 28,800	\$ 33,327	\$ 33,000	\$ 34,872
Life Insurance	635	1,297	700	1,176
Disability Insurance	2,016	2,537	2,500	2,706
FICA/Medicare Tax	25,054	34,254	29,000	33,691
Retirement Contributions	34,097	36,868	33,000	39,041
Workers' Compensation	12,627	8,998	7,000	6,497
Deferred Compensation	10,698	13,600	13,600	15,000
Total Benefits	\$ 113,927	\$ 130,881	\$ 118,800	\$ 132,983
Total Personnel	\$ 491,852	\$ 563,464	\$ 535,197	\$ 558,368
Contractual Services				
Medical Testing Services	\$ -	\$ -	\$ 600	\$ 600
Insurance & Bonds	4,938	5,432	5,432	5,975
Telecommunications	3,808	3,500	2,500	2,500
Printing/Reproduction	1,077	1,100	2,000	2,000
Travel	7,519	10,000	10,000	10,000
Training	5,167	8,000	9,000	9,000
Interdepartmental Svcs Fixed	4,068	4,018	2,010	3,297
Other Contractual	344	500	500	500
Association Dues	6,136	15,000	10,000	7,500
Postage/Shipping	703	500	500	500
Total Contractual Services	\$ 33,760	\$ 48,050	\$ 42,542	\$ 41,872
Materials & Supplies				
Office Supplies	\$ 1,924	\$ 2,000	\$ 2,000	\$ 2,000
Books, Periodicals, Maps	2,634	2,500	2,000	2,500
Total Materials & Supplies	\$ 4,558	\$ 4,500	\$ 4,000	\$ 4,500
Other Expenditures				
Programs & Projects	\$ 4,304	\$ 114,142	\$ 8,500	\$ 10,000
Operations Contingency	31,662	50,000	10,000	50,000
Staffing Contingency	-	100,000	12,900	100,000
Total Other Expenditures	\$ 35,966	\$ 264,142	\$ 31,400	\$ 160,000

**FY 2008 Budget
(Budget Basis)
City Manager**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Capital Expenditures				
Capital - New				
Light Equipment	\$ -	\$ -	\$ -	\$ 1,000
Total Capital - New	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>
Capital - Replacement				
Technologies	\$ 8,789	\$ 7,000	\$ 7,000	\$ 10,000
Total Capital Replacement	<u>\$ 8,789</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 10,000</u>
Total Capital Expenditures	<u>\$ 8,789</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 11,000</u>
Total Expenditures	<u>\$ 574,925</u>	<u>\$ 887,156</u>	<u>\$ 620,139</u>	<u>\$ 775,740</u>

City Attorney

City Attorney
City Attorney

Mission: To provide legal counsel for the City Council, City Manager, City Departments and City Boards/Commissions which are not separate legal entities. Represent the City in all law suits and administrative proceedings which are not referred to outside counsel, and prosecute cases before Municipal Court.

Goals

1. Maximize efficiency for contracts, workers compensation cases, and other litigation cases.
2. Increase staff's knowledge in governmental, civil rights, real estate, criminal, and employment law.
3. Continue to develop new specialties within the office.
4. Improve response time to written requests for opinions.

Objectives

1. Develop form files for contract, workers compensation and other litigation cases by December 31, 2007, by developing form files for 90% of the common contracts and agreements used by City Departments.
2. Have all of the Attorney staff attend at least 2 seminars/training programs in relation to government, civil rights, real estate, criminal, and/or employment law.
3. Continue to develop the planning and zoning attorney position within the office.
4. Respond to 90% of written request for opinions within 5 days.

Performance Measures

1. Completion date of form file development.
2. Percent of form files maintained in computer and hard copy format.
3. Percent of Attorney staff attending at least 2 seminars/training programs.
4. Number of new specialties created.
5. Percent of written requests for opinions responded to within 5 days.

Highlights/Issues

No significant changes are planned for this cost center.

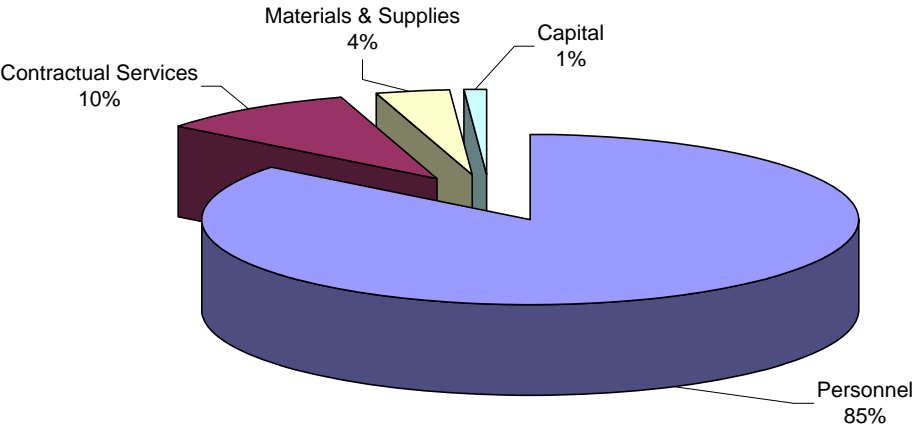
City Attorney Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Assistant City Attorney I	2	2	1
Assistant City Attorney II	-	-	1
City Attorney	1	1	1
Deputy City Attorney	1	1	1
Legal Secretary	1	1	1
Paralegal	1	1	1
Total	6	6	6
Part-time Employees (Budget)	\$ 15,225	\$ 59,389	\$ -

City Attorney Budget Summary

Expenditures	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Personnel	\$ 401,548	\$ 487,703	\$ 437,182	\$ 519,236
Contractual Services	21,410	57,746	23,910	58,311
Materials & Supplies	16,517	21,930	20,000	21,930
Capital	3,683	6,550	4,500	6,550
Total Expenditures	\$ 443,158	\$ 573,929	\$ 485,592	\$ 606,027

City Attorney
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
City Attorney**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 293,799	\$ 320,806	\$ 297,122	\$ 405,497
Part Time	15,225	59,389	43,888	-
Total Salaries & Wages	\$ 309,024	\$ 380,195	\$ 341,010	\$ 405,497
Other Pay				
Disability Leave Buy-Back	\$ 940	\$ 3,500	\$ 1,393	\$ 2,037
Supplemental Pay	-	-	-	3,000
Accrued Leave Payoff	2,044	-	-	-
Total Other Pay	\$ 2,984	\$ 3,500	\$ 1,393	\$ 5,037
Benefits				
Health Insurance	\$ 32,364	\$ 36,816	\$ 36,816	\$ 40,512
Life Insurance	548	939	929	906
Disability Insurance	1,823	2,399	2,217	2,546
FICA/Medicare Tax	23,225	29,612	26,053	31,407
Retirement Contributions	21,371	26,797	21,923	26,024
Workers' Compensation	10,209	7,445	6,841	7,307
Total Benefits	\$ 89,540	\$ 104,008	\$ 94,779	\$ 108,702
Total Personnel	\$ 401,548	\$ 487,703	\$ 437,182	\$ 519,236
Contractual Services				
Legal	\$ 4,055	\$ 30,000	\$ 6,000	\$ 30,000
Insurance & Bonds	2,297	2,572	2,527	2,779
Telecommunications	3,255	4,680	3,000	4,680
Printing/Reproduction	1,088	2,080	1,561	2,080
Travel	2,533	5,200	2,000	5,200
Training	2,701	6,240	3,000	6,240
Interdepartmental Svcs Fixed	2,376	3,022	3,022	3,380
Other Contractual	2,816	3,120	2,500	3,120
Postage/Shipping	289	832	300	832
Total Contractual Services	\$ 21,410	\$ 57,746	\$ 23,910	\$ 58,311
Materials & Supplies				
Office Supplies	\$ 1,560	\$ 3,430	\$ 2,000	\$ 3,430
Books, Periodicals, Maps	14,957	18,500	18,000	18,500
Total Materials & Supplies	\$ 16,517	\$ 21,930	\$ 20,000	\$ 21,930
Capital				
Capital - Replacement				
Light Equipment	\$ 2,445	\$ 3,000	\$ 2,000	\$ 3,000
Technologies	1,238	3,550	2,500	3,550
Total Capital Replacement	\$ 3,683	\$ 6,550	\$ 4,500	\$ 6,550
Total Capital	\$ 3,683	\$ 6,550	\$ 4,500	\$ 6,550
Total Expenditures	\$ 443,158	\$ 573,929	\$ 485,592	\$ 606,027

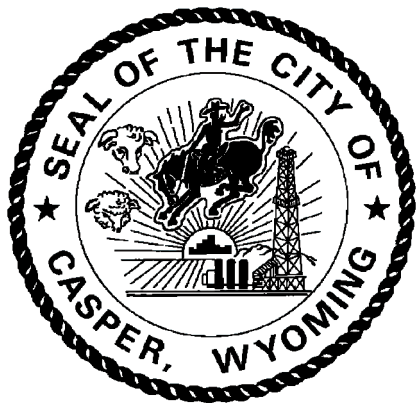


Administrative Services

Municipal Court

Finance

Health, Social, & Community Services



Municipal Court

Administrative Services
Municipal Court

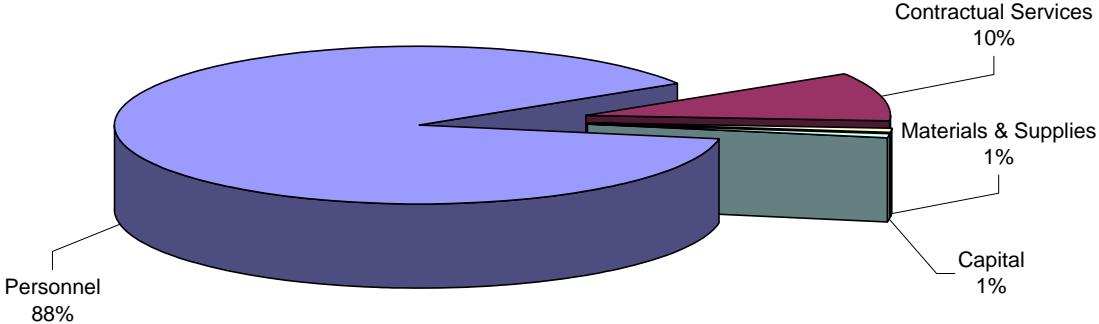
Mission: To provide for the efficient operation of the Municipal Court in order to assure providing competent and timely services to defendants and prosecution.

Goals
1. Ensure seamless parking citation process.
2. Ensure proper prisoner handling, adequate courtroom security, and serving of warrants.

Objectives
1. Ensure new parking citation software works seamlessly with Police Department's new parking citation hardware, to eliminate unnecessary manual data entry.
Part-time Employees (Budget) \$ - \$ 104,000 \$ 104,000

Municipal Court Budget Summary				
	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 314,256	\$ 456,434	\$ 452,813	\$ 485,049
Contractual Services	154,323	56,741	48,541	54,817
Materials & Supplies	4,172	4,200	3,800	4,100
Capital	3,856	8,291	7,500	4,500
Total Expenditures	\$ 476,607	\$ 525,666	\$ 512,654	\$ 548,466

Municipal Court
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Municipal Court**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 233,855	\$ 258,628	\$ 254,317	\$ 276,417
Part Time	-	104,000	104,000	104,000
Overtime	848	1,000	2,040	1,200
Total Salaries & Wages	\$ 234,703	\$ 363,628	\$ 360,357	\$ 381,617
Other Pay				
Disability Leave Buy-Back	\$ 1,935	\$ 2,300	\$ 2,478	\$ 2,500
Accrued Leave Payoff	518	-	73	-
Supplemental Pay	-	-	-	3,500
Car Allowances	2,400	2,400	3,000	3,000
Total Other Pay	\$ 4,853	\$ 4,700	\$ 5,551	\$ 9,000
Benefits				
Health Insurance	\$ 37,164	\$ 37,164	\$ 37,164	\$ 40,880
Life Insurance	626	724	724	732
Disability Insurance	1,324	1,639	1,639	1,779
FICA/Medicare Tax	17,392	28,026	27,357	30,306
Retirement Contributions	13,331	17,270	14,553	16,101
Workers' Compensation	4,863	2,933	5,268	4,384
Clothing Allowance	-	350	200	250
Total Benefits	\$ 74,700	\$ 88,106	\$ 86,905	\$ 94,432
Total Personnel	\$ 314,256	\$ 456,434	\$ 452,813	\$ 485,049
Contractual Services				
Legal	\$ 9,015	\$ 13,000	\$ 8,000	\$ 10,000
Other Professional Services	325	350	250	350
Jury Expenditures	3,020	4,000	2,000	2,000
Contractual Judges	104,508	-	-	-
Building Rent	16,700	13,500	13,500	17,000
Insurance & Bonds	2,741	3,015	3,015	3,317
Telecommunications	3,773	4,000	4,000	4,000
Printing/Reproduction	576	2,100	1,800	2,000
Travel	1,529	2,000	2,000	2,000
Training	1,080	3,000	3,000	3,000
Interdepartmental Svcs Fixed	516	126	126	-
Other Contractual	8,977	9,000	9,000	9,000
Association Dues	150	150	150	150
Postage/Shipping	1,413	2,500	1,700	2,000
Total Contractual Services	\$ 154,323	\$ 56,741	\$ 48,541	\$ 54,817
Materials & Supplies				
Office Supplies	\$ 3,354	\$ 3,400	\$ 3,400	\$ 3,500
Uniforms	406	100	100	100
Books, Periodicals, Maps	412	700	300	500
Total Materials & Supplies	\$ 4,172	\$ 4,200	\$ 3,800	\$ 4,100

**FY 2008 Budget
(Budget Basis)
Municipal Court**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Capital - Replacement				
Light Equipment	\$ 3,807	\$ 500	\$ 500	\$ 500
Technologies	49	7,791	7,000	4,000
Total Capital Replacement	\$ 3,856	\$ 8,291	\$ 7,500	\$ 4,500
Total Capital	\$ 3,856	\$ 8,291	\$ 7,500	\$ 4,500
Total Expenditures	\$ 476,607	\$ 525,666	\$ 512,654	\$ 548,466



Finance

Administrative Services

Finance

Mission: To provide financial and administrative services to citizens, vendors, other entities and City officials, management and employees.

Goals

1. Improve efficiency and cost effectiveness of utility payment processes.
2. Update the General Fund and Perpetual Fund Financial Plan, and develop a plan for the Health Insurance Fund.
3. Activate and implement the Automated Clearing House (ACH) payment feature of the GEMS financial software system for processing vendor payments.
4. Define the Liquidity Portfolio of the City's investment program, and establish and develop policies for its operation. Develop investment plans for the funds having resources available to be invested. In support of the investment plans, redefine the Investment Portfolio of the investment program to include three sub portfolios: Short-term, Mid-term and Long-term portfolios.
5. Create a 13-month Projection Report, Expense Category Report, Capital Projects Progress Report, and an Economic Indicator Report.
6. Reduce the number of bank accounts by restructuring and streamlining accounts.
7. Transfer the meter reading function from the Public Services Department to the Administrative Services Department.
8. Initiate a reliable and efficient payment processing service, and refocus attentions to accounts receivable and collections.

Objectives

1. Eliminate the need to expand resources to audit services against utility billings.
2. Perform periodic testing of statistically valid sample to validate that billing is correct for services being delivered.
3. Increase utilization of ACH payment services by 5%.
4. Implement Lock Box payment processing services.
5. Evaluate impact of implementing on-line bill paying through customer portal.
6. Update General Fund and Perpetual Care Fund Financial Plan.
7. Achieve 25% utilization, in dollar value, of ACH payments for vendor payments.
8. Actively manage the Liquidity Portfolio so a minimum, but adequate, balance of cash is maintained.
9. Implement consulting recommendations, as directed by the Council Finance Committee.
10. Create the 13 month Projection Report, Expense Category Report, Capital Projects Progress Report, and an Economic Indicator Report.
11. Close 3 bank accounts, leaving 11 remaining accounts.
12. Review technology, budget and work space issues of transferring meter reading staff to Administrative Services.
13. Attend meter reading staff meetings.
14. Link sanitation to service orders and chart the process.
15. Create training program and schedule of standards for employees.
16. Evaluate fees for utility services versus cost to provide the services.
17. Work with GIS to map/review meter reading routes.
18. Create collection goals and standards for Finance staff to obtain every month.
19. Forward a recommendation on interest and penalties for delinquent accounts to the City Council.

Performance Measures

1. Auditing of utility services versus the billings is eliminated.
2. Less than .05% error rate from testing of utility services versus utility billings.
3. Percent increase in customer utilization of ACH payment option..
4. Lock Box services 100% implemented.
5. Date the evaluation report of implementing on-line bill paying complete.
6. Date the General Fund and Perpetual Care Fund Financial Plan is 100% complete.
7. % of vendor payments processed each month through the ACH system.
8. Maintain Investment Portfolio at an average of 95% of each funds' monetary resources.
9. Date the Council Finance Committee recommendations are implemented.
10. Dates the 13-month Projection Report, Expense Category Report, Capital Projects Progress Report, and an Economic Indicator Report are completed.
11. Number of bank accounts reduced.
12. Report created covering technology, budget and work space issues of transferring meter reading staff to Administrative Services.
13. Number of meter reading staff meetings attended.
14. Sanitation utilizing service orders and the process chart created.
15. Training program and schedule of standards created.
16. Date fees for services versus cost to provide evaluated.
17. Map created to review and chart meter reading routes.
18. Collection goals and standards for Finance staff to obtain are created and progress is charted.
19. Date recommendation given to City Council for interest and penalties on delinquent accounts.

Highlights/Issues

This budget includes increases in Contractual Services for contract utility billing and mailing services. Decreases in Printing & Reproduction, Postage and Office Supplies offset this increase in Contractual Services.

Contained in Other Expenditures is \$44,000 to fund a lockbox service to process incoming utility payments.

For FY 2008, funding is added in the part-time personnel account for an intern.

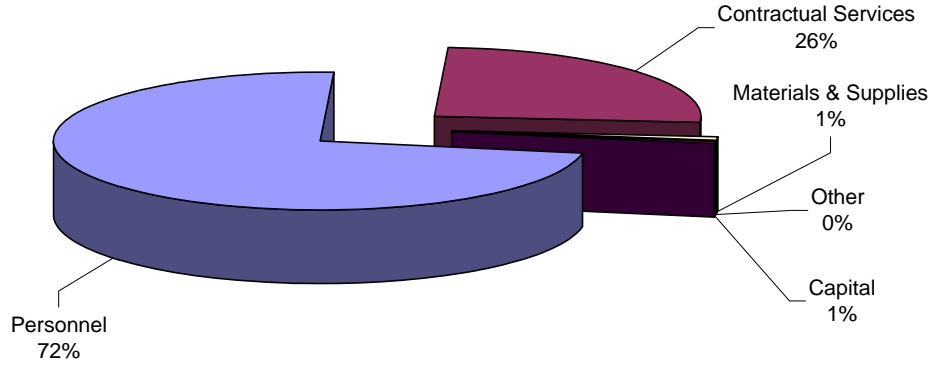
Finance Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Accountant	1	1	1
Accounting Clerk II	5	5	5
Accounting Technician	2	2	2
Admin Services Rep I	1	1	1
Admin Services Specialist	2	2	2
Admin Services Technician	2	2	2
Administrative Analyst	1	1	1
Administrative Secretary	1	1	1
Administrative Service Rep II	1	1	1
Administrative Services Director	1	1	1
Business Services Supervisor	1	1	1
Customer Services Supervisor	1	1	1
Finance Division Manager	1	1	1
Records Management Specialist	1	1	1
Total	21	21	21
Part-time Employees (Budget)	\$ 7,110	\$ -	\$ 4,200

Finance Budget Summary

Expenditures	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Personnel	\$ 1,147,912	\$ 1,222,122	\$ 1,202,472	\$ 1,274,900
Contractual Services	412,819	382,049	414,404	448,618
Materials & Supplies	17,486	17,500	14,661	12,500
Other	631	7,000	200	250
Capital	19,585	24,500	26,060	10,000
Total Expenditures	\$ 1,598,433	\$ 1,653,171	\$ 1,657,797	\$ 1,746,268

Finance
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Finance**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 881,693	\$ 935,915	\$ 924,517	\$ 982,078
Part Time	7,110	-	2,929	4,200
Overtime	4,442	2,810	550	1,810
Total Salaries & Wages	\$ 893,245	\$ 938,725	\$ 927,996	\$ 988,088
Other Pay				
Disability Leave Buy-Back	\$ 4,907	\$ 6,000	\$ 4,472	\$ 6,000
Accrued Leave Payoff	148	-	-	2,000
Supplemental Pay	-	-	-	10,500
Car Allowances	5,500	6,000	7,500	7,500
Total Other Pay	\$ 10,555	\$ 12,000	\$ 11,972	\$ 26,000
Benefits				
Health Insurance	\$ 108,648	\$ 119,556	\$ 119,556	\$ 105,648
Life Insurance	2,050	2,493	2,493	2,467
Disability Insurance	5,029	5,906	5,906	6,245
FICA/Medicare Tax	62,236	73,583	70,726	77,423
Retirement Contributions	51,969	59,915	54,765	60,892
Workers' Compensation	14,180	9,944	9,058	8,137
Total Benefits	\$ 244,112	\$ 271,397	\$ 262,504	\$ 260,812
Total Personnel	\$ 1,147,912	\$ 1,222,122	\$ 1,202,472	\$ 1,274,900
Contractual Services				
Investment Fees	\$ 32,625	\$ 31,000	\$ 31,340	\$ 35,650
Internal Audit	8,847	20,000	17,000	20,000
Accounting and Auditing	94,000	96,000	96,000	101,000
Medical Testing Services	-	300	300	300
Security Services	3,800	4,000	4,000	4,200
Office Equipment Repairs	170	500	300	500
Maintenance Agreements	48,551	51,000	51,000	56,000
Insurance & Bonds	19,726	21,699	21,779	23,868
Telecommunications	7,560	7,000	4,500	5,000
Advertising	3,177	3,000	4,500	4,500
Printing/Reproduction	30,082	24,500	31,000	5,000
Travel	15,413	7,500	5,800	6,500
Training	9,714	7,000	8,097	8,850
Other Contractual	36,063	10,000	35,500	159,000
Association Dues	2,010	7,550	8,250	8,250
Postage/Shipping	101,081	91,000	95,038	10,000
Total Contractual Services	\$ 412,819	\$ 382,049	\$ 414,404	\$ 448,618
Materials & Supplies				
Office Supplies	\$ 16,732	\$ 16,500	\$ 14,361	\$ 12,000
Books, Periodicals, Maps	754	1,000	300	500
Total Materials & Supplies	\$ 17,486	\$ 17,500	\$ 14,661	\$ 12,500

**FY 2008 Budget
(Budget Basis)
Finance**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Other Expenditures				
Programs & Projects	\$ 631	\$ 7,000	\$ 200	\$ 250
Total Other Expenditures	\$ 631	\$ 7,000	\$ 200	\$ 250
Capital				
Capital - Replacement				
Light Equipment	\$ 5,964	\$ 2,000	\$ 6,060	\$ 2,000
Technologies	13,621	22,500	20,000	8,000
Capital Replacement	\$ 19,585	\$ 24,500	\$ 26,060	\$ 10,000
Total Capital	\$ 19,585	\$ 24,500	\$ 26,060	\$ 10,000
Total Expenditures	\$ 1,598,433	\$ 1,653,171	\$ 1,657,797	\$ 1,746,268

Health, Social,
&
Community Services

Administrative Services
Health, Social & Community Services

Highlights/Issues of Health, Safety, and Community Service Groups recommended for funding

Municipal Band-

The recommended funding for the Municipal Band is equal to the anticipated property tax revenue of one quarter of one mill legally designated for the Municipal Band.

Human Services Commission-

There is a small increase in City funding for increased administration costs. The following allocations include monies from City, Natrona County, and other funding sources.

	FY 2006 Allocation	FY 2007 Allocation	FY 2008 Allocation
Alzheimer's Association	\$ -	\$ 4,200	\$ -
The ARC of Natrona County	10,210	10,000	-
CASA	3,523	3,500	10,500
Casper Day Care - Child Development	20,411	17,500	19,604
Central Wyoming Counseling Center	20,189	13,400	13,400
Central Wyoming Rescue Mission	20,000	22,400	20,000
HCH Clinic	15,892	16,134	22,430
Meals on Wheels	10,900	10,900	12,000
Mercer House	16,303	16,300	17,700
Central Wyoming Senior Citizens, Inc.	33,556	34,100	34,600
Self Help Center	31,418	33,100	45,000
Transitional Housing Program	-	-	31,900
Wyoming Senior Citizens, Inc.	9,200	9,200	10,600
Youth Crisis Center - Hemry Home	13,132	14,000	17,000
Total	\$ 204,734	\$ 204,734	\$ 254,734

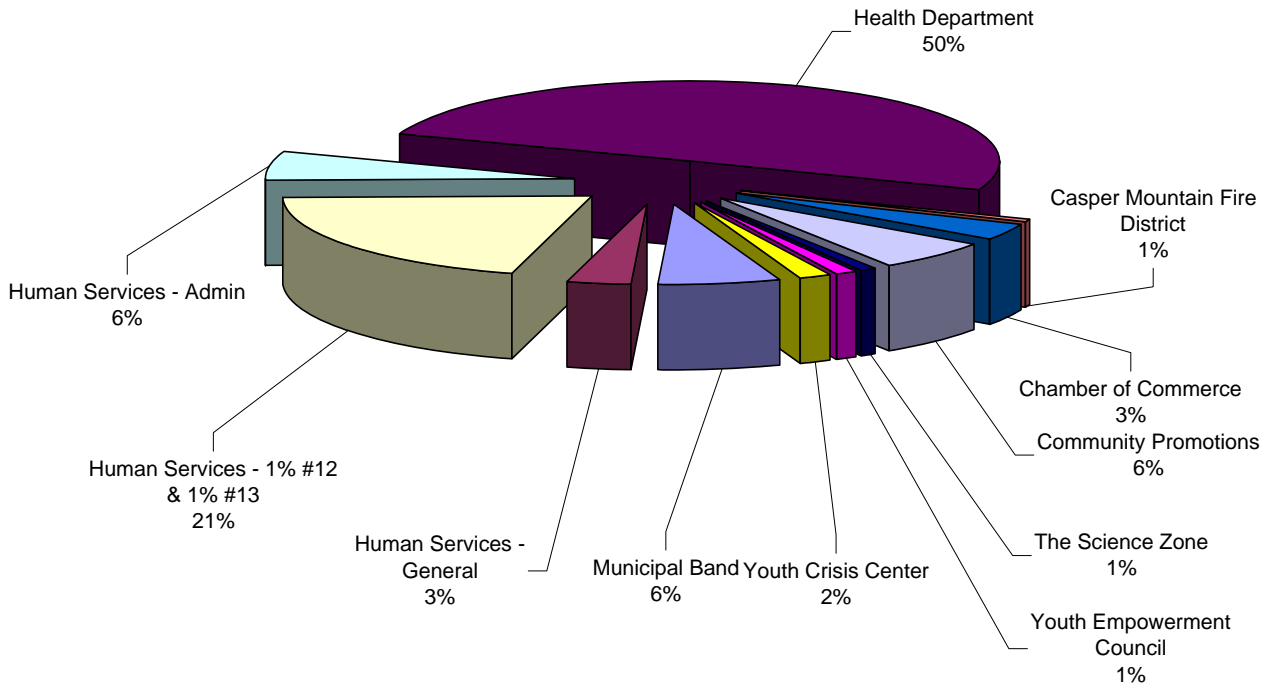
Individual allocations were determined at the Commission's Hearings on May 1-2, 2007.

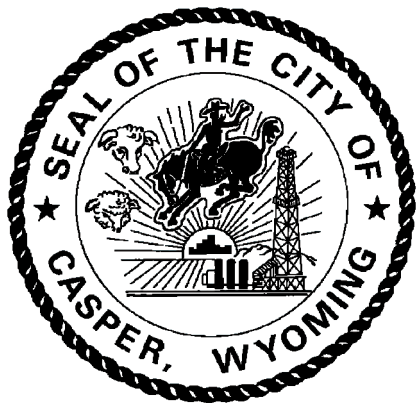
The ARC of Natrona County and the Alzheimer's Association did not submit proposals to the Human Services Commission.

Health, Social & Community Services Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Municipal Band	\$ 50,940	\$ 67,749	\$ 72,700	\$ 75,000
Human Services - General	39,867	39,867	39,867	39,867
Human Services - 1% #12 & 1% #13	62,500	62,500	62,500	247,500
Human Services - Admin	62,025	68,204	68,204	70,569
Health Department	600,000	600,000	600,000	600,000
Casper Mountain Fire District	7,500	7,500	7,500	7,500
Chamber of Commerce	25,000	38,750	38,750	38,750
Community Promotions	56,929	112,696	112,696	75,000
The Science Zone	11,000	10,000	10,000	10,000
Youth Empowerment Council	10,000	12,000	12,000	12,500
Youth Crisis Center	10,000	20,000	20,000	20,000
Rescue Mission	13,753	6,247	6,247	-
Total Expenditures	\$ 949,514	\$ 1,045,513	\$ 1,050,464	\$ 1,196,686

Health, Social & Community Services
 FY 2008 Adopted Summary Expenditure Budget





Human Resources

**Human Resources
Risk Management**

Human Resources
Human Resources

Mission: To provide quality services and support in employment, training, employee relations, benefits, compensation and safety beyond the expectations of all employees enabling them to better serve the City of Casper's customers.

Goals

1. Improve system for employee evaluations.
2. Increase employee understanding of employee benefits.
3. Increase employee health and wellness.
4. Increase efficiency of leadership City-wide.
5. Improve system for payroll processing.

Objectives

1. Assist all departments with development of individual job performance standards by October 31, 2007.
2. Develop training program to educate all employees on the enhanced performance appraisal system by October 31, 2007.
3. Implement training program for employee appraisal system by November 1, 2007.
4. Develop employee benefits fair by October 31, 2007.
5. Implement employee benefits fair by November 30, 2007.
6. Revise annual employee benefits statement by February 29, 2008.
7. Provide at least 2 training sessions for alternative employee retirement savings opportunities.
8. Re-design and implement new wellness program by June 30, 2008.
9. Provide at least 6 department training sessions covering employment law, employee relations, project management, supervisory skills, leadership, and customer relations.
10. Implement an automated time and attendance system for at least 50% of departments by June 30, 2008.

Performance Measures

1. Percentage of employee performance standards that are developed by year end.
2. Date training program for the employee appraisal system is developed.
3. Date training program for the employee appraisal system is implemented.
4. Date employee benefits fair is developed.
5. Date that the employee benefits fair is implemented.
6. Date that the annual employee benefits statements is revised.
7. Number of retirement savings training sessions held.
8. Date revised employee wellness program is implemented.
9. Number of department training sessions held.
10. Date that the automated time and attendance system is implemented for at least 50% of departments.

Highlights/Issues

The part-time expense includes juvenile summer work programs that are fully funded by a grant.

Human Resources
Risk Management

Mission: To provide employees and the public services by assessing, analyzing and managing risk exposure in order to minimize losses for the City of Casper.

Goals

1. Monitor current Risk Management Information systems to determine needs for adequate insurance.
2. Continue City-wide incident focus training program.
3. Increase employee awareness of means for minimizing risk.
4. Maintain a significant role for Risk Management personnel in all incident investigations that involve City personnel

Objectives

1. Produce monthly report for the purpose of monitoring the property & liability insurance cost allocation system for each department.
2. Provide at least two City-wide training sessions related to the City-wide incident focus program of the Health and Safety committee.
3. Publish the annual calendar of all risk-related training opportunities on the City's intranet by January 1, 2008.
4. Have a member of the Health & Safety Committee and/or a representative from Risk Management, review the accident investigation report involving City personnel or property 100% of the time.

Performance Measures

1. Number of monthly reports produced.
2. Number of City-wide training sessions related to the incident focus program.
3. Distribution of training calendar completed.
4. Percentage of investigations reviewed by a Health and Safety member and/or Risk Management representative.

Highlights/Issues

The part-time budget for this cost center includes a youth employment program fully funded by a grant

The City Council added a new program for wellness and disease management coordination. The cost of this program (\$80,000) is budgeted under Programs and Projects.

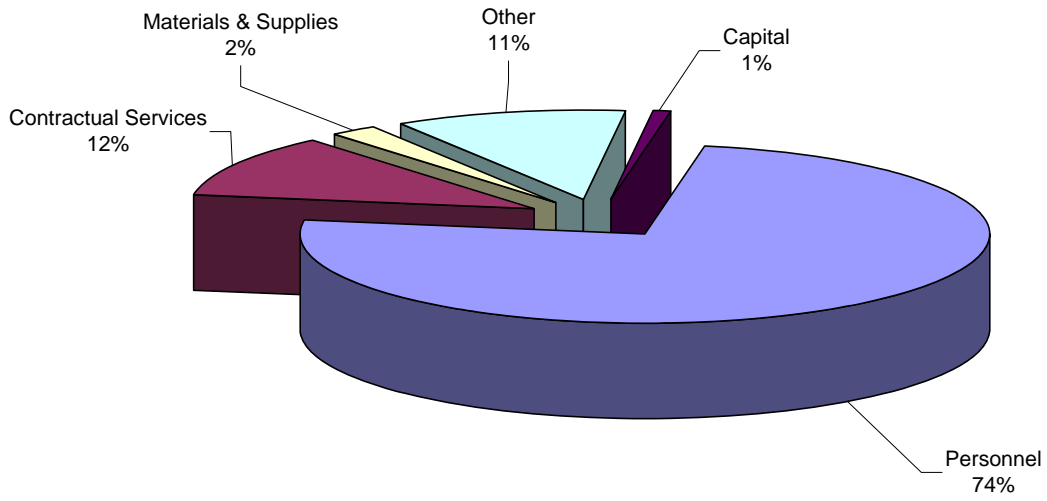
Human Resources Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Benefit Technician	1	1	1
HR Information & Systems Tech	1	1	1
Human Resources Analyst	1	1	1
Human Resources Director	1	1	1
Risk Management Specialist	1	1	1
Risk Manager	1	1	1
RM Injury/Claims Coordinator	1	1	1
Total	7	7	7
Part-time Employees (Budget)	\$ 45,176	\$ 57,290	\$ 58,926

Human Resources Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 506,617	\$ 559,941	\$ 557,612	\$ 587,704
Contractual Services	70,533	81,751	89,864	91,607
Materials & Supplies	12,047	18,500	8,564	16,500
Other	3,791	6,245	11,000	86,000
Capital	5,969	5,969	5,969	5,969
Total Expenditures	\$ 598,957	\$ 672,406	\$ 673,009	\$ 787,780

Human Resources
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Human Resources**

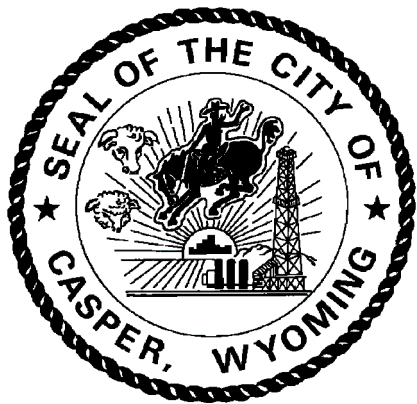
	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 347,033	\$ 378,124	\$ 370,841	\$ 385,562
Part Time	45,176	57,290	56,440	58,926
Overtime	460	500	200	500
Total Salaries & Wages	\$ 392,669	\$ 435,914	\$ 427,481	\$ 444,988
Other Pay				
Disability Leave Buy-Back	\$ 1,905	\$ 4,300	\$ 3,851	\$ 4,208
Accrued Leave Payoff	-	-	5,053	-
Supplemental Pay	-	-	-	3,500
Car Allowances	6,000	6,000	7,500	7,500
Total Other Pay	\$ 7,905	\$ 10,300	\$ 16,404	\$ 15,208
Benefits				
Health Insurance	\$ 36,216	\$ 39,852	\$ 39,852	\$ 52,680
Life Insurance	762	1,064	1,064	1,041
Disability Insurance	2,135	2,444	2,444	2,525
FICA/Medicare Tax	29,608	34,398	34,398	35,668
Retirement Contributions	24,183	27,253	27,253	27,998
Workers' Compensation	13,139	8,716	8,716	7,596
Total Benefits	\$ 106,043	\$ 113,727	\$ 113,727	\$ 127,508
Total Personnel	\$ 506,617	\$ 559,941	\$ 557,612	\$ 587,704
Contractual Services				
Medical Testing Services	\$ 19,656	\$ 20,000	\$ 18,500	\$ 20,000
Other Testing	839	2,000	1,800	2,000
Insurance & Bonds	7,940	8,734	8,734	9,607
Telecommunications	4,570	4,350	2,797	2,800
Printing/Reproduction	1,986	3,400	2,500	3,900
Travel	4,539	3,400	3,400	4,000
Training	9,954	10,440	14,000	18,000
Interdepartmental Svcs Fixed	396	343	343	-
Other Contractual	7,056	8,500	10,195	11,200
Association Dues	780	2,000	1,095	1,600
Wellness Program Services	9,209	15,084	23,500	15,000
Postage/Shipping	3,608	3,500	3,000	3,500
Total Contractual Services	\$ 70,533	\$ 81,751	\$ 89,864	\$ 91,607
Materials & Supplies				
Office Supplies	\$ 4,275	\$ 5,500	\$ 4,500	\$ 4,500
Books, Periodicals, Maps	3,911	3,500	1,564	2,500
Civil Service Comm. Supplies	-	500	500	500
Risk Management	3,661	4,000	2,000	4,000
Enviro Quality Prg Supplies	200	5,000	-	5,000
Total Materials & Supplies	\$ 12,047	\$ 18,500	\$ 8,564	\$ 16,500

**FY 2008 Budget
(Budget Basis)
Human Resources**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Other Expenditures				
Programs & Projects	\$ 3,791	\$ 6,245	\$ 11,000	\$ 86,000
Total Other Expenditures	\$ 3,791	\$ 6,245	\$ 11,000	\$ 86,000
Capital Expenditures				
Capital - New				
Technologies	\$ 5,969	\$ 5,969	\$ 5,969	\$ 5,969
Total Capital New	\$ 5,969	\$ 5,969	\$ 5,969	\$ 5,969
Total Capital Expenditures	\$ 5,969	\$ 5,969	\$ 5,969	\$ 5,969
Total Expenditures	\$ 598,957	\$ 672,406	\$ 673,009	\$ 787,780

Planning & Community
Development

Planning
Code Enforcement
Metropolitan Planning Office (MPO)



Planning

Planning & Community Development
Planning

Mission: To provide for the preparation of long-range plans for the physical development of the community and conduct compliance review of specific development proposals to include annexations, replats, rezonings, conditional use permits, variances and site plans.

Goals

1. Improve the efficiency of the development review process.
2. Educate the community about smart growth principles.
3. Implement smart growth principles through ordinance amendments and new ordinance development.
4. Provide the basis for infill development in the West Central Corridor.
5. Begin review and update of the Casper Area Comprehensive Plan.
6. Implement the Growth Management/Annexation Plan.
7. Implement measures to reduce barriers to the creation of affordable housing.

Objectives

1. Implement a Planning Division project management software package by October 1, 2007.
2. Establish a minor boundary adjustment administrative approval process by July 15, 2007.
3. Place the Zoning Map on-line by July 30, 2007.
4. Process the adoption of the West Central Corridor Plan, Regulating Plan and Form Based Codes by September 15, 2007.
5. Adopt a Growth Management/Annexation Plan by November 1, 2007.
6. Develop a smart growth code to facilitate infill and new development along smart growth principles by October 31, 2007.
7. Explore opportunities and methodologies to facilitate affordable and mixed-income housing with recommendations to the City Council by October 2007.

Performance Measures

1. Date the Planning Division software package is implemented.
2. Date the minor boundary adjustment ordinance is approved.
3. Date the Zoning Map is available on-line.
4. Date the West Central Corridor Plan and associated regulatory changes are adopted.
5. Date the Growth Management/Annexation Plan is adopted.
6. Date the smart growth code is adopted.
7. Date of report to the City Council on opportunities and methodologies available to facilitate affordable and mixed-income developments.

Highlights/Issues

The full-time staffing for this position includes the Urban Development Specialist transferred from the City Manager cost center and the Planning Technician position added by Council in FY 2007.

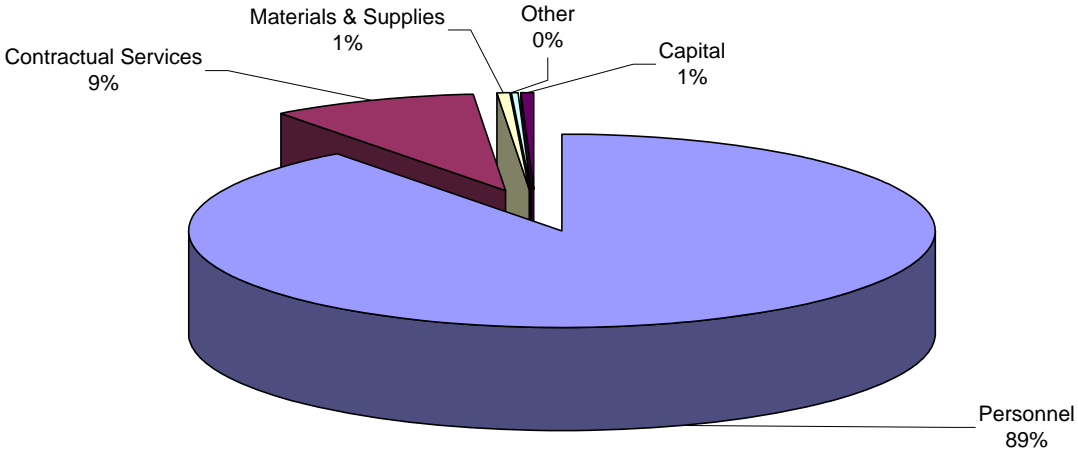
Planning Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Administrative Secretary	1	1	1
Associate Planner	1	1	1
Community Development Director	1	1	1
Planning Technician	-	1	1
Urban Development Specialist	-	-	1
Total	3	4	5
Part-time Employees (Budget)	\$ -	\$ -	\$ -

Planning Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 305,243	\$ 325,427	\$ 257,426	\$ 404,409
Contractual Services	22,783	27,821	34,380	40,925
Materials & Supplies	2,799	2,400	2,300	2,300
Other	3,595	4,500	3,000	1,000
Capital	1,438	1,500	1,500	2,500
Total Expenditures	\$ 335,858	\$ 361,648	\$ 298,606	\$ 451,134

Planning
FY 2008 Adopted Summary Expenditure Budget



**City of Casper
(Budget Basis)
Planning**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 225,907	\$ 254,664	\$ 188,263	\$ 294,626
Overtime	4,565	5,000	5,000	5,000
Total Salaries & Wages	\$ 230,472	\$ 259,664	\$ 193,263	\$ 299,626
Other Pay				
Disability Leave Buy-Back	\$ 3,144	\$ 3,500	\$ -	\$ -
Supplemental Pay	-	-	-	2,500
Car Allowances	3,600	3,600	5,500	7,500
Total Other Pay	\$ 6,744	\$ 7,100	\$ 5,500	\$ 10,000
Benefits				
Health Insurance	\$ 28,800	\$ 22,488	\$ 22,488	\$ 40,512
Life Insurance	449	643	643	855
Disability Insurance	1,172	1,191	1,191	1,958
FICA/Medicare Tax	15,403	14,896	14,896	24,153
Retirement Contributions	15,990	15,597	15,597	22,852
Workers' Compensation	6,213	3,848	3,848	4,453
Total Benefits	\$ 68,027	\$ 58,663	\$ 58,663	\$ 94,783
Total Personnel	\$ 305,243	\$ 325,427	\$ 257,426	\$ 404,409
Contractual Services				
Other Professional Services	\$ -	\$ 500	\$ -	\$ 4,500
Insurance & Bonds	1,800	1,980	1,980	2,178
Telecommunications	3,057	3,000	3,000	2,620
Advertising	7,439	9,000	9,000	9,000
Printing/Reproduction	1,654	2,000	2,000	2,000
Travel	588	1,500	2,500	5,000
Training	1,270	1,500	7,500	3,100
Interdepartmental Svcs Fixed	4,236	5,191	5,250	7,327
Association Dues	505	650	650	2,200
Postage/Shipping	2,234	2,500	2,500	3,000
Total Contractual Services	\$ 22,783	\$ 27,821	\$ 34,380	\$ 40,925
Materials & Supplies				
Office Supplies	\$ 2,029	\$ 1,800	\$ 1,800	\$ 1,800
Books, Periodicals, Maps	665	500	500	500
Safety Equipment/Supplies	105	100	-	-
Total Materials & Supplies	\$ 2,799	\$ 2,400	\$ 2,300	\$ 2,300
Other Expenditures				
Programs & Projects	\$ 659	\$ 500	\$ -	\$ 1,000
Property Redevelopment/Rehabilitation	2,936	4,000	3,000	-
Total Other Expenditures	\$ 3,595	\$ 4,500	\$ 3,000	\$ 1,000

**FY 2008 Budget
(Budget Basis)**

Planning

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Capital - Replacement				
Technologies	\$ 1,438	\$ 1,500	\$ 1,500	\$ 2,500
Total Capital Replacement	\$ 1,438	\$ 1,500	\$ 1,500	\$ 2,500
Total Capital	\$ 1,438	\$ 1,500	\$ 1,500	\$ 2,500
Total Expenditures	\$ 335,858	\$ 361,648	\$ 298,606	\$ 451,134

Code Enforcement

Planning & Community Development
Code Enforcement

Mission: To promote health, safety, welfare and beautification by proactive enforcement of building, electric and plumbing codes and City ordinances related to weeds, trash, junk cars, dangerous buildings and other miscellaneous ordinances.

Goals

1. Improve the Code Enforcement reporting and tracking of violations and contacts.
2. Improve the building permit software program.
3. Address nuisance violations such as weeds, litter, junk vehicles, clear view at intersections, etc. on the priority routes.
4. Expand staff knowledge and performance.
5. Support the redevelopment of the West Central Corridor.
6. Support the Weed and Seed Program efforts.
7. Review the building, zoning and nuisance codes for improvements to customer service and public safety.
8. Improve public outreach efforts to disseminate information about the nuisance codes.

Objectives

1. Work with Administrative Services and Information Technology to continue to improve and update the code enforcement software program for efficiency and accuracy in executing division procedures and reporting by June 30, 2008.
2. Work with Administrative Services and Information Technology to update the building permit software by June 30, 2008.
3. Monitor assigned staff to key gateways and priority routes to ensure code enforcement.
4. Attend the national conference for Code Enforcement Officers.
5. Coordinate demolition and tipping fee expenditures with Community Development Block Grant staff for key structures and projects in the West Central Corridor.
6. Maintain membership on the Weed and Seed Committee and target graffiti removal and use of methamphetamine testing kits for key properties.
7. Conduct full review of junk vehicle ordinance and zoning ordinance, with all necessary changes submitted for approval by December 31, 2007.
8. Design and implement three public outreach campaigns by February, 2008.

Performance Measures

1. Date that code enforcement software improvements are implemented.
2. Date that Code Enforcement software can access GIS "Map View".
3. Date that building permit software improvements are implemented.
4. Record of code enforcement corrections along major corridors.
5. Attendance at national conference.
6. Number of tipping fee subsidies and demolitions in West Central Corridor.
7. Expenditure of graffiti removal and methamphetamine testing kits money by June 30, 2008.
8. Amendments to the junk vehicle and zoning ordinance approved by December 31, 2007.
9. Number of comprehensive public information campaigns completed by February 2008.

Highlights/Issues

The City Council approved a new Building Inspector II position to conduct electrical inspections for FY 2008. This position is currently included in the adopted budget.

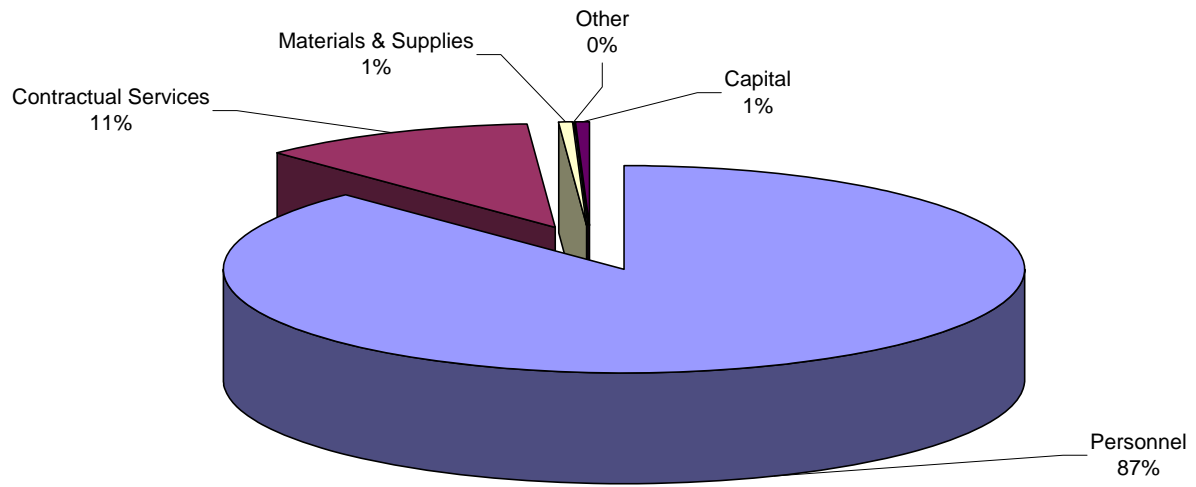
Code Enforcement Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Accounting Technician	1	1	1
Building Code Enforcement Manager	1	1	1
Building Inspector II	5	5	6
Code Enforcement Inspector	2	2	2
Code Enforcement Supervisor	1	1	1
Secretary II	1	1	1
Total	11	11	12
Part-time Employees (Budget)	\$ -	\$ -	\$ -

Code Enforcement Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 601,117	\$ 741,183	\$ 741,183	\$ 857,517
Contractual Services	56,903	90,466	90,466	106,409
Materials & Supplies	5,115	5,500	5,585	5,500
Other	543	1,000	1,000	1,000
Capital	2,979	5,692	5,094	5,000
Total Expenditures	\$ 666,657	\$ 843,841	\$ 843,328	\$ 975,426

Code Enforcement
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Code Enforcement**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 441,275	\$ 552,799	\$ 552,799	\$ 632,795
Overtime	402	530	530	530
Total Salaries & Wages	\$ 441,677	\$ 553,329	\$ 553,329	\$ 633,325
Other Pay				
Disability Leave Buy-Back	\$ 4,108	\$ 5,000	\$ 5,000	\$ 6,100
Supplemental Pay	-	-	-	5,500
Total Other Pay	\$ 4,108	\$ 5,000	\$ 5,000	\$ 11,600
Benefits				
Health Insurance	\$ 73,882	\$ 92,040	\$ 92,040	\$ 111,408
Life Insurance	960	1,143	1,143	1,236
Disability Insurance	2,751	3,462	3,462	3,998
FICA/Medicare Tax	33,501	42,722	42,722	49,339
Retirement Contributions	26,124	31,722	31,722	36,318
Workers' Compensation	18,114	11,765	11,765	10,293
Total Benefits	\$ 155,332	\$ 182,854	\$ 182,854	\$ 212,592
Total Personnel	\$ 601,117	\$ 741,183	\$ 741,183	\$ 857,517
Contractual Services				
Lawn and Tree Abatement	\$ 6,708	\$ 29,800	\$ 29,800	\$ 39,500
Equipment Repairs	59	1,000	1,000	1,000
Insurance & Bonds	7,852	8,637	8,637	9,501
Telecommunications	6,542	6,200	6,200	4,880
Printing/Reproduction	3,502	4,500	4,500	4,500
Travel	2,386	4,000	4,000	4,000
Training	3,320	4,000	4,000	4,000
Interdepartmental Svcs Fixed	20,448	25,279	25,279	31,978
Association Dues	1,205	1,050	1,050	1,050
Postage/Shipping	4,881	6,000	6,000	6,000
Total Contractual Services	\$ 56,903	\$ 90,466	\$ 90,466	\$ 106,409
Materials & Supplies				
Office Supplies	\$ 3,976	\$ 4,000	\$ 4,000	\$ 4,000
Books, Periodicals, Maps	1,139	1,500	1,585	1,500
Total Materials & Supplies	\$ 5,115	\$ 5,500	\$ 5,585	\$ 5,500
Other Expenditures				
Programs & Projects	\$ 543	\$ 1,000	\$ 1,000	\$ 1,000
Total Other Expenditures	\$ 543	\$ 1,000	\$ 1,000	\$ 1,000
Capital - Replacement				
Technologies	\$ 2,979	\$ 5,692	\$ 5,094	\$ 5,000
Total Capital Replacement	\$ 2,979	\$ 5,692	\$ 5,094	\$ 5,000
Total Capital	\$ 2,979	\$ 5,692	\$ 5,094	\$ 5,000
Total Expenditures	\$ 666,657	\$ 843,841	\$ 843,328	\$ 975,426



Metropolitan Planning
Organization
(MPO)

Planning & Community Development
Metropolitan Planning Organization (MPO)

Mission: To administer the federal transportation dollars available to the Casper metropolitan area and develop plans for the extension, expansion and enhancement of the street, trail and transit facilities and transportation services in the community.

Goals

1. Implement the Long Range Transportation Plan.
2. Implement the Walkability Study for the City of Casper.
3. Complete the adoption of the West Central Corridor Study.
4. Assist the Planning Division with the beginning efforts of the update of the Casper Area Comprehensive Plan.
5. Conduct street design analysis to improve walkability and support smart growth principles.
6. Implement smart growth measures in the metropolitan area.
7. Increase municipal participation in the MPO planning and committee processes.
8. Expand the use of GIS in MPO planning and analysis.

Objectives

1. Implement all objectives of the Long Range Transportation Plan scheduled for FY08 by June 30, 2008.
2. Prepare a strategy to increase pedestrian connectivity per the Walkability Study recommendations by January 2008.
3. Work with Planning Division staff to assure the City Council and MPO adoption of the West Central Corridor Study by September 30, 2007.
4. Work with the Planning Division to establish the procedures and process for updating the Casper Area Comprehensive Plan by October 30, 2007.
5. Select the consultant team to begin work on the Casper Area Comprehensive Plan by February 15, 2008.
6. Employ a consultant to provide street design in support of smart growth principles in and around the downtown by June 1, 2008.
7. Reach out to the municipal membership of the MPO and encourage their participation in regional transportation planning through the MPO structure.
8. Work with Information Technology and GIS to expand the ability to utilize GIS for analysis in all aspects of transportation planning.

Performance Measures

1. Successful implementation of the Long Range Transportation Plan scheduled for FY08 by June 30, 2008.
2. Approval of a strategy to increase pedestrian connectivity by the City Council and MPO Policy Committee by January 2008.
3. Successful adoption of the West Central Corridor Plan by September 1, 2007.
4. Acceptance by the MPO Policy Committee and the Casper City Council of a procedure and process for updating the Casper Area Comprehensive Plan by October 30, 2007.
5. The date by which a consultant is selected to begin work on the Casper Area Comprehensive Plan.
6. Increased participation by area municipalities on MPO committees by virtue of their regular attendance through FY08.
7. Five specific examples of use of GIS for transportation analysis by June 2008.

Highlights/Issues

The FY 2008 Budget includes funding for the following programs and projects:

Programs and Projects	FY 2008 Funding
Casper Area Comprehensive Plan Update - Phase I	\$ 100,000
Major Street Plan for the MPO area	80,000
Casper Corridor (Street) Improvement Plan	40,000
Sub Area Traffic Studies	35,000
Traffic Counts/ HPMS - Counters/ Truck Counts	30,000
High Hazard Intersection Study	25,000
July through September Expenditures	15,000
Contingency	6,138
Total	\$ 331,138

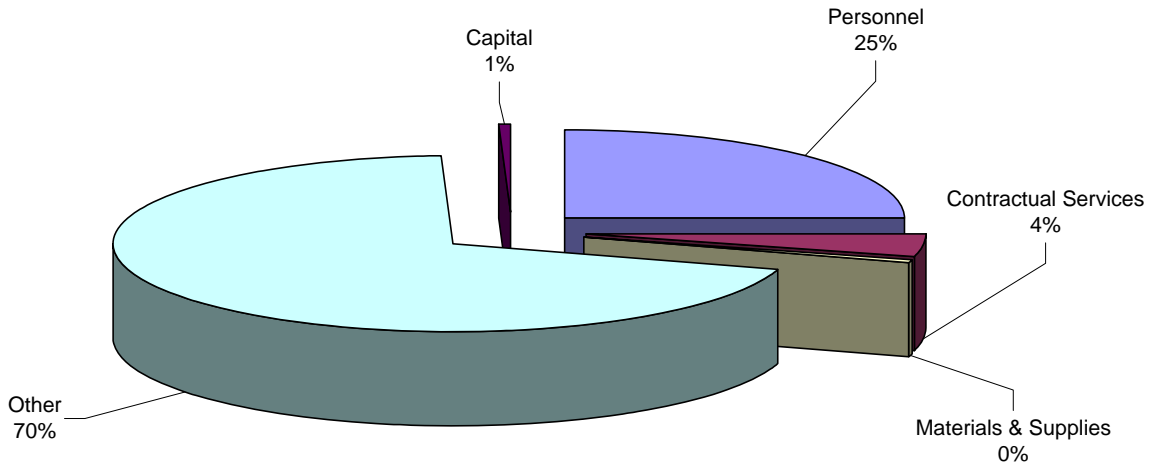
Metropolitan Planning Organization Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Accounting Technician	1	1	1
MPO Planner	1	1	1
Total	2	2	2
Part-time Employees (Budget)	\$ -	\$ -	\$ -

Metropolitan Planning Organization Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 81,482	\$ 110,312	\$ 108,963	\$ 119,221
Contractual Services	15,835	20,625	20,991	20,000
Materials & Supplies	1,159	2,100	1,700	2,000
Other	194,664	390,008	330,883	331,138
Capital	2,301	3,000	2,000	3,000
Total Expenditures	\$ 295,441	\$ 526,045	\$ 464,537	\$ 475,359

Metropolitan Planning Organization
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Metropolitan Planning Organization**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 54,901	\$ 82,287	\$ 81,908	\$ 89,097
Overtime	372	700	637	700
Total Salaries & Wages	\$ 55,273	\$ 82,987	\$ 82,545	\$ 89,797
Other Pay				
Disability Leave Buy-Back	\$ 851	\$ 900	\$ -	\$ -
Supplemental Pay	-	-	-	1,000
Total Other Pay	\$ 851	\$ 900	\$ -	\$ 1,000
Benefits				
Health Insurance	\$ 16,728	\$ 13,284	\$ 13,284	\$ 14,616
Life Insurance	141	209	266	205
Disability Insurance	270	521	511	562
FICA/Medicare Tax	4,092	6,509	6,488	6,946
Retirement Contributions	3,139	4,693	4,713	5,101
Workers' Compensation	988	1,209	1,156	994
Total Benefits	\$ 25,358	\$ 26,425	\$ 26,418	\$ 28,424
Total Personnel	\$ 81,482	\$ 110,312	\$ 108,963	\$ 119,221
Contractual Services				
Insurance & Bonds	\$ 3,864	\$ 4,250	\$ 4,250	\$ 4,675
Telecommunications	413	500	490	560
Advertising	709	850	1,252	1,000
Printing/Reproduction	701	500	500	500
Travel	2,000	3,000	3,000	3,100
Training	1,400	3,400	3,400	2,400
Interdepartmental Svcs Fixed	5,052	6,425	6,425	4,404
Other Contractual	509	300	300	1,711
Association Dues	797	900	874	1,150
Postage/Shipping	390	500	500	500
Total Contractual Services	\$ 15,835	\$ 20,625	\$ 20,991	\$ 20,000
Materials & Supplies				
Office Supplies	\$ 1,054	\$ 2,000	\$ 1,700	\$ 2,000
Safety Equipment/Supplies	105	100	-	-
Total Materials & Supplies	\$ 1,159	\$ 2,100	\$ 1,700	\$ 2,000
Other Expenditures				
Programs & Projects	\$ 194,664	\$ 390,008	\$ 330,883	\$ 331,138
Total Other Expenditures	\$ 194,664	\$ 390,008	\$ 330,883	\$ 331,138
Capital - Replacement				
Technologies	\$ 2,301	\$ 3,000	\$ 2,000	\$ 3,000
Total Capital Replacement	\$ 2,301	\$ 3,000	\$ 2,000	\$ 3,000
Total Capital	\$ 2,301	\$ 3,000	\$ 2,000	\$ 3,000
Total Expenditures	\$ 295,441	\$ 526,045	\$ 464,537	\$ 475,359



Police
Administration
Patrol
Investigations
Records
Training & Personnel

Police Department
Administration

Mission: To provide proactive patrol and timely response to calls for services to ensure that citizens feel safe in their homes and on the streets.

Goals

1. Increase usable office space through the remodel of Casper PD and the Marathon building.
2. Implement a Weed & Seed strategy in the designated core area of Casper.
3. Continue the annual sponsorship and organization of the Meth Conference.
4. Attain Commission on Accreditation for Law Enforcement Agencies (CALEA) recognition as a professional police department.
5. Improve the physical conditioning of officers.

Objectives

1. To determine the viability of moving Property Evidence and Career Services from the CPD to the Marathon building. Also, to determine which units would expand into vacated CPD space.
2. To decrease violent crime from 60% of the city's total to 45%. Also, to continue neighborhood meetings and mobilizations against criminal activity and code violations.
3. To maintain a quality substance abuse conference of 500+ attendees.
4. To initiate the process with CALEA to begin the recognition program.
5. To establish standards, policies and procedures for Casper Police Department officers.

Performance Measures

1. Architectural drawings completed; space availability and use requirements at the Marathon building assessed, cost estimates for the re-model completed and include in the Capital Improvement Plan.
2. Federal Weed & Seed grant request submitted by February 2, 2008.
3. Nationally recognized experts in various areas of substance abuse to be available as presenters; multiple tracks to be provided; and, CEU's at less than \$100 registration be provided.
4. Attendance at the 2007/08 CALEA conference; CAELA application fee paid; onsite review conducted by 2009; and, recognition status attained.
5. Operational policies and procedures established by January 1, 2008, and Officer assignments determined by January 1, 2008.
6. CPD fitness committee established after research of legal requirements and nationally accepted programs and requirements, a program selected and policies and procedures established.
7. Test and establish the baseline level of fitness; and, establish work improvement plans; test and compare.

Police Department
Patrol

Mission: To provide proactive patrol and timely response to calls for services to ensure that citizens feel safe in their homes and on the streets.

Patrol- Goals

1. A patrol vehicle fleet of sufficient inventory to ensure that officers will have a fully equipped vehicle with which to be able to perform their duties when scheduled to work, as well when summoned to emergency callout or special events.
2. An effective and efficient means of assigning and monitoring the progress and completion of cases assigned for investigation to Patrol Officers.
3. A Traffic Unit that will proactively address identified and community traffic concerns, and provide expertise in the investigation of major serious traffic accidents to enhance the traffic safety of the community.
4. Efficiently perform patrol team administrative functions while increasing Patrol Sergeant field supervision.
5. A staffing level that will provide the community with sufficient officers to effectively and expeditiously respond to calls for service and, provide a level of policing to the community that instills confidence in the safety and security in the City of Casper.

Patrol- Objectives

1. To maintain a fleet that will support a full compliment of officers from a standard and the overlap teams as well as officers involved in special patrol units (i.e.; Weed and Seed, Traffic), considering patrol vehicles out of service for maintenance or other repair.
2. To increase patrol visibility and maintain police distribution density, in order to provide efficient and expeditious response to calls for service.
3. To establish a simple clear procedure for the assignment, monitoring (due date checks), and closure of assigned cases.
4. To train all uniformed Sergeants in the use of the case management table in CAD.
5. To train everyone in the process of patrol case investigation and closure.
6. To establish a supervisor review process with criteria that ensures officers have conducted and completed a thorough investigation.
7. To select officers who are traffic oriented and motivated to positively and creatively address traffic related concerns.
8. To identify and provide the resources and equipment that will be required of the traffic unit.
9. To train selected officers to use enforcement and other traffic regulatory means to achieve traffic safety objectives (ex: reduce per capita injury accidents)
10. To train unit officers in Accident investigation.
11. To define the role and duties for an Administrative Sergeant position.
12. To monitor field staffing levels.
13. To identify the staffing necessary to accomplish the development of the specialized patrol units (i.e. Weed and Seed, Traffic).
14. To maintain staffing levels that will provide high levels of visibility and increased self initiated activity.

Patrol- Performance Measures

1. Quantify the number of incidents when patrol vehicles are unavailable for officers to work a scheduled duty assignment.
2. Quantify the number of vehicles that are routinely down for maintenance and repair.
3. Determine the number of patrol vehicles needed to avoid shortages.
4. Data obtained and provided, which supports patrol vehicle fleet levels.
5. Procedural process for Patrol Case Management defined and reviewed.
6. Timeline for the creation of training materials and training of personnel established.
7. Periodic data analysis of CAD Case Management conducted, to ensure all cases assigned patrol officers are closed within 45 days, unless reports indicate investigation is ongoing.
8. Selection process and establishment of unit completed.
9. Training goals for selected officers achieved.
10. Data for reductions in accidents and accidents in critical locations prepared.
11. Percentage of increase in patrol/field time for Sergeants responsible for field supervision identified.
12. An overall increase in the availability of field supervision to officers provided. Hours of squad leader as supervisor reduced.
13. Proactive Selective enforcement units (Weed and Seed, Traffic) that are fully staffed, without impacting Patrol Staffing.
14. Acceptable (relative to population and area size) priority response times to calls maintained.
15. Present response times to emergency and non-emergency calls identified.

Police Department
Investigations

Mission: To conduct professional investigations of felony and misdemeanor crimes, to include the collection and storage of evidence, reports, affidavits and court testimony.

Goals

1. Improve the receiving of and entry of pawn information within the Casper Police Department by instituting an automated pawn system.
2. Decrease the overall warrant numbers, increase revenue from them, and improve the procedures by which this is accomplished.

Objectives

1. To increase the availability of pawn information to the Investigations and Patrol Division, and to increase the efficiency of the Records Division.
2. To actively reduce the 1800 outstanding warrants to 1000 the first year, and then to continue to reduce the number of warrants progressively until a manageable work load is achieved.

Performance Measures

1. Institute automated pawn system.
2. Overall warrant numbers reduced, and revenue increased.

Police Department
Records

Mission: To provide data entry, information retrieval and records maintenance services in a timely manner to the Department, other law enforcement agencies and the public.

Goals

1. Train all staff accordingly on all job duties of the Records Section, have required certifications, and keep informed on changes and updates affecting their job duties.
2. Develop procedures and training as the Department is making great strides in the area of technology, and Records will be responsible for the processing, maintenance, retrieval, and retention of police records in electronic format for the Department, other agencies and the public.

Objectives

1. To promote employee development of Records staff.
2. To provide and maintain police records electronically.

Performance Measures

1. UCR training hosted twice a year
2. Records Reference Manual updated twice a year.
3. Training and testing for NCIC certification annually and re-certification provided every two years.
4. Job Duties reviewed and reassigned annually.
5. Performance standards updated and reviewed with staff annually.
6. Police records provided and maintained electronically.

Police Department
Career Services

Mission: To provide in-services training courses, specialized training schools and recruiting efforts to ensure the citizen and business of Casper will receive high quality professional police services.

Goals

1. Provide training courses, specialized training schools and management training to further develop skills for career success
2. Provide in-service training courses and specialized training schools to ensure citizens and businesses of Casper will receive high quality professional police services.
3. Reduce officer injuries to ensure citizens and businesses of Casper will receive high quality professional police services.
4. Recruit quality officers to ensure citizens and businesses of Casper will receive high quality professional police services.

Objectives

1. To develop and implement a "Career Development Program" for sworn officers.
2. To provide appropriate professional training opportunities for all department personnel.
3. To reduce officer injuries and improve health for better performance.
4. To continue recruiting efforts in surrounding areas and via the internet.

Performance Measures

1. Career development program for sworn officers developed and implemented.
2. Professional training opportunities provided.
3. Number of officer injuries.
4. Recruiting initiatives.

Highlights/Issues

The FY 2008 proposed budget for Adult Prisoner Care has been increased by \$200,000 to reflect higher usage of county jail facilities.

The City Council authorized an overhire of three positions in FY 2007 to provide coverage for police officers serving military duty. The Police Department submitted a request for two new police officer positions that was approved by City Council. These positions are reflected in this adopted budget. The remaining two overhire personnel will fill these new positions.

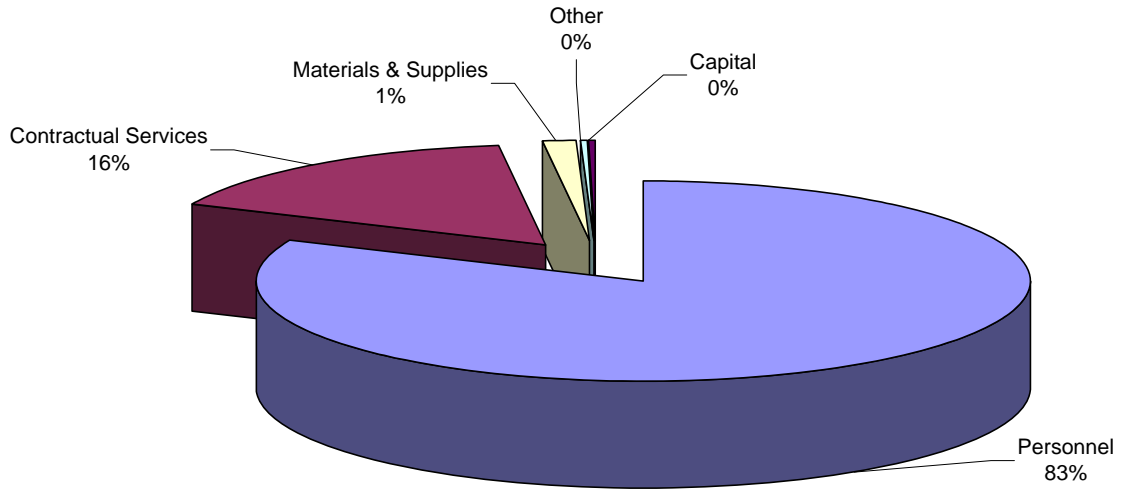
Police Department Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Sworn			
Police Chief	1	1	1
Deputy Police Chief	2	-	-
Police Lieutenant	3	5	5
Police Sergeant	9	9	9
Police Officer	76	77	79
Police Officer Authorized Overhire	-	3	-
Total Sworn	91	95	94
Non-Sworn			
Administrative Secretary	1	1	1
Community Services Officer	2	2	2
Crime Analysis Technician	1	1	1
Lead Police Records Specialist	1	1	1
Parking Enforcement Attendant	1	1	1
Police Records Specialist	3	3	3
Police Records Supervisor	1	1	1
Property Evidence Technician	2	2	2
Public Safety Oper Budget Specialist	1	1	1
Secretary II	2	2	2
Victim Services Coordinator	1	1	1
Total Non-Sworn	16	16	16
Total	107	111	110
Part-time Employees (Budget)	\$ 12,445	\$ 16,614	\$ 17,445

Police Department Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 6,641,000	\$ 7,531,800	\$ 7,250,800	\$ 8,055,072
Contractual Services	1,563,295	1,332,135	1,536,639	1,605,653
Materials & Supplies	166,506	147,000	149,700	146,900
Other	28,600	30,950	30,800	30,950
Capital	37,868	24,225	24,000	24,225
Total Expenditures	\$ 8,437,269	\$ 9,066,110	\$ 8,991,939	\$ 9,862,800

Police Department
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Police Department**

Expenditures	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Personnel				
Salaries & Wages				
Full Time	\$ 4,780,444	\$ 5,561,364	\$ 5,328,857	\$ 5,858,746
Part Time	12,445	16,614	5,000	17,445
Overtime	198,023	185,000	185,000	185,000
Holiday Pay	91,481	93,600	95,000	93,600
Total Salaries & Wages	\$ 5,082,393	\$ 5,856,578	\$ 5,613,857	\$ 6,154,791
Other Pay				
Other Pay	\$ 9,577	\$ 20,800	\$ 12,000	\$ 20,800
Supplemental Pay	-	-	5,079	64,628
Disability Leave Buy-Back	40,366	44,000	52,128	55,000
Accrued Leave Payoff	38,037	36,400	1,500	36,400
Phone Allowance	11,920	14,400	15,840	15,840
Total Other Pay	\$ 99,900	\$ 115,600	\$ 86,547	\$ 192,668
Benefits				
Health Insurance	\$ 689,161	\$ 744,288	\$ 744,288	\$ 874,104
Life Insurance	10,291	11,668	11,521	11,643
Disability Insurance	28,019	36,587	36,587	39,185
FICA/Medicare Tax	104,215	150,547	150,000	162,809
Retirement Contributions	422,250	477,403	475,000	507,414
Unemployment Compensation	89	100	-	100
Workers' Compensation	204,682	134,029	128,000	107,358
Clothing Allowance	-	5,000	5,000	5,000
Total Benefits	\$ 1,458,707	\$ 1,559,622	\$ 1,550,396	\$ 1,707,613
Total Personnel	\$ 6,641,000	\$ 7,531,800	\$ 7,250,800	\$ 8,055,072
Contractual Services				
Medical Testing Services	\$ 9,803	\$ 10,000	\$ 8,500	\$ 10,000
Investigation Services	11,341	10,000	8,500	10,000
Recruitment Services	21,735	20,000	20,000	20,000
Prisoner Care - Adult	759,634	500,000	700,000	700,000
Prisoner Care - Juvenile	171,741	124,000	135,000	135,000
Equipment Repairs	3,675	3,700	4,500	3,700
Building Rent	93,047	100,000	100,000	100,000
Equipment Rental	3,154	5,000	1,000	5,000
Insurance & Bonds	125,835	139,599	139,599	152,579
Telecommunications	32,014	30,600	28,000	30,600
Radio	11,459	15,000	15,000	15,000
Printing/Reproduction	13,336	7,000	8,000	7,000
Travel	34,466	25,109	30,000	25,109
Training	23,905	30,000	25,000	30,000
Interdepartmental Svcs Fixed	183,504	241,835	241,835	280,902
Administration/Management Fees	18,720	20,005	20,005	30,914
Photo Services	229	500	200	200
Other Contractual	26,399	31,787	33,000	30,149
Association Dues	1,721	2,000	2,500	3,500
Postage/Shipping	17,577	16,000	16,000	16,000
Total Contractual Services	\$ 1,563,295	\$ 1,332,135	\$ 1,536,639	\$ 1,605,653

**FY 2008 Budget
(Budget Basis)
Police Department**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials & Supplies				
Office Supplies	\$ 23,154	\$ 23,000	\$ 25,000	\$ 23,000
Operational Supplies	26,978	25,000	25,000	25,000
Other Materials & Supplies	12,801	10,000	12,000	10,000
Uniforms	67,566	54,500	54,500	54,500
Books, Periodicals, Maps	3,492	2,600	2,500	2,500
Photo Supplies	240	500	200	500
Training Supplies	2,973	2,000	1,500	2,000
Canine Program Supplies	12,443	9,500	9,500	9,500
Crime Prevention Supplies	2,154	1,500	2,000	1,500
Evidence Supplies	8,442	8,000	8,000	8,000
Investigation Supplies	1,969	3,900	3,000	3,900
Patrol Supplies	3,094	5,000	6,000	5,000
Street Drug Unit Supplies	1,200	1,500	500	1,500
Total Materials & Supplies	\$ 166,506	\$ 147,000	\$ 149,700	\$ 146,900
Other Expenditures				
Programs & Projects	\$ 28,600	\$ 30,800	\$ 30,800	\$ 30,800
Bad Debt Expense	-	150	-	150
Total Other Expenditures	\$ 28,600	\$ 30,950	\$ 30,800	\$ 30,950
Capital				
Capital - New				
Technologies	\$ 19,309	\$ 14,225	\$ 16,000	\$ 14,225
Total Capital New	\$ 19,309	\$ 14,225	\$ 16,000	\$ 14,225
Capital - Replacement				
Light Equipment	\$ 18,559	\$ 10,000	\$ 8,000	\$ 10,000
Total Capital Replacement	\$ 18,559	\$ 10,000	\$ 8,000	\$ 10,000
Total Capital	\$ 37,868	\$ 24,225	\$ 24,000	\$ 24,225
Total Expenditures	\$ 8,437,269	\$ 9,066,110	\$ 8,991,939	\$ 9,862,800

Fire

**Administration
Prevention
Operations
Training**

Fire Department
Administration

Mission: To provide for the public safety needs of our community with skill and compassion.

Goals

1. Develop specific recommendations on how to implement the findings of the fire station location study.
2. Identify future service delivery areas based on a community risk assessment, future growth projections and customer service needs.
3. Research and develop a staffing proposal based on projected growth, community risk assessment, service delivery areas, service efficiency and customer service expectations.

Objectives

1. Conduct cost analysis of all 5 fire station construction projects by August 1, 2007.
2. Research and identify land ownership for all 5 fire station site locations by August 1, 2007.
3. Publish a final fire station location report by August 1, 2007.
4. Conduct a community risk assessment by September 1, 2007.
5. Create a comprehensive list of recommended services to be delivered by the department by September 1, 2007.
6. Organize a citizen focus group to evaluate recommended service delivery list by October 1, 2007.
7. Provide proposed service delivery report to the City Manager by December 1, 2007.
8. Evaluate existing organizational structure and staffing in reference to operations, training and administration divisions using all applicable research data by January 1, 2008.
9. If applicable, develop staffing and/or re-organizational options to include cost benefit analysis by January 1, 2008.
10. If applicable, present staffing proposal and/or re-organizational options to the City Manager in priority order by March 1, 2008.

Performance Measures

1. Date that cost analysis of fire station construction projects is complete.
2. Date that land ownership is identified.
3. Date that final fire station report is published.
4. Date that community risk assessment is complete.
5. Date that citizen focus group is convened.
6. Date that proposed service delivery report is submitted to the City Manager.
7. Date that staffing/re-organization evaluation is complete.
8. Date that staffing/re-organization proposal is complete.
9. Date that staffing/re-organization proposal is submitted to the City Manager.

Fire Department
Prevention

Mission: To provide for the public safety of our community with skill and compassion.

Goals

1. Develop and implement a specific physical agility test for Prevention Division personnel.
2. Identify and publish meaningful analytical data that will be used to identify significant issues in service delivery.

Objectives

1. Meet with physical fitness coordinators to solicit recommendations by August 1, 2007.
2. Research 3 benchmarking partners to discover what physical agility tests are conducted within their departments by September 1, 2007.
3. Choose job specific test and implement as part of annual physical agility testing process by January 1, 2007.
4. Conduct meeting with department staff to identify statistical needs by August 1, 2007.
5. Test existing reporting software to determine if applicable and reliable reports can be generated by October 1, 2007.
6. Generate periodic statistical reports for use by staff by January 1, 2008.

Performance Measures

1. Date that meeting with physical fitness coordinators is convened.
2. Number of benchmarking partners that are contacted.
3. Date that physical test is implemented.
4. Date that meeting with staff to identify statistical needs is convened.
5. Date that testing of applicable software and reporting system is complete.
6. Number of statistical reports generated during the year.

Fire Department
Operations

Mission: To provide for the public safety needs of our community with skill and compassion.

Goals

1. Conduct an EMS delivery assessment and generate final report.
2. Research and identify optimal response apparatus for the future based on projected service areas and growth of the community.

Objectives

1. Research and evaluate EMS historical data by August 1, 2007.
2. Project future EMS calls through 2025 by August 1, 2007.
3. Research similar communities and their types of EMS delivery methods by September 1, 2007.
4. Develop a list of EMS delivery options by October 1, 2007.
5. Conduct cost/benefit analysis and identify applicable costs for each service delivery option by November 1, 2007.
6. Determine the level of EMS delivery that will be provided by the department by December 1, 2007.
7. Deliver formal EMS delivery proposal to the City Manager by January 1, 2008.
8. Research new fire service apparatus use trends by September 1, 2007.
9. Evaluate research data on future service delivery areas, community risk assessment and customer service needs by October 1, 2007.
10. Conduct cost/benefit analysis on each type of apparatus by November 1, 2007.
11. Identify optimal types of response apparatus and associated costs for the future by February 1, 2008.

Performance Measures

1. Number of similar community researched for EMS delivery methods.
2. Date that list of EMS delivery options is complete.
3. Date that EMS cost/benefit analysis is complete.
4. Date that EMS delivery proposal is submitted to the City Manager.
5. Date that research of new fire service apparatus is complete.
6. Date that cost/benefit analysis on types of apparatus is complete.
7. Date that optimal apparatus is identified with associated costs.

Fire Department
Training

Mission: To provide for the public safety needs of our community with skill and compassion.

Goals

1. Implement approved personnel appraisal forms.
2. Implement Company Officer Development program.
3. Evaluate the merits of conducting National Pro-Board testing for all employees.
4. Conduct a review of the existing physical fitness program in an effort to reduce physical fitness injuries by 25%.

Objectives

1. Develop rank specific performance standards by August 1, 2007.
2. Train 100% of department personnel in new personnel appraisal forms by October 1, 2007.
3. Identify specific company officer instructional curriculum by September 1, 2007.
4. Identify personnel who will attend the company officer development program by October 1, 2007.
5. Develop and use a formal evaluation instrument to measure the effectiveness of each annual officer development program by January 1, 2008.
6. Obtain specific FFI, FFII and National Pro-Board testing standards from the State of Wyoming.
7. Evaluate 2005 and 2006 injury statistics to determine nature and frequency of fitness injuries by January 1, 2008.
8. Meet with physical fitness coordinators to solicit feedback on how to reduce fitness injuries by February 1, 2008.
9. Meet with staff to solicit feedback on how to reduce fitness injuries by March 1, 2008.
10. Meet with Risk Management staff to discuss findings of fitness injury research by March 15, 2008.
11. Make final recommendations and implement injury reduction program by May 1, 2008.

Performance Measures

1. Date that performance standards are complete.
2. Percentage of department personnel that are trained in personnel appraisal system.
3. Date that company officer curriculum is completed.
4. Date that formal evaluation instrument is completed.
5. Date that FFI and FFII standards are delivered.
6. Date that evaluation of injury statistics is complete.
7. Date that meeting with physical fitness coordinators is convened.
8. Date that meeting with staff is convened.
9. Date that meeting with Risk Management is convened.
10. Date that final recommendations and injury reduction program are completed.

Highlights/Issues

The budget for Overtime has been increased to reflect potential increases in the utilization of unscheduled overtime necessary to meet self imposed minimum manning requirements. The drivers of higher overtime utilization include retirements and higher occurrences of wildfires in recent years. Also, the portion of overtime previously accounted for in the Special Fire Assistance cost center has been moved to this cost center. The City Council approved an additional Fire Prevention Officer II position for FY 2008. Funding for this position is currently included in the adopted budget.

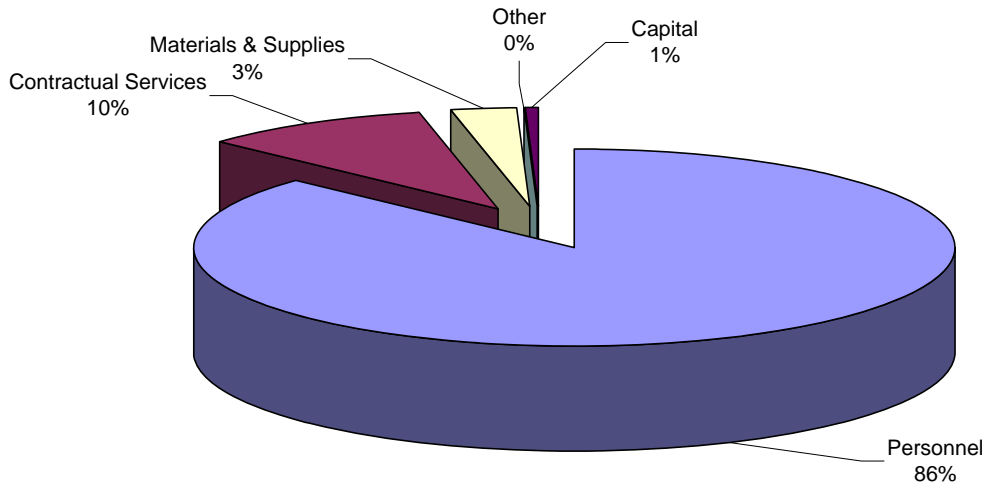
Fire Department Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Fire Chief	1	1	1
Fire Division Chief	3	3	3
Fire Shift Commander	3	3	3
Fire Captain	15	15	15
Fire Engineer	21	21	21
Fire Prevention Officer II	3	3	4
Firefighter	27	27	27
Administrative Secretary	1	1	1
Secretary II	1	1	1
Total	75	75	76
Part-time Employees (Budget)	\$ -	\$ -	\$ -

Fire Department Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 5,109,356	\$ 5,698,093	\$ 5,673,174	\$ 5,728,149
Contractual Services	480,153	564,915	567,765	637,304
Materials & Supplies	195,789	180,166	183,516	192,850
Other	1,834	1,835	1,835	1,835
Capital	17,043	26,000	36,000	33,500
Total Expenditures	\$ 5,804,175	\$ 6,471,009	\$ 6,462,290	\$ 6,593,638

Fire Department
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Fire Department**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 3,359,864	\$ 4,046,211	\$ 3,662,108	\$ 3,855,085
Overtime	475,271	113,640	450,000	250,000
Overtime - Scheduled	-	271,000	271,000	315,000
Holiday Pay	71,200	88,850	88,850	107,650
Total Salaries & Wages	\$ 3,906,335	\$ 4,519,701	\$ 4,471,958	\$ 4,527,735
Other Pay				
Education Pay	\$ 720	\$ 720	\$ 720	\$ 720
Disability Leave Buy-Back	5,135	8,000	8,000	8,278
Supplemental Pay	-	-	-	1,000
Accrued Leave Payoff	37,855	35,000	35,000	38,000
Total Other Pay	\$ 43,710	\$ 43,720	\$ 43,720	\$ 47,998
Benefits				
Health Insurance	\$ 501,672	\$ 537,720	\$ 537,720	\$ 551,911
Life Insurance	7,385	7,985	7,985	7,893
Disability Insurance	2,221	2,551	2,551	2,732
FICA/Medicare Tax	49,489	53,240	53,240	59,055
Retirement Contributions	432,662	435,873	456,000	455,621
Workers' Compensation	165,882	97,303	100,000	75,204
Total Benefits	\$ 1,159,311	\$ 1,134,672	\$ 1,157,496	\$ 1,152,416
Total Personnel	\$ 5,109,356	\$ 5,698,093	\$ 5,673,174	\$ 5,728,149
Contractual Services				
Medical Testing Services	\$ 27,196	\$ 34,500	\$ 34,500	\$ 34,500
Water	8,920	9,600	9,600	10,560
Equipment Repairs	24,933	25,000	27,350	54,670
Office Equipment Repairs	4,281	3,300	3,800	3,300
Maintenance Agreements	-	15,602	15,602	15,602
Insurance & Bonds	18,945	20,840	20,840	22,923
Telecommunications	43,320	36,000	36,000	35,160
Advertising	911	500	500	500
Printing/Reproduction	6,734	6,165	6,165	6,800
Travel	21,194	19,000	19,000	20,900
Training	30,333	31,000	31,000	31,000
Interdepartmental Svcs Fixed	253,428	326,788	326,788	363,689
Association Dues	2,466	3,000	3,000	3,000
Postage/Shipping	2,634	1,700	1,700	1,700
Energy - Heat	17,729	14,700	14,700	15,000
Energy - Electricity	17,129	17,220	17,220	18,000
Total Contractual Services	\$ 480,153	\$ 564,915	\$ 567,765	\$ 637,304

**FY 2008 Budget
(Budget Basis)
Fire Department**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials & Supplies				
Office Supplies	\$ 4,804	\$ 5,500	\$ 5,550	\$ 5,500
Operational Supplies	105,971	94,151	94,151	101,500
Other Materials & Supplies	4,738	-	-	-
Uniforms	45,253	45,100	47,500	49,610
Custodial Supplies	15,563	15,815	15,815	14,880
Photo Supplies	1,546	-	900	-
Safety Equipment/Supplies	536	2,000	2,000	2,000
Training Supplies	17,378	17,600	17,600	19,360
Total Materials & Supplies	\$ 195,789	\$ 180,166	\$ 183,516	\$ 192,850
Other Expenditures				
Principal Payments / Debt Service	\$ 1,834	\$ 1,835	\$ 1,835	\$ 1,835
Total Other Expenditures	\$ 1,834	\$ 1,835	\$ 1,835	\$ 1,835
Capital				
Capital - Replacement				
Light Equipment	\$ 7,831	\$ 15,000	\$ 25,000	\$ 22,500
Technologies	9,212	11,000	11,000	11,000
Total Capital Replacement	\$ 17,043	\$ 26,000	\$ 36,000	\$ 33,500
Total Capital	\$ 17,043	\$ 26,000	\$ 36,000	\$ 33,500
Total Expenditures	\$ 5,804,175	\$ 6,471,009	\$ 6,462,290	\$ 6,593,638

Public Services

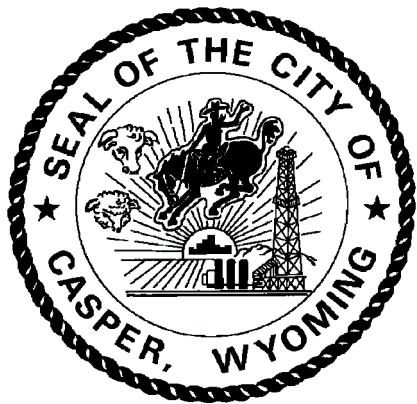
Engineering

Streets

Traffic

Cemetery

Parks



Engineering

Public Services
Engineering

Mission: To enhance community livability by providing stewardship of the public infrastructure and community environment through professional oversight of infrastructure construction projects and management of infrastructure impacts.

Goals

1. Decrease the number of vehicles (per 85th percentile measurement) traveling in excess of the posted speed limit.
2. Decrease the number of low pressure water areas by 25%.
3. Decrease obstacles and obstructions such as pipes, concrete, and steel plates in the City's street gutters.
4. Increase roadway activity communication to the public.

Objectives

1. Improve the subdivision roadway standards which adopt Smart Growth principles by July 30, 2007.
2. Collect speed data on the top 25% of the most traveled City-owned streets as determined by traffic counts by August 30, 2007.
3. Identify three traffic calming measures that are effective as determined by implemented pilot projects by August 30, 2007
4. Plan and develop a pedestrian pathway in Regency Valley, and pathways in new developments in coordination with Parks Division in calendar year 2007.
5. Implement at least one pressure adjustment project for a deficient area in the CPU water service area during FY08.
6. Inform residents of individual alternative options to improve water pressure to their residency by December 20, 2007.
7. Develop and proceed with a program to remove 75 to 100 gutter obstructions in 2007.
8. Purchase at least 2 variable message signs by end of fiscal year 2007.

Performance Measures

1. Adoption of new roadway standards by Council implementing Smart Growth principles.
2. Collect speed data in conjunction with the MPO's HPMS Program.
3. Identify three traffic calming measures and install them along certain corridors in Casper.
4. Construct pathway in Regency Valley.
5. Prepare report with recommendation to adjust low water pressure in certain City- owned residences. Present report for Council consideration.
6. Institute volunteer Local Assessment District ordinance whereby residents can upgrade their curb cuts and eliminate gutter obstructions.
7. Purchase 2 variable message signs for use during road construction.

Highlights/Issues

No significant changes are planned for this cost center.

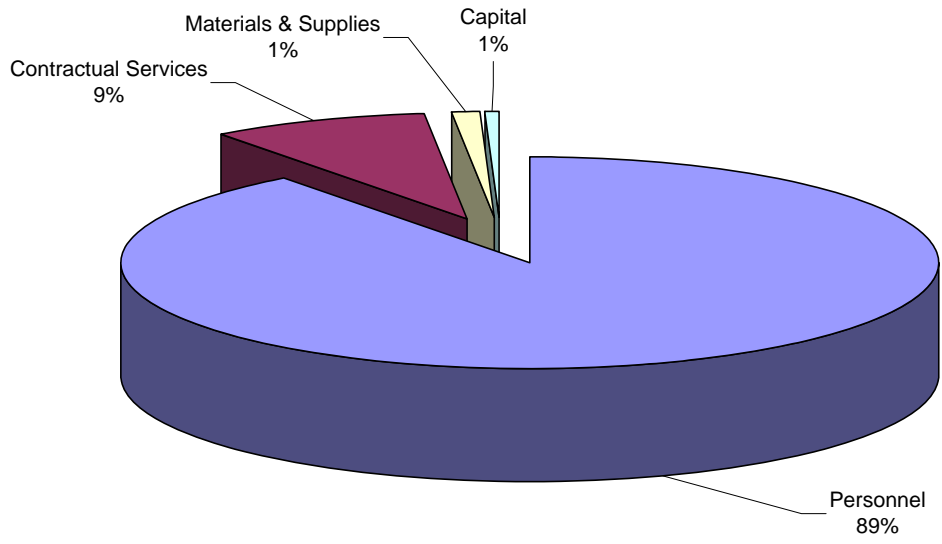
Engineering Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Administrative Analyst	1	1	1
Administrative Secretary	1	1	1
Associate Engineer	3	3	3
City Engineer	1	1	1
City Surveyor	1	1	1
Engineering Technician II	2	2	2
Public Services Director	1	1	1
Secretary II	1	1	1
Senior Engineering Technician	2	2	2
Total	13	13	13
Part-time Employees (Budget)	\$ 7,988	\$ 12,104	\$ 12,600

Engineering Budget Summary

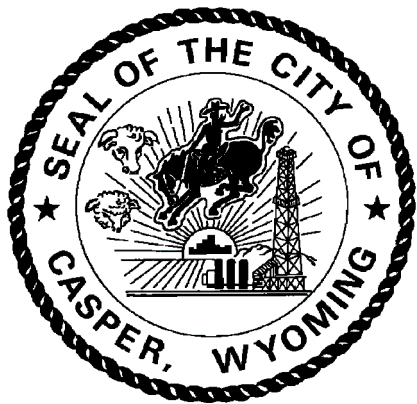
	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 943,103	\$ 1,017,746	\$ 1,013,182	\$ 1,070,742
Contractual Services	71,790	154,614	115,996	104,884
Materials & Supplies	9,900	21,481	20,389	13,367
Capital	5,000	6,000	5,000	6,000
Total Expenditures	\$ 1,029,793	\$ 1,199,841	\$ 1,154,567	\$ 1,194,993

Engineering
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Engineering**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 694,273	\$ 761,995	\$ 761,995	\$ 796,508
Part Time	7,988	12,104	12,104	12,600
Overtime	2,030	2,132	1,016	2,172
Total Salaries & Wages	\$ 704,291	\$ 776,231	\$ 775,115	\$ 811,280
Other Pay				
Standby Time	\$ 2,558	\$ 4,605	\$ 2,962	\$ 4,605
Disability Leave Buy-Back	6,576	8,300	6,695	8,300
Accrued Leave Payoff	188	-	-	-
Supplemental Pay	-	-	-	6,500
Car Allowances	800	1,000	800	-
Total Other Pay	\$ 10,122	\$ 13,905	\$ 10,457	\$ 19,405
Benefits				
Health Insurance	\$ 99,420	\$ 95,076	\$ 95,076	\$ 104,616
Life Insurance	1,336	1,655	1,655	1,650
Disability Insurance	4,158	4,779	4,779	5,058
FICA/Medicare Tax	51,917	59,865	59,865	63,547
Retirement Contributions	44,671	49,158	49,158	51,584
Workers' Compensation	27,188	17,077	17,077	13,602
Total Benefits	\$ 228,690	\$ 227,610	\$ 227,610	\$ 240,057
Total Personnel	\$ 943,103	\$ 1,017,746	\$ 1,013,182	\$ 1,070,742
Contractual Services				
Engineering Services	\$ 2,924	\$ 6,000	\$ 4,500	\$ 6,000
Insurance & Bonds	6,591	7,250	7,250	7,975
Telecommunications	8,736	9,000	6,687	7,320
Printing/Reproduction	2,305	2,000	1,900	2,000
Travel	4,968	8,000	6,500	10,000
Training	6,173	7,000	6,173	8,000
Interdepartmental Svcs Fixed	13,464	14,088	14,088	17,589
Other Contractual	22,881	95,976	65,000	40,000
Association Dues	2,615	2,800	2,800	3,500
Postage/Shipping	1,133	2,500	1,098	2,500
Total Contractual Services	\$ 71,790	\$ 154,614	\$ 115,996	\$ 104,884
Materials & Supplies				
Office Supplies	\$ 5,391	\$ 15,981	\$ 15,900	\$ 7,867
Operational Supplies	2,220	2,300	2,200	2,300
Other Materials & Supplies	1,212	1,500	1,212	1,500
Books, Periodicals, Maps	1,042	1,200	1,042	1,200
Safety Equipment/Supplies	35	500	35	500
Total Materials & Supplies	\$ 9,900	\$ 21,481	\$ 20,389	\$ 13,367
Capital				
Capital - Replacement				
Technologies	\$ 5,000	\$ 6,000	\$ 5,000	\$ 6,000
Total Capital Replacement	\$ 5,000	\$ 6,000	\$ 5,000	\$ 6,000
Total Capital	\$ 5,000	\$ 6,000	\$ 5,000	\$ 6,000
Total Expenditures	\$ 1,029,793	\$ 1,199,841	\$ 1,154,567	\$ 1,194,993



Streets

Public Services
Streets

Mission: Maintenance of city streets, and storm sewers.

Goals

1. Increase the citizen survey ranking of the maintenance of City streets.
2. Improve record keeping of work tasks by developing a work order system.
3. Improve the replacement of large, costly maintenance equipment.

Objectives

1. Provide citizens with 24 hour per day opportunities to report street issues through voice mail, CRM, and the City's website by December 2007.
2. Implement a work order system by December, 2007.

Performance Measures

1. Date of completion of the work order system.
2. Date of completion of installing voice mail, website interactivity with the new webpage.

Highlights/Issues

The increase in part-time personnel costs in this cost center are related to higher utilization of the part-time Stormwater Technician II and GIS Stormwater Technician staff to complete the required stormwater projects.

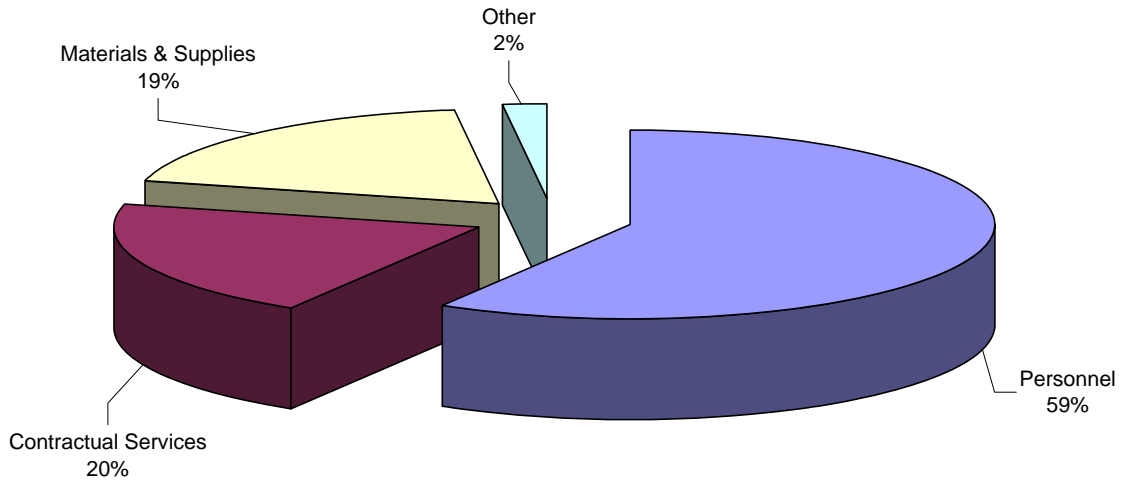
Streets Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Street Supervisor	3	3	3
Infrastructure Maintenance Coordinator	1	1	1
Equipment Operator I	11	11	11
Equipment Operator II	13	14	14
Const Maint Worker II	1	-	-
Total	14	14	14
Part-time Employees (Budget)	\$ 16,966	\$ 46,231	\$ 59,325

Streets Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 1,861,156	\$ 2,015,689	\$ 2,025,769	\$ 2,165,714
Contractual Services	614,774	737,967	737,967	741,131
Materials & Supplies	533,039	615,975	665,975	713,700
Other	38,265	86,434	86,433	69,060
Total Expenditures	\$ 3,047,234	\$ 3,456,065	\$ 3,516,144	\$ 3,689,605

Streets
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Streets**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 1,234,223	\$ 1,364,244	\$ 1,364,244	\$ 1,434,272
Part Time	16,966	46,231	56,311	59,325
Overtime	169,900	150,000	150,000	150,000
Total Salaries & Wages	\$ 1,421,089	\$ 1,560,475	\$ 1,570,555	\$ 1,643,597
Other Pay				
Disability Leave Buy-Back	\$ 8,277	\$ 8,500	\$ 8,500	\$ 8,500
Supplemental Pay	-	-	-	14,500
Accrued Leave Payoff	-	-	-	-
Total Other Pay	\$ 8,277	\$ 8,500	\$ 8,500	\$ 23,000
Benefits				
Health Insurance	\$ 182,976	\$ 197,268	\$ 197,268	\$ 238,464
Life Insurance	2,820	3,098	3,098	3,067
Disability Insurance	7,516	9,217	9,217	9,958
FICA/Medicare Tax	102,388	117,201	117,201	127,487
Retirement Contributions	77,932	83,380	83,380	90,475
Workers' Compensation	58,158	36,550	36,550	29,666
Total Benefits	\$ 431,790	\$ 446,714	\$ 446,714	\$ 499,117
Total Personnel	\$ 1,861,156	\$ 2,015,689	\$ 2,025,769	\$ 2,165,714
Contractual Services				
Equipment Rental	\$ 3,531	\$ 5,000	\$ 5,000	\$ 5,000
Insurance & Bonds	14,169	15,586	15,586	17,144
Telecommunications	3,014	2,500	2,500	2,500
Radio	1,755	2,000	2,000	2,000
Printing/Reproduction	1,297	2,000	2,000	2,000
Travel	2,079	2,000	2,000	5,000
Training	3,766	2,000	2,000	5,000
Interdepartmental Svcs Fixed	579,756	686,881	686,881	681,487
Balefill	-	10,000	10,000	10,000
Other Contractual	5,407	10,000	10,000	11,000
Total Contractual Services	\$ 614,774	\$ 737,967	\$ 737,967	\$ 741,131
Materials & Supplies				
Office Supplies	\$ 1,245	\$ 2,500	\$ 2,500	\$ 2,500
Operational Supplies	36,616	35,000	35,000	35,000
Other Materials & Supplies	56,652	61,475	61,475	60,000
Uniforms	8,458	10,000	10,000	12,000
Books, Periodicals, Maps	987	1,500	1,500	1,500
Safety Equipment/Supplies	2,471	2,500	2,500	2,700
Storm Sewer Supplies	22,233	3,000	3,000	3,000
Small Tools and Supplies	6,947	10,000	10,000	10,000
Base Course	18,946	35,000	35,000	42,000
Hot Mix	137,564	225,000	250,000	270,000
Concrete	28,846	30,000	30,000	35,000
Ice Control Supplies	212,074	200,000	225,000	240,000
Total Materials & Supplies	\$ 533,039	\$ 615,975	\$ 665,975	\$ 713,700
Other Expenditures				
Programs & Projects	\$ 38,265	\$ 86,434	\$ 86,433	\$ 69,060
Total Other Expenditures	\$ 38,265	\$ 86,434	\$ 86,433	\$ 69,060
Total Expenditures	\$ 3,047,234	\$ 3,456,065	\$ 3,516,144	\$ 3,689,605

Traffic

Public Services
Traffic

Mission: Maintenance of city owned traffic signals, traffic signs, and street signs.

Goals

1. Improve GIS by developing a GIS Transportation Coverage that includes pavement and curb striping, traffic counts, traffic accidents, traffic speeds, traffic classification, signals, signs, and street functionality.

Objectives

1. Populate attribute tables to accept traffic data for GIS Transportation Coverage during FY08.

Performance Measures

1. Enter all traffic counts between the years of 1996 through 2007 into the GIS Transportation Coverage.

Highlights/Issues

The increase in overtime is related to regular full-time staff covering crossing guard positions due to the inability to fill all the crossing guard positions.

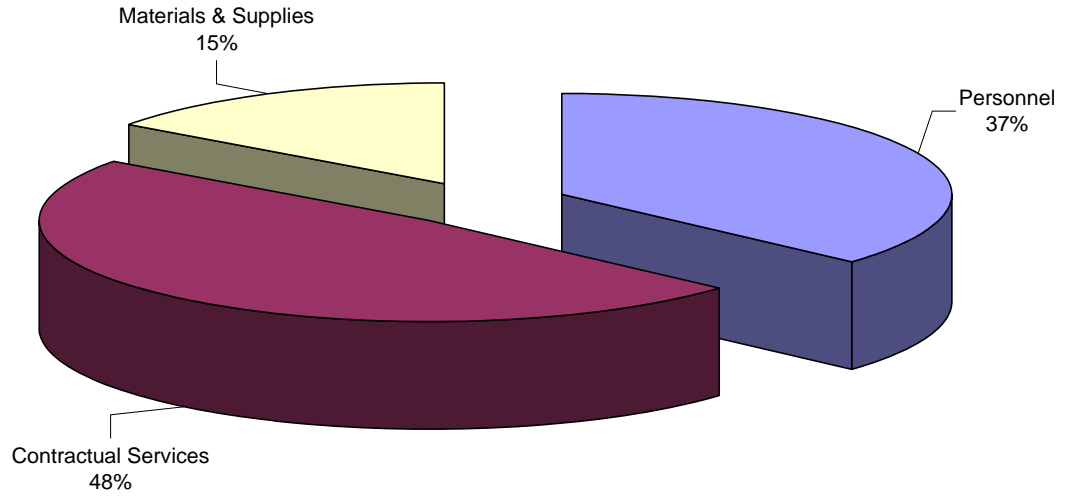
Traffic Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Traffic Maintenance Supervisor	1	1	1
Traffic Technician II	4	4	4
Signal Electrical Tech II	1	1	1
Total	6	6	6
Part-time Employees (Budget)	\$ 30,468	\$ 55,016	\$ 60,386

Traffic Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 379,123	\$ 438,971	\$ 438,971	\$ 477,651
Contractual Services	607,160	606,319	610,740	627,510
Materials & Supplies	166,058	180,150	180,150	194,000
Total Expenditures	\$ 1,152,341	\$ 1,225,440	\$ 1,229,861	\$ 1,299,161

Traffic
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Traffic**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 240,799	\$ 270,603	\$ 270,603	\$ 287,775
Part Time	30,468	55,016	55,016	60,386
Overtime	21,967	22,000	22,000	27,000
Total Salaries & Wages	\$ 293,234	\$ 347,619	\$ 347,619	\$ 375,161
Other Pay				
Disability Leave Buy-Back	\$ 1,003	\$ 1,000	\$ 1,000	\$ 1,600
Supplemental Pay	-	-	-	3,250
Accrued Leave Payoff	1,535	-	-	-
Total Other Pay	\$ 2,538	\$ 1,000	\$ 1,000	\$ 4,850
Benefits				
Health Insurance	\$ 31,560	\$ 34,728	\$ 34,728	\$ 39,360
Life Insurance	572	688	688	702
Disability Insurance	1,404	1,822	1,822	1,989
FICA/Medicare Tax	22,073	26,582	26,582	29,191
Retirement Contributions	15,299	16,710	16,710	18,058
Workers' Compensation	12,443	8,272	8,272	6,790
Clothing Allowance	-	1,550	1,550	1,550
Total Benefits	\$ 83,351	\$ 90,352	\$ 90,352	\$ 97,640
Total Personnel	\$ 379,123	\$ 438,971	\$ 438,971	\$ 477,651
Contractual Services				
Equipment Repairs	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Equipment Rental	2,334	2,000	2,000	2,000
Insurance & Bonds	9,022	9,924	9,924	10,917
Telecommunications	6,966	7,000	7,000	7,000
Radio	943	1,000	1,000	1,000
Travel	3,319	3,000	3,000	3,500
Training	8,407	4,764	4,764	3,500
Interdepartmental Svcs Fixed	43,368	47,552	47,552	42,093
Other Contractual	15,885	20,579	25,000	25,000
Electrical Repairs	4,876	6,000	6,000	6,000
Underpass	246	3,500	3,500	500
Energy - Electricity	511,794	500,000	500,000	525,000
Total Contractual Services	\$ 607,160	\$ 606,319	\$ 610,740	\$ 627,510
Materials & Supplies				
Office Supplies	\$ 3,673	\$ 4,000	\$ 4,000	\$ 4,000
Operational Supplies	22,766	20,000	20,000	24,000
Other Materials & Supplies	10,258	12,000	12,000	12,000
Uniforms	537	450	450	500
Safety Equipment/Supplies	496	500	500	500
Paint and Sign Supplies	99,258	103,200	103,200	110,000
Small Tools and Supplies	1,831	2,000	2,000	2,000
Traffic Signal Supplies	23,790	34,000	34,000	37,000
Traffic Survey Supplies	3,449	4,000	4,000	4,000
Total Materials & Supplies	\$ 166,058	\$ 180,150	\$ 180,150	\$ 194,000
Total Expenditures	\$ 1,152,341	\$ 1,225,440	\$ 1,229,861	\$ 1,299,161

Cemetery

Public Services
Cemetery

Mission: To maintain and provide interment services at Highland Park Cemetery.

Goals

1. Improve the office conditions for relatives of deceased victims.
2. Increase interment spaces at Highland Park Cemetery.

Objectives

1. Relocate the existing offices, maintenance equipment and staff to 12th and Lowell Street by the end of calendar year 2007.
2. Demolish the existing Highland Park maintenance and office building by end of calendar year 2007.
3. Investigate new interment spaces at Highland Park Cemetery where the existing building is located.

Performance Measures

1. Move to new building.
2. Demolish existing building.
3. Sale of lots where existing maintenance building is located.

Highlights/Issues

No significant changes are planned for this cost center.

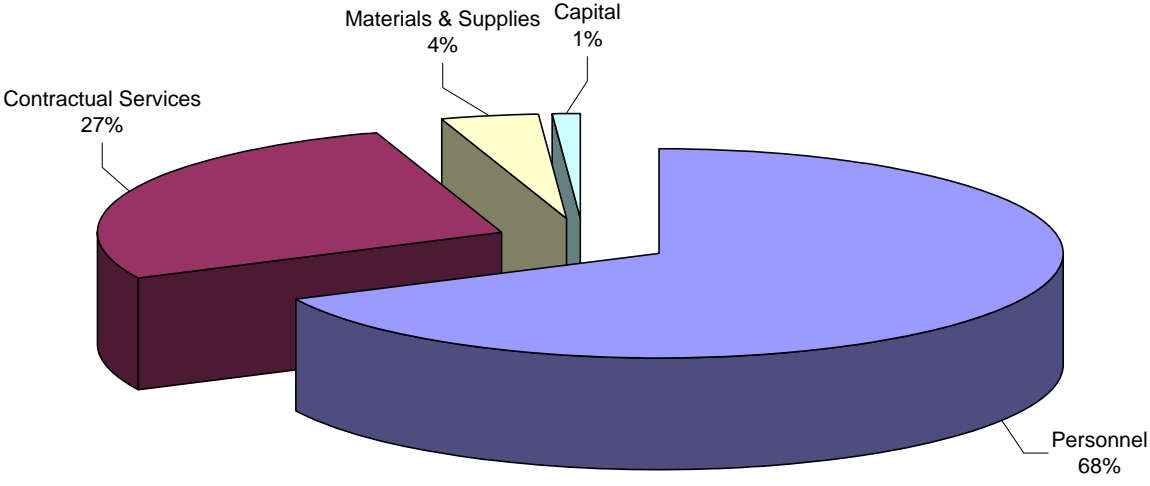
Cemetery Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Cemetery Supervisor	1	1	1
Equipment Operator I	2	2	2
Total	3	3	3
Part-time Employees (Budget)	\$ 56,489	\$ 78,672	\$ 85,619

Cemetery Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 260,876	\$ 298,214	\$ 287,555	\$ 316,370
Contractual Services	74,612	99,036	106,786	127,441
Materials & Supplies	14,524	17,991	17,700	18,400
Capital	6,221	5,000	-	5,000
Total Expenditures	\$ 356,233	\$ 420,241	\$ 412,041	\$ 467,211

Cemetery
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Cemetery**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Salaries & Wages				
Full Time	\$ 133,465	\$ 145,764	\$ 145,764	\$ 151,597
Part Time	56,489	78,672	71,500	85,619
Overtime	12,688	14,000	14,000	15,000
Total Salaries & Wages	\$ 202,642	\$ 238,436	\$ 231,264	\$ 252,216
Other Pay				
Disability Leave Buy-Back	\$ 1,083	\$ 1,130	\$ -	\$ 1,200
Supplemental Pay	-	-	-	2,250
Total Other Pay	\$ 1,083	\$ 1,130	\$ -	\$ 3,450
Benefits				
Health Insurance	\$ 15,780	\$ 17,364	\$ 17,364	\$ 19,104
Life Insurance	295	371	350	363
Disability Insurance	790	1,031	875	1,065
FICA/Medicare Tax	15,729	18,823	17,500	19,999
Retirement Contributions	8,588	9,452	9,452	9,772
Unemployment Compensation	7,613	5,300	5,300	5,300
Workers' Compensation	8,356	5,857	5,000	4,651
Clothing Allowance	-	450	450	450
Total Benefits	\$ 57,151	\$ 58,648	\$ 56,291	\$ 60,704
Total Personnel	\$ 260,876	\$ 298,214	\$ 287,555	\$ 316,370
Contractual Services				
Water	\$ 49,611	\$ 70,000	\$ 78,000	\$ 86,500
Insurance & Bonds	2,423	2,665	2,665	2,932
Telecommunications	273	370	370	740
Training	2,003	2,750	2,500	2,750
Interdepartmental Svcs Fixed	18,516	23,251	23,251	24,719
Other Contractual	1,786	-	-	5,000
Energy - Heat	2,274	2,100	2,000	3,000
Energy - Electricity	1,399	1,500	1,300	1,800
Total Contractual Services	\$ 74,612	\$ 99,036	\$ 106,786	\$ 127,441
Materials & Supplies				
Operational Supplies	\$ 430	\$ 1,691	\$ 1,000	\$ 1,600
Other Materials & Supplies	13,874	16,000	16,450	16,000
Uniforms	-	-	-	500
Safety Equipment/Supplies	220	300	250	300
Total Materials & Supplies	\$ 14,524	\$ 17,991	\$ 17,700	\$ 18,400
Capital Expenditures				
Capital - Replacement				
Technologies	\$ 6,221	\$ 5,000	\$ -	\$ 5,000
Total Capital Replacement	\$ 6,221	\$ 5,000	\$ -	\$ 5,000
Total Capital Expenditures	\$ 6,221	\$ 5,000	\$ -	\$ 5,000
Total Expenditures	\$ 356,233	\$ 420,241	\$ 412,041	\$ 467,211

Parks

Public Services
Parks

Mission: To enhance community livability by providing stewardship of public parks, drainage-ways, athletic fields, trails, and beautification zones.

Goals

1. Increase public input regarding park facilities and special facilities.
2. Decrease the amount of water used to maintain plant materials in parks and public areas.
3. Decrease the summer vacancies of seasonal employees.
4. Increase the number of trees in the City's parks system and on public grounds that are in good to excellent
5. Decrease the need for maintenance while improving the appearance of street rights-of-way.
6. Increase compliance of user leases.
7. Improve the funding of the McNamara Urban Forestry Perpetual Care Fund.

Objectives

1. Meet annually with specific facilities user groups to discuss capital and maintenance needs.
2. Develop a park planning process to assess the needs of the users by August 31, 2007.
3. Evaluate the handling of park waste trash and restroom facilities in parks by December 30, 2007 to improve the program and process.
4. Develop an outreach program to encourage appreciation and respect for public property. Investigate the use of low water grasses, ground cover and shrubs in certain parks and along major streets.
5. Develop a more rigorous process for determining appropriate irrigation rates and evaluate the merits of using automated soils moisture sensors.
6. Develop a plan and advertising campaign to promote the hiring of seasonal workers by March 2007. Streamline the hiring process with the Parks Division.
7. Increase from 55% to 57% the number of trees in good to excellent condition by Fiscal Year 2008.
8. Develop a funded forestry program in FY08.
9. Execute new user leases by May 2007.
10. Conduct inventory of parks within the City and to sell off those parks that have not been developed. Deposit funds into the McNamara Urban Forestry Perpetual Care Fund.

Performance Measures

1. Number of meetings held with specific user groups.
2. Hold meetings with solid waste staff to determine the effectiveness of combing park solid waste with the Solid Waste Division.
3. Track the response time to repair and fix vandalized facilities and remove graffiti.
4. Development of a media campaign to address graffiti and vandalism.
5. Development of a plan and advertising campaign to hire park seasonal workers.
6. Track the number of new tree plantings.
7. Funding of a forestry program.
8. New updated user leases.

Highlights/Issues

New capital in this cost center includes the cost of two computers and two 800 MHz radios compatible with the City's radio system. There is \$210,000 budgeted for a new Forestry program in this cost center. The Forestry program is budgeted under Programs and Projects and is paid for by a transfer from the 1% #13 sales tax.

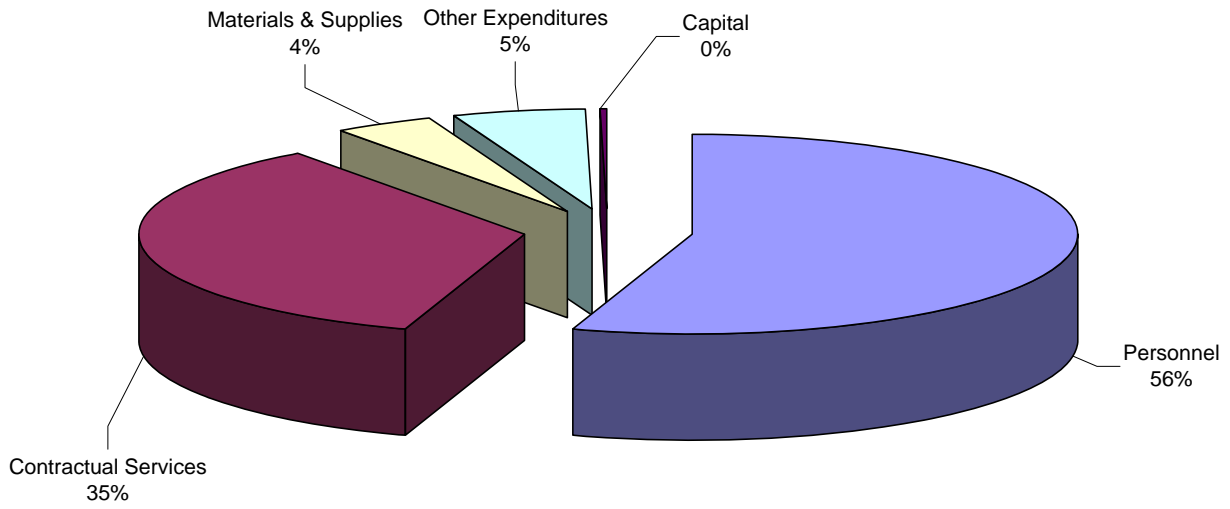
Parks Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Parks Manager	1	1	1
Parks Crew Supervisor	4	4	4
Municipal Service Worker II	10	10	10
Grounds Maint Technician II	1	1	1
Equipment Operator II	1	1	1
CEC Grounds Technician	1	1	1
Secretary II	1	1	1
Construction Maint Worker I	1	1	1
Forester	-	-	1
Total	20	20	21
Part-time Employees (Budget)	\$ 130,096	\$ 213,602	\$ 240,450

Parks Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 1,296,882	\$ 1,508,094	\$ 1,434,554	\$ 1,609,683
Contractual Services	913,914	985,193	1,007,558	1,033,227
Materials & Supplies	97,463	108,271	111,336	119,500
Other Expenditures	-	-	-	160,000
Capital	-	3,000	3,000	10,000
Total Expenditures	\$ 2,308,259	\$ 2,604,558	\$ 2,556,448	\$ 2,932,410

Parks
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Parks**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 812,865	\$ 894,920	\$ 891,425	\$ 942,380
Part Time	130,096	213,602	148,000	240,450
Overtime	51,951	56,000	60,000	60,000
Total Salaries & Wages	\$ 994,912	\$ 1,164,522	\$ 1,099,425	\$ 1,242,830
Other Pay				
Disability Leave Buy-Back	\$ 10,323	\$ 15,000	\$ 11,860	\$ 15,000
Supplemental Pay	-	-	-	11,800
Accrued Leave Payoff	-	7,221	13,799	-
Car Allowances	2,400	2,496	725	-
Total Other Pay	\$ 12,723	\$ 24,717	\$ 26,384	\$ 26,800
Benefits				
Health Insurance	\$ 117,960	\$ 129,804	\$ 129,804	\$ 143,976
Life Insurance	1,951	2,276	2,276	2,480
Disability Insurance	4,920	6,092	5,500	6,340
FICA/Medicare Tax	74,370	91,229	84,000	97,511
Retirement Contributions	48,685	55,702	55,702	61,768
Unemployment Compensation	127	2,080	2,080	2,000
Workers' Compensation	40,823	27,783	27,783	22,128
Deferred Compensation	411	889	600	850
Clothing Allowance	-	3,000	1,000	3,000
Total Benefits	\$ 289,247	\$ 318,855	\$ 308,745	\$ 340,053
Total Personnel	\$ 1,296,882	\$ 1,508,094	\$ 1,434,554	\$ 1,609,683
Contractual Services				
Water	\$ 327,423	\$ 344,000	\$ 367,000	\$ 374,000
Equipment Rental	53,312	70,000	60,000	70,000
Insurance & Bonds	42,971	47,268	47,268	51,995
Telecommunications	11,009	12,000	10,000	12,000
Radio	909	1,555	1,300	1,750
Travel	5,519	5,000	10,200	7,000
Training	5,800	6,500	6,500	8,500
Interdepartmental Svcs Fixed	332,856	380,740	380,740	377,482
Balefill	9,299	7,000	8,000	9,000
Dispatch Services	750	-	-	-
Other Contractual	5,352	8,380	8,000	8,000
Postage/Shipping	285	500	300	500
Energy - Heat	2,660	2,250	2,250	3,000
Energy - Electricity	115,769	100,000	106,000	110,000
Total Contractual Services	\$ 913,914	\$ 985,193	\$ 1,007,558	\$ 1,033,227

**FY 2008 Budget
(Budget Basis)
Parks**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials & Supplies				
Office Supplies	\$ 3,871	\$ 5,000	\$ 4,000	\$ 5,000
Operational Supplies	9,963	10,000	10,000	5,000
Other Materials & Supplies	3,439	4,173	4,000	5,000
Uniforms	2,888	2,810	3,300	4,000
Safety Equipment/Supplies	2,537	3,000	3,000	3,000
Vehicle Supplies	996	2,500	2,000	2,500
Landscape Maintenance Supplies	21,720	19,536	19,536	25,000
I-25 Cleanup	8,266	12,052	12,000	12,000
Athletic Field Supplies	12,029	20,000	20,000	20,000
Irrigation Supplies	28,726	27,000	32,000	35,000
Small Tools and Supplies	3,028	2,200	1,500	3,000
Total Materials & Supplies	\$ 97,463	\$ 108,271	\$ 111,336	\$ 119,500
Other Expenditures				
Programs & Projects	\$ -	\$ -	\$ -	\$ 160,000
Total Other Expenditures	\$ -	\$ -	\$ -	\$ 160,000
Capital Expenditures				
Capital - New				
Technologies	\$ -	\$ 3,000	\$ 3,000	\$ 10,000
Total Capital New	\$ -	\$ 3,000	\$ 3,000	\$ 10,000
Total Capital Expenditures	\$ -	\$ 3,000	\$ 3,000	\$ 10,000
Total Expenditures	\$ 2,308,259	\$ 2,604,558	\$ 2,556,448	\$ 2,932,410

Fort Caspar

Leisure Services
Fort Caspar

Mission: To provide public access and protect the integrity of artifacts representing the social and natural history of Fort Caspar, the City of Casper, and the State of Wyoming, which have been acquired for education, research, interpretation and exhibition.

Goals

1. Complete the Optional 1%12 Sales Tax Fort Caspar expansion projects.
2. Increase revenue.

Objectives

1. Complete building constructed within budget.
2. Open addition by September 30, 2007.
3. Generate sufficient revenue to cover one-half of the cost of a new position.

Performance Measures

1. Actual construction cost compared to budgeted construction cost.
2. Date building is fully constructed.
3. Sufficient revenue to offset the one-half of the cost for an additional position.

Highlights/Issues

The new addition to the museum is scheduled to open this summer. To help staff the a addition, the City Council approved a new full-time Museum Curator position for FY 2008. Funding for this position is included in the adopted budget.

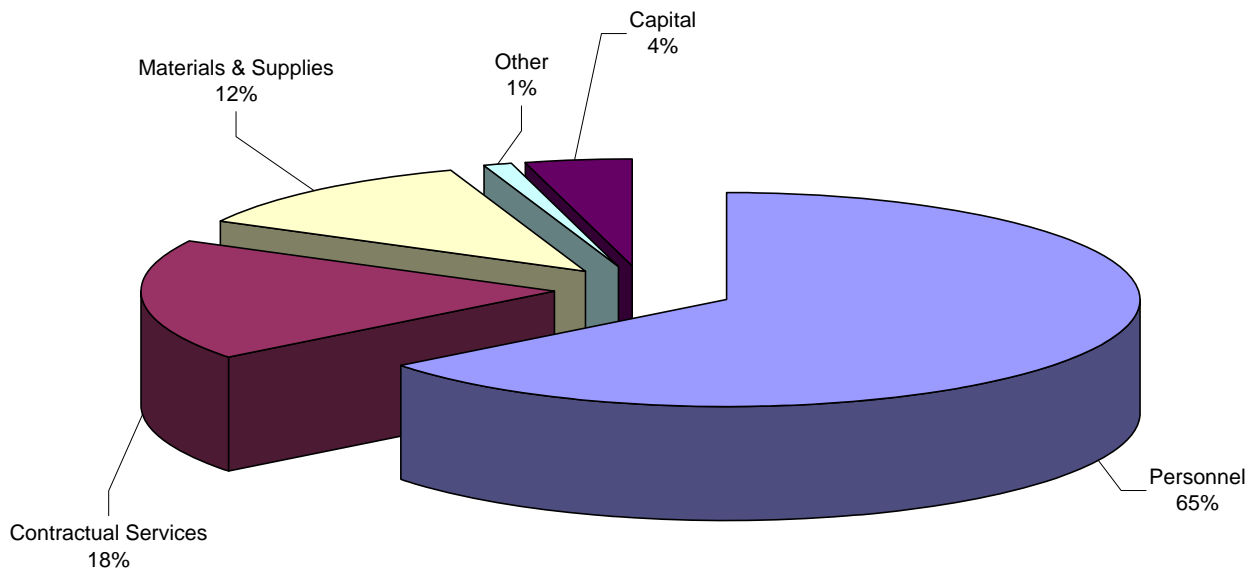
Fort Caspar Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Museum Manager	1	1	1
Museum Curator	1	1	2
Secretary II	1	1	1
Total	3	3	4
Part-time Employees (Budget)	\$ 17,831	\$ 30,788	\$ 30,660

Fort Caspar Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel	\$ 206,706	\$ 239,747	\$ 240,048	\$ 299,785
Contractual Services	55,607	70,669	67,119	85,009
Materials & Supplies	34,094	53,680	51,960	55,400
Other	4,342	5,300	4,700	5,300
Capital	9,858	21,720	19,378	19,500
Total Expenditures	\$ 310,607	\$ 391,116	\$ 383,205	\$ 464,994

Fort Caspar
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Fort Caspar**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 132,908	\$ 146,685	\$ 139,572	\$ 187,553
Part Time	17,831	30,788	30,788	30,660
Overtime	4,808	8,000	6,500	7,500
Holiday Pay	385	100	300	300
Total Salaries & Wages	\$ 155,932	\$ 185,573	\$ 177,160	\$ 226,013
Other Pay				
Disability Leave Buy-Back	\$ 2,885	\$ 3,000	\$ 2,254	\$ 3,000
Supplemental Pay	-	-	-	1,750
Accrued Leave Payoff	-	-	9,200	-
Total Other Pay	\$ 2,885	\$ 3,000	\$ 11,454	\$ 4,750
Benefits				
Health Insurance	\$ 20,424	\$ 22,467	\$ 24,744	\$ 34,872
Life Insurance	294	495	333	439
Disability Insurance	806	984	933	1,242
FICA/Medicare Tax	11,650	14,399	13,737	17,655
Retirement Contributions	7,843	8,991	8,541	11,267
Workers' Compensation	6,872	3,838	3,146	3,547
Total Benefits	\$ 47,889	\$ 51,174	\$ 51,434	\$ 69,022
Total Personnel	\$ 206,706	\$ 239,747	\$ 240,048	\$ 299,785
Contractual Services				
Water	\$ 1,640	\$ 1,750	\$ 1,750	\$ 1,750
Maintenance Agreements	545	540	540	540
Alarm	1,318	1,700	1,500	1,700
Insurance & Bonds	4,138	4,552	4,552	5,007
Telecommunications	2,164	3,000	2,000	2,500
Advertising	5,159	5,500	5,500	5,500
Printing/Reproduction	865	1,600	1,600	1,600
Travel	3,798	4,500	4,500	4,150
Training	972	1,000	1,000	1,000
Interdepartmental Svcs Fixed	15,516	17,977	17,977	22,403
Administration/Management Fees	-	-	-	7,809
Other Contractual	7,594	12,700	12,700	13,200
Postage/Shipping	592	850	500	850
Energy - Heat	3,839	5,000	5,000	7,000
Energy - Electricity	7,467	10,000	8,000	10,000
Total Contractual Services	\$ 55,607	\$ 70,669	\$ 67,119	\$ 85,009
Materials & Supplies				
Office Supplies	\$ 763	\$ 900	\$ 900	\$ 900
Operational Supplies	1,660	2,300	2,300	2,300
Other Materials & Supplies	46	200	200	200
Uniforms	-	500	500	500
Safety Equipment/Supplies	68	1,000	1,000	1,000
Resale Supplies	29,122	43,500	43,500	43,500
Artifacts	1,216	3,280	1,560	5,000
Caspar Collins Day Supplies	1,200	1,200	1,200	1,200
Living History Supplies	19	800	800	800
Total Materials & Supplies	\$ 34,094	\$ 53,680	\$ 51,960	\$ 55,400

**FY 2008 Budget
(Budget Basis)
Fort Caspar**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Other Expenditures				
Programs & Projects	\$ 887	\$ 1,200	\$ 1,200	\$ 1,200
Sales Tax	3,455	4,100	3,500	4,100
Total Other Expenditures	\$ 4,342	\$ 5,300	\$ 4,700	\$ 5,300
Capital Expenditures				
Capital - New				
Buildings	\$ 4,261	\$ 16,720	\$ 15,000	\$ 15,000
Improvement Other than Buildings	1,479	2,500	2,000	2,000
Technologies	4,118	2,500	2,378	2,500
Total Capital New	\$ 9,858	\$ 21,720	\$ 19,378	\$ 19,500
Total Capital Expenditures	\$ 9,858	\$ 21,720	\$ 19,378	\$ 19,500
Total Expenditures	\$ 310,607	\$ 391,116	\$ 383,205	\$ 464,994

Transfer To Other
Funds

**FY 2008 Budget
(Budget Basis)
Transfers**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Transfers Out				
Capital Projects	976,458	1,594,979	1,594,979	7,862,623
Capital Equipment		-	-	530,000
Casper Recreation Center	533,790	530,964	530,964	576,556
Hogadon	282,110	277,329	277,329	312,281
Casper Events Center	76,438	-	-	-
Aquatics	-	-	-	257,231
Transit Services (Formerly CATC)	398,035	424,953	424,953	415,811
Police Grants	-	20,000	20,000	80,000
Refuse Collection	-	-	-	210,200
Information Technology	505,393	519,739	519,739	558,674
Buildings & Grounds	177,207	209,739	209,739	185,693
GIS	68,499	75,802	75,802	80,583
Perpetual Care	390,726	388,409	388,409	576,878
Metro Animal Control	554,890	539,525	539,525	588,584
PSCC	694,127	565,735	565,735	697,654
City Hall	46,461	-	-	-
Central Garage	355,801	35,670	35,670	30,288
Total Transfers Out	\$ 5,059,935	\$ 5,182,844	\$ 5,182,844	\$ 13,220,287

Capital Funds

Capital Projects

Capital Equipment

Optional One Cent #12 Sales Tax

Optional One Cent #13 Sales Tax

Capital Funds Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ 13,588,845	\$ 13,200,000	\$ 16,054,733	\$ 15,000,000
Intergovernmental	1,479,172	1,170,000	2,139,534	862,183
Miscellaneous	1,641,721	455,000	1,818,329	1,330,000
Transfer In	10,325,524	7,602,078	9,231,881	19,474,820
Total Revenues	\$ 27,035,262	\$ 22,427,078	\$ 29,244,477	\$ 36,667,003
Expenditures				
Contractual Services	\$ 564,055	\$ 517,969	\$ 517,978	\$ 937,354
Other Expenditures	8,691	11,569	1,015,000	-
Capital	12,330,596	17,028,886	13,820,257	22,951,221
Transfers Out	11,197,717	11,740,641	11,740,641	16,529,697
Total Expenditures	\$ 24,101,059	\$ 29,299,065	\$ 27,093,876	\$ 40,418,272

Capital Projects

Public Services
Capital Projects Fund

The Capital Projects Fund accounts for the funding and expenditures for construction or acquisition of major projects. Funding sources includes Optional One Cent Sales Tax, contributions, grants and the proceeds from the occasional sale of real property.

Highlights/Issues

The following items were identified in the Capital improvement Plan and included in the original proposed budget. Further description of these items can be found in Appendix Section II. Projects and costs to be funded in FY 2008 include:

Investment Management Fees	\$ 12,000
Casper Events Center Projects	110,000
Nicolaysen Art Museum Floor	54,680
Residential Streets	500,000
Alta Vista Park	118,177
Walsh Drive Improvememts	100,000
Garden Creek Improvements	387,218
Senior Study	60,000
Skateboard Park	500,000
Casper Events Center Concession Stand Upgrades	200,000
Planning Consulting	151,226
Environmental Audit	50,000
Sharepoint Portal Software	25,000
Parking Citation System/Software	43,000
Raw Water Irrigation Project	157,295
Casper Youth Baseball Field	475,000
Casper Ice Arena Dasher Boards	4,000
Yellowstone Highway	1,000,000
Financial Software Upgrades	62,655
Park Improvements	450,000
Platte River Parkway Project	247,750
Service Center Roof	600,000
Moving Gateway Base to New Location	79,000
Swimming Pool Improvements	350,000
Recreation Center Improvements	150,000
Fort Caspar Improvements	100,000
Glendale Drainage and 26th Street	2,700,000
David Street	150,000
Contingent Street Project (Financed With Special Assessments)	1,300,000
Payroll Time & Attendance Project	310,000
Metro Animal Control Cooler	45,000
Beverly Street Underpass on Rails to Trails	646,350
Waterford Street Construction	400,000
Senior Center Project	450,000

The following items were identified in the City Manager's Proposed Budget Message. Further description of these items can be found in Appendix Section III. Projects and costs to be funded in FY 2008 include:

Fire Station #3 Replacement	3,000,000
Fire Station Renovations	78,223
Police Equipment	130,400
Hall of Justice Elevator Renovation	240,000
Parking Garage Repairs	300,000
Fort Caspar Parking Lot Repairs	20,000
Highland Cemetery Fencing- Phase II	216,000
Walkability/ Bike Lane Improvements	200,000
Financial Software	30,000
Planning Software	20,000
Business Continuity Project	62,000

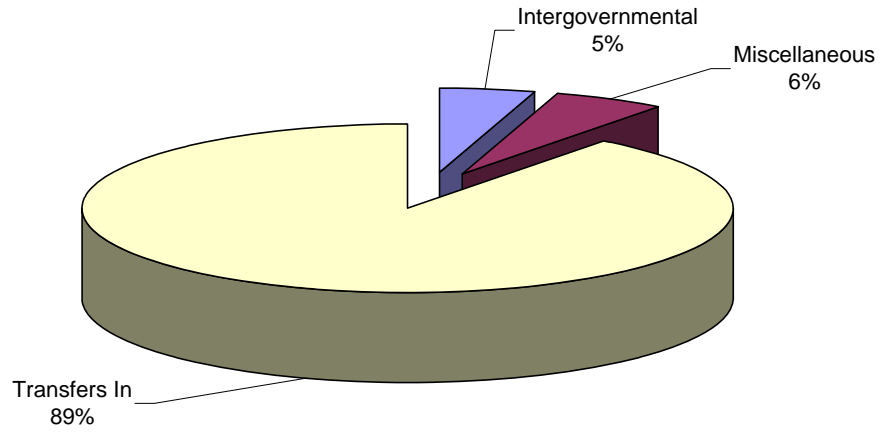
The following items were selected during the City Council budget review sessions to be funded by reserve spending. Further description of these items can be found in Appendix Section IV. Projects and costs to be funded in FY 2008 include:

Fire Station #1, #2, #5, #6 Refurbishment	112,000
Fire Drill Tower Improvements	15,000
Misc. Arterial/ Collector Street Improvements	1,000,000
City Hall Addition (Conceptual Design and Master Plan	100,000
City Hall HVAC	75,000
Brattis Building Remodeling	300,000
Highland Cemetery Building Rehabilitation	103,000
Leisure Services Buildings	1,500,000
Lifesteps Campus - Office Space Remodeling	28,000
Nicolaysen Floor Replacement	150,000
	19,667,974

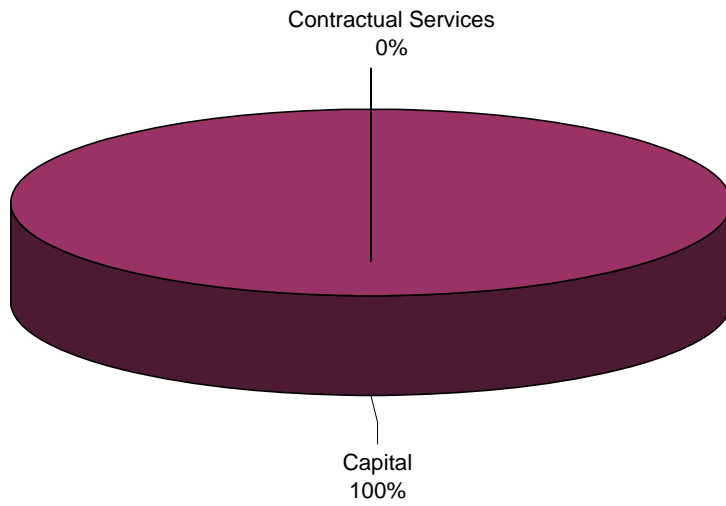
Capital Projects Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental	\$ 689,414	\$ 1,170,000	\$ 2,139,534	\$ 862,183
Miscellaneous	1,318,697	215,000	1,303,329	1,035,000
Transfers In	8,523,357	6,442,078	8,071,881	16,561,820
Total Revenues	\$ 10,531,468	\$ 7,827,078	\$ 11,514,744	\$ 18,459,003
Expenditures				
Contractual Services	\$ 63,582	\$ 44,252	\$ 45,338	\$ 12,000
Capital	9,906,743	13,376,108	10,903,971	19,655,974
Total Expenditures	\$ 9,970,325	\$ 13,420,360	\$ 10,949,309	\$ 19,667,974

Capital Projects
FY 2008 Adopted Summary Revenue Budget



Capital Projects
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Capital Projects**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental				
Grants	\$ 689,414	\$ 1,170,000	\$ 2,139,534	\$ 862,183
Total Intergovernmental	\$ 689,414	\$ 1,170,000	\$ 2,139,534	\$ 862,183
Miscellaneous Revenue				
Contributions	\$ 770,072	\$ 5,000	\$ 683,227	\$ 825,000
Gain on Sale of Assets	225,577	5,000	-	5,000
Miscellaneous	314	5,000	134,935	5,000
Realized Gain/(Loss) On Investments	-	-	5,000	-
Interest	322,734	200,000	480,167	200,000
Total Miscellaneous Revenue	\$ 1,318,697	\$ 215,000	\$ 1,303,329	\$ 1,035,000
Transfers				
Transfers In	\$ 8,523,357	\$ 6,442,078	\$ 8,071,881	\$ 16,561,820
Total Transfers	\$ 8,523,357	\$ 6,442,078	\$ 8,071,881	\$ 16,561,820
Total Revenues	\$ 10,531,468	\$ 7,827,078	\$ 11,514,744	\$ 18,459,003
Expenditures				
Contractual Services				
Investment Management	\$ 13,128	\$ 10,000	\$ 11,086	\$ 12,000
Other Contractual	50,454	34,252	34,252	-
Total Contractual	\$ 63,582	\$ 44,252	\$ 45,338	\$ 12,000
Capital				
Improvements Other than Buildings	\$ 8,835,639	\$ 11,339,236	\$ 8,825,204	\$ 12,190,071
Buildings	1,071,104	2,036,872	2,078,767	7,465,903
Total Capital	\$ 9,906,743	\$ 13,376,108	\$ 10,903,971	\$ 19,655,974
Total Expenditures	\$ 9,970,325	\$ 13,420,360	\$ 10,949,309	\$ 19,667,974
Net Fund	\$ 561,143	\$ (5,593,282)	\$ 565,435	\$ (1,208,971)



Capital Equipment

Public Services
Capital Equipment

The Capital Equipment Fund accounts for the funding and expenditures related to acquisition of major capital equipment, with the majority of the funding derived from grants, Optional One Cent Sales Taxes and transfers from the General Fund. The City Council added \$530,000 for capital equipment recommended in the City manager's message that is reflected in this fund.

Highlights/Issues

Equipment purchases and costs to be funded in FY08 include:

Investment Management Fees	\$	5,000
City Manager		
Network Upgrades	\$	328,500
Code Enforcement		
Passenger Vehicle	\$	16,000
Pickup	\$	20,000
Fire Department		
ATVs (4)	\$	48,000
Brush Truck	\$	200,000
Hoses & Tools	\$	52,000
Rescue Equipment	\$	150,000
Rescue Truck	\$	200,000
Diving Equipment	\$	20,000
Police Department		
Passenger Vehicles (10)	\$	350,000
Cemetery		
Pickup	\$	20,000
Rock Bucket	\$	2,500
Utility Trailer	\$	5,600
Streets		
Pickups (2)	\$	70,000
Paver	\$	160,000
Plow	\$	15,000
Snow Blower	\$	75,000
Street Sweeper	\$	100,000
Oil Distributor	\$	120,000
Vacuum Truck	\$	250,000
Traffic		
Pickup	\$	20,000
Light Emitting Diode Signals	\$	15,000
Parks		
Utility Vehicle	\$	7,500
Mowers (4)	\$	114,000
Pickups (4)	\$	90,000
Loader	\$	160,000
Garbage Truck	\$	75,000
Bucket Truck	\$	85,000

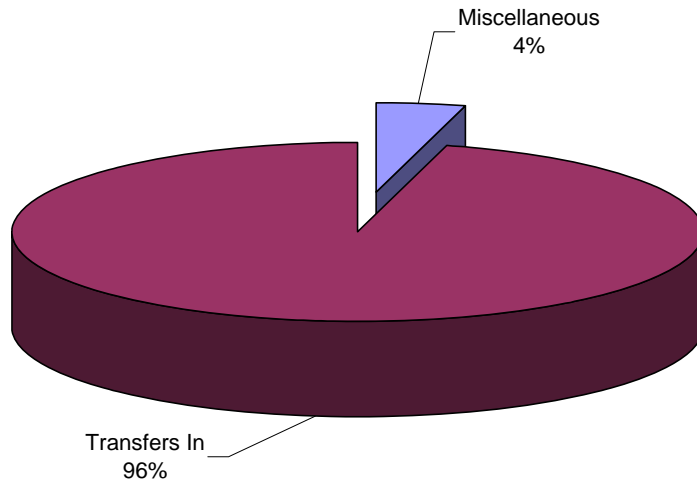
Highlights/Issues Continued

Ice Arena			
Concession Equipment		\$	2,000
Custodial Equipment		\$	4,000
Ice Paint		\$	5,000
Recreation			
Pickup		\$	20,000
Scoreboards		\$	12,000
Volleyball Standards		\$	18,000
Weight/Fitness Equipment		\$	12,000
Aquatics			
Concession Equipment		\$	2,000
Defibrillators		\$	15,000
Casper Events Center			
Replacement Seats		\$	5,000
Tables		\$	5,000
Buildings & Grounds			
Passenger Vehicle		\$	25,000
Plow		\$	4,100
Public Safety Communications Center (PSCC)			
Software Upgrades		\$	380,000
Redundant Server		\$	17,047
			<hr/>
Total		\$	3,300,247

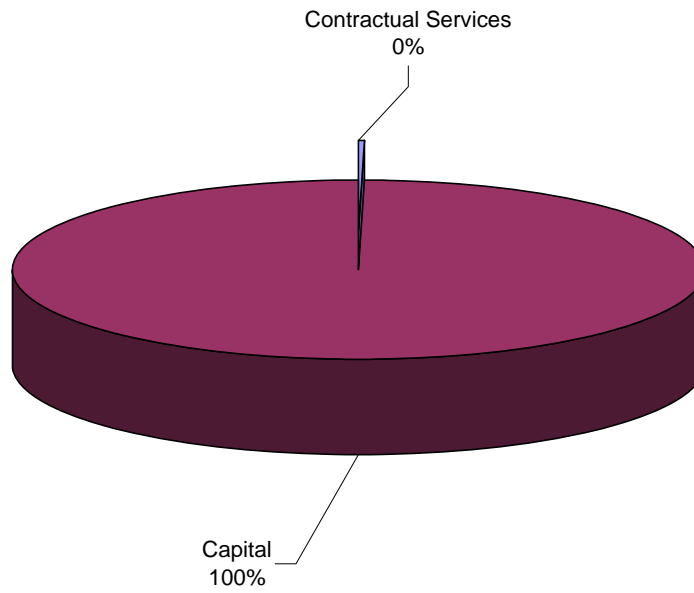
Capital Equipment Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental	\$ 789,758	\$ -	\$ -	\$ -
Miscellaneous	157,949	130,000	165,000	125,000
Transfers In	1,802,167	1,160,000	1,160,000	2,913,000
Total Revenues	<hr/> \$ 2,749,874	<hr/> \$ 1,290,000	<hr/> \$ 1,325,000	<hr/> \$ 3,038,000
Expenditures				
Contractual Services	\$ 4,634	\$ 4,000	\$ 4,861	\$ 5,000
Capital	2,423,853	3,652,778	2,916,286	3,295,247
Total Expenditures	<hr/> \$ 2,428,487	<hr/> \$ 3,656,778	<hr/> \$ 2,921,147	<hr/> \$ 3,300,247

Capital Equipment
FY 2008 Adopted Summary Revenue Budget



Capital Equipment
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Capital Equipment**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental				
Grants	\$ 789,758	\$ -	\$ -	\$ -
Total Intergovernmental	\$ 789,758	\$ -	\$ -	\$ -
Miscellaneous Revenue				
Gain on Sale of Assets	\$ 2,000	\$ 5,000	\$ 5,000	\$ -
Miscellaneous	5,278	5,000	-	5,000
Interest	150,671	120,000	160,000	120,000
Total Miscellaneous Revenue	\$ 157,949	\$ 130,000	\$ 165,000	\$ 125,000
Transfers				
Transfers In	\$ 1,802,167	\$ 1,160,000	\$ 1,160,000	\$ 2,913,000
Total Transfers	\$ 1,802,167	\$ 1,160,000	\$ 1,160,000	\$ 2,913,000
Total Revenues	\$ 2,749,874	\$ 1,290,000	\$ 1,325,000	\$ 3,038,000
Expenditures				
Contractual Services				
Investment Management	\$ 4,634	\$ 4,000	\$ 4,861	\$ 5,000
Total Contractual	\$ 4,634	\$ 4,000	\$ 4,861	\$ 5,000
Capital				
Light Equipment	\$ 749,532	\$ 1,113,317	\$ 1,144,168	\$ 1,517,200
Heavy Equipment	507,348	1,005,684	896,975	1,042,500
Technologies	1,131,238	1,533,777	874,958	725,547
Buildings	35,735	-	185	10,000
Total Capital	\$ 2,423,853	\$ 3,652,778	\$ 2,916,286	\$ 3,295,247
Total Expenditures	\$ 2,428,487	\$ 3,656,778	\$ 2,921,147	\$ 3,300,247
Net Fund	\$ 321,387	\$ (2,366,778)	\$ (1,596,147)	\$ (262,247)



Optional One Cent #12
Sales Tax

Administrative Services Department
Optional One Cent #12

This fund accounts for the revenue and expenditures of the Optional One Cent #12 sales tax. The four year #12 tax period ended during FY 2007.

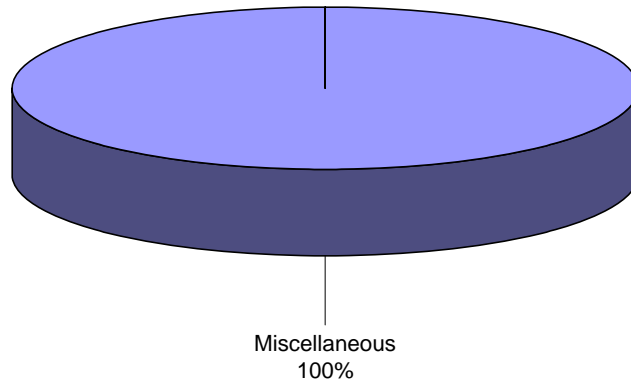
Highlights/Issues

The FY 2007 budget reflects the expenditure of the balance of One Cent #12 funding and any excess revenue received beyond the original allocation. . The individual projects are listed in that cost center. This fund includes a \$2,000,000 transfer to the Water Fund to reimburse that fund for the Rock Creek reservoir purchase.

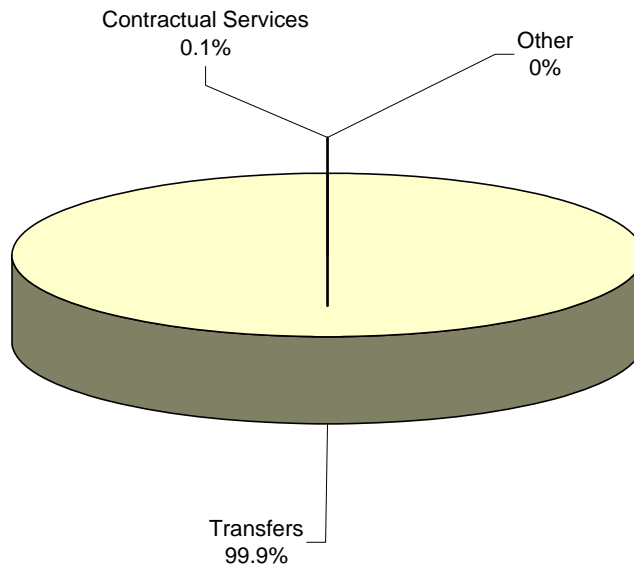
Optional One Cent #12

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ 13,588,845	\$ 9,200,000	\$ 11,054,733	\$ -
Miscellaneous	165,075	100,000	300,000	70,000
Total Revenues	\$ 13,753,920	\$ 9,300,000	\$ 11,354,733	\$ 70,000
Expenditures				
Contractual Services	\$ 495,839	\$ 469,717	\$ 467,779	\$ 5,000
Other	8,691	11,569	1,015,000	-
Transfers	11,197,717	7,740,641	7,740,641	7,401,177
Total Expenditures	\$ 11,702,247	\$ 8,221,927	\$ 9,223,420	\$ 7,406,177

Optional One Cent #12
FY 2008 Adopted Summary Revenue Budget



Optional One Cent #12
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Optional One Cent #12**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes				
Sales Taxes	\$ 13,588,845	\$ 9,200,000	\$ 11,054,733	\$ -
Total Taxes	\$ 13,588,845	\$ 9,200,000	\$ 11,054,733	\$ -
Miscellaneous Revenue				
Interest	\$ 165,075	100,000	300,000	70,000
Total Miscellaneous Revenue	\$ 165,075	\$ 100,000	\$ 300,000	\$ 70,000
Total Revenue	\$ 13,753,920	\$ 9,300,000	\$ 11,354,733	\$ 70,000
Expenditures				
Contractual Services				
Investment Management	\$ 6,778	9,000	\$ 7,062	\$ 5,000
CEADA	400,000	400,000	400,000	-
Casper YMCA	29,061	717	717	-
Natrona County Library	60,000	60,000	60,000	-
Total Contractual	\$ 495,839	\$ 469,717	\$ 467,779	\$ 5,000
Other				
Programs & Projects	\$ 8,691	\$ 11,569	\$ 1,015,000	\$ -
Total Other	\$ 8,691	\$ 11,569	\$ 1,015,000	\$ -
Transfers				
Transfers Out	\$ 11,197,717	\$ 7,740,641	\$ 7,740,641	\$ 7,401,177
Total Transfers	\$ 11,197,717	\$ 7,740,641	\$ 7,740,641	\$ 7,401,177
Total Expenditures	\$ 11,702,247	\$ 8,221,927	\$ 9,223,420	\$ 7,406,177
Net Fund	\$ 2,051,673	\$ 1,078,073	\$ 2,131,313	\$ (7,336,177)

Optional One Cent #13
Sales Tax

Administrative Services Department
Optional One Cent #13

This fund accounts for the revenue and expenditures of the Optional One Cent #13 sales tax. The four year #13 tax period was approved by voters in November 2006 and will end in FY 2011.

Highlights/Issues

FY 2008 is the first full year of revenue for the Optional One Cent #13 sales tax. Transfers from this fund go to the Capital Projects, Capital Equipment, and Water funds to finance the capital acquisitions listed in those funds.

Projects and costs to be funded in FY 2008 by a transfer from the Optional One Cent #13 sales tax include:

Capital Projects Fund

Residential Streets	\$ 500,000
Walsh Drive Improvements	100,000
Skateboard Park	500,000
Casper Youth Baseball Field	225,000
Yellowstone Highway	1,000,000
Park Improvements	450,000
Platte River Parkway Project	247,750
Service Center Roof	600,000
Moving Gateway Base to New Location	79,000
Swimming Pool Improvements	350,000
Recreation Center Improvements	150,000
Fort Caspar Improvements	100,000
David Street	150,000

Capital Equipment Fund

Capital Equipment (See Capital Equipment Fund for detail)	1,750,000
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Water Fund

Water Infrastructure- Misc Water Main Replacements (See Water Fund for detail)	1,500,000
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Perpetual Care

Perpetual Care- Maintenance of New Capital Items	750,000
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Aquatics

Aquatics Operations	250,000
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General Fund

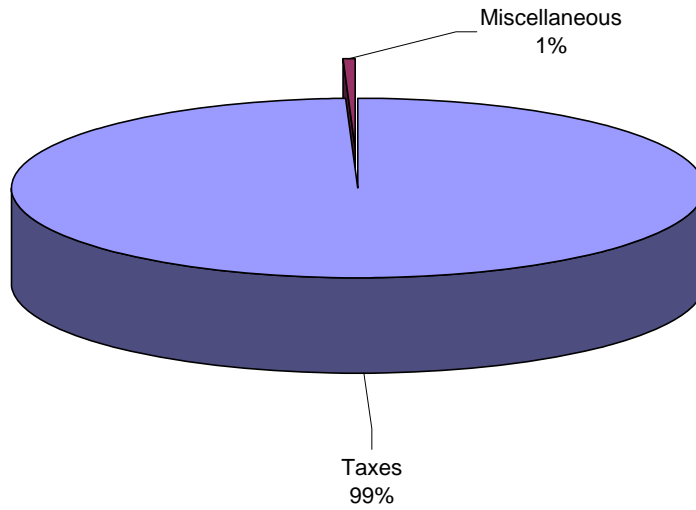
General Fund Capital	87,500
Forestry Program	210,000

	\$ 8,999,250
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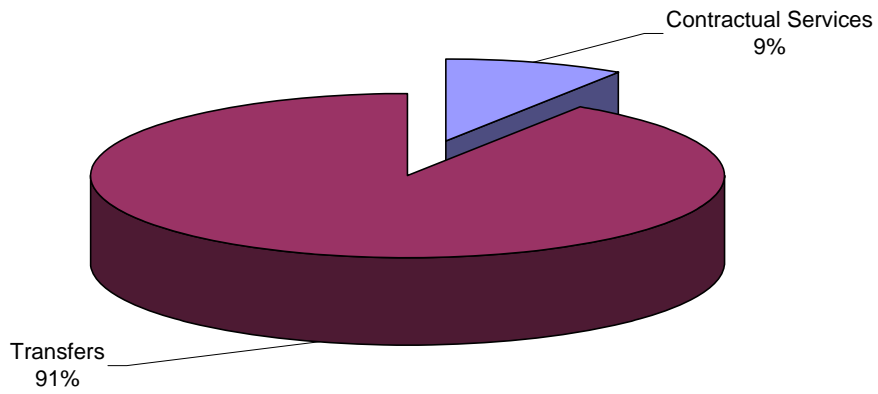
Optional One Cent #13

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ -	\$ 4,000,000	\$ 5,000,000	\$ 15,000,000
Miscellaneous	-	10,000	50,000	100,000
Total Revenues	\$ -	\$ 4,010,000	\$ 5,050,000	\$ 15,100,000
Expenditures				
Contractual Services	\$ -	\$ -	\$ -	\$ 915,354
Transfers	-	4,000,000	4,000,000	9,128,520
Total Expenditures	\$ -	\$ 4,000,000	\$ 4,000,000	\$ 10,043,874

Optional One Cent #13
FY 2008 Adopted Summary Revenue Budget



Optional One Cent #13
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Optional One Cent #13**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes				
Sales Taxes	\$ -	\$ 4,000,000	\$ 5,000,000	\$ 15,000,000
Total Taxes	\$ -	\$ 4,000,000	\$ 5,000,000	\$ 15,000,000
Miscellaneous Revenue				
Interest	\$ -	10,000	50,000	100,000
Total Miscellaneous Revenue	\$ -	\$ 10,000	\$ 50,000	\$ 100,000
Total Revenues	\$ -	\$ 4,010,000	\$ 5,050,000	\$ 15,100,000
Expenditures				
Contractual Services				
Investment Management	\$ -	\$ -	\$ -	\$ 5,000
CAEDA	-	-	-	400,000
CATC/The BUS	-	-	-	90,354
Chamber of Commerce-Visitor Center	-	-	-	50,000
Community Health Center	-	-	-	370,000
Total Contractual	\$ -	\$ -	\$ -	\$ 915,354
Transfers				
Transfers Out	\$ -	\$ 4,000,000	\$ 4,000,000	\$ 9,128,520
Total Transfers	\$ -	\$ 4,000,000	\$ 4,000,000	\$ 9,128,520
Total Expenditures	\$ -	\$ 4,000,000	\$ 4,000,000	\$ 10,043,874
Net Fund	\$ -	\$ 10,000	\$ 1,050,000	\$ 5,056,126



Enterprise Funds

Utility Enterprises

Water Distribution

Water Treatment Plant

Sewer

Wastewater Treatment Plant

Refuse Collection

Balefill

Leisure Enterprises

Casper Events Center

Golf Course

Casper Recreation Center

Aquatics

Ice Arena

Hogadon Ski Area

Other Enterprises

LifeSteps Campus

Parking Lots



Utility Enterprise Funds

**Water Distribution
Water Treatment Plant
Sewer
Wastewater Treatment Plant
Refuse Collection
Balefill**

Utility Enterprise Funds Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 22,785,155	\$ 23,854,993	\$ 24,716,156	\$ 26,074,709
Miscellaneous	1,584,528	1,587,503	1,535,686	1,230,986
Transfer In/ Operating Transfer	1,000,000	1,000,000	5,000,000	3,710,200
System Development Charges	984,014	838,953	808,835	1,130,000
Grants	3,461,036	14,603,000	11,503,000	2,718,300
Total Revenues	\$ 29,814,733	\$ 41,884,449	\$ 43,563,677	\$ 34,864,195
Expenditures				
Personnel	\$ 5,658,861	\$ 6,377,738	\$ 6,406,076	\$ 6,770,629
Contractual Services	8,717,458	9,600,775	9,453,007	10,495,675
Materials & Supplies	5,745,759	5,827,067	5,842,441	6,336,467
Other Expenditures	2,909,406	3,242,139	3,025,388	3,622,192
Capital	9,677,149	31,417,312	35,170,019	8,235,421
Total Expenditures	\$ 32,708,633	\$ 56,465,031	\$ 59,896,931	\$ 35,460,384
Net All Utility Enterprise Funds	\$ (2,893,900)	\$ (14,580,582)	\$ (16,333,254)	\$ (596,189)

Water Distribution

Water Fund
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 9,206,179	\$ 9,305,469	\$ 9,902,435	\$ 10,566,000
Administration/Management Fees	62,424	74,299	74,299	77,369
Total	<u>9,268,603</u>	<u>9,379,768</u>	<u>9,976,734</u>	<u>10,643,369</u>
Expenses				
Personnel Services	1,841,444	2,136,219	2,136,219	2,187,997
Contractual	1,556,910	1,670,023	1,633,744	1,686,232
Materials & Supplies	4,968,893	4,856,232	4,849,039	5,016,882
Depreciation	649,992	650,000	650,000	700,000
Debt Service & Interest	216,721	473,650	307,655	469,728
Total	<u>9,233,960</u>	<u>9,786,124</u>	<u>9,576,657</u>	<u>10,060,839</u>
Operating Income (Loss)	<u>34,643</u>	<u>(406,356)</u>	<u>400,077</u>	<u>582,530</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	337,607	279,000	279,000	150,000
Miscellaneous	9,000	7,200	11,503	20,000
Total	<u>346,607</u>	<u>286,200</u>	<u>290,503</u>	<u>170,000</u>
Expenses				
Bad Debt	45,157	15,000	12,000	12,000
Claims	-	5,000	5,000	5,000
Total	<u>45,157</u>	<u>20,000</u>	<u>17,000</u>	<u>17,000</u>
Non-operating Income (Loss)	<u>301,450</u>	<u>266,200</u>	<u>273,503</u>	<u>153,000</u>
<u>Capital Activity</u>				
Sources				
Capital Grants & Loans	3,455,536	2,675,000	2,400,000	2,278,000
System Development Fees	590,675	425,000	425,000	645,000
Transfers In	1,000,000	1,000,000	1,000,000	3,500,000
Total	<u>5,046,211</u>	<u>4,100,000</u>	<u>3,825,000</u>	<u>6,423,000</u>
Uses				
New Capital	2,706,415	3,882,474	3,478,310	3,865,559
Replacement Capital	2,212,296	6,217,741	6,147,333	2,230,862
Total	<u>4,918,711</u>	<u>10,100,215</u>	<u>9,625,643</u>	<u>6,096,421</u>
Net Capital Loss	<u>127,500</u>	<u>(6,000,215)</u>	<u>(5,800,643)</u>	<u>326,579</u>
Net Income (Loss)	<u>\$ 463,593</u>	<u>\$ (6,140,371)</u>	<u>\$ (5,127,063)</u>	<u>\$ 1,062,109</u>

Public Services

Water

Mission: Maintain and expand the City's tanks, booster stations, and pipelines to ensure a high-quality public water distribution system.

Goals

1. Improve the conservation of institutional knowledge by developing a plan for employee succession at the supervisory level.
2. Insure a stable and reliable water supply for Casper.
3. Increase the accuracy of the City's GIS water distribution layer.

Objectives

1. Complete the acquisition of the Upper Rock Creek Reservoir and apply for Wyoming Water Development Commission (WWDC) monies to fund maintenance items and to expand the SCADA system by October 31, 2007.
2. Work cooperatively with WWDC staff to provide information to complete the study of the Split Rock ground water source by December 31, 2007.
3. Transfer information from the 2007 water model to the GIS water layer by September 2007.

Performance Measures

1. Complete the purchase agreement and submit application for additional monies to the WWDC.
2. Acquire the Level I report on findings of new source of water in the Split Rock formation near the Ferris Mountains.

Highlights/Issues

No significant changes are planned for this cost center.

The capital funding from grants consists of funding for:

Zone III	\$ 2,100,000
Rock Creek Reservoir Design	178,000
Total	\$ 2,278,000

The capital expenditures consists of:

New Capital		Replacement Capital	
Zone III Water System Improvements	\$ 3,200,000	Misc Water Main Replacements	\$ 1,500,000
Oversizing Reimbursements	80,000	Water Line Materials	300,000
Upper Rock Creek Reservoir Design	200,000	Sunrise Hills #1 Tank Repainting	125,000
Sweetwater River Conveyance Loss	200,000	Pratt Pump #3 Replacement	25,000
Water Meters & Valves	90,359	Alarms, Fences Etc.	25,000
Skid Loader & Trailer	72,000	Replacement of Two Stairways	25,000
GIS Layer	20,000	S.C.A.D.A. Hardware/Software	50,000
Computers	3,200	Computers	4,000
Total	\$ 3,865,559	Light Machinery	6,000
		3/4 Ton Pickup	51,000
		1 Ton Pickup	49,000
		Signs & Barricades	5,000
		Meters & Parts	65,862
		Total	\$ 2,230,862

The projected reserves balance of this fund on June 30, 2007 is \$4,179,493.

City Council approved a \$2,000,000 transfer from excess 1% #12 monies to reimburse this fund for the Rock Creek reservoir purchase.

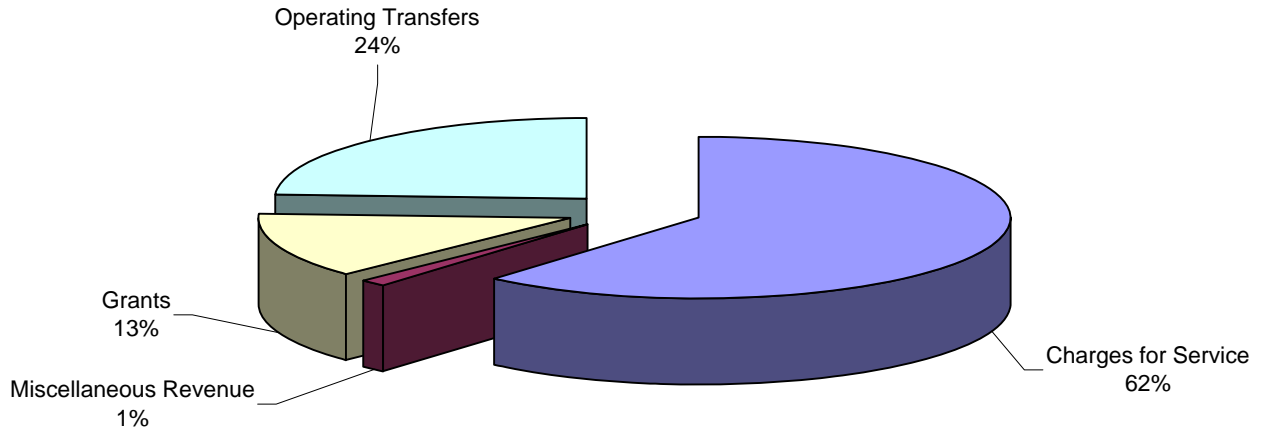
Water Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Administrative Secretary	1	1	1
Cross Connection Inspe	1	1	1
Equipment Operator II	3	4	4
Hydrant Maintenance Supervisor	1	1	1
Meter Records Clerk	1	1	1
Meter Repair Technician	1	-	-
Meter Service Supervisor	1	1	1
Meter Service Worker	3	2	2
Public Utilities Manager	1	1	1
Secretary II	1	1	1
Senior Meter Service Worker	3	4	4
Utility Superintendent	1	1	1
Utility Supervisor	3	3	3
Utility Worker I	4	4	4
Utility Worker II	2	2	2
Water Equipment Operator	1	1	1
Water Operations Tech	1	1	1
Total	29	29	29
Part-time Employees (Budget)	\$ 17,639	\$ 48,062	\$ 47,250

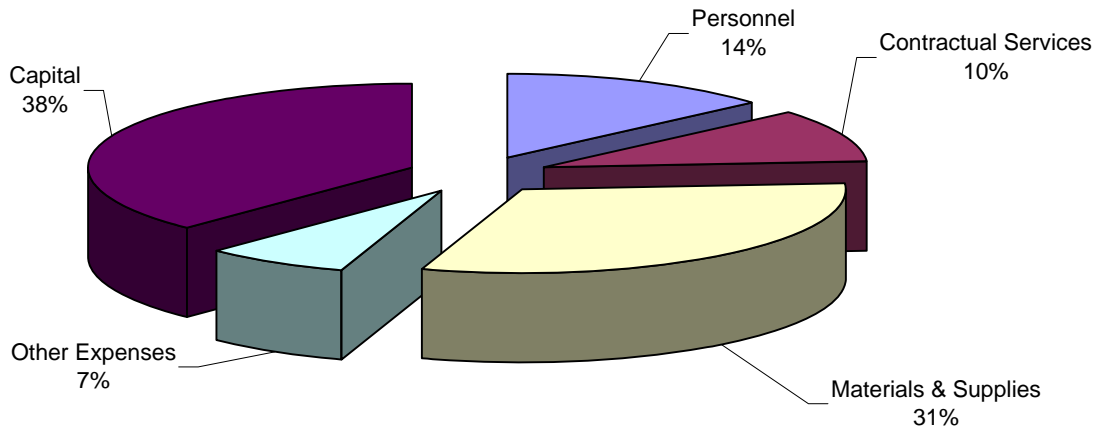
Water Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 9,206,179	\$ 9,305,469	\$ 9,902,435	\$ 10,566,000
Miscellaneous Revenue	409,031	360,499	364,802	247,369
Grants	3,455,536	2,675,000	2,400,000	2,278,000
Operating Transfers	1,590,675	1,425,000	1,425,000	4,145,000
Total Revenues	\$ 14,661,421	\$ 13,765,968	\$ 14,092,237	\$ 17,236,369
Expenditures				
Personnel	\$ 1,841,444	\$ 2,136,219	\$ 2,136,219	\$ 2,187,997
Contractual Services	1,556,910	1,670,023	1,633,744	1,686,232
Materials & Supplies	4,968,893	4,856,232	4,849,039	5,016,882
Other Expenses	911,870	1,143,650	974,655	1,186,728
Capital	4,918,711	10,100,215	9,625,643	6,096,421
Total Expenditures	\$ 14,197,828	\$ 19,906,339	\$ 19,219,300	\$ 16,174,260

Water
FY 2008 Adopted Summary Revenue Budget



Water
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Water**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
User Fees	\$ 8,665,035	\$ 8,749,941	\$ 9,300,000	\$ 9,900,000
Wholesale Water Sales	265,222	244,331	246,600	286,000
Hydrant Usage	114,341	130,000	154,335	175,000
Services Reconnection	22,199	20,000	20,000	20,000
Meter Sales & Installation	73,303	68,345	66,500	70,000
Construction Connections	42,457	72,852	70,000	75,000
Other Charges	23,622	20,000	45,000	40,000
Total Charges for Services	\$ 9,206,179	\$ 9,305,469	\$ 9,902,435	\$ 10,566,000
Miscellaneous Revenue				
Lease Fees	\$ 9,000	\$ 7,200	\$ 11,503	\$ 20,000
Administrative Fees	62,424	74,299	74,299	77,369
Interest	337,607	279,000	279,000	150,000
Total Miscellaneous	\$ 409,031	\$ 360,499	\$ 364,802	\$ 247,369
Total Operating Revenue	\$ 9,615,210	\$ 9,665,968	\$ 10,267,237	\$ 10,813,369
Expenses				
Salaries & Wages				
Full Time	\$ 1,221,080	\$ 1,418,906	\$ 1,418,906	\$ 1,453,182
Part Time	17,639	48,062	48,062	47,250
Overtime	100,331	110,000	110,000	96,055
Total Salaries & Wages	\$ 1,339,050	\$ 1,576,968	\$ 1,576,968	\$ 1,596,487
Other Pay				
Standby Time	\$ 22,339	\$ 28,460	\$ 28,460	\$ 28,460
Disability Leave Buy-Back	13,534	16,445	16,445	15,191
Supplemental Pay	-	-	-	16,000
Accrued Leave Pay Off	280	-	-	11,500
Clothing Allowance	-	-	-	4,900
Total Other Pay	\$ 36,153	\$ 44,905	\$ 44,905	\$ 76,051
Benefits				
Health Insurance	\$ 222,972	\$ 245,376	\$ 245,376	\$ 254,232
Life Insurance	2,651	3,916	3,916	3,362
Disability Insurance	7,417	9,878	9,878	10,067
FICA/Medicare Tax	101,095	125,391	125,391	127,834
Retirement Contributions	76,810	90,773	90,773	91,404
Unemployment Contributions	107	-	-	-
Workers' Compensation	55,189	39,012	39,012	28,560
Total Benefits	\$ 466,241	\$ 514,346	\$ 514,346	\$ 515,459
Total Personnel	\$ 1,841,444	\$ 2,136,219	\$ 2,136,219	\$ 2,187,997

**FY 2008 Budget
(Budget Basis)
Water**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Investment Management	\$ 17,689	\$ 18,000	\$ 18,000	\$ 14,000
Engineering Services	4,962	10,000	9,600	10,000
Refuse Collection	1,715	1,200	1,300	1,200
Equipment Repairs	5,157	6,700	6,208	1,700
Street Repairs	79,961	288,926	288,926	245,000
Maintenance Agreements	7,286	7,004	6,800	7,000
Insurance & Bonds	58,666	64,533	64,533	70,986
Telecommunications	11,048	15,000	11,100	12,000
Printing/Reproduction	1,135	1,400	1,100	1,400
Travel	9,234	12,500	10,400	15,000
Training	14,732	14,500	11,800	14,000
Interdepartmental Services	809,868	737,820	737,820	748,253
Admin/Mgmt Fees	49,344	50,707	50,707	52,118
Other Contractual	219,163	166,700	152,000	205,100
Association Dues	5,019	4,600	4,600	4,600
Laundry & Towel Service	7,181	8,500	6,900	8,500
Postage	3,151	3,000	2,100	3,000
Energy - Natural Gas	14,666	13,375	10,350	13,375
Energy - Electricity	236,933	245,558	239,500	259,000
Total Contractual Services	\$ 1,556,910	\$ 1,670,023	\$ 1,633,744	\$ 1,686,232
Materials & Supplies				
Office Supplies	\$ 6,428	\$ 8,000	\$ 6,450	\$ 8,909
Other Materials & Supplies	10,889	13,300	14,050	13,300
Safety Equipment/Supplies	7,314	9,000	7,200	9,000
Water/Sewer Line Materials	77,275	80,000	80,000	90,000
Engineering Supplies	618	1,500	700	1,500
Building Supplies	4,607	5,000	4,980	6,500
Meter Supplies	3,213	3,500	3,700	4,000
Instrumentation	12,578	16,500	16,500	16,500
Booster/Lift Station Supplies	10,364	12,000	12,000	12,000
Other Structures	3,488	5,000	4,900	5,000
Vehicle Supplies	3,555	4,733	3,700	4,733
Small Tools & Equipment	7,985	10,440	10,000	10,440
Machinery Supplies	6,335	10,000	9,600	10,000
Bulk Water	4,737,261	4,602,259	4,602,259	4,750,000
Bulk Fuel	76,983	75,000	73,000	75,000
Total Materials & Supplies	\$ 4,968,893	\$ 4,856,232	\$ 4,849,039	\$ 5,016,882
Other Expenses				
Debt Service	\$ 76,276	\$ 272,705	\$ 198,818	\$ 284,327
Depreciation	649,992	650,000	650,000	700,000
Interest	140,445	200,945	108,837	185,401
Bad Debt	45,157	15,000	12,000	12,000
Claims	-	5,000	5,000	5,000
Total Other Expenses	\$ 911,870	\$ 1,143,650	\$ 974,655	\$ 1,186,728
Total Operating Expenses	\$ 9,279,117	\$ 9,806,124	\$ 9,593,657	\$ 10,077,839
Operating Income (Loss)	\$ 336,093	\$ (140,156)	\$ 673,580	\$ 735,530

**FY 2008 Budget
(Budget Basis)
Water**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Capital Grants				
State Grants/Loans	\$ 3,406,393	\$ 2,675,000	\$ 2,400,000	\$ 2,278,000
Federal Grants	49,143	-	-	-
Total Grants	\$ 3,455,536	\$ 2,675,000	\$ 2,400,000	\$ 2,278,000
Operating Transfers				
System Development Charges	\$ 590,675	\$ 425,000	\$ 425,000	\$ 645,000
Transfers In	1,000,000	1,000,000	1,000,000	3,500,000
Total Operating Transfers	\$ 1,590,675	\$ 1,425,000	\$ 1,425,000	\$ 4,145,000
Total Capital Revenue	\$ 5,046,211	\$ 4,100,000	\$ 3,825,000	\$ 6,423,000
Capital Expenses				
Capital - New				
Buildings	\$ 149,294	\$ 15,165	\$ 11,800	\$ -
Improve Other than Buildings	711,599	3,454,523	3,076,817	3,680,000
Light Equipment	1,835,910	380,430	378,737	90,359
Heavy Equipment	-	-	-	72,000
Intangibles	9,612	29,856	9,856	20,000
Technologies	-	2,500	1,100	3,200
Total Capital - New	\$ 2,706,415	\$ 3,882,474	\$ 3,478,310	\$ 3,865,559
Capital - Replacement				
Improve Other than Buildings	\$ 1,868,117	\$ 5,863,488	\$ 5,844,604	\$ 2,000,000
Light Equipment	159,693	181,253	171,029	176,862
Heavy Equipment	79,834	116,000	116,000	-
Technologies	104,652	57,000	15,700	54,000
Total Capital - Replacement	\$ 2,212,296	\$ 6,217,741	\$ 6,147,333	\$ 2,230,862
Total Capital Expenses	\$ 4,918,711	\$ 10,100,215	\$ 9,625,643	\$ 6,096,421
Net Capital	\$ 127,500	\$ (6,000,215)	\$ (5,800,643)	\$ 326,579
Net Fund	\$ 463,593	\$ (6,140,371)	\$ (5,127,063)	\$ 1,062,109



Water Treatment Plant

Water Treatment Plant Income Statement (Budget Basis) FY 2008
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	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 1,932,281	\$ 2,044,877	\$ 2,092,044	\$ 2,338,640
Administration/Management Fees	5,148	492	492	-
Total Revenues	1,937,429	2,045,369	2,092,536	2,338,640
Expenses				
Personnel Services	701,407	738,887	770,578	809,268
Contractual	755,709	848,400	823,155	893,400
Materials & Supplies	480,313	458,082	498,803	635,972
Total Expenses	1,937,429	2,045,369	2,092,536	2,338,640
Operating Income (Loss)	-	-	-	-
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

Public Services
Water Treatment Plant Operations

Mission: To operate the Central Wyoming Regional Water Treatment Plant Joint Powers Board's water treatment plant to produce and deliver high quality potable water to the members of the Regional Water System.

Goals

1. Maintain a potable water supply for members of the Regional Water System.
2. Improve the record keeping for the CWRWS Joint Powers Board.

Objectives

1. Meet all water quality standards during FY08.
2. Improve Excel spreadsheet for rate model making by July 1, 2007.

Performance Measures

1. Meet or exceed 100% of water quality standards
2. Meet or exceed delivery of water to members of the Regional Water System 100% of the time.

Highlights/Issues

The projected reserves balance of this fund on June 30, 2007 is \$0. This fund is operated as a break-even fund with all expenditures reimbursed by the Central Wyoming Regional Water Treatment Plant Joint Powers Board.

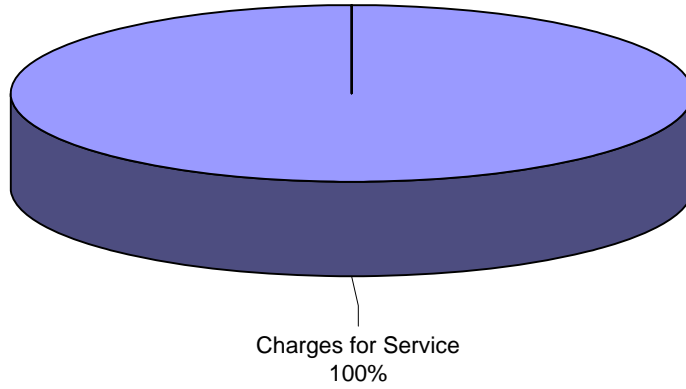
Water Treatment Plant Operations Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Custodial Maintenance Worker I	1	1	1
Plant Mechanic I	1	1	1
Secretary II	1	1	1
Utility Worker II	2	2	2
Water Operations Specialist	2	2	2
Water Plant Operation Tech	4	4	4
WTP Operations Manager	1	1	1
Total	12	12	12
Part-time Employees (Budget)	\$ -	\$ -	\$ -

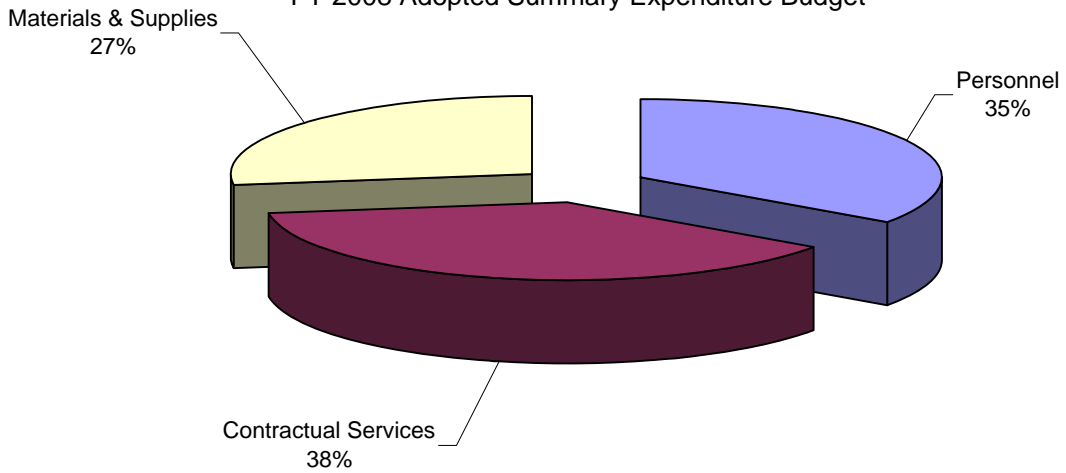
Water Treatment Plant Operations Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 1,932,281	\$ 2,044,877	\$ 2,092,044	\$ 2,338,640
Miscellaneous Revenue	5,148	492	492	-
Total Revenues	\$ 1,937,429	\$ 2,045,369	\$ 2,092,536	\$ 2,338,640
Expenditures				
Personnel	\$ 701,407	\$ 738,887	\$ 770,578	\$ 809,268
Contractual Services	755,709	848,400	823,155	893,400
Materials & Supplies	480,313	458,082	498,803	635,972
Total Expenditures	\$ 1,937,429	\$ 2,045,369	\$ 2,092,536	\$ 2,338,640

Water Treatment Plant Operations
FY 2008 Adopted Summary Revenue Budget



Water Treatment Plant Operations
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Water Treatment Plant Operations**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Intergovernmental Reimbursements	\$ 1,932,281	\$ 2,044,877	\$ 2,092,044	\$ 2,338,640
Total Charges for Services	\$ 1,932,281	\$ 2,044,877	\$ 2,092,044	\$ 2,338,640
Miscellaneous Revenue				
Administrative Fees	\$ 5,148	\$ 492	\$ 492	\$ -
Total Miscellaneous Revenue	\$ 5,148	\$ 492	\$ 492	\$ -
Total Operating Revenue	\$ 1,937,429	\$ 2,045,369	\$ 2,092,536	\$ 2,338,640
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 492,992	\$ 517,608	\$ 543,228	\$ 567,375
Overtime	23,026	25,000	27,576	28,419
Total Salaries & Wages	\$ 516,018	\$ 542,608	\$ 570,804	\$ 595,794
Other Pay				
Standby Time	\$ 6,489	\$ 8,765	\$ 8,765	\$ 7,751
Disability Leave Buy-Back	2,943	3,500	6,346	6,734
Supplemental Pay	-	-	-	6,000
Accrued Leave Pay Off	-	4,731	5,380	-
Clothing Allowance	-	-	-	1,200
Total Other Pay	\$ 9,432	\$ 16,996	\$ 20,491	\$ 21,685
Benefits				
Health Insurance	\$ 82,692	\$ 85,872	\$ 85,872	\$ 94,488
Life Insurance	1,218	1,365	1,365	1,529
Disability Insurance	3,017	3,518	3,518	3,816
FICA / Medicare Tax	38,399	43,443	43,443	47,085
Retirement Contributions	29,849	32,258	32,258	34,615
Workers' Compensation	20,782	12,827	12,827	10,256
Total Benefits	\$ 175,957	\$ 179,283	\$ 179,283	\$ 191,789
Total Personnel	\$ 701,407	\$ 738,887	\$ 770,578	\$ 809,268
Contractual Services				
Lab Services	\$ 25,626	\$ 29,000	\$ 29,000	\$ 40,500
Sewer	128	300	240	300
Refuse Collection	678	600	575	600
Equipment Repairs	34,104	35,000	45,000	28,000
Maintenance Agreements	14,222	23,500	23,200	23,500
Telecommunications	5,849	6,000	6,000	6,200
Advertising	910	600	525	600
Printing/Reproduction	155	600	325	600
Travel	1,239	5,000	3,000	5,000
Training	1,553	5,000	2,500	5,000
Other Contractual	-	500	200	500
Association Dues	1,111	1,600	1,080	1,600
Laundry & Towel Service	1,425	1,600	1,810	1,900
Postage	1,203	2,600	2,200	2,600
Energy - Heat	124,881	150,000	125,000	150,000
Energy - Electricity	536,160	577,000	573,000	617,000
Lab Supplies	6,465	9,500	9,500	9,500
Total Contractual Services	\$ 755,709	\$ 848,400	\$ 823,155	\$ 893,400

**FY 2008 Budget
(Budget Basis)
Water Treatment Plant Operations**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials & Supplies				
Office Supplies	\$ 9,986	\$ 10,000	\$ 10,000	\$ 10,000
Operating Supplies	430,247	384,532	430,000	554,922
Other Materials & Supplies	1,111	2,550	1,800	1,750
Uniforms	259	1,000	1,003	1,800
Safety Equipment/Supplies	1,295	3,500	3,500	3,500
Water/Sewer Line Maintenance	11,355	10,000	10,000	15,000
Pumps/Lubrication Supplies	108	1,500	1,500	1,500
Instumentation	1,488	7,000	7,000	7,000
Booster/Lift Station Supplies	-	7,500	7,500	10,000
Other Structures	12,561	12,500	10,000	12,500
Vehicle Supplies	4,914	8,000	6,500	8,000
Machinery Supplies	6,989	10,000	10,000	10,000
Total Materials & Supplies	\$ 480,313	\$ 458,082	\$ 498,803	\$ 635,972
Total Operating Expenses	\$ 1,937,429	\$ 2,045,369	\$ 2,092,536	\$ 2,338,640
Net Fund	\$ -	\$ -	\$ -	\$ -



Sewer

Sewer
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 2,857,519	\$ 3,270,925	\$ 3,110,000	\$ 3,150,000
Administration/Management Fees	229,848	239,359	239,359	250,598
Total	<u>3,087,367</u>	<u>3,510,284</u>	<u>3,349,359</u>	<u>3,400,598</u>
Expenses				
Personnel Services	404,873	442,606	442,606	484,824
Contractual	2,540,984	2,723,633	2,715,043	2,987,544
Materials & Supplies	15,270	24,525	20,185	27,090
Depreciation	405,216	405,218	405,218	435,000
Total	<u>3,366,343</u>	<u>3,595,982</u>	<u>3,583,052</u>	<u>3,934,458</u>
Operating Income (Loss)	<u>(278,976)</u>	<u>(85,698)</u>	<u>(233,693)</u>	<u>(533,860)</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	129,259	115,414	115,414	95,820
Total	<u>129,259</u>	<u>115,414</u>	<u>115,414</u>	<u>95,820</u>
Expenses				
Bad Debt	5,140	15,000	5,000	8,000
Claims	3,690	10,000	5,000	10,000
Total	<u>8,830</u>	<u>25,000</u>	<u>10,000</u>	<u>18,000</u>
Non-operating Income (Loss)	<u>120,429</u>	<u>90,414</u>	<u>105,414</u>	<u>77,820</u>
<u>Capital Activity</u>				
Sources				
Capital Grants & Loans	-	-	-	-
System Development Fees	123,823	117,713	117,713	135,000
Transfers In	-	-	-	-
Total	<u>123,823</u>	<u>117,713</u>	<u>117,713</u>	<u>135,000</u>
Uses				
New Capital	130,516	50,000	-	35,000
Replacement Capital	819,687	1,032,260	719,689	400,000
Total	<u>950,203</u>	<u>1,082,260</u>	<u>719,689</u>	<u>435,000</u>
Net Capital (Loss)	<u>(826,380)</u>	<u>(964,547)</u>	<u>(601,976)</u>	<u>(300,000)</u>
Net Income (Loss)	<u>\$ (984,927)</u>	<u>\$ (959,831)</u>	<u>\$ (730,255)</u>	<u>\$ (756,040)</u>

Public Services
Sewer

Mission: Maintenance of city's public sewer system.

Goals

1. Improve the conservation of institutional knowledge by developing a plan for employee succession at the supervisory level.
2. Increase the accuracy of the City's GIS coverage for wastewater collection.
3. Decrease sewer main back ups.

Objectives

1. Hire a new Sewer Collection Supervisor prior to the retirement of the existing employee.
2. Update manhole data in the GIS system for the manhole coverage by September 2007.
3. Decrease sewer backups by 10% in 2007.
4. Televis 60,000 lineal feet of sewer during calendar year 2007.
5. Perform pilot test of chemical tree root killer in city sewer, in lieu of mechanical cleanout methods.
6. Improve sewer back up reporting in accordance with AWWA benchmarking standards by December 31,

Performance Measures

1. Hire Wastewater Collection System Supervisor.
2. Complete update in the GIS system for the manhole coverage by September, 2007.
3. Compare sewer back ups this year as compared to last year.
4. Track lineal footage of televising sewer mains.
5. Perform chemical tree root killer.
6. Change out sewer back up reporting mechanism.

Highlights/Issues

No significant changes are planned for this cost center.

The capital expenditures consist of:

New Capital

Oversizing Reimbursements	\$	30,000
CTV Truck Upgrades		5,000
Total	\$	<u>35,000</u>

Replacement Capital

Sewer Line Re-lining	\$	400,000
Total	\$	<u>400,000</u>

The projected reserves balance of this fund on June 30, 2007 is \$2,866,138.

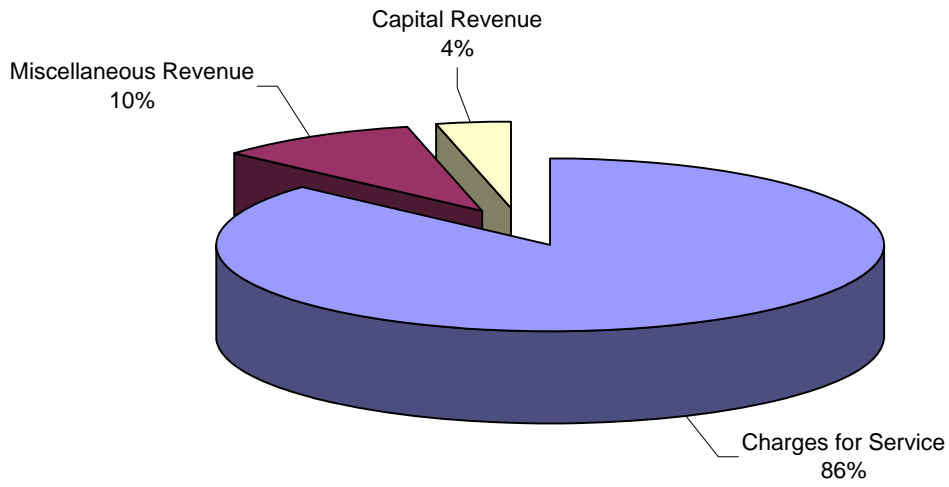
Sewer Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Utility Supervisor	1	1	1
Utility Worker I	1	1	1
Utility Worker II	5	5	5
Total	<u>7</u>	<u>7</u>	<u>7</u>
Part-time Employees (Budget)	\$ -	\$ -	\$ -

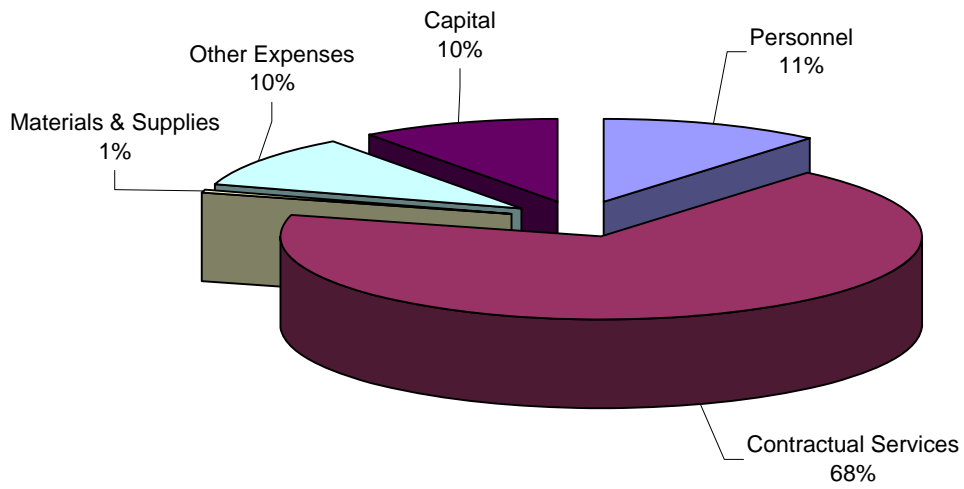
Sewer Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 2,857,519	\$ 3,270,925	\$ 3,110,000	\$ 3,150,000
Miscellaneous Revenue	359,107	354,773	354,773	346,418
Capital Revenue	123,823	117,713	117,713	135,000
Total Revenues	<u>\$ 3,340,449</u>	<u>\$ 3,743,411</u>	<u>\$ 3,582,486</u>	<u>\$ 3,631,418</u>
Expenditures				
Personnel	\$ 404,873	\$ 442,606	\$ 442,606	\$ 484,824
Contractual Services	2,540,984	2,723,633	2,715,043	2,987,544
Materials & Supplies	15,270	24,525	20,185	27,090
Other Expenses	414,046	430,218	415,218	453,000
Capital	950,203	1,082,260	719,689	435,000
Total Expenditures	<u>\$ 4,325,376</u>	<u>\$ 4,703,242</u>	<u>\$ 4,312,741</u>	<u>\$ 4,387,458</u>

Sewer
FY 2008 Adopted Summary Revenue Budget



Sewer
FY 2008 Adopted Summary Expenditure Budget

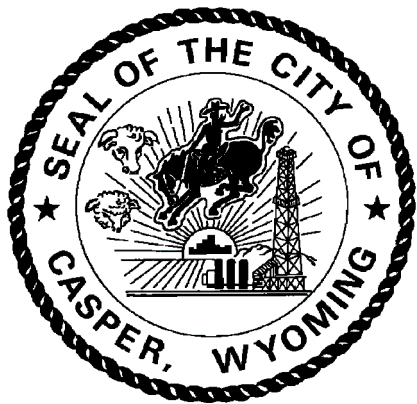


**FY 2008 Budget
(Budget Basis)
Sewer**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
User Fees	\$ 2,857,519	\$ 3,270,925	\$ 3,110,000	\$ 3,150,000
Total Charges for Services	\$ 2,857,519	\$ 3,270,925	\$ 3,110,000	\$ 3,150,000
Miscellaneous Revenue				
Administrative Fees	\$ 229,848	\$ 239,359	\$ 239,359	\$ 250,598
Interest	129,259	115,414	115,414	95,820
Total Miscellaneous	\$ 359,107	\$ 354,773	\$ 354,773	\$ 346,418
Total Operating Revenue	\$ 3,216,626	\$ 3,625,698	\$ 3,464,773	\$ 3,496,418
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 300,874	\$ 326,515	\$ 326,515	\$ 346,250
Overtime	13,551	19,609	19,609	15,000
Total Salaries & Wages	\$ 314,425	\$ 346,124	\$ 346,124	\$ 361,250
Other Pay				
Standby Time	\$ 9,082	\$ 11,181	\$ 11,181	\$ 11,628
Disability Leave Buy-Back	2,339	2,850	2,850	750
Supplemental Pay	-	-	-	3,500
Accrued Leave Pay Off	-	-	-	10,144
Clothing Allowance	-	-	-	1,050
Total Other Pay	\$ 11,421	\$ 14,031	\$ 14,031	\$ 27,072
Benefits				
Health Insurance	\$ 20,436	\$ 22,488	\$ 22,488	\$ 34,872
Life Insurance	699	939	939	963
Disability Insurance	1,859	2,239	2,239	2,407
FICA / Medicare Tax	24,157	27,617	27,617	29,708
Retirement Contributions	18,321	20,576	20,576	21,861
Workers' Compensation	13,555	8,592	8,592	6,691
Total Benefits	\$ 79,027	\$ 82,451	\$ 82,451	\$ 96,502
Total Personnel	\$ 404,873	\$ 442,606	\$ 442,606	\$ 484,824
Contractual Services				
Investment Management	\$ 7,502	\$ 7,500	\$ 8,500	\$ 8,625
Equipment Repairs	4,926	6,500	6,300	6,500
Insurance & Bonds	27,666	30,433	30,433	33,476
Telecommunications	1,218	13,190	9,900	13,443
Travel	4,205	5,000	3,500	5,000
Training	1,686	4,000	3,000	4,000
Interdepartmental Services	448,980	447,367	447,367	466,953
Admin/Mgmt Fees	91,908	103,732	103,732	106,802
Other Contractual	2,903	4,350	3,350	55,800
Association Dues	-	900	200	900
Laundry & Towel Service	3,540	4,000	3,900	4,000
Postage	-	1,500	-	-
Energy - Electricity	3,694	4,000	3,700	4,000
Sewer	1,942,756	2,091,161	2,091,161	2,278,045
Total Contractual Services	\$ 2,540,984	\$ 2,723,633	\$ 2,715,043	\$ 2,987,544

**FY 2008 Budget
(Budget Basis)
Sewer**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials & Supplies				
Office Supplies	\$ 1,025	\$ 3,250	\$ 2,100	\$ 3,190
Other Materials & Supplies	2,131	6,500	4,600	6,500
Safety Equipment/Supplies	2,905	3,000	2,600	3,000
Water/Sewer Line Materials	1,914	3,375	4,100	6,000
Engineering Supplies	208	1,500	800	1,500
Booster/Lift Station Supplies	5,496	5,025	4,250	5,025
Vehicle Supplies	1,071	1,125	985	1,125
Small Tools & Equipment	520	750	750	750
Total Materials & Supplies	\$ 15,270	\$ 24,525	\$ 20,185	\$ 27,090
Other Expenses				
Depreciation	\$ 405,216	\$ 405,218	\$ 405,218	\$ 435,000
Bad Debt	5,140	15,000	5,000	8,000
Claims	3,690	10,000	5,000	10,000
Total Other Expenses	\$ 414,046	\$ 430,218	\$ 415,218	\$ 453,000
Total Operating Expenses	\$ 3,375,173	\$ 3,620,982	\$ 3,593,052	\$ 3,952,458
Operating Income (Loss)	\$ (158,547)	\$ 4,716	\$ (128,279)	\$ (456,040)
Capital				
Capital Revenue				
System Development Charges	\$ 123,823	\$ 117,713	\$ 117,713	\$ 135,000
Total Capital Revenue	\$ 123,823	\$ 117,713	\$ 117,713	\$ 135,000
Capital Expenses				
Capital - New				
Improve Other than Buildings	\$ 130,516	\$ 30,000	\$ -	\$ 30,000
Intangibles	-	20,000	-	-
Technologies	-	-	-	5,000
Total Capital - New	\$ 130,516	\$ 50,000	\$ -	\$ 35,000
Capital - Replacement				
Improve Other than Buildings	\$ 656,288	\$ 1,028,260	\$ 715,689	\$ 400,000
Light Equipment	162,049	-	-	-
Technologies	1,350	4,000	4,000	-
Total Capital - Replacement	\$ 819,687	\$ 1,032,260	\$ 719,689	\$ 400,000
Total Capital Expenses	\$ 950,203	\$ 1,082,260	\$ 719,689	\$ 435,000
Net Capital	\$ (826,380)	\$ (964,547)	\$ (601,976)	\$ (300,000)
Net Fund	\$ (984,927)	\$ (959,831)	\$ (730,255)	\$ (756,040)



Wastewater Treatment **Plant**

Wastewater Treatment Plant
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 2,446,204	\$ 2,608,475	\$ 2,603,041	\$ 2,814,445
Administration/Management Fees	23,028	24,388	24,388	25,799
Total	<u>2,469,232</u>	<u>2,632,863</u>	<u>2,627,429</u>	<u>2,840,244</u>
Expenses				
Personnel Services	974,221	1,078,373	1,081,859	1,110,409
Contractual	767,760	832,770	811,412	912,934
Materials & Supplies	91,239	126,250	107,717	191,250
Depreciation	715,992	716,000	692,244	750,000
Total	<u>2,549,212</u>	<u>2,753,393</u>	<u>2,693,232</u>	<u>2,964,593</u>
Operating Income (Loss)	<u>(79,980)</u>	<u>(120,530)</u>	<u>(65,803)</u>	<u>(124,349)</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	361,023	311,000	333,000	260,000
Total	<u>361,023</u>	<u>311,000</u>	<u>333,000</u>	<u>260,000</u>
Non-operating Income (Loss)	<u>361,023</u>	<u>311,000</u>	<u>333,000</u>	<u>260,000</u>
<u>Capital Activity</u>				
Sources				
Capital Grants & Loans	-	11,000,000	9,100,000	-
System Development Fees	269,516	296,240	266,122	350,000
Total	<u>269,516</u>	<u>11,296,240</u>	<u>9,366,122</u>	<u>350,000</u>
Uses				
New Capital	28,154	6,763	6,763	2,500
Replacement Capital	813,058	14,834,322	14,769,172	658,300
Total	<u>841,212</u>	<u>14,841,085</u>	<u>14,775,935</u>	<u>660,800</u>
Net Capital (Loss)	<u>(571,696)</u>	<u>(3,544,845)</u>	<u>(5,409,813)</u>	<u>(310,800)</u>
Net Income (Loss)	<u>\$ (290,653)</u>	<u>(3,354,375)</u>	<u>(5,142,616)</u>	<u>(175,149)</u>

Public Services
Wastewater Treatment Plant

Mission: Operation of the wastewater plant for treatment of regional sanitary wastewater

Goals

1. Increase wastewater treatment plant reliability by completing construction of wastewater treatment plant improvements.

Objectives

1. Complete construction work associated with 2007 plant improvements by 2009.

Performance Measures

1. Date of construction completion.

Highlights/Issues

The budgets for Energy and Operating Supplies have been increased due to the plant improvements currently underway which will require higher electricity usage and chemicals.

Overtime remains increased for FY 2008 to provide adequate staffing levels during the plant reconstruction period.

The capital expenditures consist of:

New Capital

Small Equipment	\$	2,500		
Total	\$	2,500		

Replacement Capital

Landscaping	\$	2,500		
Lighting			3,000	
Sludge			6,600	
Lab			8,600	
Equipment Replacement			70,000	
Generator Control Upgrade			50,000	
Sludge Line Replacement			20,000	
Screw Pump Renovations			300,000	
Pumps			53,600	
Roll-off Truck			140,000	
Computer Replacements			4,000	
Total	\$		658,300	

The projected reserves balance of this fund on June 30, 2007 is \$4,685,822.

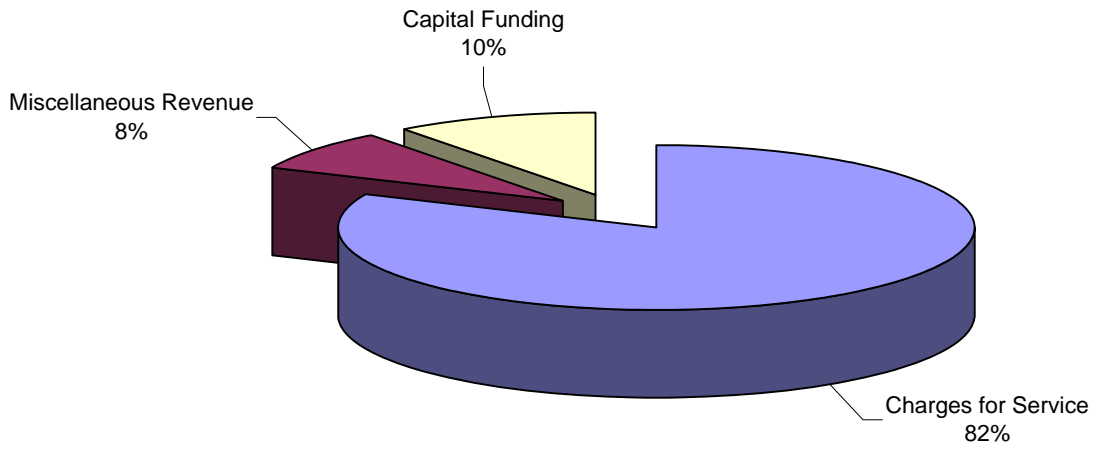
Wastewater Treatment Plant Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Industrial Pretreatment Supervisor	1	1	1
Instrument and Controls Tech	1	1	1
Laboratory Technician II	1	1	1
Plant Maintenance Supervisor	1	1	1
Plant Mechanic I	1	1	1
Plant Mechanic II	2	2	2
Secretary II	1	1	1
Wastewater Plant Operator I	1	1	1
Wastewater Treatment Plant Manager	1	1	1
WW Plant Operator IV	5	5	5
Total	15	15	15
Part-time Employees (Budget)	\$ -	\$ -	\$ -

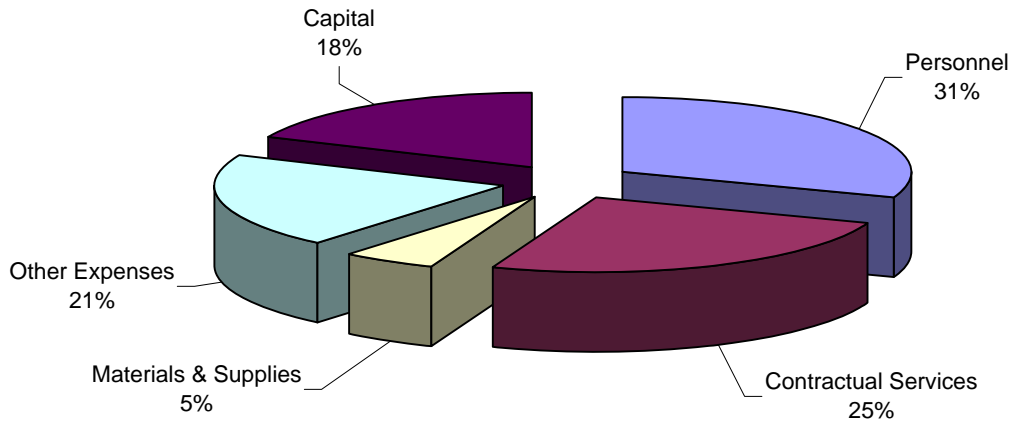
Wastewater Treatment Plant Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 2,446,204	\$ 2,608,475	\$ 2,603,041	\$ 2,814,445
Miscellaneous Revenue	384,051	335,388	357,388	285,799
Capital Funding	269,516	11,296,240	9,366,122	350,000
Total Revenues	\$ 3,099,771	\$ 14,240,103	\$ 12,326,551	\$ 3,450,244
Expenditures				
Personnel	\$ 974,221	\$ 1,078,373	\$ 1,081,859	\$ 1,110,409
Contractual Services	767,760	832,770	811,412	912,934
Materials & Supplies	91,239	126,250	107,717	191,250
Other Expenses	715,992	716,000	692,244	750,000
Capital	841,212	14,841,085	14,775,935	660,800
Total Expenditures	\$ 3,390,424	\$ 17,594,478	\$ 17,469,167	\$ 3,625,393

Wastewater Treatment Plant
FY 2008 Adopted Summary Revenue Budget



Wastewater Treatment Plant
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Wastewater Treatment Plant**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Septic Waste Charges	\$ 110,102	\$ 79,320	\$ 108,028	\$ 110,000
Commercial Sump Waste Charges	61,962	76,635	46,493	45,000
Intergovernmental User Charges	2,273,681	2,447,520	2,447,520	2,654,445
Other Charges	459	5,000	1,000	5,000
Total Charges for Services	\$ 2,446,204	\$ 2,608,475	\$ 2,603,041	\$ 2,814,445
Miscellaneous Revenue				
Administrative Fees	\$ 23,028	\$ 24,388	\$ 24,388	\$ 25,799
Interest	361,023	311,000	333,000	260,000
Total Miscellaneous	\$ 384,051	\$ 335,388	\$ 357,388	\$ 285,799
Total Operating Revenue	\$ 2,830,255	\$ 2,943,863	\$ 2,960,429	\$ 3,100,244
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 709,238	\$ 797,380	\$ 797,495	\$ 793,595
Overtime	26,016	40,000	43,224	40,000
Total Salaries & Wages	\$ 735,254	\$ 837,380	\$ 840,719	\$ 833,595
Other Pay				
Standby Time	\$ 3,225	\$ 3,803	\$ 4,090	\$ 4,087
Disability Leave Buy-Back	5,553	6,827	6,659	7,203
Supplemental Pay	-	-	-	7,500
Accrued Leave Pay Off	-	-	28	-
Clothing Allowance	-	-	-	2,100
Total Other Pay	\$ 8,778	\$ 10,630	\$ 10,777	\$ 20,890
Benefits				
Health Insurance	\$ 98,460	\$ 95,075	\$ 95,075	\$ 120,384
Life Insurance	1,444	2,117	2,117	2,106
Disability Insurance	4,261	5,051	5,051	5,301
FICA / Medicare Tax	54,355	62,309	62,309	65,377
Retirement Contributions	41,946	46,426	46,426	48,106
Workers' Compensation	29,723	19,385	19,385	14,650
Total Benefits	\$ 230,189	\$ 230,363	\$ 230,363	\$ 255,924
Total Personnel	\$ 974,221	\$ 1,078,373	\$ 1,081,859	\$ 1,110,409

**FY 2008 Budget
(Budget Basis)
Wastewater Treatment Plant**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Investment Management	\$ 19,316	\$ 16,500	\$ 16,500	\$ 18,975
Refuse Collection	25,323	30,000	30,000	55,000
Maintenance Agreements	4,116	11,400	11,250	11,400
Insurance & Bonds	30,003	33,033	33,033	36,304
Telecommunications	23,770	22,500	25,872	22,500
Printing / Reproduction	1,626	3,000	2,500	3,000
Travel	4,064	7,500	6,600	8,000
Training	14,829	10,000	5,495	10,000
Interdepartmental Services	63,588	67,653	67,653	47,487
Admin/Mgmt Fees	229,836	239,359	239,359	250,598
Other Contractual	18,513	31,650	25,050	29,350
Laundry & Towel Service	10,237	10,200	10,160	11,000
Postage	520	1,600	565	1,600
Energy - Natural Gas	35,029	50,000	42,000	50,000
Energy - Electricity	258,630	264,979	264,979	335,220
Other Purchased Services	28,360	33,396	30,396	22,500
Total Contractual Services	\$ 767,760	\$ 832,770	\$ 811,412	\$ 912,934
Materials & Supplies				
Office Supplies	\$ 2,786	\$ 6,250	\$ 4,273	\$ 6,250
Operating Supplies	19,276	21,000	17,100	81,000
Other Materials & Supplies	2,120	3,250	1,200	3,250
Safety Equipment/Supplies	4,826	5,000	4,901	5,000
Pumps and Lubricant Supplies	6,547	10,500	8,500	10,500
Instrumentation	7,614	15,000	8,000	15,000
Booster/Lift Station Supplies	6,846	15,000	12,000	15,000
Other Structures	17,150	25,000	25,000	25,000
Small Tools & Equipment	2,621	3,750	1,698	3,750
Machinery Supplies	11,101	10,000	15,045	15,000
Lab Supplies	10,352	11,500	10,000	11,500
Total Materials & Supplies	\$ 91,239	\$ 126,250	\$ 107,717	\$ 191,250
Other Expenses				
Depreciation	\$ 715,992	\$ 716,000	\$ 692,244	\$ 750,000
Total Other Expenses	\$ 715,992	\$ 716,000	\$ 692,244	\$ 750,000
Total Operating Expenses	\$ 2,549,212	\$ 2,753,393	\$ 2,693,232	\$ 2,964,593
Operating Income (Loss)	\$ 281,043	\$ 190,470	\$ 267,197	\$ 135,651

**FY 2008 Budget
(Budget Basis)
Wastewater Treatment Plant**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Capital				
Capital Revenue				
Grants				
State Grants/Loans	\$ -	\$ 11,000,000	\$ 9,100,000	\$ -
Total Grants	<u>\$ -</u>	<u>\$ 11,000,000</u>	<u>\$ 9,100,000</u>	<u>\$ -</u>
Charges for Services				
System Development Charges	\$ 269,516	\$ 296,240	\$ 266,122	\$ 350,000
Charges for Services	<u>\$ 269,516</u>	<u>\$ 296,240</u>	<u>\$ 266,122</u>	<u>\$ 350,000</u>
Total Capital Revenue	<u>\$ 269,516</u>	<u>\$ 11,296,240</u>	<u>\$ 9,366,122</u>	<u>\$ 350,000</u>
Capital Expenses				
Capital - New				
Improv Other than Buildings	\$ 26,599	\$ 4,263	\$ 4,263	\$ -
Light Equipment	1,555	2,500	2,500	2,500
Total Capital - New	<u>\$ 28,154</u>	<u>\$ 6,763</u>	<u>\$ 6,763</u>	<u>\$ 2,500</u>
Capital - Replacement				
Improv Other than Buildings	\$ 495,879	\$ 14,601,357	\$ 14,601,357	\$ 5,500
Light Equipment	133,612	226,965	160,200	508,800
Heavy Equipment	179,680	-	-	140,000
Technologies	3,887	6,000	7,615	4,000
Total Capital - Replacement	<u>\$ 813,058</u>	<u>\$ 14,834,322</u>	<u>\$ 14,769,172</u>	<u>\$ 658,300</u>
Total Capital Expenses	<u>\$ 841,212</u>	<u>\$ 14,841,085</u>	<u>\$ 14,775,935</u>	<u>\$ 660,800</u>
Net Capital	<u>\$ (571,696)</u>	<u>\$ (3,544,845)</u>	<u>\$ (5,409,813)</u>	<u>\$ (310,800)</u>
Net Fund	<u>\$ (290,653)</u>	<u>\$ (3,354,375)</u>	<u>\$ (5,142,616)</u>	<u>\$ (175,149)</u>

Refuse Collection

Refuse Collection
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 2,986,211	\$ 3,385,082	\$ 3,441,700	\$ 3,497,000
Administration/Management Fees	17,244	22,731	22,731	24,500
Total Revenues	<u>3,003,455</u>	<u>3,407,813</u>	<u>3,464,431</u>	<u>3,521,500</u>
Expenses				
Personnel Services	851,274	1,002,697	1,006,228	990,911
Contractual	1,885,116	1,942,820	1,986,195	2,099,549
Materials & Supplies	33,076	37,528	33,534	37,078
Depreciation	356,962	426,870	426,870	469,908
Total Expenses	<u>3,126,428</u>	<u>3,409,915</u>	<u>3,452,827</u>	<u>3,597,446</u>
Operating Income (Loss)	<u>(122,973)</u>	<u>(2,102)</u>	<u>11,604</u>	<u>(75,946)</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	71,514	56,200	62,200	56,200
Miscellaneous	5,500	5,000	5,000	39,500
Total Revenues	<u>77,014</u>	<u>61,200</u>	<u>67,200</u>	<u>95,700</u>
Expenses				
Bad Debt Expense	7,475	15,000	6,000	6,000
Keep Casper Beautiful	38,901	45,000	45,000	46,500
Total Expenses	<u>46,376</u>	<u>60,000</u>	<u>51,000</u>	<u>52,500</u>
Non-operating Income (Loss)	<u>30,638</u>	<u>1,200</u>	<u>16,200</u>	<u>43,200</u>
<u>Capital Activity</u>				
Uses				
New Capital	52,932	96,000	96,000	67,500
Replacement Capital	341,991	806,516	666,516	592,600
Total	<u>394,923</u>	<u>902,516</u>	<u>762,516</u>	<u>660,100</u>
Net Capital (Loss)	<u>(394,923)</u>	<u>(902,516)</u>	<u>(762,516)</u>	<u>(660,100)</u>
Net Income (Loss)	<u>\$ (487,258)</u>	<u>\$ (903,418)</u>	<u>\$ (734,712)</u>	<u>\$ (692,846)</u>

Public Services
Refuse Collection

Mission: Provide a high level of service in collection of residential and commercial solid waste.

Goals

1. Increase the capacity of the recycling depots by 33%.
2. Increase container service life by 2 years.
3. Increase community recycling of yard waste and segregation of waste.

Objectives

1. Fund the expansion of the recycling depot at two additional locations by March 2008.
2. Institute a private container maintenance program for commercial containers by September 2007.
3. Adopt ordinance changes banning yard waste and improving waste segregation for residential and commercial customers by summer 2008.

Performance Measures

1. Purchase of additional recycling depots.
2. Contract with private vendor for container maintenance for commercial containers.
3. Adopt ordinance.

Highlights/Issues

The City Council approved funding for two new programs in this cost center. The Graffiti Abatement program (\$63,400) adds funds to make a seasonal litter crew year round and add graffiti abatement to their duties. The Recycling Program expansion (\$146,800) adds funding for new recycling depots and one Municipal Worker III position to service all recycling sites in the City. These programs are budgeted under Programs and Projects and are funded by a transfer from the General Fund.

The capital expenditures consist of:

New Capital

Commercial Bins	\$	15,000
Cardboard and Paper Recycling Bins		10,000
90 and 450 Gallon Containers		42,500
Total	\$	67,500

Replacement Capital

Commercial Bins & Parts	\$	45,000
90 and 450 Gallon Containers		40,000
Side Loader		180,000
Front Loader		200,000
Crane Truck		125,000
Digital Camera		400
Computer Replacements		2,200
Total	\$	592,600

The projected reserves balance of this fund on June 30, 2007 is \$1,334,005.

Refuse Collection Staffing Summary

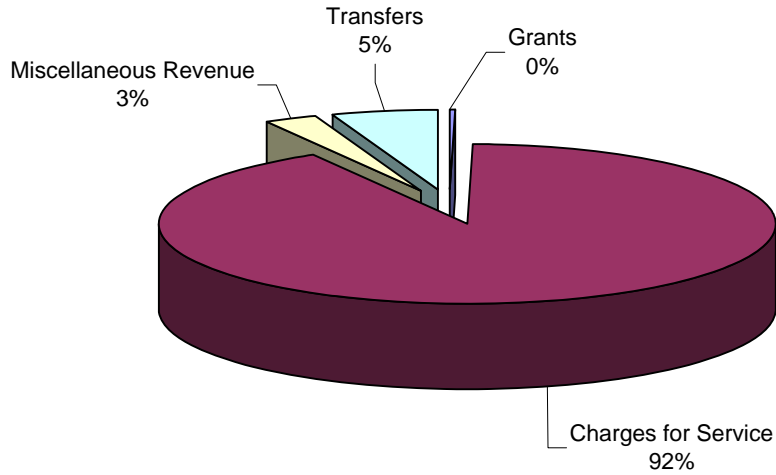
Full Time Employees

Construction Maint Worker I	1	1	1
Sanitation Equipment Oper II	5	5	5
Secretary II	1	1	1
Senior Sanitation Equip Oper	5	5	5
SW Coll Route/ Vehicle Maintenance Co	1	1	1
SW Collection Supervisor	1	1	1
Municipal Worker III	-	-	1
Total	<u>14</u>	<u>14</u>	<u>15</u>
Part-time Employees (Budget)	\$ 28,101	\$ 50,610	\$ 56,275

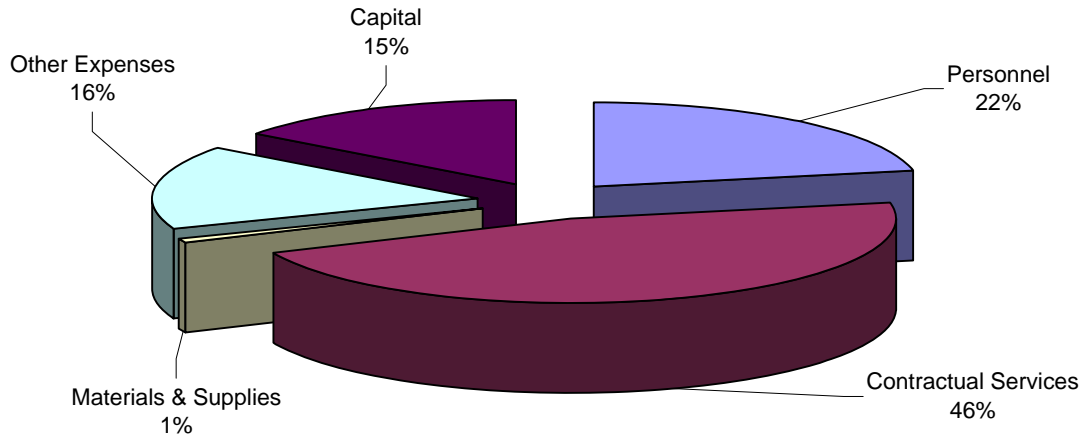
Refuse Collection Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Grants	\$ 5,500	\$ 3,000	\$ 3,000	\$ 9,500
Charges for Service	2,986,211	3,385,082	3,441,700	3,497,000
Miscellaneous Revenue	88,758	80,931	86,931	110,700
Transfers	-	-	-	210,200
Total Revenues	<u>\$ 3,080,469</u>	<u>\$ 3,469,013</u>	<u>\$ 3,531,631</u>	<u>\$ 3,827,400</u>
Expenditures				
Personnel	\$ 851,274	\$ 1,002,697	\$ 1,006,228	\$ 990,911
Contractual Services	1,885,116	1,942,820	1,986,195	2,099,549
Materials & Supplies	33,076	37,528	33,534	37,078
Other Expenses	403,338	486,870	477,870	732,608
Capital	394,923	902,516	762,516	660,100
Total Expenditures	<u>\$ 3,567,727</u>	<u>\$ 4,372,431</u>	<u>\$ 4,266,343</u>	<u>\$ 4,520,246</u>

Refuse Collection
FY 2008 Adopted Summary Revenue Budget



Refuse Collection
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Refuse Collection**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenue				
Grants				
Other Grants	\$ 5,500	\$ 3,000	\$ 3,000	\$ 9,500
Total Grants	\$ 5,500	\$ 3,000	\$ 3,000	\$ 9,500
Charges for Services				
Commercial Charges	\$ 838,686	\$ 906,300	\$ 914,800	\$ 944,800
Residential Charges	2,147,525	2,478,782	2,526,900	2,552,200
Total Charges for Services	\$ 2,986,211	\$ 3,385,082	\$ 3,441,700	\$ 3,497,000
Transfers				
Transfers In	\$ -	\$ -	\$ -	\$ 210,200
Total Transfers	\$ -	\$ -	\$ -	\$ 210,200
Miscellaneous Revenue				
Interest	\$ 71,514	\$ 56,200	\$ 62,200	\$ 56,200
Recycling	-	-	-	30,000
Contributions	-	2,000	2,000	-
Admin/Mgmt Fees	17,244	22,731	22,731	24,500
Total Miscellaneous Revenue	\$ 88,758	\$ 80,931	\$ 86,931	\$ 110,700
Total Operating Revenue	\$ 3,080,469	\$ 3,469,013	\$ 3,531,631	\$ 3,827,400
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 553,964	\$ 662,502	\$ 662,502	\$ 634,783
Part Time	28,101	50,610	52,596	56,275
Overtime	46,930	49,795	49,795	49,795
Total Salaries & Wages	\$ 628,995	\$ 762,907	\$ 764,893	\$ 740,853
Other Pay				
Disability Leave Buy-Back	\$ 2,524	\$ 2,793	\$ 2,907	\$ 2,290
Supplemental Pay	-	-	-	7,500
Accrued Leave Payoff	2,584	3,600	3,600	-
Total Other Pay	\$ 5,108	\$ 6,393	\$ 6,507	\$ 9,790
Benefits				
Health Insurance	\$ 100,356	\$ 114,528	\$ 114,528	\$ 120,384
Life Insurance	1,336	1,817	1,817	1,399
Disability Insurance	3,377	4,158	4,158	4,271
FICA/Medicare Tax	46,644	54,766	54,766	57,583
Retirement Contributions	34,124	38,137	38,137	39,133
Unemployment Compensation	5,303	1,100	2,531	2,000
Workers' Compensation	26,031	16,791	16,791	13,398
Clothing Allowance	-	2,100	2,100	2,100
Total Benefits	\$ 217,171	\$ 233,397	\$ 234,828	\$ 240,268
Total Personnel	\$ 851,274	\$ 1,002,697	\$ 1,006,228	\$ 990,911

**FY 2008 Budget
(Budget Basis)
Refuse Collection**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Investment Fees	\$ 3,494	\$ 3,700	\$ 3,700	\$ 3,700
Office Equipment Repairs	600	600	600	600
Insurance & Bonds	16,241	17,865	17,865	19,652
Telecommunications	2,567	3,200	3,200	3,200
Radio	80,328	1,200	1,200	1,200
Advertising	8,923	7,550	7,550	7,550
Printing/Reproduction	748	3,000	3,000	3,000
Travel	2,375	2,600	2,600	2,600
Training	3,222	3,200	3,200	3,200
Interdepartmental Svcs Fixed	424,704	533,690	533,690	583,382
Administration/Management Fees	169,392	198,100	198,100	194,000
Balefill	1,127,504	1,128,565	1,158,500	1,177,700
Other Contractual	27,512	26,200	26,200	43,415
Association Dues	826	1,000	1,000	1,000
Recycling Services	14,918	12,000	25,440	55,000
Postage/Shipping	1,762	350	350	350
Total Contractual Services	\$ 1,885,116	\$ 1,942,820	\$ 1,986,195	\$ 2,099,549
Materials and Supplies				
Office Supplies	\$ 2,043	\$ 2,043	\$ 2,043	\$ 2,043
Operational Supplies	13,637	15,000	15,041	15,000
Other Materials & Supplies	1,815	3,000	2,000	3,000
Uniforms	3,700	3,200	1,250	1,250
Infectious Waste Disposal Supplies	3,966	6,000	6,000	7,500
Safety Equipment/Supplies	6,701	6,285	6,000	6,285
Small Tools and Supplies	1,214	2,000	1,200	2,000
Total Materials & Supplies	\$ 33,076	\$ 37,528	\$ 33,534	\$ 37,078
Other Expenses				
Depreciation	\$ 356,962	\$ 426,870	\$ 426,870	\$ 469,908
Bad Debt Expense	7,475	15,000	6,000	6,000
Keep Casper Beautiful	38,901	45,000	45,000	46,500
Programs & Projects	-	-	-	210,200
Total Other Expenses	\$ 403,338	\$ 486,870	\$ 477,870	\$ 732,608
Capital New				
Light Equipment	\$ 52,932	\$ 96,000	\$ 96,000	\$ 67,500
Total Capital New	\$ 52,932	\$ 96,000	\$ 96,000	\$ 67,500
Capital Replacement				
Light Equipment	\$ 45,803	\$ 65,000	\$ 65,000	\$ 85,000
Heavy Equipment	292,753	738,116	598,116	505,000
Technologies	3,435	3,400	3,400	2,600
Total Capital Replacement	\$ 341,991	\$ 806,516	\$ 666,516	\$ 592,600
Total Capital	\$ 394,923	\$ 902,516	\$ 762,516	\$ 660,100
Total Expenses	\$ 3,567,727	\$ 4,372,431	\$ 4,266,343	\$ 4,520,246
Net Fund	\$ (487,258)	\$ (903,418)	\$ (734,712)	\$ (692,846)



Balefill

Balefill
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 3,356,761	\$ 3,240,165	\$ 3,566,936	\$ 3,708,624
Administration/Management Fees	149,244	183,100	183,100	194,000
Total	<u>3,506,005</u>	<u>3,423,265</u>	<u>3,750,036</u>	<u>3,902,624</u>
Expenses				
Personnel Services	885,642	978,956	968,586	1,187,220
Contractual	1,210,979	1,583,129	1,483,458	1,916,016
Materials & Supplies	156,968	324,450	333,163	428,195
Depreciation	359,160	360,401	360,401	393,756
Sales tax	-	-	-	1,100
Landfill Closure/Postclosure	105,000	105,000	105,000	105,000
Total	<u>2,717,749</u>	<u>3,351,936</u>	<u>3,250,608</u>	<u>4,031,287</u>
Operating Income (Loss)	<u>788,256</u>	<u>71,329</u>	<u>499,428</u>	<u>(128,663)</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	189,189	257,320	173,200	46,700
Miscellaneous	-	15,000	15,000	-
Total	<u>189,189</u>	<u>272,320</u>	<u>188,200</u>	<u>46,700</u>
Non-operating Income (Loss)	<u>189,189</u>	<u>272,320</u>	<u>188,200</u>	<u>46,700</u>
<u>Capital Activity</u>				
Sources				
Grants & Loans	-	925,000	-	430,800
Transfers In	-	-	4,000,000	-
Total	<u>-</u>	<u>925,000</u>	<u>4,000,000</u>	<u>430,800</u>
Uses				
New Capital	1,828,605	2,360,236	7,155,236	67,100
Replacement Capital	743,495	2,131,000	2,131,000	316,000
Total	<u>2,572,100</u>	<u>4,491,236</u>	<u>9,286,236</u>	<u>383,100</u>
Net Capital (Loss)	<u>(2,572,100)</u>	<u>(3,566,236)</u>	<u>(5,286,236)</u>	<u>47,700</u>
Net Income (Loss)	<u>\$ (1,594,655)</u>	<u>\$ (3,222,587)</u>	<u>\$ (4,598,608)</u>	<u>\$ (34,263)</u>

Public Services
Balefill

Mission: Disposal of municipal solid waste.

Goals

1. Design and construct a new municipal landfill.
2. Increase environmental compliance with regards to solid waste disposal.
3. Increase diversion of construction and demolition materials at the landfill.

Objectives

1. Construct new landfill by January 2008.
2. Enter into contract agreement with private consultant for additional drilling on the extent of contamination of groundwater on south side of balefill by March 2008.
3. Construct new construction and demolition drop off facility at the landfill in FY08 budget.

Performance Measures

1. Completion of the drilling program covering extent of groundwater contamination.
2. Move into new landfill by February 2008.
3. Construct new construction and demolition drop off facility in FY08.

Highlights/Issues

The capital expenditures consist of:

New Capital

Hydro Seeder	\$	40,000
Track Steer Attachment (T-post Pounc		7,500
800 mq Hz Radios		18,000
Document Scanner		1,600
Total	\$	67,100

Replacement Capital

Pickup	\$	25,000
Paint Can Crusher		35,000
Loader		250,000
Computer Replacements		6,000
Total	\$	316,000

The projected reserves balance of this fund on June 30, 2007 is \$456,614.

The City Council approved the conversion of the Balefill Clerk position and a Baler Operator position from part-time to full-time for FY 2008. Funding for these positions is currently included in the adopted budget.

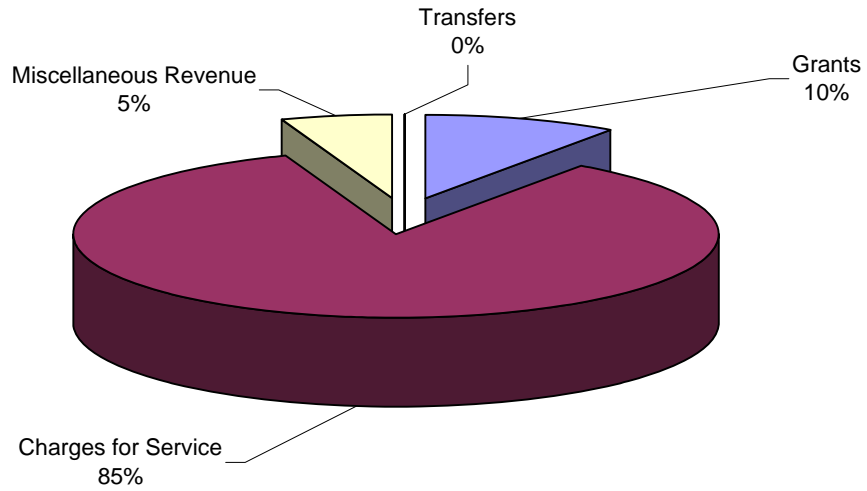
Balefill Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Balefill Clerk	1	1	2
Balefill Supervisor	1	1	1
Baler Operator	3	3	4
Environmental Safety Technician	1	1	1
Equipment Operator II	4	5	5
Keep Casper Beautiful Coordinator	1	1	1
Municipal Service Worker II	1	1	1
Solid Waste Division Manager	1	1	1
SW Diversion/ Special Waste Supervisor	1	1	1
Total	14	15	17
Part-time Employees (Budget)	\$ 36,461	\$ 45,557	\$ 35,452

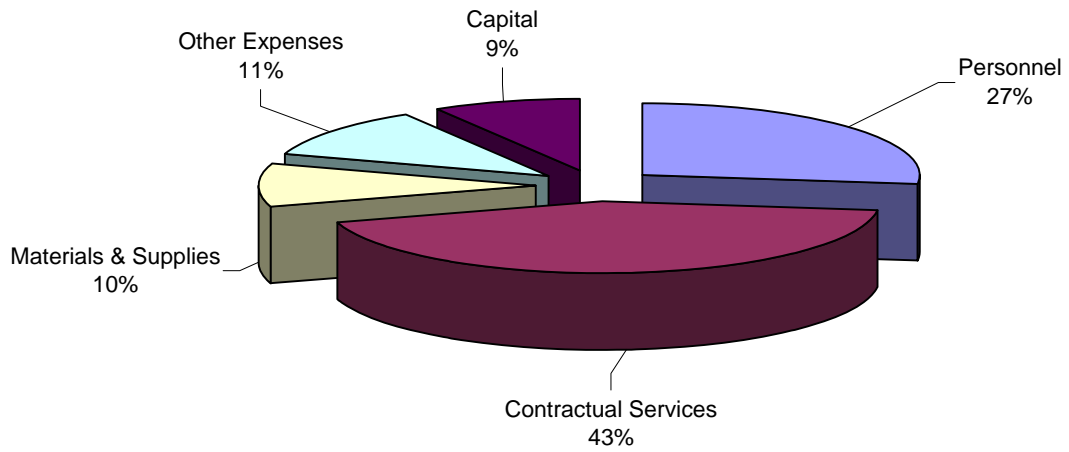
Balefill Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Grants	\$ -	\$ 925,000	\$ -	\$ 430,800
Charges for Service	3,356,761	3,240,165	3,566,936	3,708,624
Miscellaneous Revenue	338,433	455,420	371,300	240,700
Transfers	-	-	4,000,000	-
Total Revenues	\$ 3,695,194	\$ 4,620,585	\$ 7,938,236	\$ 4,380,124
Expenditures				
Personnel	\$ 885,642	\$ 978,956	\$ 968,586	\$ 1,187,220
Contractual Services	1,210,979	1,583,129	1,483,458	1,916,016
Materials & Supplies	156,968	324,450	333,163	428,195
Other Expenses	464,160	465,401	465,401	499,856
Capital	2,572,100	4,491,236	9,286,236	383,100
Total Expenditures	\$ 5,289,849	\$ 7,843,172	\$ 12,536,844	\$ 4,414,387

Balefill
FY 2008 Adopted Summary Revenue Budget



Balefill
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Balefill**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenue				
Grants				
State Grants/Loans	\$ -	\$ 925,000	\$ -	\$ 430,800
Total Grants	\$ -	\$ 925,000	\$ -	\$ 430,800
Charges for Services				
Commercial Charges	\$ 270,288	\$ 262,765	\$ 289,700	\$ 309,100
Residential Charges	855,896	871,800	877,700	877,700
Private Commercial Charges	2,155,478	2,056,100	2,314,800	2,426,200
Contaminated Soil	34,551	30,000	10,500	35,000
Other Charges	40,548	19,500	74,236	60,624
Total Charges for Services	\$ 3,356,761	\$ 3,240,165	\$ 3,566,936	\$ 3,708,624
Miscellaneous Revenue				
Interest	\$ 189,189	\$ 257,320	\$ 173,200	\$ 46,700
Contributions		\$ 15,000	\$ 15,000	\$ -
Admin/Mgmt Fees	149,244	183,100	183,100	194,000
Total Miscellaneous Revenue	\$ 338,433	\$ 455,420	\$ 371,300	\$ 240,700
Transfers				
Transfers In	\$ -	\$ -	\$ 4,000,000	\$ -
Total Transfers	\$ -	\$ -	\$ 4,000,000	\$ -
Total Revenues	\$ 3,695,194	\$ 4,620,585	\$ 7,938,236	\$ 4,380,124
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 584,776	\$ 659,363	\$ 638,666	\$ 804,887
Part Time	36,461	45,557	45,833	35,452
Overtime	33,522	31,100	38,500	37,400
Total Salaries & Wages	\$ 654,759	\$ 736,020	\$ 722,999	\$ 877,739
Other Pay				
Disability Leave Buy-Back	\$ 2,906	\$ 3,231	\$ 4,982	\$ 5,050
Accrued Leave Payoff	-	-	900	-
Supplemental Pay	-	-	-	7,750
Car Allowance	2,398	2,400	2,400	3,000
Total Other Pay	\$ 5,304	\$ 5,631	\$ 8,282	\$ 15,800
Benefits				
Health Insurance	\$ 107,772	\$ 113,484	\$ 113,484	\$ 149,616
Life Insurance	1,308	1,610	1,610	1,836
Disability Insurance	3,460	4,297	4,297	5,293
FICA/Medicare Tax	47,864	56,503	56,503	68,644
Retirement Contributions	35,113	39,355	39,355	48,519
Unemployment Compensation	2,686	4,029	4,029	3,200
Workers' Compensation	27,376	17,577	17,577	15,973
Clothing Allowance	-	450	450	600
Total Benefits	\$ 225,579	\$ 237,305	\$ 237,305	\$ 293,681
Total Personnel	\$ 885,642	\$ 978,956	\$ 968,586	\$ 1,187,220

**FY 2008 Budget
(Budget Basis)
Balefill**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Investment Fees	\$ 12,378	\$ 7,500	\$ 7,500	\$ 7,500
Medical Testing Services	1,034	3,200	3,200	3,200
Engineering Services	212,379	448,280	353,080	754,000
Other Testing	38,713	85,625	85,625	59,190
Water	4,492	5,600	5,600	5,600
Alarm	1,263	2,450	2,450	2,450
Equipment Rental	80,096	106,040	106,040	112,085
Insurance & Bonds	13,489	14,838	14,838	16,322
State Landfill Assurance Prg.	5,600	7,100	7,100	7,100
Telecommunications	7,218	8,100	8,100	8,100
Advertising	3,067	2,250	2,347	2,250
Printing/Reproduction	3,051	3,000	3,000	3,000
Travel	6,111	3,900	5,900	3,900
Training	8,450	7,900	8,257	9,300
Interdepartmental Svcs Fixed	564,384	633,510	633,510	657,999
Administration/Management Fees	17,244	22,731	22,731	24,500
Other Contractual	139,117	134,200	134,200	145,940
Association Dues	1,131	1,280	1,280	1,280
Postage/Shipping	477	300	300	300
Energy - Heat	40,053	36,800	36,800	40,000
Energy - Electricity	51,232	48,525	41,600	52,000
Total Contractual Services	\$ 1,210,979	\$ 1,583,129	\$ 1,483,458	\$ 1,916,016
Materials and Supplies				
Office Supplies	\$ 2,771	\$ 3,000	\$ 3,000	\$ 3,000
Operational Supplies	99,726	112,200	119,900	198,100
Other Materials & Supplies	4,860	6,200	6,200	16,200
Uniforms	3,588	4,550	4,719	4,675
Safety Equipment/Supplies	16,695	18,000	18,000	18,000
Cover Materials	20,000	20,000	20,844	20,000
Building Supplies	6,598	7,000	7,000	7,000
Paint and Sign Supplies	2,100	1,000	1,000	1,000
Small Tools and Supplies	630	2,500	2,500	2,500
Bulk Fuel	-	150,000	150,000	157,720
Total Materials & Supplies	\$ 156,968	\$ 324,450	\$ 333,163	\$ 428,195
Other Expenses				
Depreciation	\$ 359,160	\$ 360,401	\$ 360,401	\$ 393,756
Landfill Closure/Post Closure Accrual	105,000	105,000	105,000	105,000
Sales Tax	-	-	-	1,100
Total Other Expenses	\$ 464,160	\$ 465,401	\$ 465,401	\$ 499,856

**FY 2008 Budget
(Budget Basis)
Balefill**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Capital New				
Buildings	\$ 34,081	\$ 171,029	\$ 171,029	\$ -
Improv Other than Buildings	1,521,387	2,092,207	6,887,207	-
Light Equipment	48,715	81,000	81,000	47,500
Heavy Equipment	217,000	-	-	-
Technologies	7,422	16,000	16,000	19,600
Total Capital New	\$ 1,828,605	\$ 2,360,236	\$ 7,155,236	\$ 67,100
Capital Replacement				
Buildings	\$ 5,688	\$ 155,000	\$ 155,000	\$ -
Improv Other than Buildings	196,820	-	-	-
Light Equipment	41,223	-	-	60,000
Heavy Equipment	486,075	1,975,000	1,975,000	250,000
Technologies	13,689	1,000	1,000	6,000
Total Capital Replacement	\$ 743,495	\$ 2,131,000	\$ 2,131,000	\$ 316,000
Total Capital	\$ 2,572,100	\$ 4,491,236	\$ 9,286,236	\$ 383,100
Total Expenses	\$ 5,289,849	\$ 7,843,172	\$ 12,536,844	\$ 4,414,387
Net Fund	\$ (1,594,655)	\$ (3,222,587)	\$ (4,598,608)	\$ (34,263)

Leisure Enterprise
Funds

**Casper Events Center
Golf Course
Casper Recreation Center
Aquatics
Ice Arena
Hogadon Ski Area**

Leisure Enterprise Funds Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 3,613,112	\$ 4,548,222	\$ 4,258,467	\$ 4,673,696
Miscellaneous	265,406	299,833	321,053	410,051
Transfer In/ Operating Transfer	2,198,707	2,160,507	2,247,415	2,469,092
Total Revenues	\$ 6,077,225	\$ 7,008,562	\$ 6,826,935	\$ 7,552,839
Expenditures				
Personnel	\$ 3,293,837	\$ 3,996,211	\$ 3,878,658	\$ 4,361,714
Contractual Services	1,704,039	1,911,173	1,950,938	2,186,742
Materials & Supplies	427,932	679,874	653,992	659,325
Other Expenditures	253,688	312,203	262,917	264,827
Capital	221,732	298,400	283,093	153,930
Total Expenditures	\$ 5,901,228	\$ 7,197,861	\$ 7,029,598	\$ 7,626,538
Net All Leisure Enterprise Funds	\$ 175,997	\$ (189,299)	\$ (202,663)	\$ (73,699)

Casper Events Center

Casper Events Center
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 1,203,718	\$ 1,697,400	\$ 1,595,190	\$ 1,790,250
Administration/Management Fees	102,788	137,333	137,333	218,151
Total	<u>1,306,506</u>	<u>1,834,733</u>	<u>1,732,523</u>	<u>2,008,401</u>
Expenses				
Personnel Services	1,233,810	1,533,225	1,497,670	1,752,490
Contractual	573,822	646,114	657,045	778,559
Materials & Supplies	105,984	295,402	289,535	301,100
Other	-	45,015	120	120
Total	<u>1,913,616</u>	<u>2,519,756</u>	<u>2,444,370</u>	<u>2,832,269</u>
Operating Income (Loss)	<u>(607,110)</u>	<u>(685,023)</u>	<u>(711,847)</u>	<u>(823,868)</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	10,498	6,700	12,000	10,800
Miscellaneous	15,226	7,600	13,000	13,200
Transfers In	838,320	730,323	730,323	851,798
Total	<u>864,044</u>	<u>744,623</u>	<u>755,323</u>	<u>875,798</u>
Non-operating Income (Loss)	<u>864,044</u>	<u>744,623</u>	<u>755,323</u>	<u>875,798</u>
<u>Capital Activity</u>				
Uses				
Capital	41,657	72,484	63,976	51,930
Total	<u>41,657</u>	<u>72,484</u>	<u>63,976</u>	<u>51,930</u>
Net Capital (Loss)	<u>(41,657)</u>	<u>(72,484)</u>	<u>(63,976)</u>	<u>(51,930)</u>
Net Income (Loss)	<u>\$ 215,277</u>	<u>\$ (12,884)</u>	<u>\$ (20,500)</u>	<u>\$ -</u>

Leisure Services
Casper Events Center

Mission: To provide a community resource that provides a variety of entertainment and events for the citizens of Natrona County and the State of Wyoming, while generating positive economic impact for the community.

Goals

1. Book more profitable events.
2. Increase revenue generated by the Box Office services.
3. Continue capital improvements to keep the CEC competitive and up-to-date.

Objectives

1. Increase the fee charged to local non-profits as a percentage of the fee charged for commercial events.
2. Actively pursue more commercial events and increase the number of arena events in the fall and early winter.
3. Implement the Paciolan Hosted Ticket Service Agreement and the recommended fees by August 31, 2007.
4. Secure a design and cost estimate for the concourse level electrical upgrades.
5. Select a P.O.S. System and budget for purchase and installation.
6. Secure a design and cost estimate for the back gate security station.

Performance Measures

1. Increase in revenues generated in FY08 issues FY07.
2. Increase in commercial events and increase in number of arena events.
3. Installation completed and service functional.
4. Complete design and cost estimate by January 15, 2008.
5. System selected and budget figure submitted for FY09 Budget.
6. Design completed and budget figure submitted for FY09 Budget.

Highlights/Issues

The budget for this cost center includes the Leisure Services Director and the new Events Center Manager position.

The increase in Administrative Fees revenue is related to charges assessed to other Leisure Services cost centers, including Golf Course, Hogadon, Ice Arena, Aquatics and Recreation Center to fund the Leisure Services Director position assigned to the Events Center.

The City Council approved the conversion of an Assistant Box Office Manager position from part-time to full-time for FY 2008. Funding for this position is currently included in the adopted budget.

The changes of Service Fees Revenue and Ticketing Service Charges represent revenues and costs associated with the upgraded ticketing system services.

The capital expenditures consist of:

Convection Steamer and Kettle	\$	8,310
Walk In Cooler Compressors		5,200
Commercial Microwaves		5,000
Door Hardware		5,000
Exterior Concrete Repair		5,000
Second Floor Window Replacement		5,000
Technology Replacements		<u>18,420</u>
Total	\$	51,930

The projected reserves balance of this fund on June 30, 2007 is \$98,972.

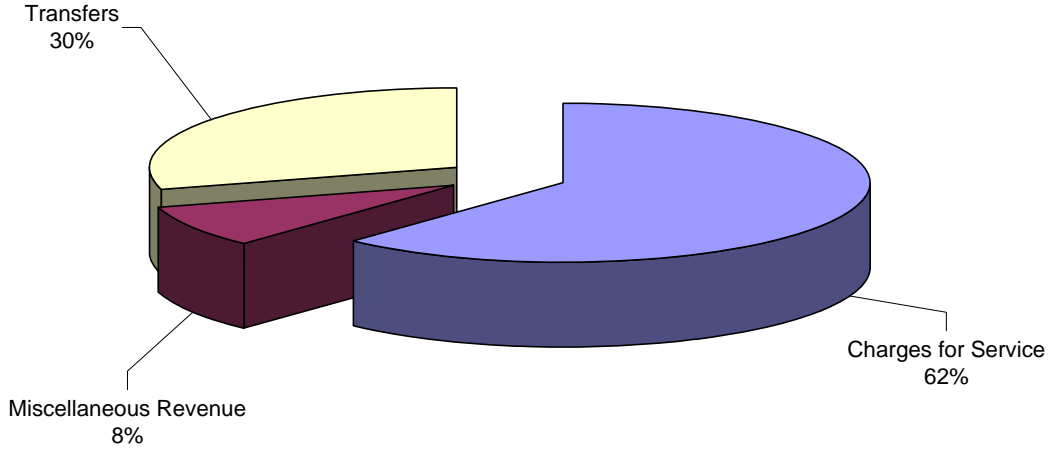
Casper Events Center Staffing Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
Full Time Employees			
Leisure Services Director	1	1	1
Events Center Manager	-	-	1
Accounting Technician	1	1	1
Administrative Secretary	1	1	1
Audio Visual Technician	1	1	1
Assistant Box Office Manager	-	-	1
Box Office Manager	1	1	1
Event Coordinator	1	1	1
Food & Bev Superintendent	1	1	1
Food & Beverage Manager	1	1	1
Maintenance Crew Chief	1	1	1
Maintenance Supervisor	1	1	1
Marketing Assistant	1	1	1
Marketing Promotions Manager	1	1	1
Operations Manager	1	1	1
Special Facilities Superintendent	1	1	1
Total	<u>14</u>	<u>14</u>	<u>16</u>
Part-time Employees (Budget)	\$ 418,562	\$ 529,322	\$ 548,657

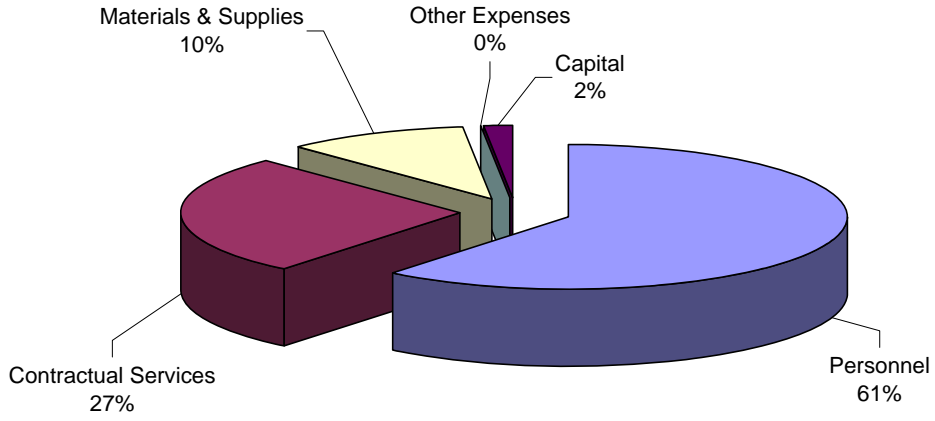
Casper Events Center Budget Summary

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
Revenues				
Charges for Service	\$ 1,203,718	\$ 1,697,400	\$ 1,595,190	\$ 1,790,250
Miscellaneous Revenue	128,512	151,633	162,333	242,151
Transfers	838,320	730,323	730,323	851,798
Total Revenues	<u>\$ 2,170,550</u>	<u>\$ 2,579,356</u>	<u>\$ 2,487,846</u>	<u>\$ 2,884,199</u>
Expenditures				
Personnel	\$ 1,233,810	\$ 1,533,225	\$ 1,497,670	\$ 1,752,490
Contractual Services	573,822	646,114	657,045	778,559
Materials & Supplies	105,984	295,402	289,535	301,100
Other Expenses	-	45,015	120	120
Capital	41,657	72,484	63,976	51,930
Total Expenditures	<u>\$ 1,955,273</u>	<u>\$ 2,592,240</u>	<u>\$ 2,508,346</u>	<u>\$ 2,884,199</u>

Casper Events Center
FY 2008 Adopted Summary Revenue Budget



Casper Events Center
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Casper Events Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
ATM Fees	\$ 3,232	\$ 3,100	\$ 1,500	\$ -
Catering	74,657	200,000	222,000	250,000
Gratuities	8,433	30,000	26,640	30,500
Building Rental	182,519	198,300	182,500	186,000
Equipment Fees	35,356	42,400	35,400	36,000
Concessions	255,830	400,000	328,000	350,000
Alcohol Sales	86,223	250,000	220,000	240,000
Parking Income	62,234	68,700	60,700	62,300
Exhibitor Services	33,308	28,500	33,400	34,000
Service Fees	70,148	76,900	97,000	212,000
Reimbursable Wages	365,259	361,700	354,800	356,200
Lease Fees	26,519	37,800	33,250	33,250
Total Charges for Services	\$ 1,203,718	\$ 1,697,400	\$ 1,595,190	\$ 1,790,250
Miscellaneous				
Interest	\$ 10,498	\$ 6,700	\$ 12,000	\$ 10,800
Administrative Fees	102,788	137,333	137,333	218,151
Unclassified Miscellaneous	15,226	7,600	13,000	13,200
Total Miscellaneous	\$ 128,512	\$ 151,633	\$ 162,333	\$ 242,151
Transfers				
Transfers In	\$ 838,320	\$ 730,323	\$ 730,323	\$ 851,798
Total Transfers	\$ 838,320	\$ 730,323	\$ 730,323	\$ 851,798
Total Revenues	\$ 2,170,550	\$ 2,579,356	\$ 2,487,846	\$ 2,884,199

**FY 2008 Budget
(Budget Basis)
Casper Events Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 543,019	\$ 678,706	\$ 687,476	\$ 804,676
Part Time	418,562	529,322	481,737	548,657
Overtime	25,519	26,745	25,620	25,775
Holiday Pay	282	-	326	700
Total Salaries & Wages	\$ 987,382	\$ 1,234,773	\$ 1,195,159	\$ 1,379,808
Other Pay				
Supplemental Pay	\$ 1,287	\$ 15,000	\$ 15,570	\$ 26,000
Disability Leave Buy-Back	7,213	7,650	6,979	7,200
Accrued Leave Payoff	6,379	-	13,000	13,500
Car Allowances	6,600	8,400	10,500	10,500
Total Other Pay	\$ 21,479	\$ 31,050	\$ 46,049	\$ 57,200
Benefits				
Health Insurance	\$ 68,724	\$ 83,784	\$ 83,784	\$ 118,080
Life Insurance	1,181	1,684	1,572	1,968
Disability Insurance	3,232	4,315	4,247	5,347
FICA/Medicare Tax	76,175	99,389	92,360	109,932
Retirement Contributions	36,186	44,655	44,094	52,110
Unemployment Compensation	2,316	4,157	2,595	3,090
Workers' Compensation	37,135	29,418	27,810	24,955
Total Benefits	\$ 224,949	\$ 267,402	\$ 256,462	\$ 315,482
Total Personnel	\$ 1,233,810	\$ 1,533,225	\$ 1,497,670	\$ 1,752,490
Contractual Services				
Medical Testing Services	\$ -	\$ 100	\$ -	\$ 100
Water	25,054	26,000	27,000	28,000
Equipment Repairs	2,056	6,500	6,000	19,100
Maintenance Agreements	72,948	78,536	77,618	95,175
Insurance & Bonds	29,106	35,300	32,017	35,218
Telecommunications	30,390	31,000	27,212	28,000
Advertising	9,911	18,400	14,400	19,750
Promotional Expenses	103	500	267	240
Printing/Reproduction	5,619	6,500	5,800	6,200
Travel	4,645	7,100	3,300	7,100
Training	2,270	2,500	2,100	2,800
Interdepartmental Svcs Fixed	18,096	24,870	24,870	25,491
Administration/Management Fees	23,916	30,963	30,963	26,161
Other Contractual	80,758	95,200	129,729	98,379
Association Dues	870	2,745	2,305	2,845
Credit Card Service Charges	22,219	34,500	23,500	23,600
Ticketing Service Charges	-	-	-	85,000
Production Service	2,935	28,000	8,640	28,000
Postage/Shipping	2,379	3,400	2,324	2,400
Energy - Heat	77,661	64,000	77,000	80,000
Energy - Electricity	162,886	150,000	162,000	165,000
Total Contractual Services	\$ 573,822	\$ 646,114	\$ 657,045	\$ 778,559

**FY 2008 Budget
(Budget Basis)
Casper Events Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials and Supplies				
Office Supplies	\$ 9,458	\$ 13,275	\$ 9,435	\$ 11,200
Operational Supplies	19,629	70,000	88,000	100,000
Other Materials & Supplies	1,746	11,350	6,350	7,500
Uniforms	2,924	2,100	2,100	3,450
Safety Equipment/Supplies	1,856	1,850	1,850	1,950
Alcohol Supplies	18,546	42,500	55,000	59,000
Building Supplies	33,728	38,000	38,000	28,000
Concession Supplies	18,097	116,327	88,800	90,000
Total Materials & Supplies	\$ 105,984	\$ 295,402	\$ 289,535	\$ 301,100
Other Expenses				
Sales Tax	\$ -	\$ 45,015	\$ 120	\$ 120
Total Other Expenses	\$ -	\$ 45,015	\$ 120	\$ 120
Capital New				
Improv Other than Buildings	\$ 34,631	\$ 44,689	\$ 36,010	\$ 33,510
Technologies	7,026	27,795	27,966	18,420
Total Capital New	\$ 41,657	\$ 72,484	\$ 63,976	\$ 51,930
Total Capital Expenses	\$ 41,657	\$ 72,484	\$ 63,976	\$ 51,930
Total Expenses	\$ 1,955,273	\$ 2,592,240	\$ 2,508,346	\$ 2,884,199
Net Fund	\$ 215,277	\$ (12,884)	\$ (20,500)	\$ -



Golf Course

**Golf Course
Income Statement**
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 822,181	\$ 1,003,650	\$ 971,840	\$ 1,054,000
Administration/Management Fees	-	19,072	19,072	21,509
Total	<u>822,181</u>	<u>1,022,722</u>	<u>990,912</u>	<u>1,075,509</u>
Expenses				
Personnel Services	287,748	383,067	388,302	422,974
Contractual	322,337	369,182	393,926	386,046
Materials & Supplies	120,643	148,677	134,500	135,800
Depreciation	138,000	138,000	138,000	138,000
Debt Service & Interest	26,005	26,006	26,006	26,006
Other	2,682	9,461	6,720	8,530
Total	<u>897,415</u>	<u>1,074,393</u>	<u>1,087,454</u>	<u>1,117,356</u>
Operating Income (Loss)	<u>(75,234)</u>	<u>(51,671)</u>	<u>(96,542)</u>	<u>(41,847)</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	34,098	27,000	35,000	35,000
Miscellaneous	603	-	3,320	5,500
Total	<u>34,701</u>	<u>27,000</u>	<u>38,320</u>	<u>40,500</u>
Non-operating Income (Loss)	<u>34,701</u>	<u>27,000</u>	<u>38,320</u>	<u>40,500</u>
<u>Capital Activity</u>				
Uses				
New Capital	731	5,000	701	2,000
Replacement Capital	125,933	160,000	156,000	43,000
Total	<u>126,664</u>	<u>165,000</u>	<u>156,701</u>	<u>45,000</u>
Net Capital (Loss)	<u>(126,664)</u>	<u>(165,000)</u>	<u>(156,701)</u>	<u>(45,000)</u>
Net Income (Loss)	<u>\$ (167,197)</u>	<u>(189,671)</u>	<u>(214,923)</u>	<u>(46,347)</u>

Leisure Services
Golf Course

Mission: To provide an affordable, challenging, enjoyable, pleasant and safe golf course with appropriate amenities for residents and visitors to Casper.

Goals

1. Repair the entrance road.
2. Continue efforts towards developing and funding a new maintenance facility to improve employee, safety, equipment care, and golf course management.
3. Achieve break even for the food and beverage service.

Objectives

1. Identify funding sources to help cover the increasing cost of building construction.
2. Review new and replacement equipment policies and needs in order to preserve depreciation reserves to possibly fund new maintenance facility.
3. Education of user groups and the general public on the benefit and need of new maintenance facility.
4. Increase the number of customers utilizing the 19th Hole Restaurant and Lounge.

Performance Measures

1. Date of review financial performance of cost center completed, including plan to enhance revenue through increased usage, reduce expenses and recommend golf package prices.
2. Amount, if any, the annual capital costs can be reduced.
3. FY08 food and beverage subsidy versus FY07.

Highlights/Issues

The increase in Administration/Management Fees is due to increased charges assessed other Leisure Services cost centers by the Events Center to fund the Leisure Services Director.

The capital expenditures consist of:

Club House Improvements	\$	15,000
Mower		28,000
Total	\$	43,000

The net loss budgeted for FY 2008 will be funded from reserves.

The projected reserves balance of this fund on June 30, 2007 is \$636,177.

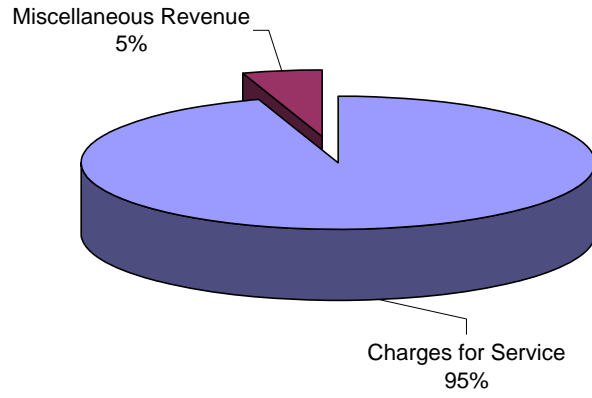
Golf Course Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Food & Beverage Manager	1	1	1
Golf Course Mechanic	1	1	1
Golf Course Supervisor	1	1	1
Golf Course Technician	1	1	1
Irrigation Technician	1	1	1
Total	5	5	5
Part-time Employees (Budget)	\$ 78,312	\$ 100,394	\$ 117,377

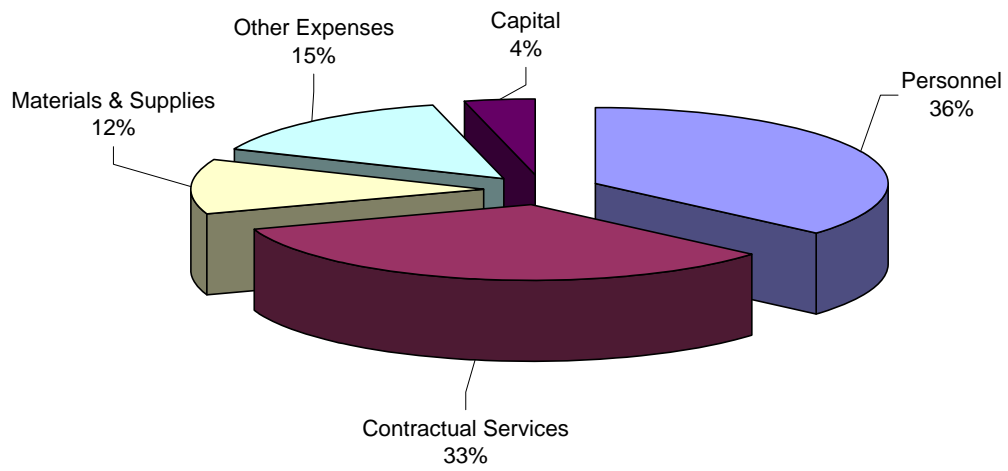
Golf Course Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 822,181	\$ 1,007,722	\$ 974,912	\$ 1,059,509
Miscellaneous Revenue	34,701	42,000	54,320	56,500
Total Revenues	\$ 856,882	\$ 1,049,722	\$ 1,029,232	\$ 1,116,009
Expenditures				
Personnel	\$ 287,748	\$ 383,067	\$ 388,302	\$ 422,974
Contractual Services	322,337	369,182	393,926	386,046
Materials & Supplies	120,643	148,677	134,500	135,800
Other Expenses	166,687	173,467	170,726	172,536
Capital	126,664	165,000	156,701	45,000
Total Expenditures	\$ 1,024,079	\$ 1,239,393	\$ 1,244,155	\$ 1,162,356

Golf Course
FY 2008 Adopted Summary Revenue Budget



Golf Course
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Golf Course**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Catering	\$ 2,569	\$ 15,000	\$ 8,000	\$ 12,000
Gratuities	1,475	3,650	3,500	4,000
Golf Cart Rental	209,984	220,000	220,000	230,000
Concessions	10,976	80,000	33,500	55,500
Alcohol Sales	43,313	60,000	77,500	76,000
Administrative Fees	-	19,072	19,072	21,509
Other Charges	-	-	340	500
Season Passes	267,792	300,000	300,000	335,000
Green Fees	286,072	310,000	313,000	325,000
Total Charges for Services	\$ 822,181	\$ 1,007,722	\$ 974,912	\$ 1,059,509
Miscellaneous Revenue				
Gift Certificates	\$ -	\$ 15,000	\$ 16,000	\$ 16,000
Interest	34,098	27,000	35,000	35,000
Misc Revenue	603	-	3,320	5,500
Total Miscellaneous Revenue	\$ 34,701	\$ 42,000	\$ 54,320	\$ 56,500
Total Operating Revenue	\$ 856,882	\$ 1,049,722	\$ 1,029,232	\$ 1,116,009

**FY 2008 Budget
(Budget Basis)
Golf Course**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 123,565	\$ 183,670	\$ 183,670	\$ 203,843
Part Time	78,312	100,394	101,638	117,377
Overtime	24,884	18,000	18,500	18,500
Holiday Pay	449	700	500	500
Total Salaries & Wages	\$ 227,210	\$ 302,764	\$ 304,308	\$ 340,220
Other Pay				
Supplemental Pay	\$ 1,048	\$ 1,825	\$ 5,150	\$ 4,750
Disability Leave Buy-Back	948	1,200	1,225	1,225
Accrued Leave Payoff	531	-	333	-
Total Other Pay	\$ 2,527	\$ 3,025	\$ 6,708	\$ 5,975
Benefits				
Health Insurance	\$ 14,832	\$ 30,648	\$ 30,648	\$ 28,080
Life Insurance	323	514	508	533
Disability Insurance	718	1,206	1,219	1,331
FICA/Medicare Tax	18,193	24,278	24,575	26,485
Retirement Contributions	8,622	11,078	11,186	12,188
Unemployment Compensation	5,459	2,000	2,000	2,000
Workers' Compensation	9,864	7,554	7,150	6,162
Total Benefits	\$ 58,011	\$ 77,278	\$ 77,286	\$ 76,779
Total Personnel	\$ 287,748	\$ 383,067	\$ 388,302	\$ 422,974
Contractual Services				
Investment Fees	\$ 1,845	\$ 1,500	\$ 1,500	\$ 1,500
Contractual Supervisor	99,077	105,000	100,000	100,000
Water	41,815	60,000	115,000	80,000
Equipment Repairs	453	800	800	1,000
Maintenance Agreements	43	1,000	1,000	500
Insurance & Bonds	3,377	3,715	3,715	4,086
Telecommunications	2,791	2,400	3,000	3,000
Advertising	490	3,400	3,450	3,400
Printing/Reproduction	-	500	500	500
Travel	3,154	3,500	3,300	3,500
Training	1,405	1,560	1,500	1,550
Interdepartmental Svcs Fixed	43,896	49,942	24,970	44,301
Administration/Management Fees	53,097	70,791	70,791	86,644
Other Contractual	20,743	24,250	23,250	16,115
Association Dues	945	1,750	1,950	750
Credit Card Service Charges	-	1,074	1,200	1,200
Energy - Heat	3,127	3,000	3,000	3,000
Energy - Electricity	46,079	35,000	35,000	35,000
Total Contractual Services	\$ 322,337	\$ 369,182	\$ 393,926	\$ 386,046

**FY 2008 Budget
(Budget Basis)
Golf Course**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials and Supplies				
Office Supplies	\$ 1,024	\$ 550	\$ 650	\$ 650
Operational Supplies	4,350	9,250	12,000	8,800
Other Materials & Supplies	1,332	3,000	2,500	2,500
Uniforms	1,126	700	700	700
Safety Equipment/Supplies	629	650	650	650
Alcohol Supplies	22,389	23,327	20,500	20,500
Concession Supplies	15,109	35,200	21,000	21,000
Landscape Maintenance Supplies	35,990	45,000	41,000	42,000
Irrigation Supplies	10,498	10,000	12,500	13,000
Small Tools and Supplies	1,309	1,000	1,000	1,000
Bulk Fuel	21,023	15,000	17,000	20,000
Golf Course Supplies	5,864	5,000	5,000	5,000
Total Materials & Supplies	\$ 120,643	\$ 148,677	\$ 134,500	\$ 135,800
Other Expenses				
Depreciation	\$ 138,000	\$ 138,000	\$ 138,000	\$ 138,000
Principal Payments / Debt Service	5,633	5,859	5,859	6,093
Interest Expense	20,372	20,147	20,147	19,913
Sales Tax	2,682	9,461	6,720	8,530
Total Other Expenses	\$ 166,687	\$ 173,467	\$ 170,726	\$ 172,536
Capital New				
Technologies	\$ 731	\$ 5,000	\$ 701	\$ 2,000
Total Capital New	\$ 731	\$ 5,000	\$ 701	\$ 2,000
Capital Replacement				
Buildings	\$ 9,485	\$ 30,000	\$ 30,000	\$ 15,000
Light Equipment	-	-	-	28,000
Heavy Equipment	102,103	130,000	126,000	-
Technologies	14,345	-	-	-
Total Capital Replacement	\$ 125,933	\$ 160,000	\$ 156,000	\$ 43,000
Total Capital	\$ 126,664	\$ 165,000	\$ 156,701	\$ 45,000
Total Expenses	\$ 1,024,079	\$ 1,239,393	\$ 1,244,155	\$ 1,162,356
Net Fund	\$ (167,197)	\$ (189,671)	\$ (214,923)	\$ (46,347)

Casper Recreation
Center

**Casper Recreation Center
Income Statement**

(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 563,561	\$ 530,800	\$ 526,900	\$ 581,900
Total	<u>563,561</u>	<u>530,800</u>	<u>526,900</u>	<u>581,900</u>
Expenses				
Personnel Services	728,097	807,724	786,482	878,221
Contractual	192,076	184,768	198,246	249,114
Materials & Supplies	52,789	53,750	52,950	54,300
Promotional Expenses	145	1,000	200	200
Debt Service & Interest	7,160	8,621	8,621	8,621
Total	<u>980,267</u>	<u>1,055,863</u>	<u>1,046,499</u>	<u>1,190,456</u>
Operating Income (Loss)	<u>(416,706)</u>	<u>(525,063)</u>	<u>(519,599)</u>	<u>(608,556)</u>
<u>Non-operating Activity</u>				
Revenues				
Transfers In	592,671	592,671	592,671	611,056
Total	<u>592,671</u>	<u>592,671</u>	<u>592,671</u>	<u>611,056</u>
Non-operating Income (Loss)	<u>592,671</u>	<u>592,671</u>	<u>592,671</u>	<u>611,056</u>
<u>Capital Activity</u>				
Capital				
New Capital	6,319	6,500	6,500	2,500
Total	<u>6,319</u>	<u>6,500</u>	<u>6,500</u>	<u>2,500</u>
Net Capital (Loss)	<u>(6,319)</u>	<u>(6,500)</u>	<u>(6,500)</u>	<u>(2,500)</u>
Net Income (Loss)	<u>\$ 169,646</u>	<u>61,108</u>	<u>66,572</u>	<u>-</u>

Leisure Services
Casper Recreation Center

Mission: Provide recreation services that enhance the quality of life for Casper area residents and visitors. Promote positive recreational opportunities, skill development and good health in a friendly and well maintained environment.

Goals

1. Decrease the subsidy level.
2. Make the recreation center more competitive with other facilities in the community.

Objectives

1. Increase the revenue generated from each customer visit.
2. Analyze the services provided at the recreation center compared to other facilities in the community.
3. Prepare a plan for the expansion of weight and fitness equipment areas.
4. Improve community and visitor awareness through the installation of attractive off-street illuminated signage.

Performance Measures

1. Net subsidy per customer visit in FY08 compared to FY07.
2. Plan of action detailing expense and revenue estimates for service upgrades.
3. Plan of action detailing cost estimates and design features for expansion and signage upgrades.

Highlights/Issues

The increase in Administration/Management Fees is due to increased charges assessed other Leisure Services cost centers by the Events Center to fund the Leisure Services Director.

The capital expenditures consist of:

Computer Replacements	\$ 2,500
Total	\$ 2,500

The projected reserves balance of this fund on June 30, 2007 is \$102,221.

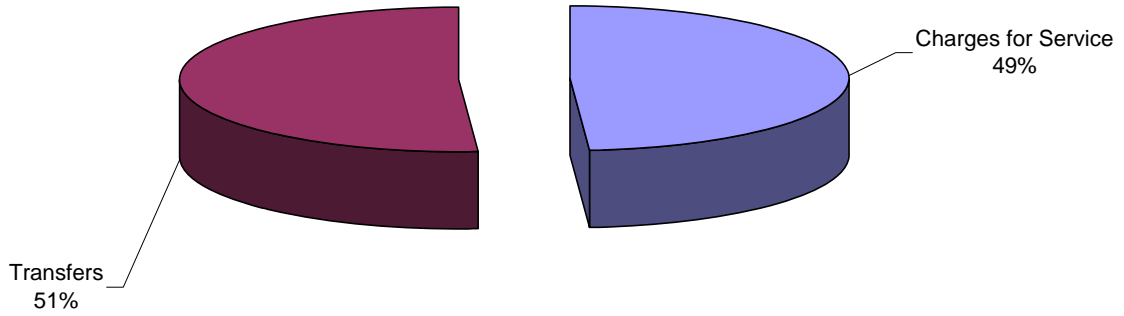
Casper Recreation Center Staffing Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
Full Time Employees			
Custodial Maintenance Worker I	2	2	2
Recreation Coordinator	2	2	2
Recreation Superintendent	1	1	1
Recreation Supervisor	2	2	2
Secretary II	1	1	1
Senior Custodial Maint Worker	1	1	1
Total	<u>9</u>	<u>9</u>	<u>9</u>
Part-time Employees (Budget)	\$ 227,848	\$ 259,167	\$ 276,953

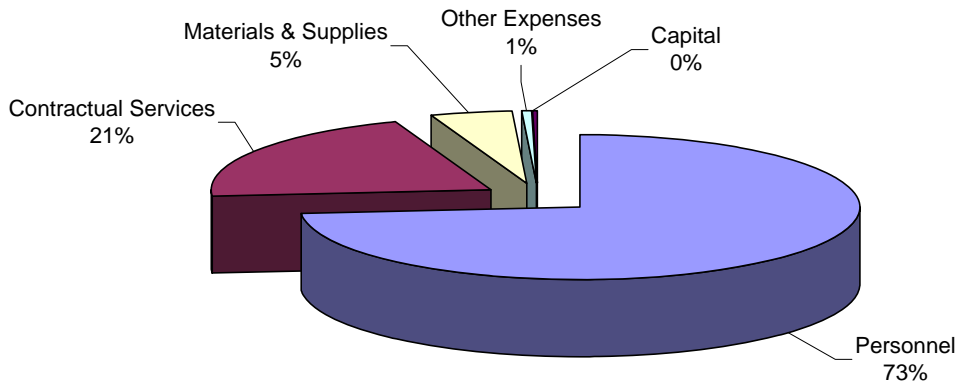
Casper Recreation Center Budget Summary

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
Revenues				
Charges for Service	\$ 563,561	\$ 530,800	\$ 526,900	\$ 581,900
Transfers	592,671	592,671	592,671	611,056
Total Revenues	<u>\$ 1,156,232</u>	<u>\$ 1,123,471</u>	<u>\$ 1,119,571</u>	<u>\$ 1,192,956</u>
Expenditures				
Personnel	\$ 728,097	\$ 807,724	\$ 786,482	\$ 878,221
Contractual Services	192,076	184,768	198,246	249,114
Materials & Supplies	52,789	53,750	52,950	54,300
Other Expenses	7,305	9,621	8,821	8,821
Capital	6,319	6,500	6,500	2,500
Total Expenditures	<u>\$ 986,586</u>	<u>\$ 1,062,363</u>	<u>\$ 1,052,999</u>	<u>\$ 1,192,956</u>

Casper Recreation Center
FY 2008 Adopted Summary Revenue Budget



Casper Recreation Center
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Casper Recreation Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Park User Fees	\$ 13,497	\$ 13,000	\$ 14,000	\$ 14,000
Recreation Passes	76,853	77,500	75,000	82,000
Courts	4,951	4,800	5,000	5,000
Classes	281,168	235,000	240,000	280,000
Locker Rental	5,108	5,200	5,000	5,000
Room Rental	17,140	20,000	17,500	21,500
Towel Rental	1,236	1,000	1,400	1,400
Equipment Fees	1,020	1,100	1,200	1,200
League User Fees	28,608	28,000	29,000	31,000
Pro Shop Sales	4,287	5,000	4,300	4,300
Foundation Contribution	6,648	9,000	6,500	7,500
Concessions	6,096	6,000	9,000	9,000
Ball Field User Fees	73,302	74,000	67,500	67,500
Admissions	43,150	46,000	43,000	44,000
Gift Certificates	2	5,000	8,000	8,000
Tennis Court User Fees	495	200	500	500
Total Charges for Services	\$ 563,561	\$ 530,800	\$ 526,900	\$ 581,900
Transfers				
Transfers In	\$ 592,671	\$ 592,671	\$ 592,671	\$ 611,056
Total Transfers	\$ 592,671	\$ 592,671	\$ 592,671	\$ 611,056
Total Revenues	\$ 1,156,232	\$ 1,123,471	\$ 1,119,571	\$ 1,192,956

**FY 2008 Budget
(Budget Basis)
Casper Recreation Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 348,833	\$ 381,357	\$ 381,357	\$ 385,698
Part Time	227,848	259,167	240,532	276,953
Overtime	8,005	7,000	8,500	8,500
Total Salaries & Wages	\$ 584,686	\$ 647,524	\$ 630,389	\$ 671,151
Other Pay				
Disability Leave Buy-Back	\$ 5,128	\$ 6,500	\$ 3,381	\$ 3,500
Accrued Leave Payoff	-	-	-	32,500
Supplemental Pay	-	-	-	5,750
Car Allowances	-	-	-	2,000
Total Other Pay	\$ 5,128	\$ 6,500	\$ 3,381	\$ 43,750
Benefits				
Health Insurance	\$ 48,288	\$ 63,384	\$ 63,384	\$ 68,592
Life Insurance	821	927	927	1,097
Disability Insurance	2,042	2,429	2,429	2,632
FICA/Medicare Tax	43,747	50,062	49,582	54,690
Retirement Contributions	19,879	22,243	22,243	24,145
Unemployment Compensation	183	-	4	-
Workers' Compensation	23,323	14,655	14,143	12,164
Total Benefits	\$ 138,283	\$ 153,700	\$ 152,712	\$ 163,320
Total Personnel	\$ 728,097	\$ 807,724	\$ 786,482	\$ 878,221
Contractual Services				
Water	\$ 9,189	\$ 10,000	\$ 11,000	\$ 11,500
Office Equipment Repairs	240	400	435	400
Maintenance Agreements	8,866	9,800	10,700	10,100
Insurance & Bonds	9,783	10,761	10,761	11,837
Telecommunications	8,974	9,500	9,000	9,500
Advertising	4,290	5,000	4,700	7,500
Printing/Reproduction	20,515	24,750	24,000	25,850
Travel	6,565	7,000	7,393	7,000
Interdepartmental Svcs Fixed	41,088	42,207	42,207	59,050
Administration/Management Fees	-	-	-	23,427
Other Contractual	9,073	6,300	6,000	6,000
Association Dues	742	1,100	950	950
Postage/Shipping	5,323	6,200	4,000	4,000
Energy - Heat	17,683	11,750	17,800	20,000
Energy - Electricity	49,745	40,000	49,300	52,000
Total Contractual Services	\$ 192,076	\$ 184,768	\$ 198,246	\$ 249,114

**FY 2008 Budget
(Budget Basis)
Casper Recreation Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials and Supplies				
Office Supplies	\$ 5,747	\$ 5,000	\$ 5,000	\$ 5,000
Operational Supplies	23,090	24,800	23,850	24,600
Other Materials & Supplies	1,071	2,000	1,500	1,500
Uniforms	3,603	3,000	3,800	3,500
Custodial Supplies	11,827	12,000	12,500	12,500
Photo Supplies	568	1,100	1,000	1,000
Safety Equipment/Supplies	741	500	500	1,400
Resale Supplies	5,676	4,600	4,300	4,300
Small Tools and Supplies	466	750	500	500
Total Materials & Supplies	\$ 52,789	\$ 53,750	\$ 52,950	\$ 54,300
Other Expenses				
Promotional Expenses	\$ 145	\$ 1,000	\$ 200	\$ 200
Principal Payments / Debt Service	7,160	8,621	8,621	8,621
Total Other Expenses	\$ 7,305	\$ 9,621	\$ 8,821	\$ 8,821
Capital New				
Technologies	\$ 6,319	\$ 6,500	\$ 6,500	\$ 2,500
Total Capital New	\$ 6,319	\$ 6,500	\$ 6,500	\$ 2,500
Total Capital	\$ 6,319	\$ 6,500	\$ 6,500	\$ 2,500
Total Expenses	\$ 986,586	\$ 1,062,363	\$ 1,052,999	\$ 1,192,956
Net Fund	\$ 169,646	\$ 61,108	\$ 66,572	\$ -

Aquatics

Aquatics
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 388,748	\$ 585,200	\$ 441,900	\$ 483,200
Miscellaneous Revenue	20,506	29,500	22,600	27,600
Total	<u>409,254</u>	<u>614,700</u>	<u>464,500</u>	<u>510,800</u>
Expenses				
Personnel Services	492,614	627,265	580,690	614,884
Contractual	247,341	305,006	302,435	336,847
Materials & Supplies	64,505	71,000	61,000	61,650
Other	1,109	1,450	1,150	1,150
Total	<u>805,569</u>	<u>1,004,721</u>	<u>945,275</u>	<u>1,014,531</u>
Operating Income (Loss)	<u>(396,315)</u>	<u>(390,021)</u>	<u>(480,775)</u>	<u>(503,731)</u>
<u>Non-operating Activity</u>				
Revenues				
Transfers In	350,014	397,421	485,175	507,231
Total	<u>350,014</u>	<u>397,421</u>	<u>485,175</u>	<u>507,231</u>
Non-operating Income (Loss)	<u>350,014</u>	<u>397,421</u>	<u>485,175</u>	<u>507,231</u>
<u>Capital Activity</u>				
Capital Expenses				
Light Equipment	17,299	5,000	2,000	2,000
Technologies	3,843	2,400	2,400	1,500
Total Capital	<u>21,142</u>	<u>\$ 7,400</u>	<u>\$ 4,400</u>	<u>\$ 3,500</u>
Net Capital (Loss)	<u>(21,142)</u>	<u>(7,400)</u>	<u>(4,400)</u>	<u>(3,500)</u>
Net Income (Loss)	<u>\$ (67,443)</u>	<u>-</u>	<u>-</u>	<u>-</u>

Leisure Services

Aquatics

Mission: Provide water-centered recreation services that enhance the quality of life for Casper area residents and visitors. Services promote positive recreational opportunities, skill development, and good health in friendly and well-maintained environment.

Goals

1. Decrease the subsidy level.
2. Develop alternative use recommendations for at least two of the outdoor pool sites.

Objectives

1. Analyze and refocus the marketing plan in order to increase customer visits at the aquatic center.
2. Review daily and hourly usage at all outdoor pools and make schedule adjustments that eliminate times with the least usage.
3. Conduct a survey of daily admission fees for state and regional outdoor pools with similar amenities.
4. Work with Parks Division staff and the Leisure Services Advisory Board to identify options and costs of implementing alternative uses of pool sites.

Performance Measures

1. Net subsidy per customer visit in FY08 compared to FY07.
2. Number of aquatic center participants in FY08 compared to FY07.
3. Recommendation for new daily admission fees for the outdoor pools.
4. Recommendations for alternative use of pool sites, with cost projections, submitted for City Manager review by December, 2007.

Highlights/Issues

The increase in Administration/Management Fees is due to increased charges assessed other Leisure Services cost centers by the Event Center to fund the Leisure Services Director.

The Transfers In includes proposed funding from excess One Cent #12 to replace the lower than anticipated user fees revenue at the Aquatics Center.

The capital expenditures consist of:

Computer Replacement	\$ 1,500
Pool Equipment	2,000
Total	\$ 3,500

The projected reserves balance of this fund on June 30, 2007 is \$10,971.

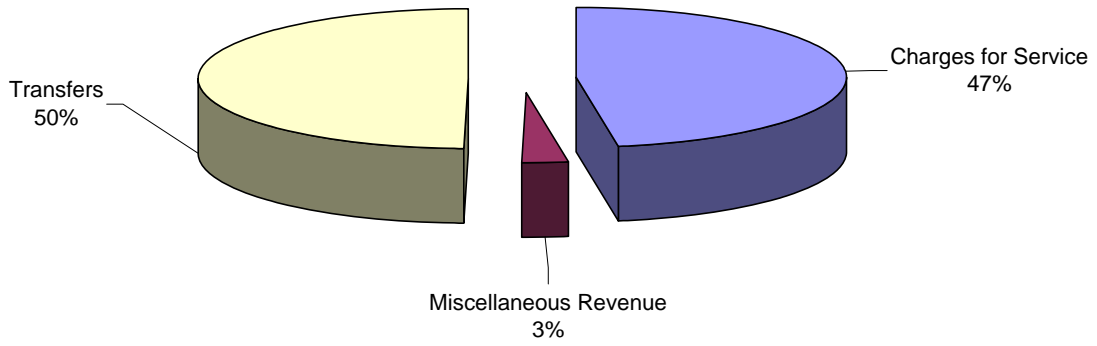
Aquatics Staffing Summary

	FY 2005	FY 2007	FY 2008
Full Time Employees			
Recreation Coordinator	1	1	1
Recreation Supervisor	1	1	1
Senior Custodial Maint Worker	1	1	1
Total	3	3	3
Part-time Employees (Budget)	\$ 309,249	\$ 410,620	\$ 388,308

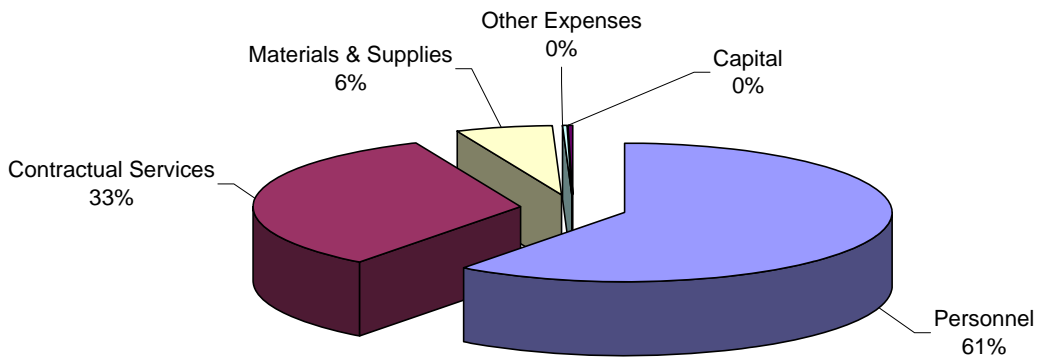
Aquatics Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 388,748	\$ 585,200	\$ 441,900	\$ 483,200
Miscellaneous Revenue	20,506	29,500	22,600	27,600
Transfers	350,014	397,421	485,175	507,231
Total Revenues	\$ 759,268	\$ 1,012,121	\$ 949,675	\$ 1,018,031
Expenditures				
Personnel	\$ 492,614	\$ 627,265	\$ 580,690	\$ 614,884
Contractual Services	247,341	305,006	302,435	336,847
Materials & Supplies	64,505	71,000	61,000	61,650
Other Expenses	1,109	1,450	1,150	1,150
Capital	21,142	7,400	4,400	3,500
Total Expenditures	\$ 826,711	\$ 1,012,121	\$ 949,675	\$ 1,018,031

Aquatics
FY 2008 Adopted Summary Revenue Budget



Aquatics
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Aquatics**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenue				
Charges for Services				
Daily Admissions	\$ 187,731	\$ 251,000	\$ 225,000	\$ 250,000
Waterslide Admission	10,007	9,500	6,500	6,500
Special Events-Admission	-	2,000	500	1,000
Lesson Fees	86,256	127,500	93,000	98,000
Season Passes - Family	68,497	150,000	78,000	86,000
Locker Rental	3,808	6,200	3,000	3,500
Pool Rentals	22,990	23,500	24,200	26,500
Building Rent - Party	6,570	9,000	8,700	8,700
	2,889	6,500	3,000	3,000
Total Charges for Services	\$ 388,748	\$ 585,200	\$ 441,900	\$ 483,200
Miscellaneous Revenue				
Concessions	\$ 20,506	\$ 19,000	\$ 19,600	\$ 19,600
Gift Certificates	-	5,500	3,000	3,000
Lease Fees	-	5,000	-	5,000
Total Miscellaneous Revenue	\$ 20,506	\$ 29,500	\$ 22,600	\$ 27,600
Transfers				
Transfers In	\$ 350,014	\$ 397,421	\$ 485,175	\$ 507,231
Total Transfers In	\$ 350,014	\$ 397,421	\$ 485,175	\$ 507,231
Total Operating Revenue	\$ 759,268	\$ 1,012,121	\$ 949,675	\$ 1,018,031

**FY 2008 Budget
(Budget Basis)
Aquatics**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 98,294	\$ 119,719	\$ 122,339	\$ 129,462
Part Time	309,249	410,620	359,893	388,308
Overtime	3,731	6,000	14,000	13,800
Total Salaries & Wages	\$ 411,274	\$ 536,339	\$ 496,232	\$ 531,570
Other Pay				
Disability Leave Buy-Back	\$ 903	\$ 950	\$ 1,800	\$ 1,950
Supplemental Pay	-	-	-	3,000
Accrued Leave Payoff	527	-	1,273	-
Total Other Pay	\$ 1,430	\$ 950	\$ 3,073	\$ 4,950
Benefits				
Health Insurance	\$ 25,092	\$ 27,612	\$ 22,896	\$ 19,104
Life Insurance	220	300	300	310
Disability Insurance	518	768	768	823
FICA/Medicare Tax	31,150	41,050	38,350	41,046
Retirement Contributions	5,763	7,031	7,031	7,533
Workers' Compensation	17,167	13,215	12,040	9,548
Total Benefits	\$ 79,910	\$ 89,976	\$ 81,385	\$ 78,364
Total Personnel	\$ 492,614	\$ 627,265	\$ 580,690	\$ 614,884
Contractual Services				
Water	\$ 11,139	\$ 19,000	\$ 19,000	\$ 19,500
Equipment Repairs	-	1,000	1,000	1,000
Insurance & Bonds	10,711	11,782	11,782	12,960
Telecommunications	6,769	3,200	3,600	3,600
Advertising	9,486	35,000	18,000	24,000
Training	1,987	3,300	1,800	2,700
Interdepartmental Svcs Fixed	38,424	42,724	42,724	58,778
Administration/Management Fees	-	-	-	7,809
Other Contractual	4,078	4,000	2,500	2,500
Postage/Shipping	127	1,000	1,029	1,000
Energy - Heat	117,205	140,000	143,000	145,000
Energy - Electricity	47,415	44,000	58,000	58,000
Total Contractual Services	\$ 247,341	\$ 305,006	\$ 302,435	\$ 336,847
Materials and Supplies				
Office Supplies	\$ 3,423	\$ 2,750	\$ 2,750	\$ 2,750
Operational Supplies	38,457	39,300	37,000	37,700
Other Materials & Supplies	931	1,600	1,000	1,000
Uniforms	3,249	4,300	3,350	3,300
Books, Periodicals, Maps	401	1,250	500	500
Custodial Supplies	4,224	5,800	4,300	4,300
Photo Supplies	1,609	1,500	1,500	1,500
Safety Equipment/Supplies	1,489	2,300	1,500	1,500
Resale Supplies	1,103	2,700	1,600	1,600
Concession Supplies	9,619	9,500	7,500	7,500
Total Materials & Supplies	\$ 64,505	\$ 71,000	\$ 61,000	\$ 61,650

**FY 2008 Budget
(Budget Basis)
Aquatics**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Other Expenses				
Sales Tax	\$ 1,109	\$ 1,450	\$ 1,150	\$ 1,150
Total Other Expenses	\$ 1,109	\$ 1,450	\$ 1,150	\$ 1,150
Capital New				
Technologies	\$ 3,843	\$ 2,400	\$ 2,400	\$ 1,500
Total Capital New	\$ 3,843	\$ 2,400	\$ 2,400	\$ 1,500
Capital Replacement				
Light Equipment	\$ 17,299	\$ 5,000	\$ 2,000	\$ 2,000
Total Capital Replacement	\$ 17,299	\$ 5,000	\$ 2,000	\$ 2,000
Total Capital	\$ 21,142	\$ 7,400	\$ 4,400	\$ 3,500
Total Expenses	\$ 826,711	\$ 1,012,121	\$ 949,675	\$ 1,018,031
Net Fund	\$ (67,443)	\$ -	\$ -	\$ -

Ice Arena

Ice Arena
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 227,860	\$ 231,100	\$ 233,871	\$ 244,500
Miscellaneous Revenue	74,693	69,700	74,800	76,800
Total	<u>302,553</u>	<u>300,800</u>	<u>308,671</u>	<u>321,300</u>
Expenses				
Personnel Services	270,337	294,993	292,646	307,449
Contractual	128,042	125,120	132,520	153,577
Materials & Supplies	45,073	38,650	40,322	41,800
Other	3,590	3,300	3,600	3,700
Total	<u>447,042</u>	<u>462,063</u>	<u>469,088</u>	<u>506,526</u>
Operating Income (Loss)	<u>(144,489)</u>	<u>(161,263)</u>	<u>(160,417)</u>	<u>(185,226)</u>
<u>Non-operating Activity</u>				
Revenues				
Transfers	140,373	162,763	161,917	186,726
Total	<u>140,373</u>	<u>162,763</u>	<u>161,917</u>	<u>186,726</u>
Non-operating Income (Loss)	<u>140,373</u>	<u>162,763</u>	<u>161,917</u>	<u>186,726</u>
<u>Capital Activity</u>				
Uses				
Replacement Capital	1,680	1,500	1,500	1,500
Total	<u>1,680</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Net Capital (Loss)	<u>(1,680)</u>	<u>(1,500)</u>	<u>(1,500)</u>	<u>(1,500)</u>
Net Income (Loss)	<u>\$ (5,796)</u>	<u>-</u>	<u>-</u>	<u>-</u>

Leisure Services
Ice Arena

Mission: Provide recreation services that enhance the quality of life for Casper area residents and visitors. Services promote positive recreational opportunities, skill development, and good health in a friendly and well-maintained environment.

Goals

1. Decrease the subsidy level.
2. Increase total annual participation.
3. Improve the aesthetics of the facility.
4. Improve public visibility of the facility.

Objectives

1. Develop and implement programs and special events that utilize vacant ice time.
2. Market programs and events scheduled on the ice via various marketing media, including the internet.
3. Develop and implement a maintenance plan that ensures a safe, clean and well-maintained environment.
4. Improve community and visitor awareness through improved signage.

Performance Measures

1. Net subsidy per customer visit in FY08 compared to FY07.
2. Number of participants in FY08 compared to FY07.
3. Number of hours of vacant ice time in FY08 compared to FY07.
4. Documented customer survey asking questions relating to facility conditions.

Highlights/Issues

The increase in Administration/Management Fees is due to increased charges assessed other Leisure Services cost centers by the Events Center to fund the Leisure Services Director.

The capital expenditures consist of:

Computer Replacement	\$ 1,500
Total	\$ 1,500

The projected reserves balance of this fund on June 30, 2007 is \$18,652.

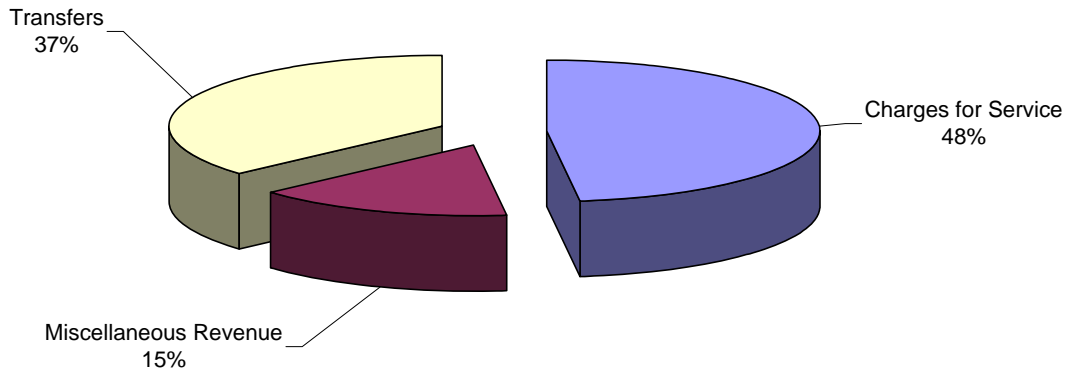
Ice Arena Staffing Summary

	FY 2005	FY 2007	FY 2008
Full Time Employees			
Recreation Coordinator	1	1	1
Recreation Supervisor	1	1	1
Senior Custodial Maint Worker	1	1	1
Total	3	3	3
Part-time Employees (Budget)	\$ 99,096	\$ 102,738	\$ 107,568

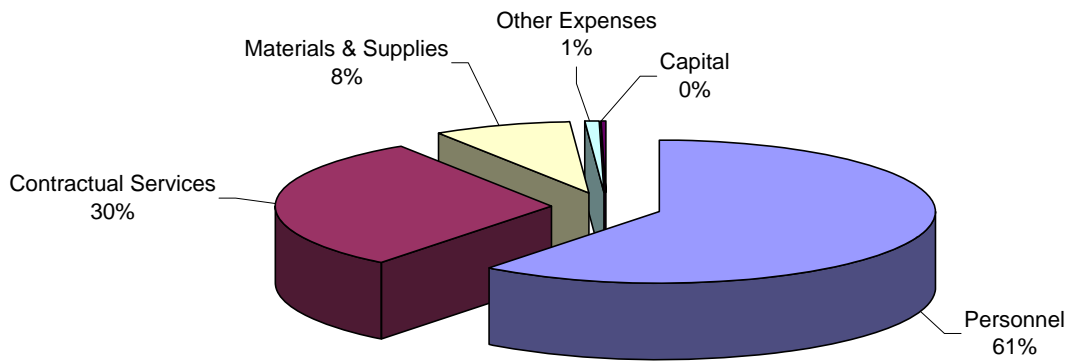
Ice Arena Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 227,860	\$ 231,100	\$ 233,871	\$ 244,500
Miscellaneous Revenue	74,693	69,700	74,800	76,800
Transfers	140,373	162,763	161,917	186,726
Total Revenues	\$ 442,926	\$ 463,563	\$ 470,588	\$ 508,026
Expenditures				
Personnel	\$ 270,337	\$ 294,993	\$ 292,646	\$ 307,449
Contractual Services	128,042	125,120	132,520	153,577
Materials & Supplies	45,073	38,650	40,322	41,800
Other Expenses	3,590	3,300	3,600	3,700
Capital	1,680	1,500	1,500	1,500
Total Expenditures	\$ 448,722	\$ 463,563	\$ 470,588	\$ 508,026

Ice Arena
FY 2008 Adopted Summary Revenue Budget



Ice Arena
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Ice Arena**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Daily Admissions	\$ 19,185	\$ 19,000	\$ 22,500	\$ 24,000
Special Events Admissions	807	1,200	400	800
Group User Fees	133,514	135,000	137,000	141,000
School Group Instructions	3,619	4,000	4,500	4,500
Season Passes - Junior	7,691	7,000	8,100	8,700
Skating Classes	34,586	36,000	31,000	34,000
Locker Rental	1,601	1,700	1,900	1,900
Party Rentals	12,415	11,000	11,500	11,500
Skate Rentals	7,179	7,000	8,300	8,800
Equipment Fees	719	800	700	900
Service Fees	4,949	5,200	6,200	6,200
Gift Certificates	-	200	200	200
Other Charges	1,595	3,000	1,571	2,000
Total Charges for Services	\$ 227,860	\$ 231,100	\$ 233,871	\$ 244,500
Miscellaneous Revenue				
Concessions	\$ 72,855	\$ 68,000	\$ 73,000	\$ 75,000
Pro Shop Sales	1,838	1,700	1,800	1,800
Total Miscellaneous Revenue	\$ 74,693	\$ 69,700	\$ 74,800	\$ 76,800
Transfers In				
Transfers In	\$ 140,373	\$ 162,763	\$ 161,917	\$ 186,726
Total Operating Transfers In	\$ 140,373	\$ 162,763	\$ 161,917	\$ 186,726
Total Operating Revenue	\$ 442,926	\$ 463,563	\$ 470,588	\$ 508,026

**FY 2008 Budget
(Budget Basis)
Ice Arena**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 115,526	\$ 129,708	\$ 129,708	\$ 134,876
Part Time	99,096	102,738	102,446	107,568
Overtime	884	6,000	4,300	4,300
Total Salaries & Wages	\$ 215,506	\$ 238,446	\$ 236,454	\$ 246,744
Other Pay				
Disability Leave Buy-Back	\$ 1,397	\$ 1,500	\$ 1,145	\$ 1,500
Supplemental Pay	-	-	-	2,000
Accrued Leave Payoff	436	-	-	-
Total Other Pay	\$ 1,833	\$ 1,500	\$ 1,145	\$ 3,500
Benefits				
Health Insurance	\$ 20,424	\$ 22,488	\$ 22,488	\$ 24,744
Life Insurance	262	333	333	307
Disability Insurance	676	833	833	841
FICA/Medicare Tax	16,038	18,126	18,126	19,146
Retirement Contributions	6,565	7,629	7,629	7,712
Workers' Compensation	9,033	5,638	5,638	4,455
Total Benefits	\$ 52,998	\$ 55,047	\$ 55,047	\$ 57,205
Total Personnel	\$ 270,337	\$ 294,993	\$ 292,646	\$ 307,449
Contractual Services				
Water	\$ 13,570	\$ 12,500	\$ 13,500	\$ 14,000
Equipment Repairs	3,185	2,500	1,500	2,500
Insurance & Bonds	4,303	4,733	4,733	5,207
Telecommunications	1,390	1,400	1,400	1,500
Advertising	4,697	5,000	4,500	6,000
Promotional Expenses	726	1,500	1,000	1,500
Training	2,542	2,600	2,500	2,600
Interdepartmental Svcs Fixed	25,164	30,637	30,637	35,686
Administration/Management Fees	-	-	-	7,809
Other Contractual	2,428	2,500	2,500	2,500
Association Dues	661	750	750	775
Energy - Heat	19,893	17,000	20,000	21,000
Energy - Electricity	49,483	44,000	49,500	52,500
Total Contractual Services	\$ 128,042	\$ 125,120	\$ 132,520	\$ 153,577
Materials and Supplies				
Office Supplies	\$ 1,908	\$ 1,500	\$ 1,500	\$ 1,500
Operational Supplies	9,482	6,500	7,000	7,000
Other Materials & Supplies	1,868	1,700	1,800	1,800
Uniforms	957	750	867	900
Custodial Supplies	4,045	4,000	4,000	4,500
Photo Supplies	225	300	250	250
Safety Equipment/Supplies	322	400	350	350
Concession Supplies	25,704	23,000	24,000	25,000
Small Tools and Supplies	367	300	355	300
Bulk Fuel	195	200	200	200
Total Materials & Supplies	\$ 45,073	\$ 38,650	\$ 40,322	\$ 41,800

**FY 2008 Budget
(Budget Basis)
Ice Arena**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Other Expenses				
Sales Tax	\$ 3,590	\$ 3,300	\$ 3,600	\$ 3,700
Total Other Expenses	\$ 3,590	\$ 3,300	\$ 3,600	\$ 3,700
Capital Replacement				
Technologies	\$ 1,680	\$ 1,500	\$ 1,500	\$ 1,500
Total Capital Replacement	\$ 1,680	\$ 1,500	\$ 1,500	\$ 1,500
Total Capital	\$ 1,680	\$ 1,500	\$ 1,500	\$ 1,500
Total Expenses	\$ 448,722	\$ 463,563	\$ 470,588	\$ 508,026
Net Fund	\$ (5,796)	\$ -	\$ -	\$ -

Hogadon Ski Area

Hogadon
Income Statement
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 407,044	\$ 496,000	\$ 485,694	\$ 514,337
Total	407,044	496,000	485,694	514,337
Expenses				
Personnel Services	281,231	349,937	332,868	385,696
Contractual	240,421	280,983	266,766	282,599
Materials & Supplies	38,938	72,395	75,685	64,675
Depreciation	74,997	75,000	75,000	75,000
Debt Service & Interest	-	4,350	3,500	3,500
Total	635,587	782,665	753,819	811,470
Operating Income (Loss)	(228,543)	(286,665)	(268,125)	(297,133)
<u>Non-operating Activity</u>				
Revenues				
Interest	6,194	5,000	6,000	6,000
Building Rent	800	2,000	1,000	1,000
Transfer In	277,329	277,329	277,329	312,281
Total	284,323	284,329	284,329	319,281
Non-operating Income (Loss)	284,323	284,329	284,329	319,281
<u>Capital Activity</u>				
Uses				
New Capital	3,225	-	-	-
Replacement Capital	21,045	45,516	50,016	49,500
Total	24,270	45,516	50,016	49,500
Net Capital (Loss)	(24,270)	(45,516)	(50,016)	(49,500)
Net Income (Loss)	\$ 31,510	(47,852)	(33,812)	(27,352)

Leisure Services
Hogadon Ski Area

Mission: To provide a ski area at a reasonable cost for user groups and the general public that is conducive to the safety and recreational needs of beginning, intermediate and advanced skiers, as well as snow boarders.

Goals

1. Decrease the subsidy level.
2. Complete the snow making system renovation.

Objectives

1. Develop proposal, including a marketing plan; pass rate plan; and, the possible physical additions to the snowboard Terrain Park that would increase revenue from increased facility usage.
2. Bring fees in line with comparable ski areas in the region.

Performance Measures

1. Plans completed and implemented by November 1, 2007.
2. Pricing recommendation implemented by September 1, 2007.

Highlights/Issues

The increase in Administration/Management Fees is due to increased charges assessed other Leisure Services cost centers by the Event Center to fund the Leisure Services Director.

The capital expenditures consist of:

Yellow Chairlift Bull Wheel and Haul Rope Maintenance	\$	18,500
Pickup		27,000
Computer Replacements		4,000
Total	\$	<u>49,500</u>

The net loss budgeted for FY 2008 will be funded from reserves.

The projected reserves balance of this fund on June 30, 2007 is \$348,591.

The City Council approved the addition of a full-time Hogadon Ski Area Technician position for FY 2008. This full-time position replaces two seasonal part-time positions. Funding for this position is currently included in the adopted budget.

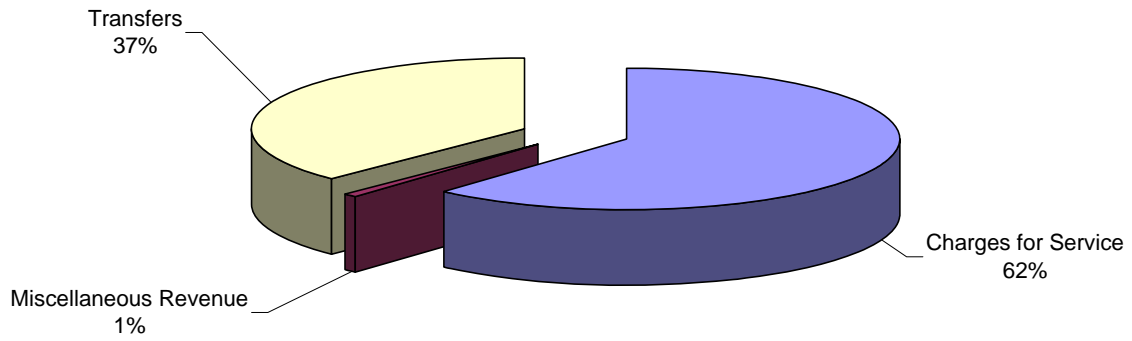
Hogadon Ski Area Staffing Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
Full Time Employees			
Ski Area Manager	1	1	1
Ski Area Mechanic	1	1	1
Ski Area Operations Technician	-	-	1
Ski Area Operations Supervisor	1	1	1
Total	<u>3</u>	<u>3</u>	<u>4</u>
Part-time Employees (Budget)	\$ 77,050	\$ 115,868	\$ 99,381

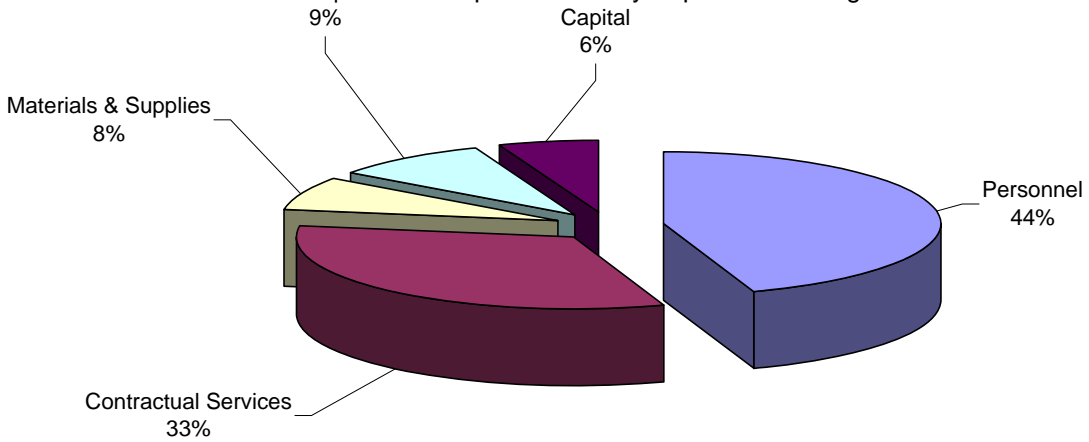
Hogadon Ski Area Budget Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2007</u>	<u>FY 2008</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
Revenues				
Charges for Service	\$ 407,044	\$ 496,000	\$ 485,694	\$ 514,337
Miscellaneous Revenue	6,994	7,000	7,000	7,000
Transfers	277,329	277,329	277,329	312,281
Total Revenues	<u>\$ 691,367</u>	<u>\$ 780,329</u>	<u>\$ 770,023</u>	<u>\$ 833,618</u>
Expenditures				
Personnel	\$ 281,231	\$ 349,937	\$ 332,868	\$ 385,696
Contractual Services	240,421	280,983	266,766	282,599
Materials & Supplies	38,938	72,395	75,685	64,675
Other Expenses	74,997	79,350	78,500	78,500
Capital	24,270	45,516	50,016	49,500
Total Expenditures	<u>\$ 659,857</u>	<u>\$ 828,181</u>	<u>\$ 803,835</u>	<u>\$ 860,970</u>

Hogadon Ski Area
FY 2008 Adopted Summary Revenue Budget



Hogadon Ski Area
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Hogadon Ski Area**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Catering	\$ -	\$ 5,000	\$ 2,000	\$ 4,333
Gratuities - Service Fee	-	-	-	650
Lift Tickets - Half Day	47,593	39,000	40,000	42,000
Lift Tickets - Adult Day	42,788	37,000	38,000	40,000
Lift Tickets - Student Day	29,799	26,000	30,000	30,000
Lift Tickets - Child	17,387	16,000	16,000	16,000
Lift Tickets - POMA	4,140	3,500	3,750	3,750
Group User Fees	15,300	14,000	14,000	14,000
Ski School	3,439	3,500	3,500	3,500
Season Passes	233,380	245,000	235,000	255,000
Ski Rentals	11,675	12,500	12,500	12,500
Concessions	-	87,000	68,777	84,004
Gift Certificates	-	5,500	5,600	5,600
Other Charges	1,543	2,000	16,567	3,000
Total Charges for Services	\$ 407,044	\$ 496,000	\$ 485,694	\$ 514,337
Miscellaneous Revenue				
Building Rent	\$ 800	\$ 2,000	\$ 1,000	\$ 1,000
Interest	6,194	5,000	6,000	6,000
Total Miscellaneous Revenue	\$ 6,994	\$ 7,000	\$ 7,000	\$ 7,000
Transfers In				
Transfers In	\$ 277,329	\$ 277,329	\$ 277,329	\$ 312,281
Total Transfers In	\$ 277,329	\$ 277,329	\$ 277,329	\$ 312,281
Total Revenues	\$ 691,367	\$ 780,329	\$ 770,023	\$ 833,618

**FY 2008 Budget
(Budget Basis)
Hogadon Ski Area**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 139,416	\$ 153,742	\$ 149,731	\$ 189,864
Part Time	77,050	115,868	107,577	99,381
Overtime	9,878	14,000	13,850	13,500
Holiday Pay	309	1,000	1,000	1,000
Total Salaries & Wages	\$ 226,653	\$ 284,610	\$ 272,158	\$ 303,745
Other Pay				
Supplemental Pay	\$ -	\$ 1,000	\$ 325	\$ 2,075
Disability Leave Buy-Back	1,672	2,200	2,472	3,000
Total Other Pay	\$ 1,672	\$ 3,200	\$ 2,797	\$ 5,075
Benefits				
Health Insurance	\$ 12,072	\$ 13,284	\$ 13,284	\$ 29,232
Life Insurance	296	338	331	424
Disability Insurance	859	1,013	1,014	1,239
FICA/Medicare Tax	17,254	21,801	21,715	23,629
Retirement Contributions	8,279	9,286	9,288	11,352
Unemployment Compensation	4,649	7,500	5,500	5,500
Workers' Compensation	9,497	8,905	6,781	5,500
Total Benefits	\$ 52,906	\$ 62,127	\$ 57,913	\$ 76,876
Total Personnel	\$ 281,231	\$ 349,937	\$ 332,868	\$ 385,696
Contractual Services				
Investment Fees	\$ 333	\$ 550	\$ 375	\$ 375
Other Professional Services	2,387	2,000	2,000	3,000
Refuse Collection	1,058	1,700	1,100	1,100
Equipment Repairs	10,822	10,800	5,000	5,000
Water System Repairs	279	1,000	800	800
Maintenance Agreements	-	-	400	400
Insurance & Bonds	25,085	27,690	27,490	30,239
Telecommunications	2,579	4,000	3,800	3,800
Advertising	16,280	21,200	21,400	21,200
Printing/Reproduction	3,991	4,000	2,500	2,500
Travel	3,420	3,800	4,750	4,400
Training	1,176	2,130	2,130	2,500
Interdepartmental Svcs Fixed	56,184	55,498	55,498	49,732
Administration/Management Fees	49,788	85,615	80,423	98,353
Other Contractual	7,229	6,500	7,000	7,000
Association Dues	100	500	100	100
Credit Card Service Charges	-	-	-	100
Energy - Heat	13,979	11,000	9,000	9,000
Energy - Electricity	45,731	43,000	43,000	43,000
Total Contractual Services	\$ 240,421	\$ 280,983	\$ 266,766	\$ 282,599

**FY 2008 Budget
(Budget Basis)
Hogadon Ski Area**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials and Supplies				
Office Supplies	\$ 2,310	\$ 2,650	\$ 3,600	\$ 3,600
Operational Supplies	4,154	7,000	7,000	7,000
Other Materials & Supplies	3,074	5,385	5,385	3,400
Uniforms	1,571	1,900	1,950	2,100
Custodial Supplies	655	500	500	500
Safety Equipment/Supplies	1,040	1,000	1,000	1,075
Concession Supplies	-	28,960	31,000	21,000
Landscape Maintenance Supplies	1,447	-	750	1,000
Snowmaking Supplies	1,006	7,500	7,000	5,000
Small Tools and Supplies	2,095	2,500	2,500	2,500
Bulk Fuel	21,586	15,000	15,000	17,500
Total Materials & Supplies	\$ 38,938	\$ 72,395	\$ 75,685	\$ 64,675
Other Expenses				
Depreciation	\$ 74,997	\$ 75,000	\$ 75,000	\$ 75,000
Sales Tax	-	4,350	3,500	3,500
Total Other Expenses	\$ 74,997	\$ 79,350	\$ 78,500	\$ 78,500
Capital New				
Light Equipment	\$ 2,913	\$ -	\$ -	\$ -
Technologies	312	-	-	-
Total Capital New	\$ 3,225	\$ -	\$ -	\$ -
Capital Replacement				
Improv Other than Buildings	\$ 6,476	\$ 14,116	\$ 18,616	\$ 18,500
Light Equipment	14,569	31,400	31,400	27,000
Technologies	-	-	-	4,000
Total Capital Replacement	\$ 21,045	\$ 45,516	\$ 50,016	\$ 49,500
Total Capital	\$ 24,270	\$ 45,516	\$ 50,016	\$ 49,500
Total Expenses	\$ 659,857	\$ 828,181	\$ 803,835	\$ 860,970
Net Fund	\$ 31,510	\$ (47,852)	\$ (33,812)	\$ (27,352)

Other Enterprise Funds

**LifeSteps Campus
Parking Lots**

Other Enterprise Fund Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ 2,473	\$ 2,500	\$ 124,501	\$ 197,000
Miscellaneous	35,716	35,000	36,632	31,000
Total Revenues	\$ 38,189	\$ 37,500	\$ 161,133	\$ 228,000
Expenditures				
Contractual Services	\$ 14,520	\$ 16,954	\$ 137,810	\$ 206,575
Other Expenditures	18,000	18,000	18,000	24,169
Capital	401	121,109	121,109	10,000
Total Expenditures	\$ 32,921	\$ 156,063	\$ 276,919	\$ 240,744
Net All Other Enterprise Funds	\$ 5,268	\$ (118,563)	\$ (115,786)	\$ (12,744)

LifeSteps Campus

**LifeSteps Campus
Income Statement**

(Budget Basis)

FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ -	\$ -	\$ 122,001	\$ 194,500
Total	-	-	122,001	194,500
Expenses				
Contractual	-	-	122,001	188,331
Depreciation	-	-	-	6,169
Total	-	-	122,001	194,500
Operating Income (Loss)	-	-	-	-
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

Community Development
LifeSteps Campus

Function: To effectively manage the LifeSteps Campus property to ensure that it supports its residents.

Highlights/Issues

This fund was established in FY 2007 to account for the operations of the LifeSteps Campus. The facility will be managed by the Community Development Office until a long-term solution can be found.

The projected reserves balance of this fund on June 30, 2007 is \$0.

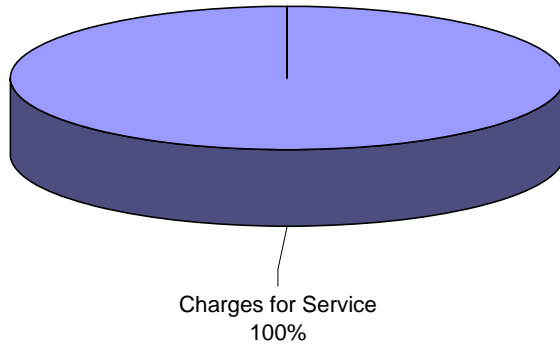
LifeSteps Campus Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
None			
Part-time Employees (Budget)	\$ -	\$ -	\$ -

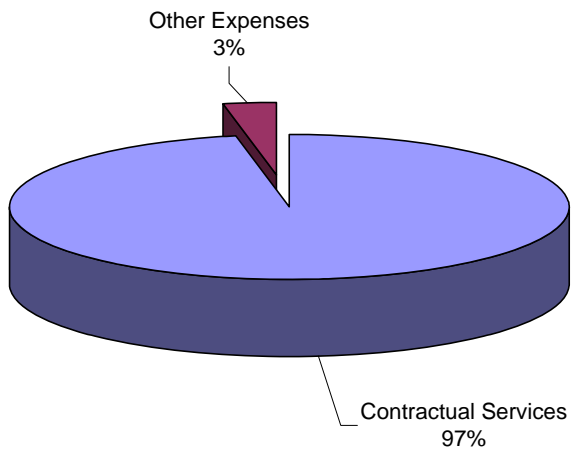
LifeSteps Campus Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service	\$ -	\$ -	\$ 122,001	\$ 194,500
Total Revenues	\$ -	\$ -	\$ 122,001	\$ 194,500
Expenditures				
Contractual Services	\$ -	\$ -	\$ 122,001	\$ 188,331
Other Expenses	-	-	-	6,169
Total Expenditures	\$ -	\$ -	\$ 122,001	\$ 194,500

LifeSteps Campus
FY 2008 Adopted Summary Revenue Budget



LifeSteps Campus
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
LifeSteps Campus**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Building Rent	\$ -	\$ -	\$ 122,001	\$ 194,500
Total Charges for Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,001</u>	<u>\$ 194,500</u>
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,001</u>	<u>\$ 194,500</u>
Expenses				
Contractual Services				
Water	\$ -	\$ -	\$ 6,232	\$ 10,000
Maintenance Agreements	-	-	1,156	2,829
Insurance & Bonds	-	-	-	5,007
Administration/Management Fees	-	-	-	8,117
Other Contractual	-	-	61,377	82,524
Energy - Heat	-	-	48,288	72,432
Energy - Electricity	-	-	4,948	7,422
Total Contractual Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,001</u>	<u>\$ 188,331</u>
Other Expenses				
Depreciation	\$ -	\$ -	\$ -	\$ 6,169
Total Other Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,169</u>
Total Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,001</u>	<u>\$ 194,500</u>
Net Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



Parking Lots

**Parking
Income Statement**
(Budget Basis)
FY 2008

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
<u>Operating Activity</u>				
Revenues				
Charges for Services	\$ 2,473	\$ 2,500	\$ 2,500	\$ 2,500
Miscellaneous Revenue	18,000	18,000	18,000	18,000
Total	<u>20,473</u>	<u>20,500</u>	<u>20,500</u>	<u>20,500</u>
Expenses				
Contractual	14,520	16,954	15,809	18,244
Depreciation	18,000	18,000	18,000	18,000
Total	<u>32,520</u>	<u>34,954</u>	<u>33,809</u>	<u>36,244</u>
Operating Income (Loss)	<u>(12,047)</u>	<u>(14,454)</u>	<u>(13,309)</u>	<u>(15,744)</u>
<u>Non-operating Activity</u>				
Revenues				
Interest	17,716	17,000	18,632	13,000
Total	<u>17,716</u>	<u>17,000</u>	<u>18,632</u>	<u>13,000</u>
Non-operating Income (Loss)	<u>17,716</u>	<u>17,000</u>	<u>18,632</u>	<u>13,000</u>
<u>Capital Activity</u>				
Uses				
Capital	401	121,109	121,109	10,000
Total	<u>401</u>	<u>121,109</u>	<u>121,109</u>	<u>10,000</u>
Net Capital (Loss)	<u>(401)</u>	<u>(121,109)</u>	<u>(121,109)</u>	<u>(10,000)</u>
Net Income (Loss)	<u>\$ 5,268</u>	<u>\$ (118,563)</u>	<u>\$ (115,786)</u>	<u>\$ (12,744)</u>

Public Services
Parking

Function: To effectively maintain City owned parking facilities.

Highlights/Issues

No significant changes are planned for this cost center.

The capital expenditures consist of:

Ticket Mechanism Replacements	\$	4,000
Parking Place Re-striping		2,500
Computers		3,500
Total	\$	10,000

The net loss budget for FY 2008 will be funded by reserves.

The projected reserves balance of this fund on June 30, 2007 is \$405,028.

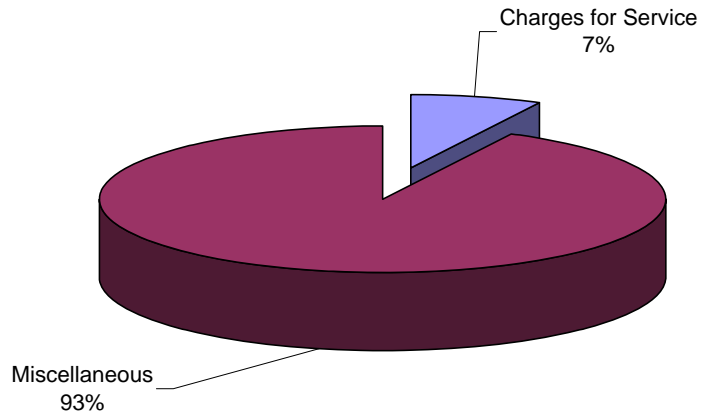
Parking Staffing Summary

	<u>FY 2005</u>	<u>FY 2007</u>	<u>FY 2008</u>
Full Time Employees			
None			
Part-time Employees (Budget)	\$ -	\$ -	\$ -

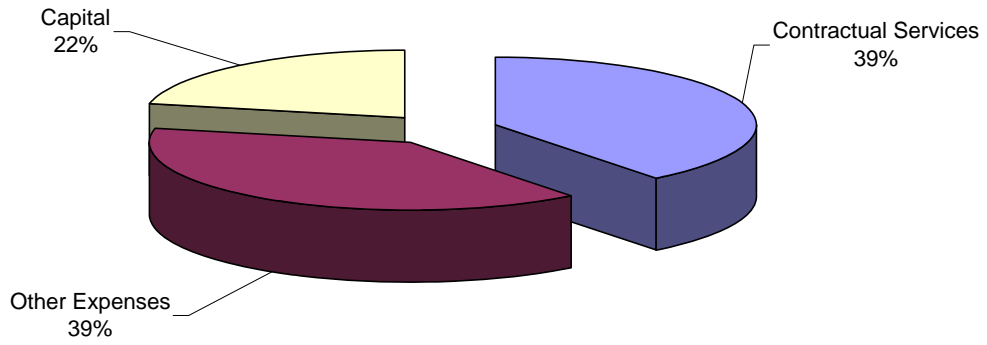
Parking Budget Summary

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
Revenues				
Charges for Service	\$ 2,473	\$ 2,500	\$ 2,500	\$ 2,500
Miscellaneous	35,716	35,000	36,632	31,000
Total Revenues	\$ 38,189	\$ 37,500	\$ 39,132	\$ 33,500
Expenditures				
Contractual Services	\$ 14,520	\$ 16,954	\$ 15,809	\$ 18,244
Other Expenses	18,000	18,000	18,000	18,000
Capital	401	121,109	121,109	10,000
Total Expenditures	\$ 32,921	\$ 156,063	\$ 154,918	\$ 46,244

Parking
FY 2008 Adopted Summary Revenue Budget



Parking
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Parking**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Parking Permits	\$ 2,473	\$ 2,500	\$ 2,500	\$ 2,500
Total Charges for Services	\$ 2,473	\$ 2,500	\$ 2,500	\$ 2,500
Miscellaneous Revenue				
Rent - Chamber of Commerce	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Interest Income	17,716	17,000	18,632	13,000
Total Miscellaneous	\$ 35,716	\$ 35,000	\$ 36,632	\$ 31,000
Total Revenues	\$ 38,189	\$ 37,500	\$ 39,132	\$ 33,500
Expenses				
Contractual Services				
Investment Fees	\$ 962	\$ 800	\$ 800	\$ 800
Insurance & Bonds	9,685	10,654	10,654	11,719
Interdepartmental Services	492	500	500	525
Other Contractual	1,495	3,000	1,800	3,000
Energy - Electricity	1,886	2,000	2,055	2,200
Total Contractual	\$ 14,520	\$ 16,954	\$ 15,809	\$ 18,244
Other Expenses				
Depreciation	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Total Other	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Total Operating Expenses	\$ 32,520	\$ 34,954	\$ 33,809	\$ 36,244
Operating Income (Loss)	\$ 5,669	\$ 2,546	\$ 5,323	\$ (2,744)
Capital				
Capital Replacement				
Improv Other than Buildings	\$ 401	\$ 94,849	\$ 94,849	\$ 10,000
Light Equipment	-	26,260	26,260	-
Total Capital - Replacement	\$ 401	\$ 121,109	\$ 121,109	\$ 10,000
Total Capital Expenses	\$ 401	\$ 121,109	\$ 121,109	\$ 10,000
Net Fund	\$ 5,268	\$ (118,563)	\$ (115,786)	\$ (12,744)



Special Revenue Funds

Weed & Pest Control

Transit Services

Community Development Block Grant

Police Grants

Fire Grants

Redevelopment Loan Fund

Revolving Land Fund

Special Revenue Funds Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ 317,356	\$ 350,000	\$ 371,486	\$ 384,382
Intergovernmental	1,898,609	1,717,606	1,995,053	1,799,092
Interdepartmental	24,000	-	-	8,117
Charges for Service/ User Fees	100,267	80,000	84,361	25,000
Miscellaneous	297,521	348,768	195,601	222,704
Transfer In/ Operating Transfer	398,033	410,891	444,953	2,495,811
Total Revenues	\$ 3,035,786	\$ 2,907,265	\$ 3,091,454	\$ 4,935,106
Expenditures				
Personnel	\$ 227,560	\$ 266,642	\$ 263,171	\$ 270,860
Contractual Services	1,517,497	1,562,587	1,631,430	1,389,524
Materials & Supplies	239,829	315,300	188,574	294,950
Other Expenditures	846,453	958,215	536,136	748,775
Capital	335,668	442,881	467,881	2,266,500
Total Expenditures	\$ 3,167,007	\$ 3,545,625	\$ 3,087,192	\$ 4,970,609
Net All Special Revenue Funds	\$ (131,221)	\$ (638,360)	\$ 4,262	\$ (35,503)

Weed & Pest Control

Public Services
Weed & Pest Control

Mission: To enhance community livability by providing noxious weed control, pest control and mosquito abatement.

Goals

1. Improve weed and pest mapping using the City's Geographic Information System (GIS).
2. Improve storage and security of pesticides, insecticides, and other chemicals for daily use.

Objectives

1. Prepare conceptual layout of new Weed and Pest building for FY08
2. Update GIS mapping for weed and pest spraying by January 2007.
3. Publish at least 2 news releases on noxious weed and rodents by January 2007.

Performance Measures

1. New GIS mapping.
2. Number of news releases.
3. Floor layout of new Weed and Pest building, with cost estimates.

Highlights/Issues

The Weed & Pest Control program is established under the auspices of Wyoming State Statute, which provide for the establishment of a separate weed and pest control district, with any city or town with a population of five thousand (5,000) or more allowed to establish and administer a program for the control of weeds and pests within the jurisdictional limits of the City. Funding for the City's Weed & Pest Control program is from a one mill property tax applied to all property in the district, with eighty-five percent (85%) of the funds attributable to the property within the corporate limits of the City transferred to the City and fifteen percent (15%) of the funds retained by the district for administration.

Funding received by the City from the District may be used in any phase of weed and pest control as determined by the City Council. The Control Program shall include work on designated weeds and pests as determined by the District Board.

The net loss budgeted for FY 2008 will be funded by reserves.

The capital expenditures consist of computer replacements.

The projected reserves balance of this fund on June 30, 2007 is \$159,126.

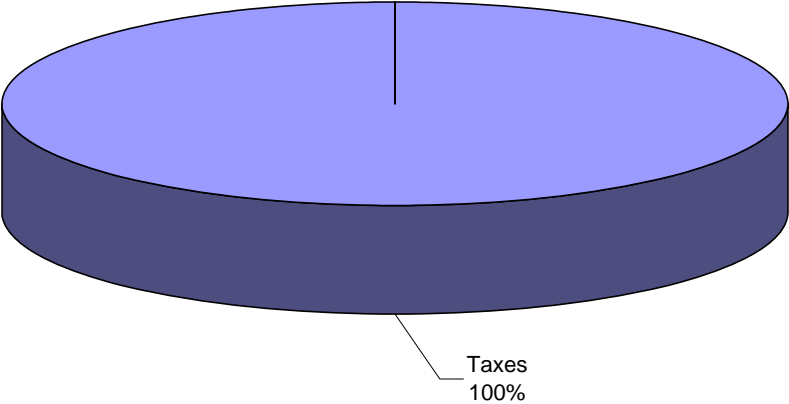
Weed & Pest Control Staffing Summary

	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
Full Time Employees			
Municipal Service Worker II	1	1	1
Total	<u>1</u>	<u>1</u>	<u>1</u>
Part-time Employees (Budget)	\$ 19,185	\$ 31,740	\$ 33,390

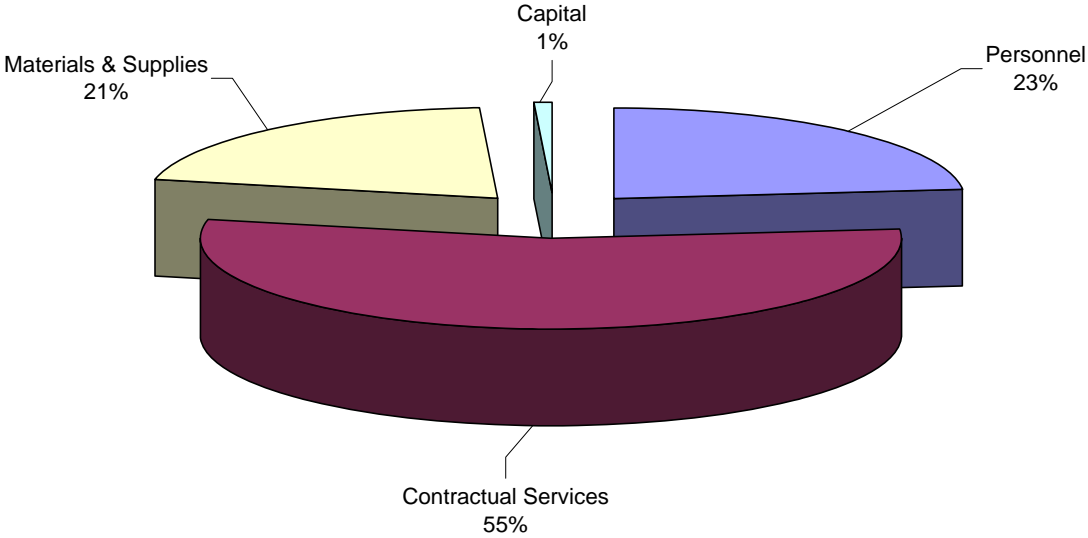
Weed & Pest Control Budget Summary

	<u>FY 2006 ACTUAL</u>	<u>FY 2007 BUDGET</u>	<u>FY 2007 ESTIMATE</u>	<u>FY 2008 ADOPTED</u>
Revenues				
Taxes	\$ 317,356	\$ 350,000	\$ 371,486	\$ 384,382
Total Revenues	<u>\$ 317,356</u>	<u>\$ 350,000</u>	<u>\$ 371,486</u>	<u>\$ 384,382</u>
Expenditures				
Personnel	\$ 76,939	\$ 96,537	\$ 87,601	\$ 100,111
Contractual Services	217,449	241,438	267,738	235,510
Materials & Supplies	88,832	89,000	87,900	89,500
Capital	-	10,000	1,800	3,500
Total Expenditures	<u>\$ 383,220</u>	<u>\$ 436,975</u>	<u>\$ 445,039</u>	<u>\$ 428,621</u>

Weed & Pest Control
FY 2008 Adopted Summary Revenue Budget



Weed & Pest Control
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Weed & Pest Control**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes				
Property Taxes	\$ 317,356	\$ 350,000	\$ 371,486	\$ 384,382
Total Taxes	\$ 317,356	\$ 350,000	\$ 371,486	\$ 384,382
Total Revenues	\$ 317,356	\$ 350,000	\$ 371,486	\$ 384,382
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 35,348	\$ 38,717	\$ 37,000	\$ 40,257
Part Time	19,185	31,740	25,500	33,390
Overtime	4,755	3,500	4,500	4,000
Total Salaries & Wages	\$ 59,288	\$ 73,957	\$ 67,000	\$ 77,647
Other Pay				
Disability Leave Buy-Back	\$ -	\$ 1,200	\$ 1,200	\$ 1,200
Supplemental Pay	-	-	-	500
Total Other Pay	\$ -	\$ 1,200	\$ 1,200	\$ 1,700
Benefits				
Health Insurance	\$ 8,364	\$ 9,204	\$ 9,204	\$ 10,128
Life Insurance	89	115	100	117
Disability Insurance	217	265	239	283
FICA/Medicare Tax	4,295	7,025	5,563	6,080
Retirement	2,206	2,435	2,331	2,591
Workers' Compensation	2,480	2,186	1,814	1,415
Clothing Allowance	-	150	150	150
Total Benefits	\$ 17,651	\$ 21,380	\$ 19,401	\$ 20,764
Total Personnel	\$ 76,939	\$ 96,537	\$ 87,601	\$ 100,111
Contractual Services				
Insurance & Bonds	\$ 1,385	\$ 1,524	\$ 1,524	\$ 1,676
Travel	2,316	2,000	3,350	2,500
Training	1,212	1,000	1,800	1,500
Interdepartmental Services	36,768	60,914	71,064	84,834
Admin/Mgmt Fees	60,000	70,000	70,000	55,000
Other Contractual	115,768	106,000	120,000	90,000
Total Contractual Services	\$ 217,449	\$ 241,438	\$ 267,738	\$ 235,510
Materials & Supplies				
Operating Supplies	\$ 76,895	\$ 75,000	\$ 75,000	\$ 75,000
Other Materials & Supplies	8,322	10,000	10,000	10,000
Safety Equipment	1,452	1,000	1,400	1,500
Small Tools & Equipment	2,163	3,000	1,500	3,000
Total Materials & Supplies	\$ 88,832	\$ 89,000	\$ 87,900	\$ 89,500

**FY 2008 Budget
(Budget Basis)
Weed & Pest Control**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Capital New				
Technologies	\$ -	\$ 2,000	\$ 1,800	\$ 3,500
Total Capital New	\$ -	\$ 2,000	\$ 1,800	\$ 3,500
Capital Replacement				
Light Equipment	\$ -	\$ 8,000	\$ -	\$ -
Total Capital Replacement	\$ -	\$ 8,000	\$ -	\$ -
Total Capital	\$ -	\$ 10,000	\$ 1,800	\$ 3,500
Total Expenditures	\$ 383,220	\$ 436,975	\$ 445,039	\$ 428,621
Net Fund	\$ (65,864)	\$ (86,975)	\$ (73,553)	\$ (44,239)

Transit Services

Planning & Community Development
Transit Services

Mission: To serve the transportation needs of the elderly, disabled, and low income individuals who lack personal transportation, as well as those who wish to avail themselves of fixed route transit services. The Casper Area Transportation Coalition (CATC) is a contracted agency that provides ground transportation services on the City's behalf.

Goals

1. Insure that the Casper Area Transportation Coalition (CATC) program is operated within the guidelines set forth by the Federal Transit Administration (FTA).
2. Explore new sources of funding for the fixed-route system.
3. Obtain feedback from riders on their destination, the purpose for their trip, and their satisfaction with the service.
4. Increase the number of riders on The Bus and reduce the cost per hour of service.

Objectives

1. Explore new funding dedicated to the fixed-route system.
2. Distribute surveys to fixed-route passengers, as outlined in the Exit Strategy.
3. Move as many passengers from CATC to The Bus as soon as possible.
4. Increase the number of discretionary riders on The Bus.

Performance Measures

1. Identify new funding source.
2. Number of rider surveys distributed and analyzed, as identified in the Exit Strategy.
3. Number of fixed routes provided.
4. Cost of operating The Bus per hour of service.
5. Number of CATC passengers who switch to The Bus.

Highlights/Issues

No significant changes are planned for this cost center.

The capital expenditures consist of replacement buses.

This fund is operated as a break-even fund. The projected reserves balance of this fund on June 30, 2007 is \$0.

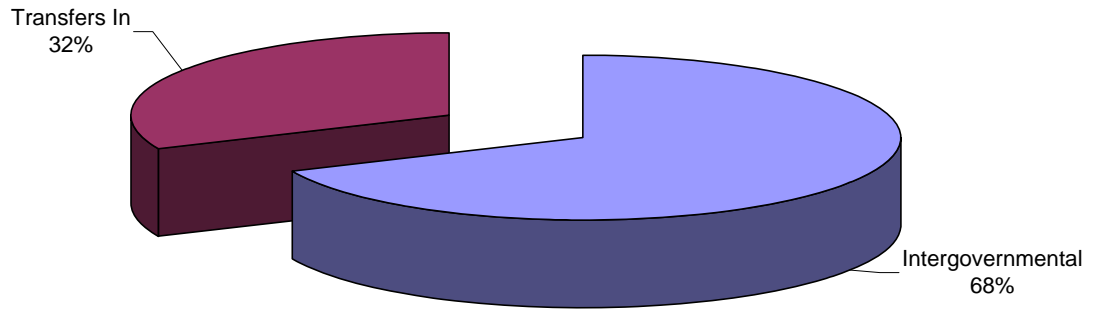
Transit Services Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
None	-	-	-
Part-time Employees (Budget)	\$ -	\$ -	\$ -

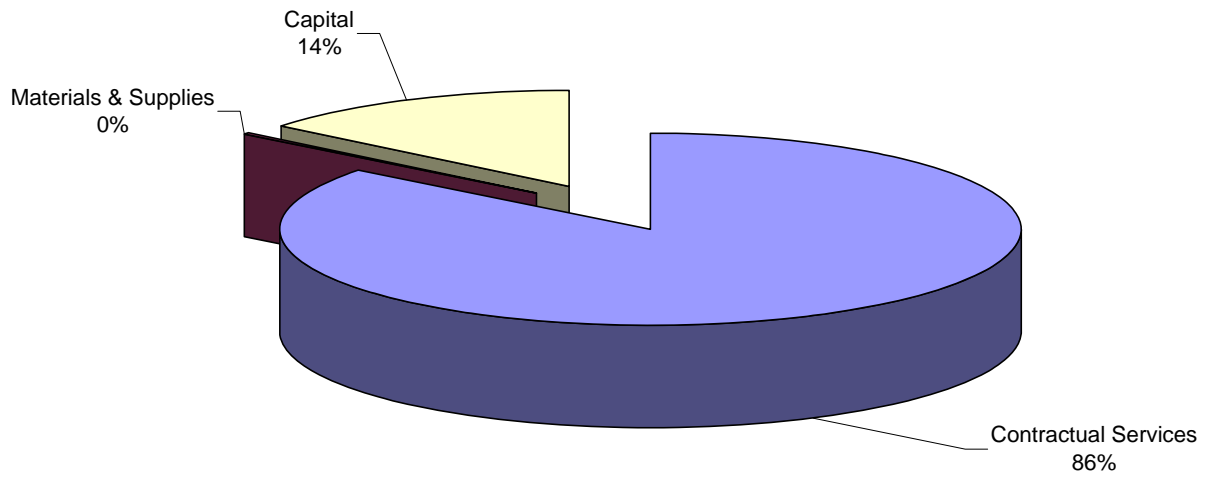
Transit Services Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental	\$ 636,498	\$ 817,076	\$ 1,123,634	\$ 902,396
Transfers In	398,033	390,891	424,953	415,811
Total Revenues	\$ 1,034,531	\$ 1,207,967	\$ 1,548,587	\$ 1,318,207
Expenditures				
Contractual Services	\$ 1,062,901	\$ 1,212,718	\$ 1,212,248	\$ 1,129,257
Materials & Supplies	213	750	458	450
Capital	19,667	335,881	335,881	188,500
Total Expenditures	\$ 1,082,781	\$ 1,549,349	\$ 1,548,587	\$ 1,318,207

Transit Services
FY 2008 Adopted Summary Revenue Budget



Transit Services
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Transit Services**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenue				
Intergovernmental				
Federal Grants	\$ 636,498	\$ 817,076	\$ 1,123,634	\$ 902,396
Total Intergovernmental	\$ 636,498	\$ 817,076	\$ 1,123,634	\$ 902,396
Transfers In				
Transfers	\$ 398,033	\$ 390,891	\$ 424,953	\$ 415,811
Total Operating Transfers	\$ 398,033	\$ 390,891	\$ 424,953	\$ 415,811
Total Revenues	\$ 1,034,531	\$ 1,207,967	\$ 1,548,587	\$ 1,318,207
Expenditures				
Contractual Services				
Telecommunications	\$ 287	\$ 200	\$ -	\$ 200
Advertising	957	1,000	1,000	1,000
Printing/Reproduction	358	200	-	200
Travel	944	1,000	1,000	1,000
Training	992	1,000	1,000	1,000
Interdepartmental Services - Fixed	2,496	2,015	2,015	2,728
Admin/Management Fees	12,996	-	-	6,972 A
Association Dues	-	100	50	100
Postage & Shipping	88	175	155	175
Programs & Projects	1,043,783	1,207,028	1,207,028	1,115,882
Total Contractual Services	\$ 1,062,901	\$ 1,212,718	\$ 1,212,248	\$ 1,129,257
Materials & Supplies				
Office Supplies	\$ 213	\$ 550	\$ 408	\$ 250
Books, Periodicals, Maps	-	200	50	200
Total Materials & Supplies	\$ 213	\$ 750	\$ 458	\$ 450
Capital Replacement				
Light Equipment	\$ 19,667	\$ 335,881	\$ 335,881	\$ 188,500
Total Capital Replacement	\$ 19,667	\$ 335,881	\$ 335,881	\$ 188,500
Total Expenditures	\$ 1,082,781	\$ 1,549,349	\$ 1,548,587	\$ 1,318,207
Net Fund	\$ (48,250)	\$ (341,382)	\$ -	\$ -



Community
Development
Block Grant
(CDBG)

Panning & Community Development
Community Development Block Grant

Mission: To promote and support community activities that provide decent and affordable housing, community based services, economic development activities, and a suitable environment directly benefiting low to moderate income citizens of Casper.

Goals

1. Clean-up slum and blighted areas of the City of Casper.
2. Preserve existing housing stock, promote affordable housing endeavors, and assist low-moderate income homeowners with exterior, weatherization and unexpected repairs.
3. Support economic development efforts, especially in the qualified census tract (Census Tract 200) and other low-moderate income neighborhoods.
4. Support the redevelopment of the West Central Corridor.
5. Maintain Life Steps Campus as a social service center in the near term.
6. Support the efforts of the Weed and Seed Program.

Objectives

1. Clean-up three low moderate income neighborhoods with the help of its residents and events by supplying dumpsters and tipping fees.
2. Pay tipping and dumpster fees for ten low-moderate income homeowners.
3. Pay tipping, dumpster and/or demolition fees for projects within the West Central Corridor.
4. Complete Phase I of replacing heating and cooling system at Life Steps Campus.
5. Provide structure to Life Steps Campus management.
6. Expend Section 108 Revolving Loan Fund commitments for economic development.
7. Continue the relationship with World Changers and coordinate with identified housing needs to have the most impact for property owners in need of rehabilitation work.
8. To provide for 240 home methamphetamine substance testing kits and 50 graffiti removal kits.

Performance Measures

1. Number of neighborhoods cleaned up with the help of its residents.
2. Number of homeowners assisted with tipping and dumpster fees.
3. Tons of junk and debris removed from low-moderate income neighborhoods.
4. The condition and stabilization of major systems at Life Steps Campus.
5. Number of Section 108 Revolving Loan Funds agreements executed.
6. Number of housing units rehabilitated through a combination of World Changers and CDBG programs.
7. The number of methamphetamine kits and graffiti kits provided.

Highlights/Issues

The proposed use of the FY08 Community Development Block Grant Follows:

CDBG Program Administration	\$ 157,495
Housing Rehabilitation Assistance Program	173,202
LifeSteps Campus Improvements	120,000
Public Services - CATC	75,973
Urban Renewal Activities - West Central Corridor	230,643
Meth Kits	6,000
Balefill Tipping Fees	25,000
Graffiti Kits	5,000
Contingency	10,000
Total	\$ 803,313

The projected reserves balance of this fund on June 30, 2007 is \$0.

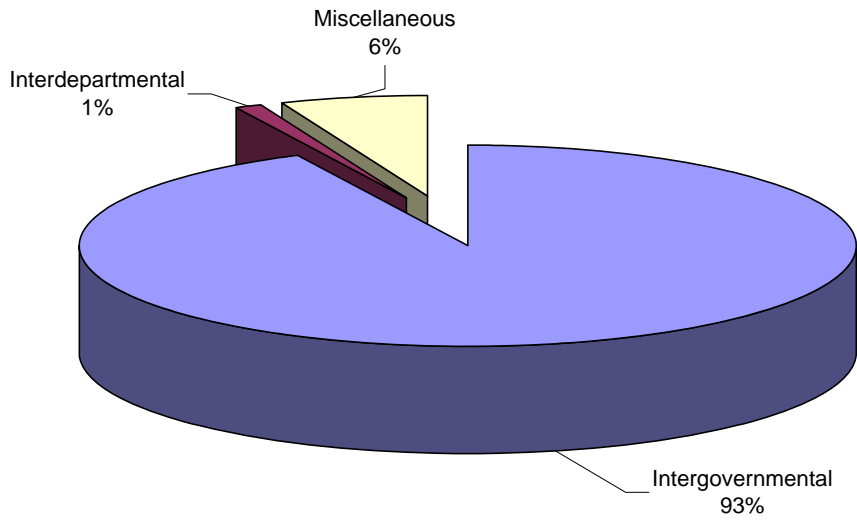
Community Development Block Grant Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
H & CD Manager	1	1	1
Secretary II	1	1	1
Total	2	2	2
Part-time Employees (Budget)	\$ 1,857	\$ -	\$ -

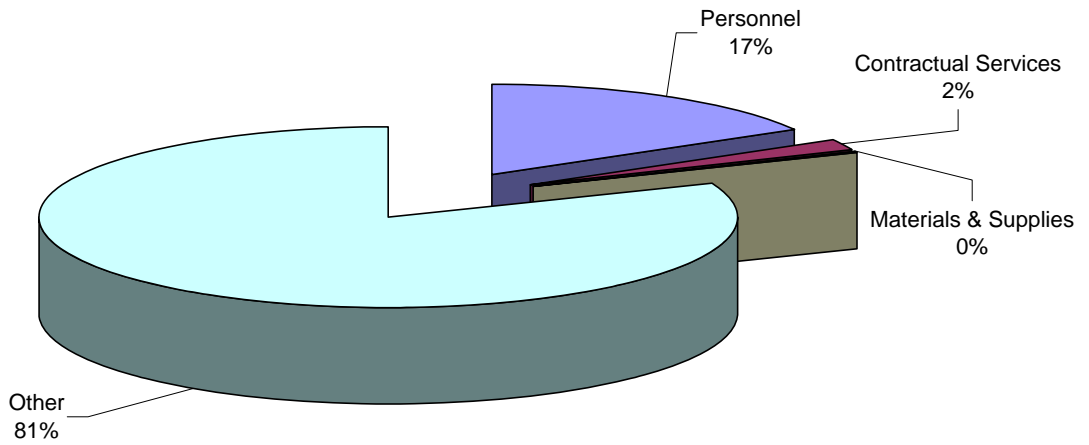
Community Development Block Grant Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental	\$ 752,252	\$ 712,530	\$ 551,267	\$ 745,196
Interdepartmental	24,000	-	-	8,117
Miscellaneous	142,127	145,000	72,507	50,000
Total Revenues	\$ 918,379	\$ 857,530	\$ 623,774	\$ 803,313
Expenditures				
Personnel	\$ 120,135	\$ 124,207	\$ 117,756	\$ 133,783
Contractual Services	26,478	18,697	13,534	16,023
Materials & Supplies	1,349	1,200	816	1,200
Other	803,577	921,747	491,668	652,307
Total Expenditures	\$ 951,539	\$ 1,065,851	\$ 623,774	\$ 803,313

Community Development Block Grant
FY 2008 Adopted Summary Revenue Budget



Community Development Block Grant
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Community Development Block Grant**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenue				
Intergovernmental Revenue				
Federal Grants	\$ 752,252	\$ 712,530	\$ 551,267	\$ 745,196
Total Intergovernmental	\$ 752,252	\$ 712,530	\$ 551,267	\$ 745,196
Interdepartmental Fees				
Administrative Fees	\$ 24,000	\$ -	\$ -	\$ 8,117 ^A
Total Interdepartmental	\$ 24,000	\$ -	\$ -	\$ 8,117 ^A
Miscellaneous				
Interest on Rehab Loans	\$ 10,943	\$ 20,000	\$ 5,152	\$ 5,000
Principal Payments-Loans	94,144	93,000	26,703	20,000
Miscellaneous	37,040	32,000	40,652	25,000
Total Miscellaneous	\$ 142,127	\$ 145,000	\$ 72,507	\$ 50,000
Total Revenues	\$ 918,379	\$ 857,530	\$ 623,774	\$ 803,313
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 92,509	\$ 100,205	\$ 94,221	\$ 104,202
Part Time	1,857	-	1,227	- ^A
Total Salaries & Wages	\$ 94,366	\$ 100,205	\$ 95,448	\$ 104,202
Other Pay				
Car Allowance	\$ -	\$ -	\$ -	\$ 3,000 ^A
Supplemental Pay	-	-	-	1,000
Total Other Pay	\$ -	\$ -	\$ -	\$ 4,000 ^A
Benefits				
Health Insurance	\$ 10,182	\$ 8,160	\$ 6,378	\$ 8,976
Life Insurance	195	205	286	209
Disability Insurance	568	621	743	665
FICA/Medicare Tax	6,914	7,666	7,822	8,279
Retirement	5,253	5,691	5,033	6,089
Workers' Compensation	2,657	1,659	2,046	1,363
Total Benefits	\$ 25,769	\$ 24,002	\$ 22,308	\$ 25,581
Total Personnel	\$ 120,135	\$ 124,207	\$ 117,756	\$ 133,783
Contractual Services				
Building Rent	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Insurance & Bonds	889	1,023	978	1,076
Telecommunications	1,908	2,320	530	1,960
Advertising	1,087	600	600	600
Printing/Reproduction	452	624	300	624
Travel	2,714	1,500	1,764	1,500
Training	576	1,000	-	1,000
Interdepartmental Services	6,444	8,505	7,087	6,138
Admin/Mgmt Fees	9,720	-	-	- ^A
Association Dues	965	975	975	975
Postage	723	1,150	300	1,150
Total Contractual	\$ 26,478	\$ 18,697	\$ 13,534	\$ 16,023

**FY 2008 Budget
(Budget Basis)
Community Development Block Grant**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Materials & Supplies				
Office Supplies	\$ 1,349	\$ 1,200	\$ 816	\$ 1,200
Total Materials & Supplies	\$ 1,349	\$ 1,200	\$ 816	\$ 1,200
Other				
Programs & Projects	\$ 4,431	\$ 5,835	\$ 2,224	\$ 4,776
Principal Payments	1,712	-	1,713	1,713
CDBG Projects	797,434	915,912	487,731	645,818
Total Other	\$ 803,577	\$ 921,747	\$ 491,668	\$ 652,307
Total Expenditures	\$ 951,539	\$ 1,065,851	\$ 623,774	\$ 803,313
Net Fund	\$ (33,160)	\$ (208,321)	\$ -	\$ -

Police Grants

Police
Police Grants

This fund accounts for the revenue and expenditures related to grants and other special funding received to provide specialized police services and programs to the public.

Highlights/Issues

This cost center has been established to account for public safety related grants that are obtained by the Police Department. Funds received and expended from Federal and State Forfeiture/Seizure programs, court ordered contributions, other private contributions and the Methamphetamine Conferences are also budgeted for in this cost center.

The current reallocation of Homeland Security Funds has resulted in it being uncertain what grant funding that will be available for FY 08. Due to this uncertainty, the City Council approved a \$60,000 additional transfer from the General Fund to ensure continuation of this program.

This budget reflects the staffing of a part-time position to coordinate the methamphetamine program and funds to operate the program. Additionally, funds are expected to be received from Natrona County, Mills, Evansville and the Tate Foundation to pay for the program.

The capital expenditures consist of presentation equipment and accessories, portable breathalizers, computers

Revenues Contributed:	
Natrona County	\$ 5,000
Town of Mills	2,500
Town of Evansville	2,500
Tate Foundation	<u>20,000</u>
Total	\$ 30,000

The projected reserves balance of this fund on June 30, 2007 is \$117,290.

Police Grants Staffing Summary

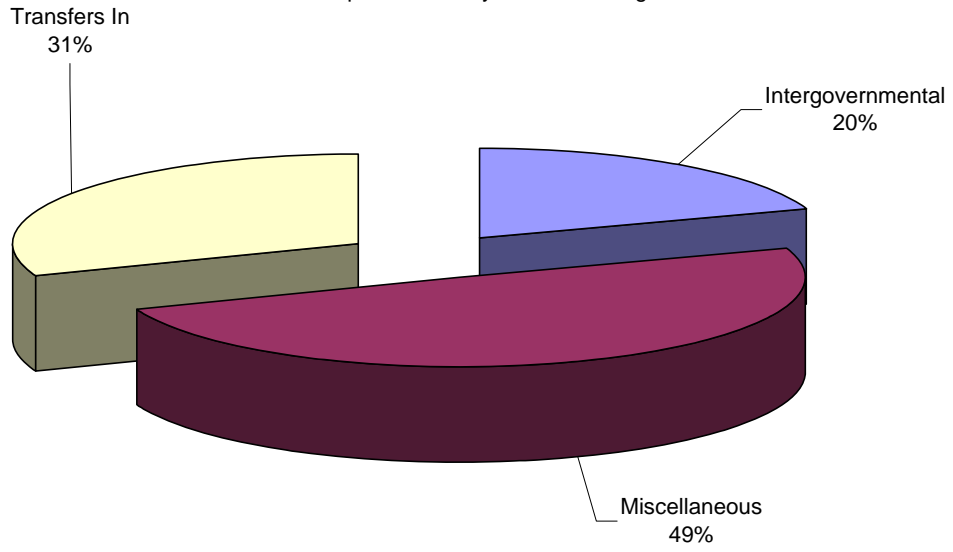
	FY 2006	FY 2007	FY 2008
Full Time Employees			
None			
Part-time Employees (Budget)	\$ 8,760	\$ 34,851	\$ 32,940

Police Grants Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental	\$ 157,391	\$ 13,000	\$ 146,513	\$ 51,500
Miscellaneous	119,603	168,000	79,500	129,000
Transfers In	-	20,000	20,000	80,000
Total Revenues	\$ 276,994	\$ 201,000	\$ 246,013	\$ 260,500
Expenditures				
Personnel	\$ 30,486	\$ 45,898	\$ 57,814	\$ 36,966
Contractual Services	82,031	9,734	19,910	8,734
Materials & Supplies	101,673	124,350	34,400	88,800
Other	7,369	1,000	9,000	61,000
Capital	141,790	22,000	55,200	64,500
Total Expenditures	\$ 363,349	\$ 202,982	\$ 176,324	\$ 260,000

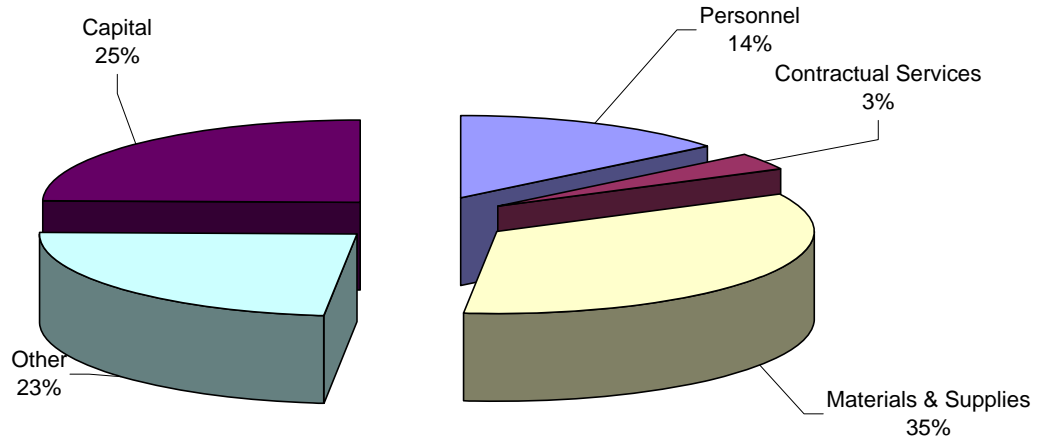
Police Grants

FY 2008 Adopted Summary Revenue Budget



Police Grants

FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Police Grants**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental Revenue				
State Grants	\$ 57,218	\$ -	\$ 40,480	\$ - ^A
Federal Grants	100,173	13,000	106,033	51,500
Total Intergovernmental	\$ 157,391	\$ 13,000	\$ 146,513	\$ 51,500
Miscellaneous				
Interest Income	\$ 11	\$ -	\$ 500	\$ 500 ^A
Contributions	11,860	30,000	30,000	30,000
Misc Revenue	107,732	138,000	49,000	98,500
Total Miscellaneous	\$ 119,603	\$ 168,000	\$ 79,500	\$ 129,000
Transfers In				
Transfers In	\$ -	\$ 20,000	\$ 20,000	\$ 80,000
Total Transfers In	\$ -	\$ 20,000	\$ 20,000	\$ 80,000
Total Revenues	\$ 276,994	\$ 201,000	\$ 246,013	\$ 260,500
Expenditures				
Personnel				
Salaries & Wages				
Part Time	\$ 8,760	\$ 34,851	\$ 35,000	\$ 32,940
Overtime	20,692	8,150	19,988	1,200
Total Salaries & Wages	\$ 29,452	\$ 43,001	\$ 54,988	\$ 34,140
Benefits				
FICA/Medicare Tax	\$ 670	\$ 2,093	\$ 2,042	\$ 2,042
Workers Compensation	364	804	784	784
Total Benefits	\$ 1,034	\$ 2,897	\$ 2,826	\$ 2,826
Total Personnel	\$ 30,486	\$ 45,898	\$ 57,814	\$ 36,966
Contractual Services				
Travel	\$ 8,340	\$ 3,500	\$ 8,000	\$ 3,500
Training	650	5,000	3,000	4,000
Other Contractual	73,041	1,234	8,910	1,234
Total Contractual Services	\$ 82,031	\$ 9,734	\$ 19,910	\$ 8,734
Materials & Supplies				
Operating Supplies	\$ 101,673	\$ 124,350	\$ 34,400	\$ 88,800
Total Materials & Supplies	\$ 101,673	\$ 124,350	\$ 34,400	\$ 88,800
Other				
Programs & Projects	\$ 7,369	\$ 1,000	\$ 9,000	\$ 61,000
Total Other	\$ 7,369	\$ 1,000	\$ 9,000	\$ 61,000
Capital				
Light Equipment	\$ 64,761	\$ 16,500	\$ 5,200	\$ 48,000
Technologies	77,029	5,500	50,000	16,500
Total Capital	\$ 141,790	\$ 22,000	\$ 55,200	\$ 64,500
Total Expenditures	\$ 363,349	\$ 202,982	\$ 176,324	\$ 260,000
Net Fund	\$ (86,355)	\$ (1,982)	\$ 69,689	\$ 500



Fire Grants

Fire Department
Fire Grants

This fund accounts for fire related grants and special reimbursements the City occasionally receives for equipment provided to other entities, primarily, Federal and State agencies.

Highlights/Issues

In previous years, this fund had been used to account for the costs of contractual services provided to other entities, and related reimbursements. These expenditures and revenues are now accounted for in the Fire Department cost center in the General Fund.

The projected reserves balance of this fund on June 30, 2007 is \$6,939.

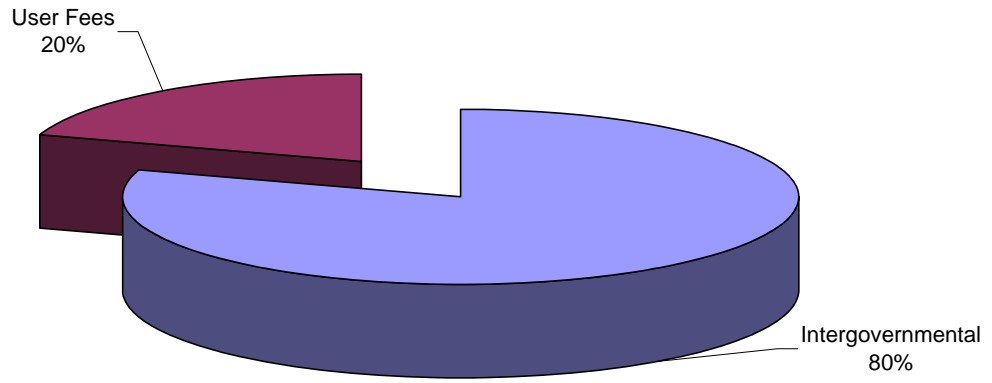
Fire Grants Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
None	-	-	-
Part-time Employees (Budget)	\$ -	\$ -	\$ -

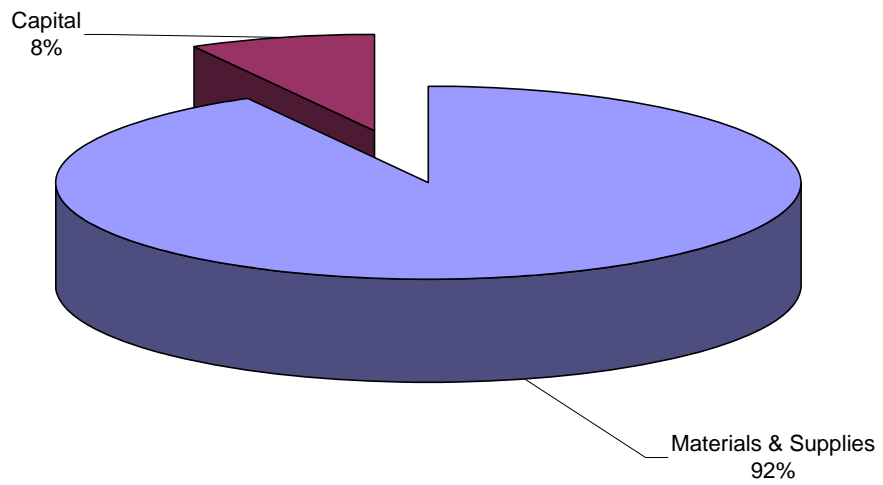
Fire Grants Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Intergovernmental	\$ 352,468	\$ 175,000	\$ 173,639	\$ 100,000
User Fees	100,267	80,000	84,361	25,000
Total Revenues	\$ 452,735	\$ 255,000	\$ 258,000	\$ 125,000
Expenditures				
Contractual Services	\$ 128,638	\$ 80,000	\$ 118,000	\$ -
Materials & Supplies	47,762	100,000	65,000	115,000
Capital	174,211	75,000	75,000	10,000
Total Expenditures	\$ 350,611	\$ 255,000	\$ 258,000	\$ 125,000

Fire Grants
FY 2008 Adopted Summary Revenue Budget



Fire Grants
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Fire Grants**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenue				
Intergovernmental				
Federal Grants	\$ 352,468	\$ 175,000	\$ 173,639	\$ 100,000
Reimbursements - Fire Services	100,267	80,000	84,361	25,000
Total Revenues	\$ 452,735	\$ 255,000	\$ 258,000	\$ 125,000
Expenditures				
Contractual Services				
Fire Services	\$ 74,463	\$ 80,000	\$ 118,000	\$ -
Other Contractual	54,175	-	-	- A
Total Contractual Services	\$ 128,638	\$ 80,000	\$ 118,000	\$ -
Materials & Supplies				
Operational Supplies	47,762	100,000	65,000	115,000 A
Total Materials & Supplies	\$ 47,762	\$ 100,000	\$ 65,000	\$ 115,000 A
Capital				
Light Equipment - Fire	\$ 174,211	\$ 75,000	\$ 75,000	\$ 10,000 A
Total Capital	\$ 174,211	\$ 75,000	\$ 75,000	\$ 10,000 A
Total Expenditures	\$ 350,611	\$ 255,000	\$ 258,000	\$ 125,000
Net Fund	\$ 102,124	\$ -	\$ -	\$ -

Redevelopment Loan
Fund

Planning & Community Development
Redevelopment Loan Fund

This fund accounts for the funding activity and debt service received by the City from the property developer of the Old Firehouse Project, and, in turn, paid by the City to the Federal Housing and Urban Development (HUD) agency.

Highlights/Issues

The projected reserves balance of this fund on June 30, 2007 is \$16,562. The reserves of this fund are added to each year as the developer pays their mortgage for the purchase of the property.

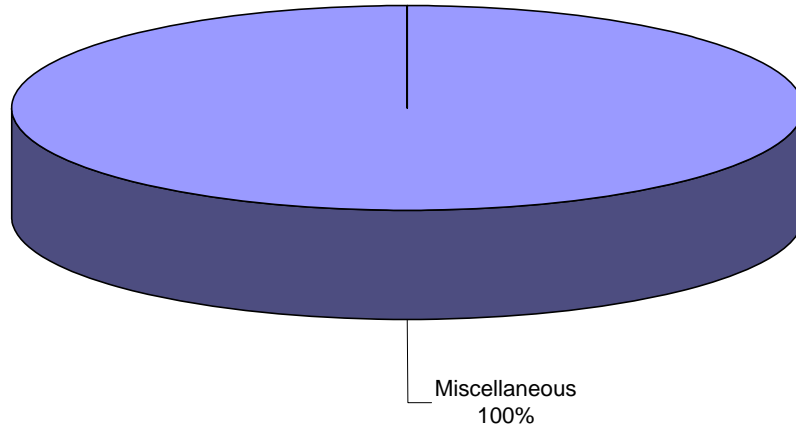
Redevelopment Loan Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
None	-	-	-
Part-time Employees (Budget)	\$ -	\$ -	\$ -

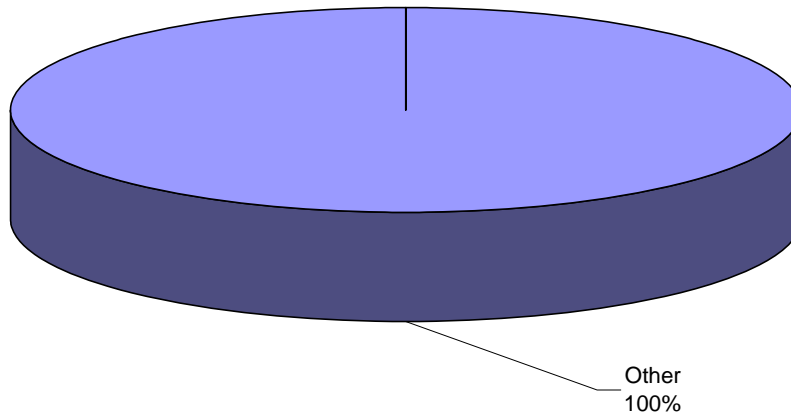
Redevelopment Loan Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Miscellaneous	\$ 35,791	\$ 35,768	\$ 43,594	\$ 43,704
Total Revenues	\$ 35,791	\$ 35,768	\$ 43,594	\$ 43,704
Expenditures				
Other	\$ 35,507	\$ 35,468	\$ 35,468	\$ 35,468
Total Expenditures	\$ 35,507	\$ 35,468	\$ 35,468	\$ 35,468

Redevelopment Loan Fund
FY 2008 Adopted Summary Revenue Budget



Redevelopment Loan Fund
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Redevelopment Loan Fund**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Miscellaneous Revenues				
Loan Payments	\$ 35,467	\$ 35,468	\$ 35,468	\$ 35,468
Interest on Investments	324	300	340	450
Debt/Interest Payments	-	-	7,786	7,786
Total Miscellaneous	\$ 35,791	\$ 35,768	\$ 43,594	\$ 43,704
Total Revenues	\$ 35,791	\$ 35,768	\$ 43,594	\$ 43,704
Expenditures				
Loan Expenditures				
Investment Fees	\$ 10	\$ -	\$ -	\$ -
Debt Service - Interest	35,497	35,468	35,468	35,468
Total Loan Expenditures	\$ 35,507	\$ 35,468	\$ 35,468	\$ 35,468
Total Expenditures	\$ 35,507	\$ 35,468	\$ 35,468	\$ 35,468
Net Fund	\$ 284	\$ 300	\$ 8,126	\$ 8,236

Revolving Land Fund

City Manager
Revolving Land Fund

This fund accounts for the acquisition and resale of real property.

Highlights/Issues

This is a new fund established to acquire and resell land for redevelopment. Initial funding is from excess optional 1% #12 Sales Tax.

The projected reserves balance of this fund on June 30, 2007 is \$0.

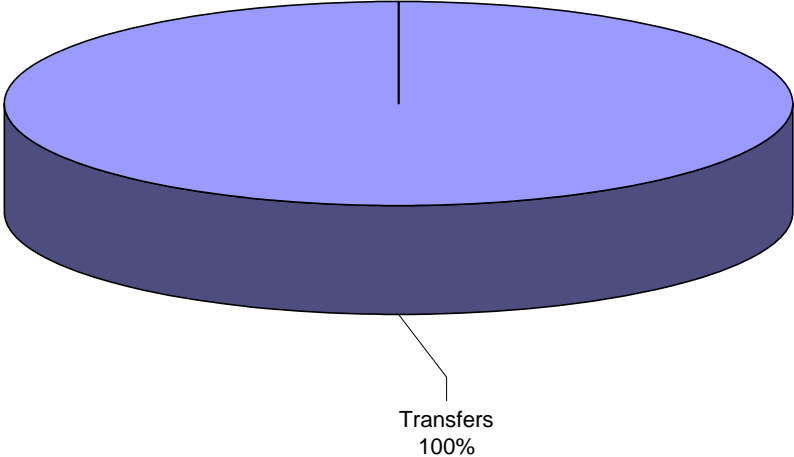
Revolving Land Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
None	-	-	-
Part-time Employees (Budget)	\$ -	\$ -	\$ -

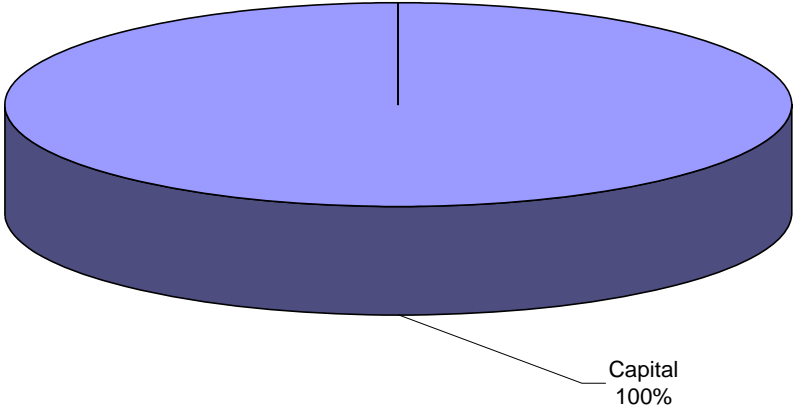
Revolving Land Fund

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Transfers	\$ -	\$ -	\$ -	\$ 2,000,000
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000,000</u>
Expenditures				
Capital	\$ -	\$ -	\$ -	\$ 2,000,000
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000,000</u>

Revolving Land Fund
FY 2008 Adopted Summary Revenue Budget



Revolving Land Fund
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Revolving Land Fund**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Miscellaneous Revenues				
Proceeds from Land Sales	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous	\$ -	\$ -	\$ -	\$ -
Transfers In				
Transfers In	\$ -	\$ -	\$ -	\$ 2,000,000
Total Transfers In	\$ -	\$ -	\$ -	\$ 2,000,000
Total Revenues	\$ -	\$ -	\$ -	\$ 2,000,000
Expenditures				
Capital				
Buildings and Land	\$ -	\$ -	\$ -	\$ 2,000,000
Total Capital Expenditures	-	-	-	2,000,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 2,000,000
Net Fund	\$ -	\$ -	\$ -	\$ -

Debt Service Funds

Special Assessments

Debt Service Funds Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Principal, Interest, and Penalties	\$ 83,068	\$ 108,000	\$ 93,324	\$ 86,500
Total Revenues	\$ 83,068	\$ 108,000	\$ 93,324	\$ 86,500
Expenditures				
Contractual Services	\$ 1,778	\$ 3,000	\$ 1,275	\$ 1,300
Capital	-	-	7,000	500,000
Transfers Out	-	1,700,000	-	1,300,000
Total Expenditures	\$ 1,778	\$ 1,703,000	\$ 8,275	\$ 1,801,300
Net All Debt Service Funds	\$ 81,290	\$ (1,595,000)	\$ 85,049	\$ (1,714,800)

Special Assessments

Administrative Services
Special Assessments Fund

Highlights/Issues

This fund accounts for outstanding special assessments owed to the City.

When the City Council decides that a portion of the cost of a public improvement project, typically a street project, should be assessed to the adjoining property owners, this fund pays the construction costs on behalf of the property owner. After the project is complete, the property owners are assessed a proportional share of the costs to be borne by the adjoining owners. The property owners have the right to either pay for their respective share immediately, without incurring any interest, or they may make installment payments over an expended time period as determined by the assessment ordinance. When the property owners make payments, the money is placed in this fund and used to finance future projects.

The adopted expenditures for FY08 consist of contractual services for investment management services, a \$1,300,000 to transfer to the Capital Projects Fund, and capital expenditures. At this time, the adopted use of funds from this cost center are for capital expenditures related to the Trevitt Lane Project (\$360,000) and the Curb Cut program (\$140,000) on collectors and arterials.

The projected reserves balance of this fund on June 30, 2007 is \$1,848,048.

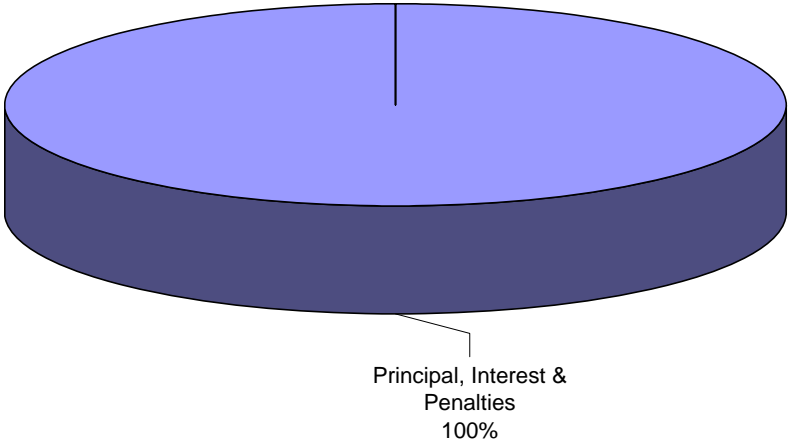
Special Assessments Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
None	-	-	-
Part-time Employees (Budget)	\$ -	\$ -	\$ -

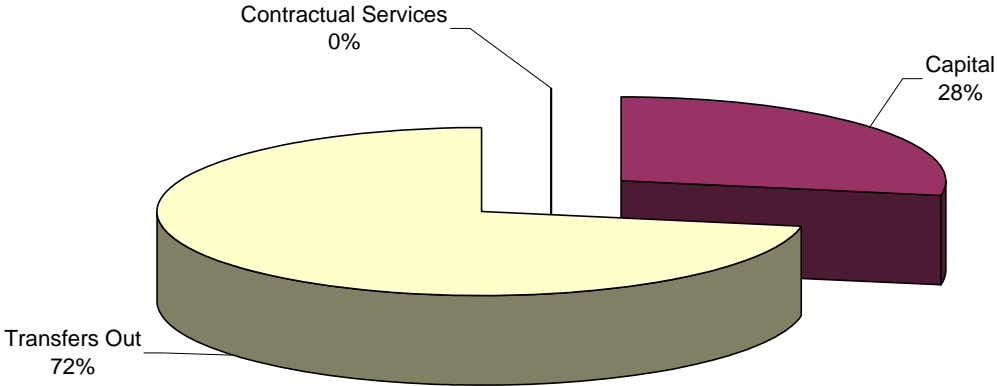
Special Assessments Fund Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Principal, Interest & Penalties	\$ 83,068	\$ 108,000	\$ 93,324	\$ 86,500
Total Revenues	\$ 83,068	\$ 108,000	\$ 93,324	\$ 86,500
Expenditures				
Contractual Services	\$ 1,778	\$ 3,000	\$ 1,275	\$ 1,300
Capital	-	-	7,000	500,000
Transfers Out	-	1,700,000	-	1,300,000
Total Expenditures	\$ 1,778	\$ 1,703,000	\$ 8,275	\$ 1,801,300

Special Assessments Fund
FY 2008 Adopted Summary Revenue Budget



Special Assessments Fund
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Special Assessments Fund**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
LAD Assessment Principal	\$ 32,992	\$ 50,000	\$ 25,000	\$ 24,000
LAD Assessment Interest	11,207	10,000	8,000	10,000
LAD Assessment Penalties	5,755	20,000	2,500	2,500
Interest on Investment	33,114	28,000	56,624	50,000
Gain/Loss on Sale of Investments	-	-	1,200	-
Total Revenues	\$ 83,068	\$ 108,000	\$ 93,324	\$ 86,500
Expenditures				
Contractual Services				
Investment Fees	\$ 1,778	\$ 3,000	\$ 1,275	\$ 1,300
Total Contractual Services	\$ 1,778	\$ 3,000	\$ 1,275	\$ 1,300
Capital				
Technologies	\$ -	\$ -	\$ 7,000	\$ -
Improvements Other than Buildings	-	-	-	500,000
Total Contractual Services	\$ -	\$ -	\$ 7,000	\$ 500,000
Transfers				
Transfers Out	\$ -	\$ 1,700,000	\$ -	\$ 1,300,000
Total Transfers	\$ -	\$ 1,700,000	\$ -	\$ 1,300,000
Total Expenditures	\$ 1,778	\$ 1,703,000	\$ 8,275	\$ 1,801,300
Net Fund	\$ 81,290	\$ (1,595,000)	\$ 85,049	\$ (1,714,800)

Internal Services Funds

**Central Garage
Information Technology
Buildings & Grounds
Geographic Information Systems
City Hall
Property & Liability Insurance**

Internal Service Funds Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Service/ User Fees	\$ 3,926,700	\$ 4,493,116	\$ 4,493,117	\$ 4,944,025
Miscellaneous	5,222	2,000	1,600	1,451
Transfer In/ Operating Transfer	1,784,684	1,441,199	1,445,072	1,512,623
Grants	366,406	144,784	124,784	144,784
Total Revenues	\$ 6,083,012	\$ 6,081,099	\$ 6,064,573	\$ 6,602,883
Expenditures				
Personnel	\$ 2,337,325	\$ 2,585,007	\$ 2,554,653	\$ 2,844,894
Contractual Services	1,701,670	1,576,924	1,534,600	1,698,789
Materials & Supplies	1,591,246	1,799,208	1,799,682	1,861,386
Other Expenditures	17,737	-	-	16,314
Capital	274,988	177,417	168,057	189,500
Total Expenditures	\$ 5,922,966	\$ 6,138,556	\$ 6,056,992	\$ 6,610,883
Net All Internal Service Funds	\$ 160,046	\$ (57,457)	\$ 7,581	\$ (8,000)

Central Garage

Public Services
Central Garage

Mission: To enhance community livability by providing stewardship of vehicles and equipment used for maintaining the public infrastructure, maintaining community safety, providing community recreation and administering City operations.

Goals

1. Improve the use of recyclable fuel by examining the use of bio diesel fuel in FY08.
2. Improve the appearance of the wash bay at the garage.
3. Reduce roof leaks at the Casper Service Center by installing a new roof system.

Objectives

1. Investigate the use of bio diesel fuel by August 2007.
2. Repaint the wash bay by August 2007.
3. Design and reconstruct the Casper Service Center roof.

Performance Measures

1. Use of bio diesel fuel.
2. Painting of the wash bay.
3. New roof at the Casper Service Center.

Highlights/Issues

No significant changes are planned for this cost center.

The capital expenditures consist of:

Diagnostic Machines Upgrades	\$	12,000
Computer Replacements		4,500
Building Lighting Upgrades		20,000
Car Wash Maintenance		35,000
Total	\$	<u>71,500</u>

The increase in the budget for this fund is attributable to higher costs in fuel, vehicle maintenance supplies, and outside repair services. Increased fuel consumption by the Casper Area Transit Coalition, offset by increased charges for services, also contribute to the increased budget.

The projected reserves balance of this fund on June 30, 2007 is \$7,523.

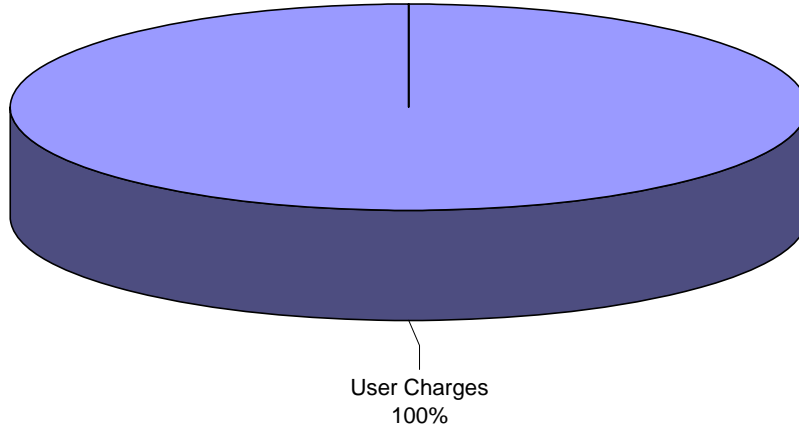
Central Garage Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Equipment Mechanic I	1	1	1
Equipment Mechanic II	8	8	8
Equipment Mechanic Supervisor	1	1	1
Equipment Service Worker	1	1	1
Equipment Tire Service Worker	1	1	1
Fleet Maintenance Manager	1	1	1
Secretary II	1	1	1
Warehouse Technician	2	2	2
Total	16	16	16
Part-time Employees (Budget)	\$ 16,293	\$ 15,591	\$ 17,325

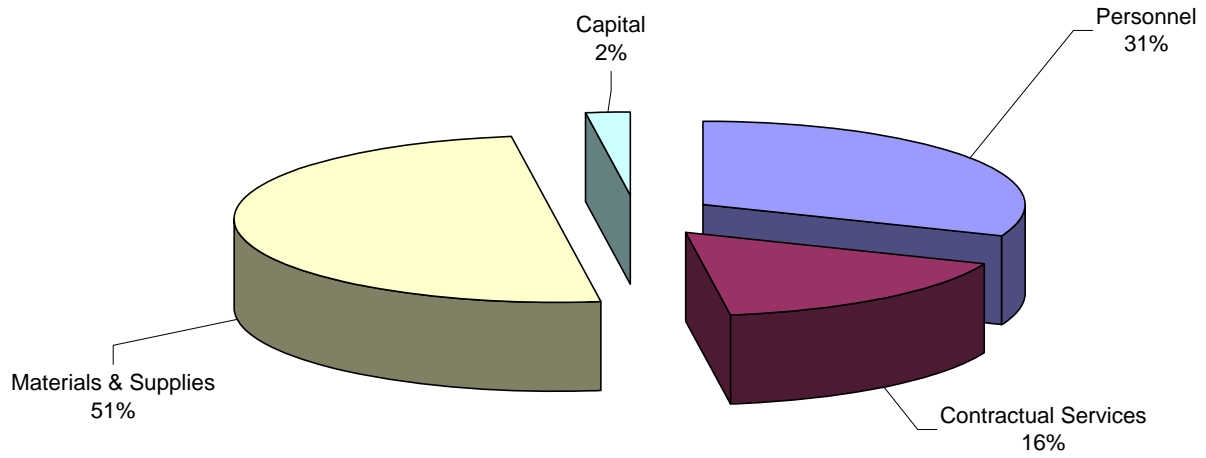
Central Garage Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
User Charges	\$ 2,673,588	\$ 3,068,496	\$ 3,068,496	\$ 3,230,182
Miscellaneous	3,396	-	-	-
Transfers In	353,800	20,105	20,105	30,288
Total Revenues	\$ 3,030,784	\$ 3,088,601	\$ 3,088,601	\$ 3,260,470
Expenditures				
Personnel	\$ 900,633	\$ 972,765	\$ 972,765	\$ 1,016,969
Contractual Services	461,411	485,925	485,924	537,201
Materials & Supplies	1,375,131	1,584,660	1,584,658	1,634,800
Capital	14,914	48,655	48,655	71,500
Total Expenditures	\$ 2,752,089	\$ 3,092,005	\$ 3,092,002	\$ 3,260,470

Central Garage
FY 2008 Adopted Summary Revenue Budget



Central Garage
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Central Garage**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Intergovernmental Services	\$ 2,455,680	\$ 2,868,496	\$ 2,868,496	\$ 3,005,182
Wyoming Medical Center	23,706	20,000	20,000	25,000
Other Agencies - CATC	194,202	180,000	180,000	200,000
Total Charges for Services	\$ 2,673,588	\$ 3,068,496	\$ 3,068,496	\$ 3,230,182
Miscellaneous Revenue				
Unclassified Miscellaneous	\$ 3,396	\$ -	\$ -	\$ -
Total Miscellaneous Revenue	\$ 3,396	\$ -	\$ -	\$ -
Operating Transfers				
Operating Transfers In	\$ 353,800	\$ 20,105	\$ 20,105	\$ 30,288
Total Operating Transfers	\$ 353,800	\$ 20,105	\$ 20,105	\$ 30,288
Total Revenues	\$ 3,030,784	\$ 3,088,601	\$ 3,088,601	\$ 3,260,470
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 622,427	\$ 667,841	\$ 667,841	\$ 701,672
Part Time	16,293	15,591	15,591	17,325
Standby Pay	3,082	3,570	3,570	3,570
Overtime	30,335	51,700	51,700	35,000
Total Salaries & Wages	\$ 672,137	\$ 738,702	\$ 738,702	\$ 757,567
Other Pay				
Disability Leave Buy-Back	\$ 3,585	\$ 4,100	\$ 4,100	\$ 4,400
Supplemental Pay	-	-	-	8,250
Car Allowance	-	2,250	2,250	3,000
Total Other Pay	\$ 3,585	\$ 6,350	\$ 6,350	\$ 15,650
Benefits				
Health Insurance	\$ 105,888	\$ 106,272	\$ 106,272	\$ 122,568
Life Insurance	1,573	1,737	1,737	1,732
Disability Insurance	3,794	4,519	4,519	4,634
FICA/Medicare Tax	49,524	56,834	56,834	59,152
Retirement	37,294	41,394	41,394	42,463
Workers' Compensation	26,838	16,957	16,957	13,203
Total Benefits	\$ 224,911	\$ 227,713	\$ 227,713	\$ 243,752
Total Personnel	\$ 900,633	\$ 972,765	\$ 972,765	\$ 1,016,969

**FY 2008 Budget
(Budget Basis)
Central Garage**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Investment Management	\$ 435	\$ 1,000	\$ 1,000	\$ -
Other Testing	889	3,000	3,000	3,000
Water	8,136	9,000	9,000	11,000
Equipment Repairs	7,618	9,509	9,508	8,500
Insurance & Bonds	15,552	17,107	17,107	18,818
Telecommunications	5,702	5,000	5,000	5,000
Printing/Reproduction	2,935	3,000	3,000	3,000
Travel	486	2,000	2,000	3,000
Training	1,612	4,000	4,000	4,500
Interdepartmental Services - Fixed	111,072	125,459	125,459	144,883
Other Contractual	8,923	7,750	7,750	10,000
Laundry & Towel Service	6,617	9,100	9,100	11,000
Outside Services	207,974	200,000	200,000	220,000
Energy - Natural Gas	42,675	50,000	50,000	52,500
Energy - Electricity	40,785	40,000	40,000	42,000
Total Contractual	\$ 461,411	\$ 485,925	\$ 485,924	\$ 537,201
Materials & Supplies				
Office Supplies	\$ 1,183	\$ 2,000	\$ 2,000	\$ 2,000
Operating Supplies	7,005	7,000	7,000	7,000
Building Supplies	13,364	13,000	13,000	14,300
Vehicle Supplies	713,016	754,730	754,729	775,000
Small Tools & Equipment	12,709	16,184	16,183	14,000
Bulk Fuel	627,854	791,746	791,746	822,500
Total Materials & Supplies	\$ 1,375,131	\$ 1,584,660	\$ 1,584,658	\$ 1,634,800
Capital				
Light Equipment	\$ 11,505	\$ 12,000	\$ 12,000	\$ 12,000
Technologies	3,409	3,000	3,000	4,500
Buildings	-	33,655	33,655	55,000
Total Capital	\$ 14,914	\$ 48,655	\$ 48,655	\$ 71,500
Total Expenses	\$ 2,752,089	\$ 3,092,005	\$ 3,092,002	\$ 3,260,470
Net Fund	\$ 278,695	\$ (3,404)	\$ (3,401)	\$ -

Information Technology **(IT)**

City Manager
Information Technology

Mission: To provide an efficient and economical state-of-the-art computing capability of City departments under a networking system which allows interaction between work stations at various sites throughout the community.

Goals

1. Implement Phase II of the Voice over Internet Protocol (VoIP) Project for the City organization.
2. Complete upgrades to the wide area network for the organization.
3. Complete the Public Safety Computer Aided Dispatch system upgrade project.
4. Implement the recommendation for providing redundancy for the City's Financial System as proposed in the Business Continuity Plan.
5. Provide technical support for the implementation of the Time and Attendance Project.
6. Provide technical support for management of the Geographic Information System database.

Objectives

1. Complete implementation of Phase II of the VoIP Project to remote locations by February, 2008.
2. Complete installation of equipment for fiber connections to ten remote locations by August, 2007.
3. Develop plan for installation of a Wireless Network Backbone to support additional remote locations not connected to the fiber network by May, 2008.
4. Complete the next three highest priorities for the CAD upgrade to include the fire paging system, the State Link Module, and the update to the Unix Operation System by November, 2007.
5. Implement recommendations from the consultant on Mobile Data System upgrades by August, 2007.
6. Determine balance of funding for the CAD upgrade by December, 2007, and allocate first to AVL Hardware, and then to a document imaging solution.
7. Develop a project timeline for purchase and installation of a redundant GEMS server at the Casper Events Center by December, 2007.
8. Develop a timeline for purchase and installation of a backup generator for City Hall by December, 2007.
9. Work with the Human Resources Director to develop a project timeline for implementation of the Time and Attendance System, based on the contract approved by the City Council.
10. Continue the plan for integration of the GIS database with utility billing (July, 2007), laserfische (September, 2007) and CRM (December, 2007).

Performance Measures

1. Date of completion of Phase II of the VoIP Project.
2. Date of complete installation of equipment for fiber connections.
3. Project timeline completed for Wireless Network Backbone.
4. Project timeline developed for CAD upgrade installations.
5. Project timeline for improvements to the Mobile Data System.
6. Date of completion of the redundant GEMS server installation at CEC.
7. Date of completion of the installation of a backup generator for City Hall.
8. Date of completion of installation of Time and Attendance System.
9. GIS interface with GEMS, Laserfiche and CRM completed.

Highlights/Issues

The increased personnel costs is due to the reallocation of CAD Systems Technician and a User Support Technician from the Public Services Communications Center to Information Systems. This increase is funded by higher Interdepartmental Services charges assessed to Public Safety Communications Center.

The increased Contractual Services is primarily due to increases in maintenance fees charged by Microsoft and new maintenance fees for the VOIP system that are offset by reduced phone service costs in other cost centers in the City.

The capital expenditures consist of computer and equipment replacements.

The projected reserves balance of this fund on June 30, 2007 is \$24,282.

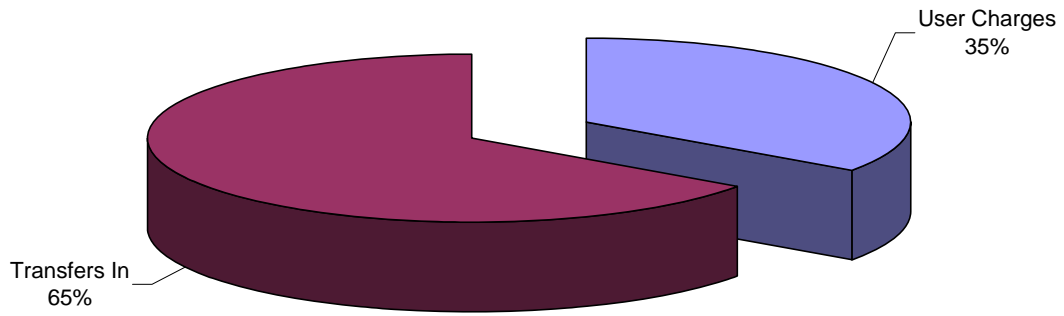
Information Technology Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
CAD Systems Technician	-	-	1
Financial Systems Technician	1	1	1
Management Inform Serv Manager	1	1	1
Network/ Systems Analyst	1	1	1
Systems & Database Administrator	1	1	1
User Support Technician	3	3	4
WAN Network Administrator	1	1	1
Total	8	8	10
Part-time Employees (Budget)	\$ 107	\$ -	\$ -

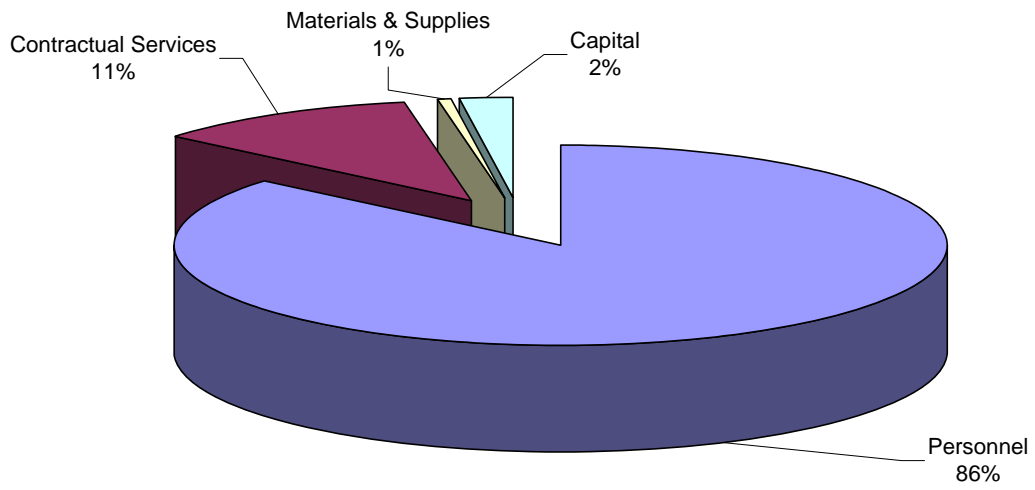
Information Technology Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
User Charges	\$ 134,292	\$ 156,643	\$ 156,643	\$ 295,439
Transfers In	490,013	519,739	519,739	558,674
Total Revenues	\$ 624,305	\$ 676,382	\$ 676,382	\$ 854,113
Expenditures				
Personnel	\$ 500,901	\$ 580,928	\$ 572,995	\$ 736,538
Contractual Services	52,210	77,942	80,295	94,875
Materials & Supplies	3,389	4,300	4,300	4,700
Capital	28,879	19,762	25,342	18,000
Total Expenditures	\$ 585,379	\$ 682,932	\$ 682,932	\$ 854,113

Information Services
FY 2008 Adopted Summary Revenue Budget



Information Services
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Information Technology**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Intergovernmental Services	\$ 134,292	\$ 156,643	\$ 156,643	\$ 295,439
Total Charges for Services	\$ 134,292	\$ 156,643	\$ 156,643	\$ 295,439
Transfers				
Transfers In	\$ 490,013	\$ 519,739	\$ 519,739	\$ 558,674
Total Transfers	\$ 490,013	\$ 519,739	\$ 519,739	\$ 558,674
Total Revenue	\$ 624,305	\$ 676,382	\$ 676,382	\$ 854,113
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 379,013	\$ 445,970	\$ 438,849	\$ 565,717
Part Time	107	-	-	-
Overtime	1,149	2,000	2,000	2,000
Total Salaries & Wages	\$ 380,269	\$ 447,970	\$ 440,849	\$ 567,717
Other Pay				
Disability Leave Buy-Back	\$ 1,632	\$ 2,200	\$ 1,388	\$ 2,800
Supplemental Pay	-	-	-	5,000
Accrued Leave	-	859	859	-
Total Other Pay	\$ 1,632	\$ 3,059	\$ 2,247	\$ 7,800
Benefits				
Health Insurance	\$ 50,184	\$ 55,224	\$ 55,224	\$ 69,744
Life Insurance	819	1,005	1,005	1,029
Disability Insurance	2,234	2,796	2,796	3,568
FICA/Medicare Tax	28,178	34,513	34,513	44,030
Retirement	21,593	25,624	25,624	32,404
Workers' Compensation	15,992	10,737	10,737	10,246
Total Benefits	\$ 119,000	\$ 129,899	\$ 129,899	\$ 161,021
Total Personnel	\$ 500,901	\$ 580,928	\$ 572,995	\$ 736,538

**FY 2008 Budget
(Budget Basis)
Information Technology**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Consulting Fees	\$ 2,355	\$ 15,000	\$ 15,000	\$ 15,000
Maintenance Agreements	12,559	28,946	25,000	35,000
Insurance & Bonds	9,113	10,024	10,024	11,026
Telecommunications	5,942	6,122	4,454	4,454
Printing/Reproduction	589	450	450	450
Travel	7,473	5,000	8,180	8,000
Training	10,673	7,000	11,932	15,000
Interdepartmental Services - Fixed	900	900	450	945
Other Contractual	2,606	2,000	2,000	2,000
Association Dues	-	2,500	2,805	3,000
Total Contractual Services	\$ 52,210	\$ 77,942	\$ 80,295	\$ 94,875
Materials & Supplies				
Office Supplies	\$ 2,700	\$ 3,500	\$ 3,500	\$ 3,500
Postage	79	200	200	200
Books, Periodicals, Maps	610	600	600	1,000
Total Materials & Supplies	\$ 3,389	\$ 4,300	\$ 4,300	\$ 4,700
Capital				
Light Equipment	\$ 3,841	\$ 4,000	\$ 1,831	\$ 4,000
Technologies	25,038	15,762	23,511	14,000
Total Capital	\$ 28,879	\$ 19,762	\$ 25,342	\$ 18,000
Total Expenses	\$ 585,379	\$ 682,932	\$ 682,932	\$ 854,113
Net Fund	\$ 38,926	\$ (6,550)	\$ (6,550)	\$ -



Buildings & Grounds

Public Services
Buildings & Grounds

Mission: To enhance community livability by providing stewardship of the City-owned buildings including energy use management, preventive maintenance, repair and renovation, grounds maintenance and landscaping.

Goals

1. Decrease vandalism and graffiti on public property.

Objectives

1. Fix and repair vandalized facilities and remove graffiti within 72 hours.
2. Explore graffiti protection and removal techniques.

Performance Measures

1. Track response time to repair and remove graffiti.
2. Recommend three alternatives to remove graffiti protection.

Highlights/Issues

No significant changes are planned for this cost center.

The projected reserves balance of this fund on June 30, 2007 is \$90,565.

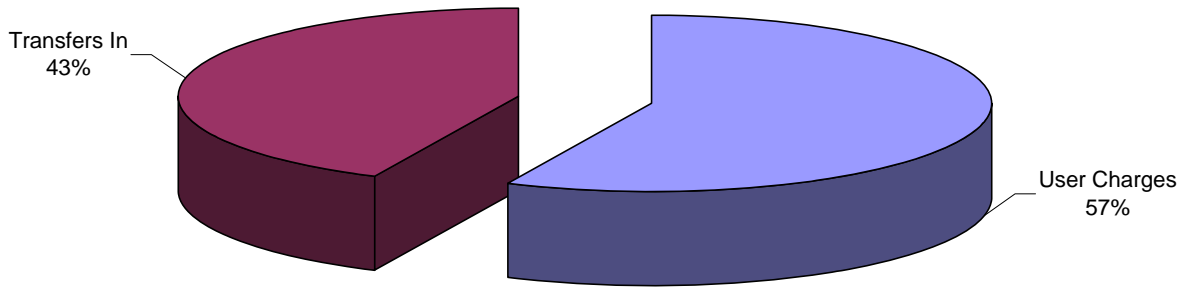
Buildings & Grounds Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
Buildings & Grounds Superintendent	1	1	1
Buildings & Grounds Supervisor	1	1	1
Construction Maint Worker II	5	5	5
Custodial Maintenance Worker I	4	4	4
Senior Custodial Maint Worker	1	1	1
Total	12	12	12
Part-time Employees (Budget)	\$ 25,927	\$ 42,979	\$ 47,460

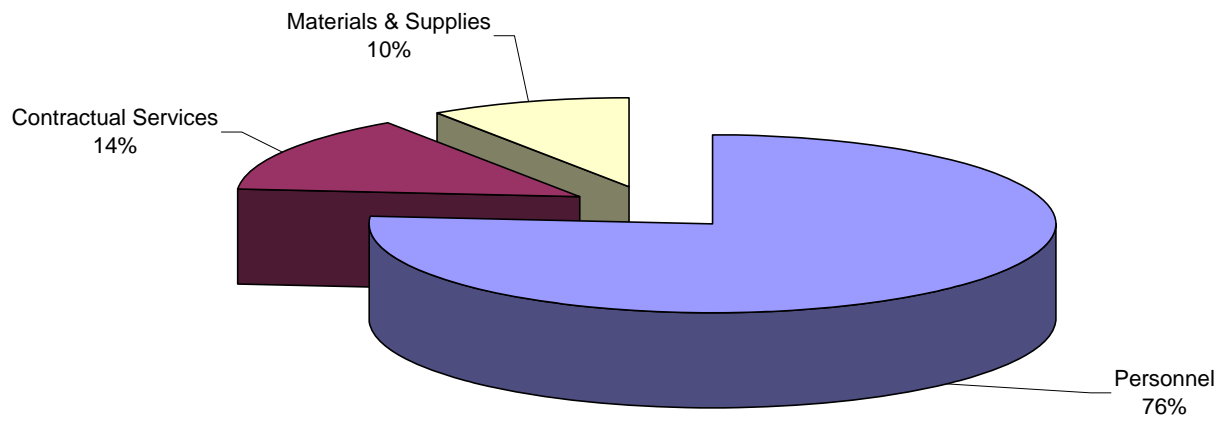
Buildings & Grounds Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
User Charges	\$ 443,292	\$ 521,120	\$ 521,120	\$ 603,894
Transfers In	487,207	479,722	479,722	456,915
Total Revenues	\$ 930,499	\$ 1,000,842	\$ 1,000,842	\$ 1,060,809
Expenditures				
Personnel	\$ 699,926	\$ 763,515	\$ 760,160	\$ 809,571
Contractual Services	117,899	139,600	147,436	149,852
Materials & Supplies	88,562	97,282	95,124	101,386
Total Expenditures	\$ 906,387	\$ 1,000,397	\$ 1,002,720	\$ 1,060,809

Buildings & Grounds
FY 2008 Adopted Summary Revenue Budget



Buildings & Grounds
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Buildings & Grounds**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Intergovernmental Services	\$ 443,292	\$ 521,120	\$ 521,120	\$ 603,894
Total Charges for Services	\$ 443,292	\$ 521,120	\$ 521,120	\$ 603,894
Transfers				
Transfers	\$ 487,207	\$ 479,722	\$ 479,722	\$ 456,915
Total Transfers	\$ 487,207	\$ 479,722	\$ 479,722	\$ 456,915
Total Revenues	\$ 930,499	\$ 1,000,842	\$ 1,000,842	\$ 1,060,809
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 488,938	\$ 528,139	\$ 528,139	\$ 549,616
Part Time	25,927	42,979	42,275	47,460
Overtime	8,205	5,660	6,000	6,500
Total Salaries & Wages	\$ 523,070	\$ 576,778	\$ 576,414	\$ 603,576
Other Pay				
Disability Leave Buy-Back	\$ 6,676	\$ 9,410	\$ 6,419	\$ 6,500
Supplemental Pay	-	-	-	6,000
Accrued Leave	-	-	-	1,500
Total Other Pay	\$ 6,676	\$ 9,410	\$ 6,419	\$ 14,000
Benefits				
Health Insurance	\$ 77,088	\$ 79,704	\$ 79,704	\$ 93,336
Life Insurance	1,113	1,234	1,234	1,237
Disability Insurance	2,994	3,374	3,374	3,514
FICA/Medicare Tax	38,595	44,972	44,972	47,486
Retirement Contributions	28,253	30,900	30,900	32,222
Workers' Compensation	22,137	13,993	13,993	11,050
Clothing Allowance	-	3,150	3,150	3,150
Total Benefits	\$ 170,180	\$ 177,327	\$ 177,327	\$ 191,995
Total Personnel	\$ 699,926	\$ 763,515	\$ 760,160	\$ 809,571

**FY 2008 Budget
(Budget Basis)
Buildings & Grounds**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Water	\$ 886	\$ 1,020	\$ 1,020	\$ 1,020
Building Maintenance	35,565	32,000	35,755	33,792
Maintenance Agreements	10,256	19,400	22,800	22,986
Insurance & Bonds	5,871	6,458	6,458	7,104
Telecommunications	1,664	2,511	1,941	2,000
Travel	1,094	400	400	400
Training	225	1,360	625	1,300
Interdepartmental Services - Fixed	46,572	59,751	59,751	63,255
Other Contractual	5,123	5,800	5,475	6,125
Electrical Repairs	7,155	7,500	9,811	8,420
Energy - Natural Gas	2,417	2,400	2,400	2,450
Energy - Electricity	1,071	1,000	1,000	1,000
Total Contractual	\$ 117,899	\$ 139,600	\$ 147,436	\$ 149,852
Materials & Supplies				
Office Supplies	\$ 155	\$ 600	\$ 475	\$ 600
Other Materials & Supplies	745	600	600	891
Uniforms	925	1,351	1,239	1,351
Custodial Supplies	14,356	16,000	16,000	16,000
Safety Supplies	1,481	1,800	1,706	1,800
Building Supplies	48,283	51,081	49,815	51,081
Vehicle Supplies	725	550	550	902
Landscaping Supplies	1,683	2,800	2,800	2,800
Electrical Supplies	7,156	6,000	6,000	9,461
Paint & Sign Supplies	10,191	12,000	11,675	12,000
Small Tools & Equipment	2,862	4,500	4,264	4,500
Total Materials & Supplies	\$ 88,562	\$ 97,282	\$ 95,124	\$ 101,386
Total Expenses	\$ 906,387	\$ 1,000,397	\$ 1,002,720	\$ 1,060,809
Net Fund	\$ 24,112	\$ 445	\$ (1,878)	\$ -

Geographic Information Systems (GIS)

City Manager
Geographic Information Systems (GIS)

Mission: To provide services and support for expanding the usage of the GIS database by managers and employees in the City Organization.

Goals

1. Continue to work with IT to interface GIS with the GEMS financial system, Laserfiche document management system and the Customer Relationship Management system.
2. Implement the GIS Field Data Collection Form Program.
3. Implement the Zoning Analyst Software with Community Development staff.
4. Develop a training program with Merrick for both advanced and occasional GIS users.
5. Add the Natrona County GEO codes to the GIS parcel layer.
6. Develop a transportation map for use in analyzing issues related to traffic (vehicular, bicycles and pedestrians) in the community.
7. Continue to build the databases for utilities and storm sewer management.
8. Continue to expand the 3D capabilities of the GIS system.

Objectives

1. Participate in the project management teams for the GIS interfaces to assist in the implementation of GEMS, Laserfiche and CRM connections.
2. Develop a project timeline with Merrick for completion of the GIS Field Data Collection Form.
3. Purchase and install the Zoning Analyst software by September, 2007.
4. Establish a date and recruit participants in the next Merrick training session to be conducted prior to November, 2007.
5. Develop a project timeline for adding the Natrona County GEO codes to the GIS parcel layer by August, 2007.
6. Complete the transportation map by December, 2007.
7. Develop a project timeline for complete of the storm water system layer by August, 2007.
8. Develop recommendations for software and training to expand the 3D capabilities of the GIS system and technicians by December, 2007.

Performance Measures

1. Completion of GIS interfaces.
2. Successful completion of GIS Field Data Collection Form Project by contractor.
3. Completion of training program on Field Data Collection Form by GIS staff.
4. Successful implementation of Zoning Analyst software package, including installation and training of staff in the Community Development Department and GIS Division.
5. Completion of Merrick training session, with good evaluations.
6. Completion of the addition of Natrona County GEO codes to the City's parcel layer.
7. Completion of the transportation map.
8. Successful implementation of project to complete storm water layer.
9. Ability to produce additional 3D maps as requested by managers in the organization.

Highlights/Issues

The part-time budget in FY 2008 is for a summer intern.

The projected reserves balance of this fund on June 30, 2007 is \$9,027.

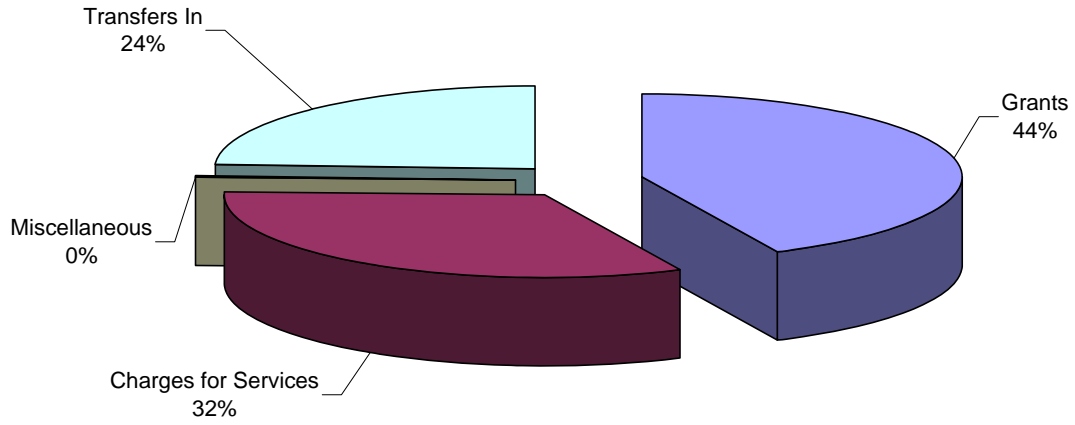
Geographic Information Systems Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
GIS Coordinator	1	1	1
GIS Technician	2	2	2
Senior GIS Technician	1	1	1
Total	4	4	4
Part-time Employees (Budget)	\$ -	\$ -	\$ 4,200

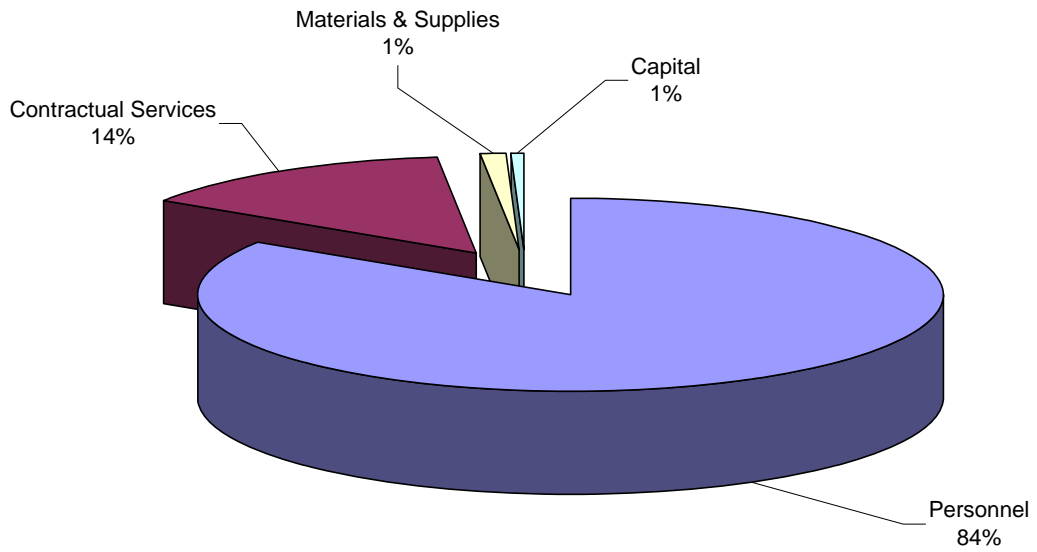
Geographic Information Systems Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Grants	\$ 366,406	\$ 144,784	\$ 124,784	\$ 144,784
Charges for Services	108,396	108,396	108,396	108,396
Miscellaneous	1,826	2,000	1,600	1,451
Transfers In	68,498	75,802	75,802	80,583
Total Revenues	\$ 545,126	\$ 330,982	\$ 310,582	\$ 335,214
Expenses				
Personnel	\$ 235,865	\$ 267,799	\$ 248,733	\$ 281,816
Contractual Services	313,642	41,883	37,238	47,898
Materials & Supplies	4,524	3,300	3,600	3,500
Capital	14,260	18,000	18,000	2,000
Total Expenses	\$ 568,291	\$ 330,982	\$ 307,571	\$ 335,214

Geographic Information Systems
FY 2008 Adopted Summary Revenue Budget



Geographic Information Systems
FY 2008 Adopted Summary Expenditure Budget

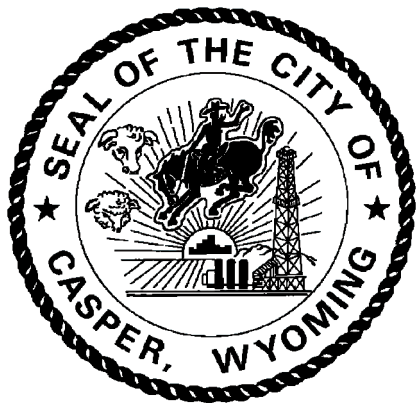


**FY 2008 Budget
(Budget Basis)
Geographic Information Systems**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Federal Grants	\$ 366,406	\$ 144,784	\$ 124,784	\$ 144,784
Interdepartmental Services	108,396	108,396	108,396	108,396
Total Charges for Services	\$ 474,802	\$ 253,180	\$ 233,180	\$ 253,180
Miscellaneous Revenue				
Unclassified Miscellaneous	\$ 1,826	\$ 2,000	\$ 1,600	\$ 1,451
Total Miscellaneous Revenue	\$ 1,826	\$ 2,000	\$ 1,600	\$ 1,451
Transfers				
Transfers In	\$ 68,498	\$ 75,802	\$ 75,802	\$ 80,583
Total Transfers	\$ 68,498	\$ 75,802	\$ 75,802	\$ 80,583
Total Revenue	\$ 545,126	\$ 330,982	\$ 310,582	\$ 335,214
Expenses				
Personnel				
Salaries & Wages				
Full Time	\$ 190,764	\$ 217,665	\$ 198,783	\$ 219,552
Part Time	-	-	-	4,200
Overtime	80	500	500	500
Total Salaries & Wages	\$ 190,844	\$ 218,165	\$ 199,283	\$ 224,252
Other Pay				
Disability Leave Buy-Back	\$ 1,264	\$ 1,970	\$ 1,578	\$ 1,970
Supplemental Pay	-	-	-	2,000
Total Other Pay	\$ 1,264	\$ 1,970	\$ 1,578	\$ 3,970
Benefits				
Health Insurance	\$ 12,072	\$ 13,284	\$ 13,284	\$ 19,104
Life Insurance	395	417	400	413
Disability Insurance	1,171	1,365	1,279	1,388
FICA/Medicare Tax	14,374	16,846	15,080	17,459
Retirement	10,839	12,508	11,328	12,611
Workers' Compensation	4,906	3,244	3,158	2,619
Accrued Leave Payoff	-	-	3,343	-
Total Benefits	\$ 43,757	\$ 47,664	\$ 47,872	\$ 53,594
Total Personnel	\$ 235,865	\$ 267,799	\$ 248,733	\$ 281,816

**FY 2008 Budget
(Budget Basis)
Geographic Information Systems**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Maintenance Agreements	\$ 19,364	\$ 22,601	\$ 22,601	\$ 25,000
Insurance & Bonds	1,041	1,145	1,145	1,260
Telecommunications	1,101	1,210	1,000	600
Printing/Reproduction	161	250	205	250
Travel	1,109	3,000	3,580	5,000
Training	1,840	3,000	2,070	5,000
Interdepartmental Services - Fixed	1,800	1,427	1,427	1,489
Association Dues	197	150	150	150
Postage/Shipping	106	100	60	100
Programs & Projects	286,923	9,000	5,000	9,049
Total Contractual	\$ 313,642	\$ 41,883	\$ 37,238	\$ 47,898
Materials & Supplies				
Office Supplies	\$ 4,360	\$ 3,300	\$ 3,300	\$ 3,200
Books, Periodicals, Maps	94	-	150	300
Safety Equipment	70	-	150	-
Total Materials & Supplies	\$ 4,524	\$ 3,300	\$ 3,600	\$ 3,500
Capital				
Technologies	\$ 14,260	\$ 18,000	\$ 18,000	\$ 2,000
Total Capital	\$ 14,260	\$ 18,000	\$ 18,000	\$ 2,000
Total Expenses	\$ 568,291	\$ 330,982	\$ 307,571	\$ 335,214
Net Fund	\$ (23,165)	\$ -	\$ 3,011	\$ -



City Hall

Administrative Services
City Hall

This fund accounts for the operating and minor capital expenditures for City Hall, the Marathon building and the Brattis building.

Highlights/Issues

Capital expenditures for this cost center include remodeling of the reception area and service counter and miscellaneous small fixture replacements.

Increases in the budget are primarily due to the additional costs of operating the Marathon and Brattis buildings. There are projected lower electricity costs due to the City Hall lighting improvement project.

The FY 2008 loss will be funded from reserves. The projected reserves balance of this fund on June 30, 2007 is \$22,340.

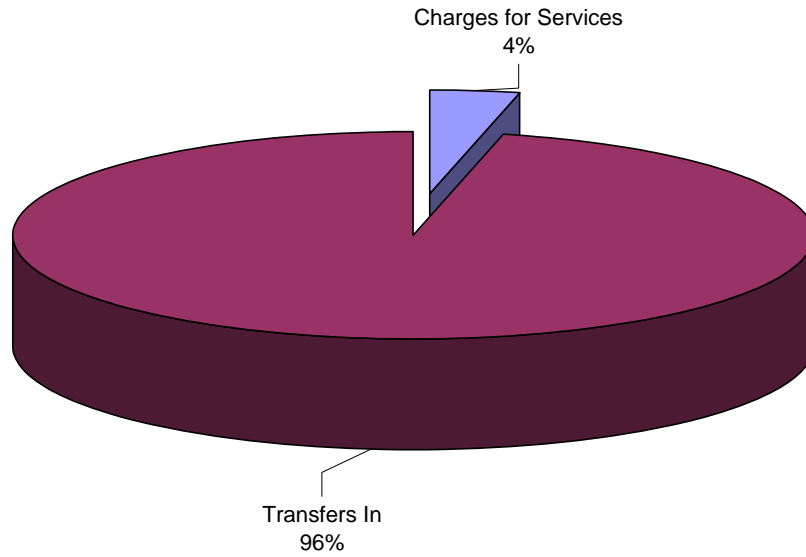
City Hall Staffing Summary

Full Time Employees	FY 2006	FY 2007	FY 2008
None	-	-	-
Part-time Employees (Budget)	\$ -	\$ -	\$ -

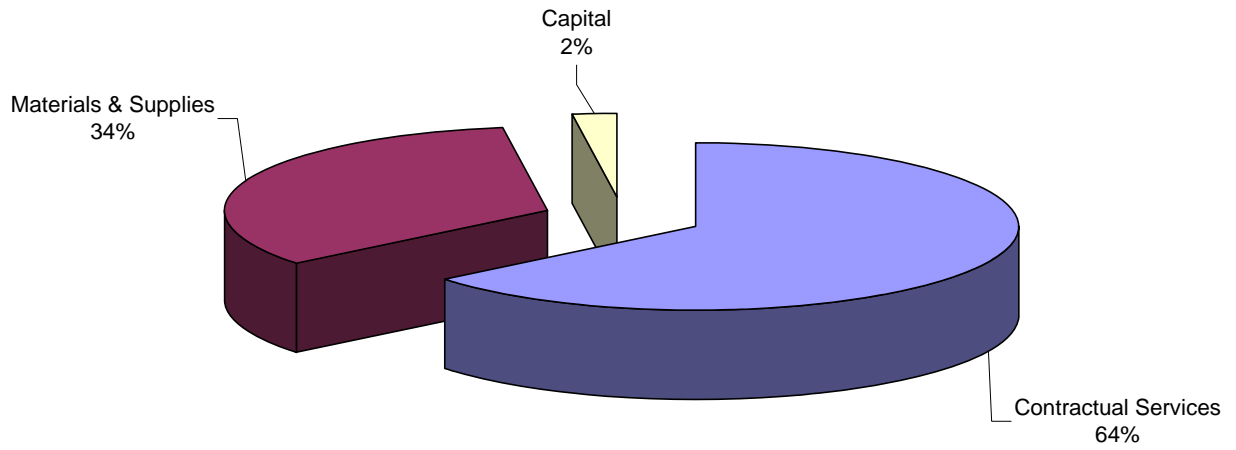
City Hall Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services	\$ 13,000	\$ 12,000	\$ 12,000	\$ 12,000
Transfers In	297,465	287,831	287,831	329,163
Total Revenues	\$ 310,465	\$ 299,831	\$ 299,831	\$ 341,163
Expenditures				
Contractual Services	\$ 155,629	\$ 190,165	\$ 187,015	\$ 224,163
Materials & Supplies	119,640	109,666	112,000	117,000
Capital	29,589	1,000	1,816	8,000
Total Expenditures	\$ 304,858	\$ 300,831	\$ 300,831	\$ 349,163

City Hall
FY 2008 Adopted Summary Revenue Budget



City Hall
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
City Hall**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Building Rental	\$ 13,000	\$ 12,000	\$ 12,000	\$ 12,000
Total Charges for Services	\$ 13,000	\$ 12,000	\$ 12,000	\$ 12,000
Transfers				
Transfers In	\$ 297,465	\$ 287,831	\$ 287,831	\$ 329,163
Total Transfers In	\$ 297,465	\$ 287,831	\$ 287,831	\$ 329,163
Total Revenues	\$ 310,465	\$ 299,831	\$ 299,831	\$ 341,163
Expenses				
Contractual Services				
Water	\$ 9,693	\$ 10,000	\$ 10,000	\$ 10,000
Maintenance Agreements	-	500	500	500
Alarm	322	700	350	350
Insurance & Bonds	9,331	10,264	10,264	11,291
Telecommunications	7,743	9,000	6,000	8,000
Interdepartmental Services	125,112	157,401	157,401	191,522
Other Contractual	3,428	2,300	2,500	2,500
Total Contractual	\$ 155,629	\$ 190,165	\$ 187,015	\$ 224,163
Materials & Supplies				
Other Materials & Supplies	\$ -	\$ 500	\$ 500	\$ 500
Small Tools & Equipment	11	500	500	500
Energy - Natural Gas	52,904	51,000	53,000	56,000
Energy - Electricity	66,725	57,666	58,000	60,000
Total Materials & Supplies	\$ 119,640	\$ 109,666	\$ 112,000	\$ 117,000
Total Operating Expenses	\$ 275,269	\$ 299,831	\$ 299,015	\$ 341,163
Operating Income (Loss)	\$ 35,196	\$ -	\$ 816	\$ -
Capital				
Buildings	\$ 12,000	\$ -	\$ -	\$ 5,000
Improvements Other than Buildings	17,589	1,000	1,816	3,000
Total Capital	\$ 29,589	\$ 1,000	\$ 1,816	\$ 8,000
Total Expenses	\$ 304,858	\$ 300,831	\$ 300,831	\$ 349,163
Net Fund	\$ 5,607	\$ (1,000)	\$ (1,000)	\$ (8,000)

Property & Liability
Insurance Fund

Property & Liability Insurance
Property & Liability Insurance

Mission: To provide financing related to the City's property and liability insurance, including premiums, deductible and repairs/replacement costs of property that is less than the current deductibles.

Goals

1. Improve communications with the City of Casper Departments.
2. Determine the true risk for each department based on past experience to foster greater accountability and responsibility City-wide.

Objectives

1. Provide 100% of all property, liability, and injury incident reports to department heads on a monthly basis by the 10th of the month preceding the end of the reporting month.
2. Provide 100% of all cost reports relating to property, liability, and injuries to department heads on a quarterly basis by the 10th of the month preceding the end of the reporting quarters.
3. Develop an actual departmental loss history/allocation process.

Performance Measures

1. Percent of property, liability, and injury reports submitted to department heads.
2. Percent of property, liability, and injuries costs reports submitted to department heads.
3. Departmental loss history/allocation process developed.

Highlights/Issues

No significant changes are planned for this cost center.

The projected reserves balance of this fund on June 30, 2007 is \$213,828.

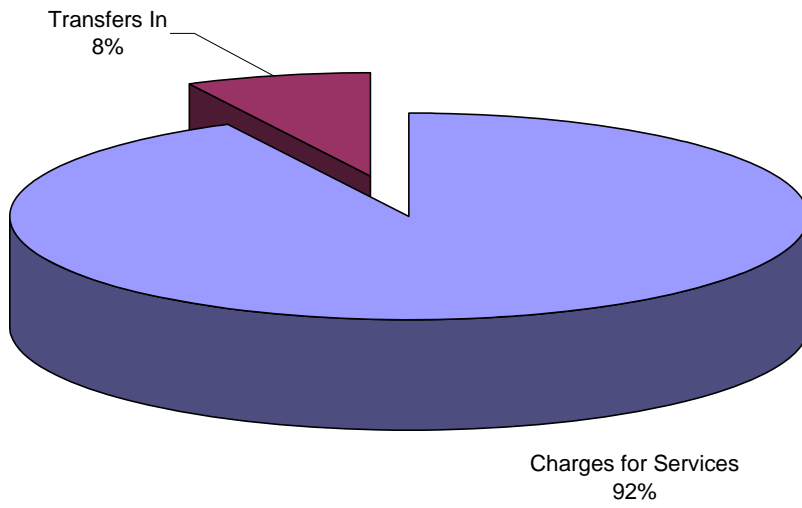
Property & Liability Insurance Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
None			
Part-time Employees (Budget)	\$ -	\$ -	\$ -

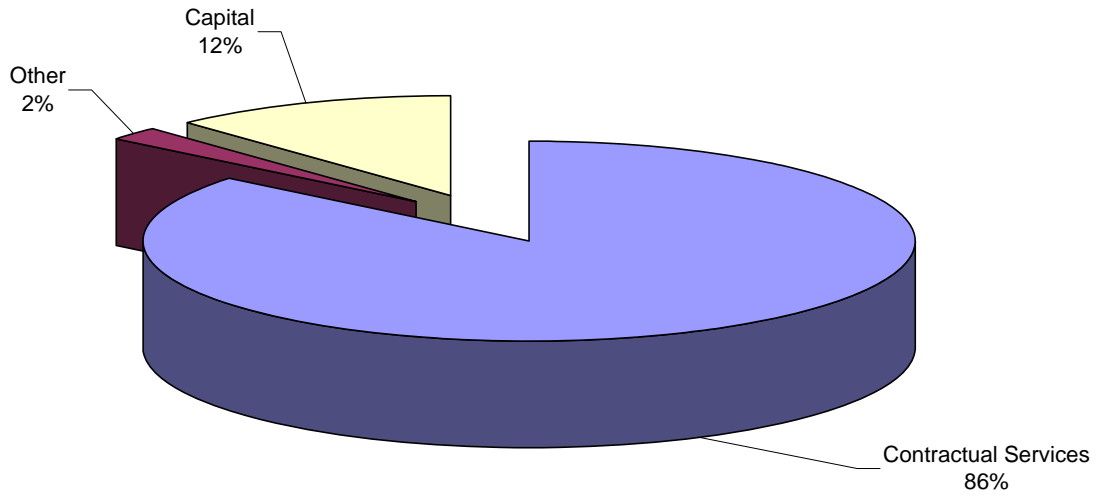
Property & Liability Insurance Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services	\$ 554,132	\$ 626,461	\$ 626,462	\$ 694,114
Transfers In	87,701	58,000	61,873	57,000
Total Revenues	\$ 641,833	\$ 684,461	\$ 688,335	\$ 751,114
Expenditures				
Contractual Services	\$ 600,879	\$ 641,409	\$ 596,692	\$ 644,800
Other	17,737	-	-	16,314
Capital	187,346	90,000	74,244	90,000
Total Expenditures	\$ 805,962	\$ 731,409	\$ 670,936	\$ 751,114

Property & Liability Insurance
FY 2008 Adopted Summary Revenue Budget



Property & Liability Insurance
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Property & Liability Insurance**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Interdepartmental Charges	\$ 554,132	\$ 626,461	\$ 626,462	\$ 694,114
Interest Income	10,446	8,000	7,337	7,000
Insurance Reimbursements	77,255	50,000	54,536	50,000
Total Revenues	\$ 641,833	\$ 684,461	\$ 688,335	\$ 751,114
Expenses				
Contractual Services				
Investment Fees	\$ 534	\$ -	\$ 300	\$ 300
Insurance	600,345	641,409	596,392	644,500
Total Contractual Services	\$ 600,879	\$ 641,409	\$ 596,692	\$ 644,800
Other Expenses				
Claims	\$ 17,737	\$ -	\$ -	\$ 16,314
Total Other Expenses	\$ 17,737	\$ -	\$ -	\$ 16,314
Capital				
Buildings	\$ 43,868	\$ 35,000	\$ 28,234	\$ 35,000
Light Equipment	103,419	40,000	40,413	40,000
Heavy Equipment	40,059	15,000	5,597	15,000
Total Capital	\$ 187,346	\$ 90,000	\$ 74,244	\$ 90,000
Total Expenses	\$ 805,962	\$ 731,409	\$ 670,936	\$ 751,114
Net Fund	\$ (164,129)	\$ (46,948)	\$ 17,399	\$ -



Trust & Agency Fund

Perpetual Care

Metro Animal Control (MAC)

Public Safety Communications Center (PSCC)

Health Insurance Fund

Trust & Agency Funds Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ 838,892	\$ 725,000	\$ 800,000	\$ 800,000
Licenses & Permits	20,568	20,000	15,000	20,000
Charges for Service/ User Fees	4,395,924	4,686,644	4,686,569	5,760,243
Member Agencies Fees	302,490	442,601	465,094	483,621
Miscellaneous	694,727	773,950	680,972	795,450
Contributions	9,850	-	190,062	-
Prinicipal, Interest, and Penalties	962,441	1,113,200	1,128,555	1,418,975
Transfer In	2,483,925	4,259,419	3,906,616	2,809,091
Total Revenues	\$ 9,708,817	\$ 12,020,814	\$ 11,872,868	\$ 12,087,380
Expenditures				
Personnel	\$ 1,717,059	\$ 1,936,494	\$ 1,834,109	\$ 2,076,528
Contractual Services	4,490,261	5,753,147	4,800,226	5,890,348
Materials & Supplies	52,526	58,390	56,555	86,840
Other Expenditures	282,803	653,857	500,682	497,525
Capital	40,666	62,133	45,333	61,800
Interdepartmental Services	1,692	2,167	1,081	1,573
Transfers Out	1,539,983	1,527,584	1,527,584	1,675,576
Total Expenditures	\$ 8,124,990	\$ 9,993,772	\$ 8,765,570	\$ 10,290,190
Net All Trust & Agency Funds	\$ 1,583,827	\$ 2,027,042	\$ 3,107,298	\$ 1,797,190

Perpetual Care

Perpetual Care
Perpetual Care

Mission: The Perpetual Care Fund was established to account for funds set aside to support certain City facilities and operations. The principal dollars originally set aside are not to be expended, only the interest earnings are to be used. There are four sub-accounts in the fund: the North Platte Park Trust, Buildings Trust, Operations Trust, and the Urban Forestry Trust.

Building Trust - The interest earnings from this account are used for repairs of buildings and replacement of furnishings in all City facilities constructed or improved with Optional One Cent Sales Tax funds. On June 30, 2007, there will be a projected \$3,915,828 of principal and \$190,693 of spendable interest in this account. The budget includes the following expenditures for facility repairs and improvements:

City Hall	\$	21,000
Hall of Justice		35,327
Fire Station #2		9,500
Swimming Pools		41,500
Casper Recreation Center		25,000
Ice Arena		49,000
Casper Events Center		40,000
Investment Management Fees		8,600
Interdepartmental Fees		1,573
Program & Projects		100,000
	\$	331,500

North Platte Park Trust - The interest earnings from this account are used for improvements in the original North Platte Park area. This area includes the exterior of the Casper Events Center, Crossroads Park, Casper Speedway, Skeet Range, Casper Air Modelers' Facility and other vacant lands to the north and east of the Casper Events Center. On June 30, 2007, there will be a projected \$1,213,233 principal balance and \$23,118 of spendable interest in this account. Expenditures for FY08 are proposed to be \$73,000.

Operations Trust - The interest earnings from this account are used for improvements in operations and maintenance of facilities originally constructed or improved with Optional One Cent Sales Tax funds. On June 30, 2007 there will be a projected \$21,148,352 principal and no spendable interest in this account. The budget includes the following transfers and operating expenditures:

Casper Events Center	\$	851,798
Ice Arena		186,726
City Hall		329,163
Buildings & Grounds		271,222
Senior Center		2,167
Recreation Center		34,500
Investment Fees		36,000
	\$	1,711,576

Urban Forestry Trust - An initial \$75,000 was donated to the City in 1998 by the William McNamara estate for use in the parks. This account was established using those funds. Since the initial donation, additional funds have been contributed. The interest earnings from this donation are used for the planting and maintenance of City-owned trees. On June 30, 2007 there will be a projected \$274,912 principal balance and \$27,437 of spendable interest in this account. Expenditures for FY08 are proposed to be \$41,035.

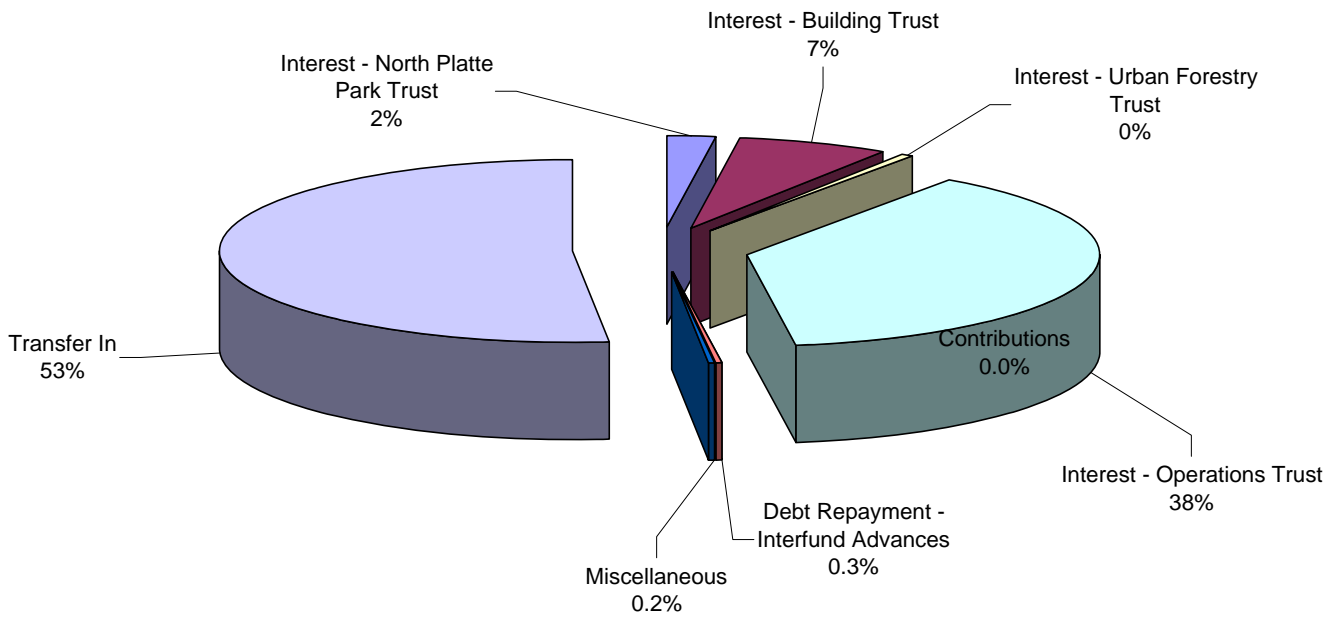
Highlights/Issues

The total projected reserves balance and spendable interest of this fund on June 30, 2007 is \$26,793,573.

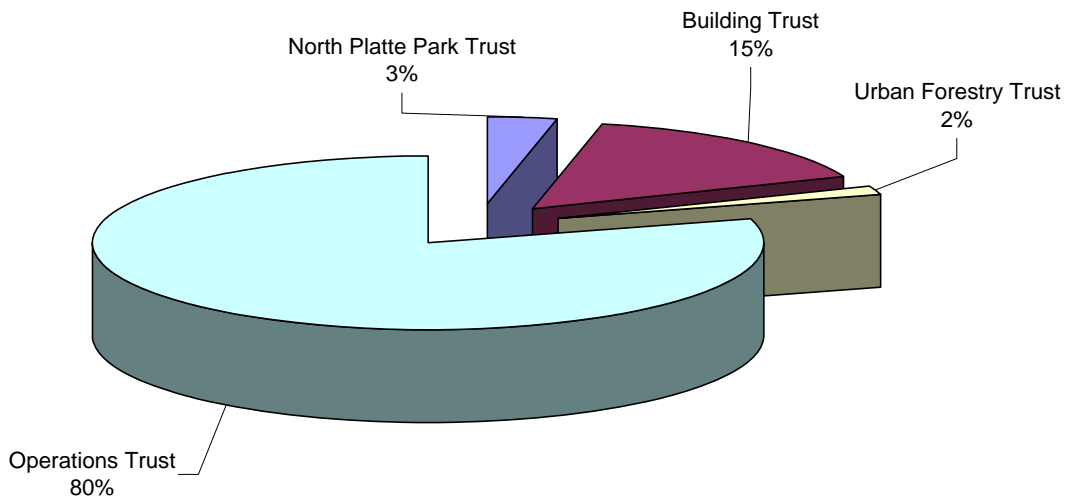
Perpetual Care Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Interest - North Platte Park Trust	\$ 31,874	\$ 55,000	\$ 50,510	\$ 62,378
Interest - Building Trust	242,153	184,000	234,755	207,558
Interest - Urban Forestry Trust	3,389	19,000	13,090	14,341
Interest - Operations Trust	675,820	845,000	820,000	1,124,498
Contributions	9,850	-	190,062	-
Debt Repayment - Interfund Advances	9,205	10,200	10,200	10,200
Miscellaneous	7,200	7,200	7,200	7,200
Transfer In	1,290,393	3,124,159	2,735,750	1,522,853
Total Revenues	\$ 2,269,884	\$ 4,244,559	\$ 4,061,567	\$ 2,949,028
Expenditures				
North Platte Park Trust	\$ 40,881	\$ 44,000	\$ 43,070	\$ 73,000
Building Trust	209,190	576,278	419,143	331,500
Urban Forestry Trust	4,388	19,035	18,340	41,035
Operations Trust	1,574,234	1,563,584	1,563,584	1,711,576
Total Expenditures	\$ 1,828,693	\$ 2,202,897	\$ 2,044,137	\$ 2,157,111

Perpetual Care
FY 2008 Adopted Summary Revenue Budget



Perpetual Care
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Perpetual Care**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
North Platte Account				
Revenues				
Interest	\$ 31,874	\$ 55,000	\$ 51,200	\$ 62,378
Realized Gain/Loss On Investments	-	-	(690)	-
Total Revenues	\$ 31,874	\$ 55,000	\$ 50,510	\$ 62,378
Expenditures				
Investment Fees	\$ 1,794	\$ 2,000	\$ 1,527	\$ 1,800
Programs & Projects	39,087	42,000	41,543	71,200
Total Expenditures	\$ 40,881	\$ 44,000	\$ 43,070	\$ 73,000
Net North Platte Account	\$ (9,007)	\$ 11,000	\$ 7,440	\$ (10,622)
Building Account				
Revenues				
Interest	\$ 242,153	\$ 184,000	\$ 240,000	\$ 207,558
Realized Gain/Loss On Investments	-	-	(5,245)	-
Senior Citizens Building Rent	7,200	7,200	7,200	7,200
Transfers In	163,907	163,907	163,907	310,975
Total Revenues	\$ 413,260	\$ 355,107	\$ 405,862	\$ 525,733
Expenditures				
Investment Fees	\$ 12,526	\$ 11,000	\$ 7,669	\$ 8,600
Interdepartmental Services Fixed Buildings	1,692	2,167	1,081	1,573
Buildings	153,503	460,529	308,075	221,327
Programs & Projects	41,469	102,582	102,318	100,000
Total Expenditures	\$ 209,190	\$ 576,278	\$ 419,143	\$ 331,500
Net Building Account	\$ 204,070	\$ (221,171)	\$ (13,281)	\$ 194,233
Urban Forestry Account				
Revenues				
Interest	\$ 3,389	\$ 19,000	\$ 13,022	\$ 14,341
Realized Gain/Loss On Investments	-	-	68	-
Contributions	9,850	-	190,062	-
Total Revenues	\$ 13,239	\$ 19,000	\$ 203,152	\$ 14,341
Expenditures				
Investment Fees	\$ 13	\$ 35	\$ 35	\$ 35
Operational Supplies	4,375	19,000	18,305	41,000
Total Expenditures	\$ 4,388	\$ 19,035	\$ 18,340	\$ 41,035
Net Urban Forestry Account	\$ 8,851	\$ (35)	\$ 184,812	\$ (26,694)

**FY 2008 Budget
(Budget Basis)
Perpetual Care**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Operations Account				
Revenues				
Interest	\$ 675,820	\$ 845,000	\$ 840,000	\$ 1,124,498
Debt Repayment - Interfund Advances	9,205	10,200	10,200	10,200
Realized Gain/Loss On Investments	-	-	(20,000)	-
Transfers In	1,126,486	2,960,252	2,571,843	1,211,878
Total Revenues	\$ 1,811,511	\$ 3,815,452	\$ 3,402,043	\$ 2,346,576
Expenditures				
Investment Fees	\$ 34,251	\$ 36,000	\$ 36,000	\$ 36,000
Transfers Out	1,539,983	1,527,584	1,527,584	1,675,576
Total Expenditures	\$ 1,574,234	\$ 1,563,584	\$ 1,563,584	\$ 1,711,576
Net Operations Account	\$ 237,277	\$ 2,251,868	\$ 1,838,459	\$ 635,000
Net Perpetual Care Fund	\$ 441,191	\$ 2,041,662	\$ 2,017,430	\$ 791,917

Metropolitan Animal
Control (MAC)

Metro Animal Control
Metro Animal Control

Mission: To provide animal control services in a clean environment that includes: housing stray animals, abuse investigations, catching stray animals, dealing with complaints, owner returns, adoptions and euthanasia.

Goals

1. Reduce the number of animals euthanized for FY 2008.
2. All Animal Control Officers NACA certified and Metro Euthanasia Techs certified in the State of Wyoming.
3. Institute a County wide exotic pet ordinance.

Objectives

1. To reduce the number of animals euthanized by Metro Animal Control and Welfare to 1100 animals or less for FY 2008.
2. To have all Animal Control Officers certified at the National Animal Control Association levels 1 and 2 by December 31, 2008.
3. To have all Metro personnel attend the required euthanasia training for the State of Wyoming by December 31, 2008.
4. Establish a county wide ordinance, to include all of the cities and towns in Natrona County, requiring the registration of exotic pets by December 31, 2007.

Performance Measures

1. Number of animals euthanized decreased.
2. All Animal Control Officers certified at the National Animal Control Association levels.
3. All Metro personnel attends required euthanasia training.
4. Exotic pet ordinance adopted by all municipalities in Natrona County, and by Natrona County.

Highlights/Issues

Depreciation expense for this fund was increased to reflect the increased costs of investment in capital items and provide slightly more resources for capital replacement.

The capital expenditures consist of:

Pickup and accessories replacement	\$	35,500
Computer replacements		5,000
Total	\$	<u>40,500</u>

The projected reserves balance of this fund on June 30, 2007 is \$86,534.

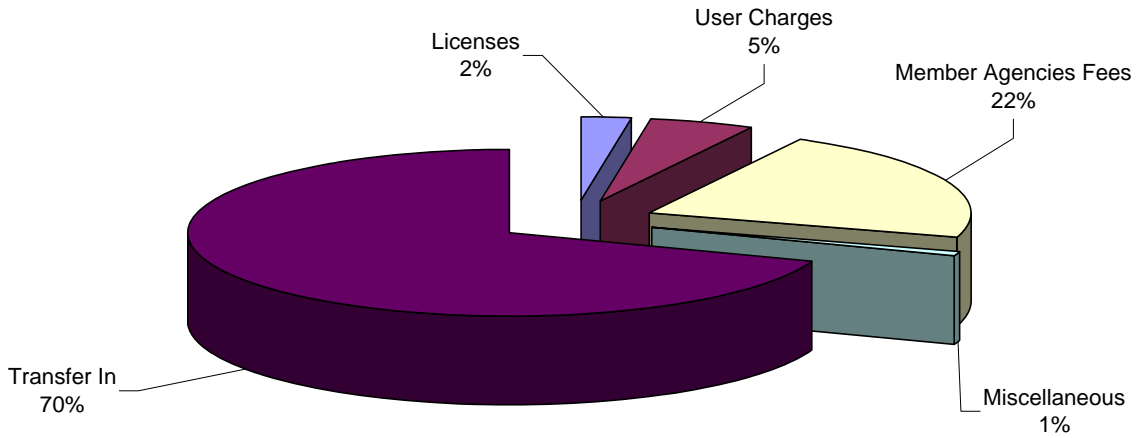
Metro Animal Control Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Animal Protection Officer II	5	5	5
Kennel Technician	3	3	4
Lead Animal Protection Officer	1	1	1
Metro Animal Control Manager	1	1	1
Shelter Supervisor	1	1	-
Total	11	11	11
Part-time Employees (Budget)	\$ -	\$ -	\$ -

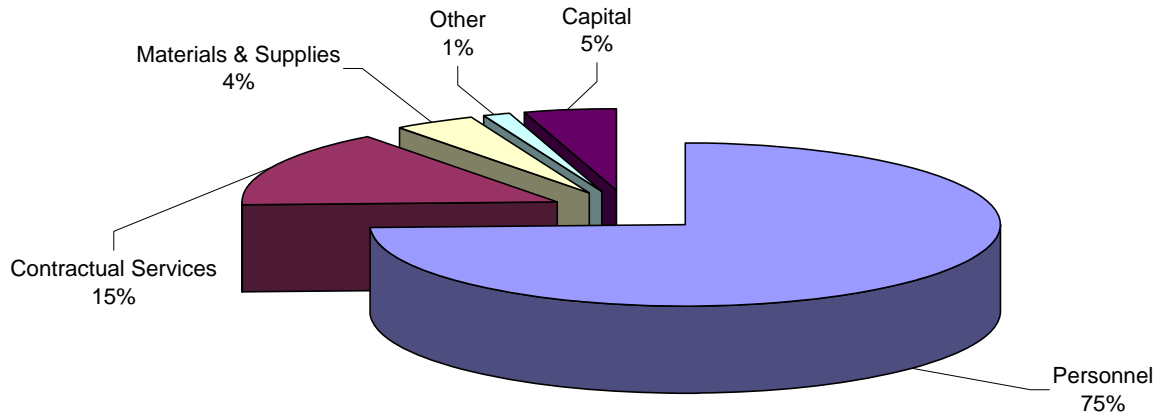
Metro Animal Control Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Licenses	\$ 20,568	\$ 20,000	\$ 15,000	\$ 20,000
User Charges	47,517	46,000	41,000	45,000
Member Agencies Fees	154,781	165,094	165,094	186,395
Miscellaneous	8,614	8,500	5,000	7,000
Transfer In	536,460	569,525	569,525	588,584
Total Revenues	\$ 767,940	\$ 809,119	\$ 795,619	\$ 846,979
Expenditures				
Personnel	\$ 555,942	\$ 596,600	\$ 549,666	\$ 648,685
Contractual Services	112,145	135,419	116,286	132,994
Materials & Supplies	38,074	31,200	30,900	37,650
Other	5,400	5,400	5,400	12,150
Capital	28,067	40,833	40,833	40,500
Total Expenditures	\$ 739,628	\$ 809,452	\$ 743,085	\$ 871,979

Metro Animal Control
FY 2008 Adopted Summary Revenue Budget



Metro Animal Control
FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Metro Animal Control**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Licenses				
Pet Licenses	\$ 20,568	\$ 20,000	\$ 15,000	\$ 20,000
Total Licenses	\$ 20,568	\$ 20,000	\$ 15,000	\$ 20,000
Charges for Services				
Boarding Fees	\$ 4,332	\$ 5,000	\$ 2,500	\$ 4,000
Adoption Fees	43,185	41,000	38,500	41,000
Intergovernmental User Chrgs	154,781	165,094	165,094	186,395
Total Charges for Services	\$ 202,298	\$ 211,094	\$ 206,094	\$ 231,395
Miscellaneous Revenue				
Interest	\$ 4,857	\$ 3,500	\$ 3,500	\$ 4,000
Misc Revenue	3,757	5,000	1,500	3,000
Total Miscellaneous	\$ 8,614	\$ 8,500	\$ 5,000	\$ 7,000
Transfers				
Transfers In	\$ 536,460	\$ 569,525	\$ 569,525	\$ 588,584
Total Transfers	\$ 536,460	\$ 569,525	\$ 569,525	\$ 588,584
Total Operating Revenue	\$ 767,940	\$ 809,119	\$ 795,619	\$ 846,979
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 391,004	\$ 433,850	\$ 373,924	\$ 430,942
Part Time	-	-	-	14,720
Overtime	9,364	13,100	12,500	13,100
Total Salaries & Wages	\$ 400,368	\$ 446,950	\$ 386,424	\$ 458,762
Other Pay				
Disability Leave Buy-Back	\$ 2,575	\$ 4,000	\$ 5,200	\$ 4,000
Accrued Leave Pay Off	-	1,065	20,000	1,500
Supplemental Pay	-	-	-	5,500
Car Allowance	2,400	2,400	2,400	3,000
Total Other Pay	\$ 4,975	\$ 7,465	\$ 27,600	\$ 14,000
Benefits				
Health Insurance	\$ 78,036	\$ 66,420	\$ 60,000	\$ 101,280
Life Insurance	966	1,178	1,178	1,174
Disability Insurance	2,357	2,823	2,700	2,843
FICA / Medicare Tax	29,737	34,823	34,823	36,186
Retirement Contributions	22,741	25,855	25,855	25,720
Workers' Compensation	16,762	10,786	10,786	8,420
Clothing Allowance	-	300	300	300
Total Benefits	\$ 150,599	\$ 142,185	\$ 135,642	\$ 175,923
Total Personnel	\$ 555,942	\$ 596,600	\$ 549,666	\$ 648,685

**FY 2008 Budget
(Budget Basis)
Metro Animal Control**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Investment Fees	\$ 248	\$ 150	\$ 150	\$ 173
Medical Testing Services	200	1,500	1,500	1,500
Other Professional Services	6,810	10,000	2,500	5,000
Water	3,606	5,250	5,250	5,250
Equipment Repairs	1,162	1,200	1,000	100
Maintenance Agreements	3,871	4,800	500	4,800
Insurance & Bonds	5,379	5,917	5,917	6,509
Telecommunications	8,819	8,490	8,490	8,490
Radio	771	3,500	1,000	2,000
Printing/Reproduction	1,684	4,000	500	2,000
Travel	3,436	3,250	2,500	3,250
Training	3,129	4,000	1,500	5,000
Interdepartmental Services	25,104	33,987	33,987	36,895
Dispatch Services	6,119	12,275	12,275	12,927
Other Contractual	3,581	5,500	5,000	5,000
Association Dues	330	600	717	600
Postage	1,866	2,000	1,500	2,000
Energy - Natural Gas	16,846	12,500	16,500	15,000
Energy - Electricity	7,685	8,500	7,500	8,500
Programs & Projects	11,499	8,000	8,000	8,000
Total Contractual	\$ 112,145	\$ 135,419	\$ 116,286	\$ 132,994
Materials & Supplies				
Office Supplies	\$ 2,731	\$ 7,000	\$ 1,500	\$ 3,000
Operating Supplies	19,813	15,000	20,000	22,700
Other Materials & Supplies	9,198	4,300	6,000	7,300
Uniforms	481	2,500	2,500	2,500
Books, Periodicals, Maps	135	600	400	600
Safety Equipment	158	800	-	550
Spay & Neuter Supplies	5,558	1,000	500	1,000
Total Materials & Supplies	\$ 38,074	\$ 31,200	\$ 30,900	\$ 37,650
Other Expenditures				
Depreciation	\$ 5,400	\$ 5,400	\$ 5,400	\$ 12,150
Total Other Expenditures	\$ 5,400	\$ 5,400	\$ 5,400	\$ 12,150
Capital - Replacement				
Light Equipment	\$ 25,377	\$ 35,833	\$ 35,833	\$ 35,500
Technologies	2,399	5,000	5,000	5,000
Total Capital - Replacement	\$ 27,776	\$ 40,833	\$ 40,833	\$ 40,500
Capital - New				
Technologies	\$ 291	\$ -	\$ -	\$ -
Total Capital - New	\$ 291	\$ -	\$ -	\$ -
Total Expenditures	\$ 739,628	\$ 809,452	\$ 743,085	871,979
Net Fund	\$ 28,312	\$ (333)	\$ 52,534	\$ (25,000)

Public Safety
Communications
Center
(PSCC)

Police
Public Safety Communications Center

Mission: To provide communication services to all user agencies and the public within Natrona County as well as providing E911 services.

Goals

1. Acquire an emergency communications vehicle for emergencies for all user agencies.
2. Provide effective and efficient dispatching for all public safety agencies in Natrona County.

Objectives

1. To develop, design, secure funding and purchase vehicle.
2. To constantly review dispatch call load, dispatch times, and call waiting times.

Performance Measures

1. Emergency communications vehicle designed; grant application submitted to the Office of Homeland Security; and vehicle purchased.
2. Establish necessary staffing levels, based upon the results of dispatch and call waiting times.

Highlights/Issues

The decrease in Salaries and Wages and increase in Interdepartmental Charges is due to the reallocation of the CAD Systems Technician and the User Support Technician to the Information Systems cost center.

Depreciation expense for this fund was increased to reflect the increased costs of investment in capital items and provide slightly more resources for capital replacement.

The projected reserves balance of this fund on June 30, 2007 is \$1,035,853.

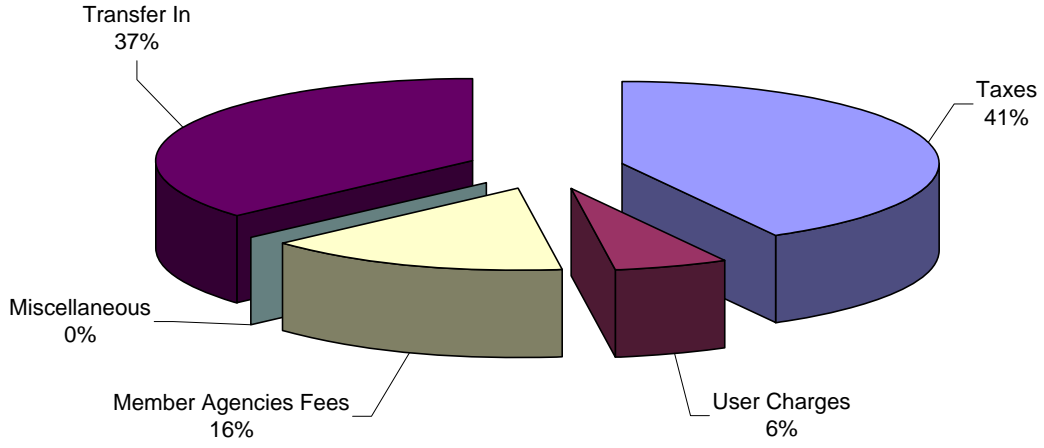
Public Safety Communications Center Staffing Summary

	FY 2006	FY 2007	FY 2008
Full Time Employees			
Call Taker	2	2	2
Lead Communications Technician	4	4	4
PSCC Communications Supervisor	1	1	1
Public Safety Communications Tech	13	13	15
CAD Systems Technician	1	1	-
User Support Technician	1	1	-
Total	22	22	22
Part-time Employees (Budget)	\$ 57,024	\$ 58,967	\$ 61,950

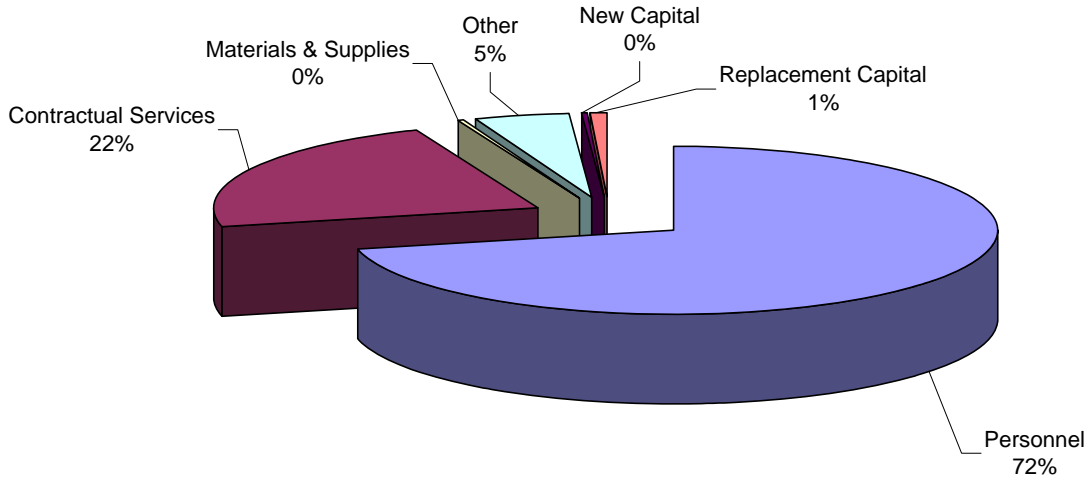
Public Safety Communications Center Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Taxes	\$ 838,892	\$ 725,000	\$ 800,000	\$ 800,000
User Charges	50,527	77,144	80,505	111,303
Member Agencies Fees	147,709	277,507	300,000	297,226
Miscellaneous	10,433	8,250	1,150	1,250
Transfer In	657,072	565,735	601,341	697,654
Total Revenues	\$ 1,704,633	\$ 1,653,636	\$ 1,782,996	\$ 1,907,433
Expenditures				
Personnel	\$ 1,161,117	\$ 1,339,894	\$ 1,284,443	\$ 1,427,843
Contractual Services	214,337	255,193	257,277	448,434
Materials & Supplies	10,077	8,190	7,350	8,190
Other	43,344	43,346	43,346	92,848
New Capital	2,223	4,300	1,000	3,300
Replacement Capital	10,376	17,000	3,500	18,000
Total Expenditures	\$ 1,441,474	\$ 1,667,923	\$ 1,596,916	\$ 1,998,615

Public Safety Communications Center
 FY 2008 Adopted Summary Revenue Budget



Public Safety Communications Center
 FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Public Safety Communications Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Interdepartmental Services	\$ 3,324	\$ -	\$ 3,500	\$ 20,413
Intergovernmental User Charge	147,709	277,507	300,000	297,226
Wyoming Medical Center	28,483	57,139	57,000	59,976
Admin Fees	18,720	20,005	20,005	30,914
Total Charges for Services	\$ 198,236	\$ 354,651	\$ 380,505	\$ 408,529
Miscellaneous Revenue				
Telephone Service Charge	\$ 838,892	\$ 725,000	\$ 800,000	\$ 800,000
Interest on Investments	1,486	8,000	1,000	1,000
Misc Revenue	8,947	250	150	250
Total Miscellaneous	\$ 849,325	\$ 733,250	\$ 801,150	\$ 801,250
Transfers				
Transfers In	\$ 657,072	\$ 565,735	\$ 601,341	\$ 697,654
Total Transfers	\$ 657,072	\$ 565,735	\$ 601,341	\$ 697,654
Total Operating Revenue	\$ 1,704,633	\$ 1,653,636	\$ 1,782,996	\$ 1,907,433
Expenditures				
Personnel				
Salaries & Wages				
Full Time	\$ 694,181	\$ 876,628	\$ 821,046	\$ 899,111
Part Time	57,024	58,967	58,000	61,950
Overtime	91,728	75,000	80,052	75,000
Total Salaries & Wages	\$ 842,933	\$ 1,010,595	\$ 959,098	\$ 1,036,061
Other Pay				
Holiday Pay	\$ 18,418	\$ 22,000	\$ 22,000	\$ 24,000
Disability Leave Buy-Back	1,747	2,500	1,818	1,900
Supplemental Pay	-	-	-	10,000
Accrued Leave Pay Off	2,891	3,000	3,299	3,000
Phone Allowance	440	480	480	480
Total Other Pay	\$ 23,496	\$ 27,980	\$ 27,597	\$ 39,380
Benefits				
Health Insurance	\$ 147,708	\$ 139,008	\$ 139,008	\$ 174,360
Life Insurance	1,719	2,413	2,408	2,419
Disability Insurance	3,648	6,089	6,074	6,286
FICA / Medicare Tax	63,561	66,426	64,806	82,280
Retirement Contributions	64,037	77,346	75,459	80,084
Unemployment Contributions	2,844	-	200	200
Workers' Compensation	11,171	10,037	9,793	6,773
Total Benefits	\$ 294,688	\$ 301,319	\$ 297,748	\$ 352,402
Total Personnel	\$ 1,161,117	\$ 1,339,894	\$ 1,284,443	\$ 1,427,843

**FY 2008 Budget
(Budget Basis)
Public Safety Communications Center**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Contractual Services				
Investment Fees	\$ 96	\$ 100	\$ 100	\$ 115
Maintenance Agreements	114,832	156,687	156,687	218,836
Building Rent	9,543	10,950	10,950	10,950
Insurance & Bonds	6,039	6,039	6,643	7,307
Telecommunications	57,423	58,720	65,000	65,000
Radio	3,930	4,000	1,300	1,300
Printing/Reproduction	-	500	100	500
Travel	903	2,500	4,300	2,500
Training	9,829	8,000	5,000	8,000
Interdepartmental Services	3,192	3,197	3,197	129,426
Other Contractual	8,550	4,500	4,000	4,500
Total Contractual Services	\$ 214,337	\$ 255,193	\$ 257,277	\$ 448,434
Materials & Supplies				
Office Supplies	\$ 3,274	\$ 3,000	\$ 3,000	\$ 3,000
Operating Supplies	582	800	3,500	800
Other Materials & Supplies	4,824	890	150	890
Uniforms	984	2,500	500	2,500
Books, Periodicals, Maps	413	500	200	500
Safety Equipment	-	500	-	500
Total Materials & Supplies	\$ 10,077	\$ 8,190	\$ 7,350	\$ 8,190
Other Expenditures				
Depreciation	\$ 43,344	\$ 43,346	\$ 43,346	\$ 92,848
Total Other Expenditures	\$ 43,344	\$ 43,346	\$ 43,346	\$ 92,848
Capital - New				
Light Equipment	\$ 75	\$ 3,000	\$ 1,000	\$ 2,000
Technologies	2,148	1,300	-	1,300
Total Capital - New	\$ 2,223	\$ 4,300	\$ 1,000	\$ 3,300
Capital - Replacement				
Light Equipment	\$ 5,575	\$ 5,000	\$ 2,500	\$ 5,000
Technologies	4,801	12,000	1,000	13,000
Total Capital - Replacement	\$ 10,376	\$ 17,000	\$ 3,500	\$ 18,000
Total Expenditures	\$ 1,441,474	\$ 1,667,923	\$ 1,596,916	\$ 1,998,615
Net Fund	\$ 263,159	\$ (14,287)	\$ 186,080	\$ (91,182)

Health Insurance Fund

Employee Health Insurance
Employee Health Insurance

Mission: To provide a quality medical and dental benefits plan to employees, retirees and their families through a fiscally responsible self-funded program.

Goals

1. Maintain an appropriate level of premium to eliminate the need for additional monetary resources from the General Fund.
2. Create a health conscious workforce to ensure the financial stability of the plan.
3. Explore development of a high-deductible health plan in association with either a health reimbursement account or a health savings account for employees.
4. Expand prescription drug usage review program.

Objectives

1. Budget for annual premium increase to meet or exceed medical inflation by January, 2008.
2. Re-design employee wellness programs designated to target lifestyle awareness by November, 2007.
3. Develop a high-deductible health plan option presentation for Council by October 31, 2007.
4. Provide prescription drug usage review program to an additional fifty participants.

Performance Measures

1. Date budget is completed for annual premium increase.
2. Date employee wellness program is revised.
3. Date high-deductible health plan option is developed.
4. Number of additional prescription drug usage participants.

Highlights/Issues

Due to rising medical costs and employee utilization, additional revenue is needed in this cost center. A 10% premium increase is recommended for the plan to match the current level of inflation for medical services.

An actuarial study is required for this fund due to a recent change in accounting standards. The study is required since the City allows retirees to remain on the plan after they leave the work force.

The proposed monthly insurance premiums reflecting the 10% increase are:

	FY 2007		FY 2008
Family			
Employee Contribution	\$ 233.49	\$	256.84
Employer Contributions	766.91		843.60
	<u>\$ 1,000.40</u>	\$	<u>1,100.44</u>
Single			
Employee Contribution	\$ 97.65	\$	107.42
Employer Contributions	340.18		374.20
	<u>\$ 437.83</u>	\$	<u>481.62</u>

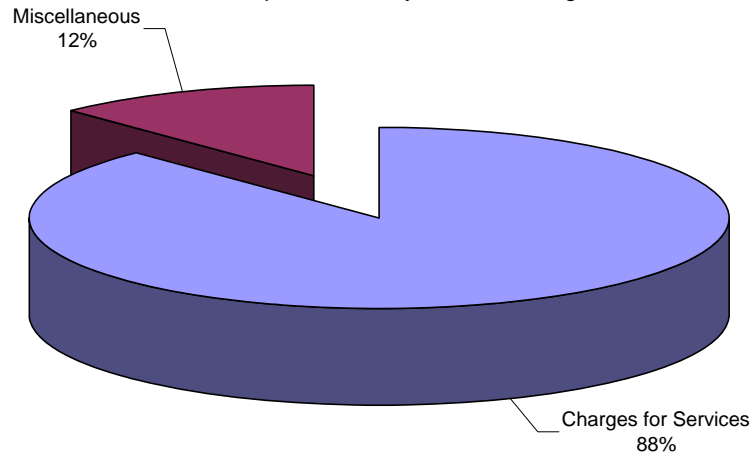
The projected reserves balance of this fund on June 30, 2007 is \$4,831,141.

Employee Health Insurance Budget Summary

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services	\$ 4,297,880	\$ 4,563,500	\$ 4,565,064	\$ 5,603,940
Miscellaneous	668,480	750,000	667,622	780,000
Total Revenues	<u>\$ 4,966,360</u>	<u>\$ 5,313,500</u>	<u>\$ 5,232,686</u>	<u>\$ 6,383,940</u>
Expenditures				
Contractual Services	\$ 4,115,195	\$ 5,313,500	\$ 4,381,432	\$ 5,262,485
Total Expenditures	<u>\$ 4,115,195</u>	<u>\$ 5,313,500</u>	<u>\$ 4,381,432</u>	<u>\$ 5,262,485</u>

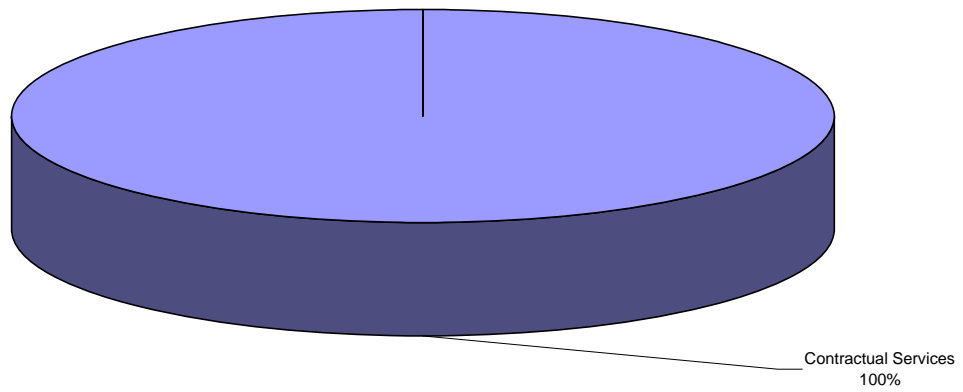
Employee Health Insurance

FY 2008 Adopted Summary Revenue Budget



Employee Health Insurance

FY 2008 Adopted Summary Expenditure Budget



**FY 2008 Budget
(Budget Basis)
Employee Health Insurance**

	FY 2006 ACTUAL	FY 2007 BUDGET	FY 2007 ESTIMATE	FY 2008 ADOPTED
Revenues				
Charges for Services				
Employee Contributions	\$ 968,761	\$ 1,025,222	\$ 1,025,222	\$ 1,398,485
Employer Contributions	3,321,780	3,528,278	3,528,278	4,195,455
COBRA Contributions	7,339	10,000	11,564	10,000
Total Charges for Services	\$ 4,297,880	\$ 4,563,500	\$ 4,565,064	\$ 5,603,940
Miscellaneous Revenue				
Insurance Reimbursements	\$ 189,330	\$ 300,000	\$ 245,000	\$ 300,000
Miscellaneous Revenue	384,235	350,000	350,000	350,000
Interest on Investments	94,915	100,000	72,622	130,000
Total Miscellaneous	\$ 668,480	\$ 750,000	\$ 667,622	\$ 780,000
Total Revenue	\$ 4,966,360	\$ 5,313,500	\$ 5,232,686	\$ 6,383,940
Expenditures				
Plan Administration Fees	\$ 102,263	\$ 104,000	\$ 117,714	\$ 122,850
Investment Fees	3,616	4,000	3,413	4,000
Medical Stop-Loss	409,574	508,500	338,057	450,000
Dental Insurance	311,882	280,000	250,033	262,535
Wellness/Employee Assist Program	30,005	32,000	33,615	38,100
Prescriptions	546,871	800,000	477,660	800,000
Claims	2,710,984	3,585,000	3,160,940	3,585,000
Total Expenditures	\$ 4,115,195	\$ 5,313,500	\$ 4,381,432	\$ 5,262,485
Net Fund	\$ 851,165	\$ -	\$ 851,254	\$ 1,121,455



Financial & Budget **Policies**

Financial Systems

Budgetary and Accounting Systems

The accounting policies of the City of Casper conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant policies applicable to revenues and expenditures.

I. FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions and activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures.

Governmental Funds – Governmental funds are used to account for all or most of a government’s general activities. The City maintains General, Special Revenue, and Capital Funds.

General Fund – The General Fund is the City’s general operating fund and is used to account for all financial transactions except those required to be accounted for in another fund. Principal sources of revenue are sales taxes, mineral taxes, property taxes, licenses and permits, intergovernmental revenues, and sanitation service charges. Primary expenditures are for general government, public safety, public works, community development, parks, and recreation.

Special Revenue Fund – A Special Revenue Fund is used to account for the proceeds from specific revenue sources (other than funding for major capital projects) that are legally restricted to expenditures for specified purposes.

- Weed and Pest Control
- Transit Services
- CDBG
- HOPE
- Police Grants
- Special Fire Assistance
- Redevelopment Fund

Capital Funds – The Capital Fund accounts for financial resources, and intergovernmental grants, used for the acquisition, construction, or

improvement of major general government facilities and equipment.

- Capital Projects
- Capital Equipment
- Optional 1% #12
- Optional 1% #13

Trust and Agency Funds – Trust and Agency Funds account for assets held by the City in a trustee capacity. Each fund is established by state law, municipal ordinance, or resolution. These funds are comprised of the following:

- Metro Animal Control
- Public Safety Communication
- Health Insurance
- Perpetual Care

Debt Service Funds – The Debt Service Fund accounts for outstanding special assessments owed to the City. When the City Council decides that a portion of the cost of a construction project will be assessed to the adjoining property owners, this fund pays the construction costs on behalf of the property owners. After the construction work is completed, the property owners have the right to either pay for their respective share of the cost immediately without incurring any interest, or they may make partial payments over an extended time period, with interest. When the property owners make payments, the money is placed in this fund and is used for future projects.

Proprietary Funds – Proprietary Funds are generally used to account for operations that provide services to the general public, on a continuing basis, or to internal City departments. Proprietary funds provide the same type of information contained in the business-type activities portion of the government-wide financial statements, only in more detail. The City maintains two different types of proprietary funds: Enterprise and Internal Service.



Enterprise Funds – Enterprise funds are used to report the same functions presented as business type activities in the government-wide financial statements. The city maintains enterprise funds to account for the following:

- Water
- Water Treatment Plant
- Sewer
- Wastewater Treatment Plant
- Refuse Collection
- Balefill
- Casper Events Center
- Golf Course
- Casper Recreation Center
- Aquatics
- Ice Arena
- Hogadon Ski Area
- LifeSteps Campus
- Parking Lots

Internal Services Funds – Internal Services Funds account for services provided to all City departments. Charges are issued back to the appropriate departments utilizing services from the following cost centers:

- Central Garage
- City Hall
- Information Technology
- Buildings and Grounds
- GIS
- Property Liability Insurance Fund

Additional funds appear in the audited financial statements that do not appear in this City budget. These are the Downtown Development Authority Fund, the Economic Development Joint Powers Board Fund, and the Central Wyoming Regional Water System Joint Powers Board Fund. The 201 Sewer Joint Powers Board, which oversaw capital improvements at the waste water treatment plant, was dissolved for FY 2008, and those responsibilities were brought fully into the City of Casper Wastewater Treatment Plant Fund.

II. BUDGETING PROCESS AND POLICIES

In accordance with the Wyoming State Statutes, the City Council is required to adopt an annual balanced budget for the Combined General and Operating Funds prior to July 1. Appropriations for all funds included in the City budget are authorized in the annual budget resolution, at the cost center level. The legal level of budgetary control is at the fund level; however, in practice, the City maintains control at the cost center level. Administrative control is further maintained through more detailed line-item budgets.

Basis of Budgeting for Each Fund Type

The entire City Budget is prepared using the modified accrual budgeting method. In the modified accrual method, revenue is recognized when it becomes available and measurable. Expenditures are typically recognized in the period in which the liability is incurred *except for*: (1) inventories of materials and supplies that may be considered expenditures either when bought or used; (2) interest on general and special assessment long-term debt that is recognized on the date due; and (3) use of encumbrances. Most governmental funds follow the modified accrual method.

This basis of budgeting differs from the basis of accounting used in the audited financial statements as follows:

- The accrual method is used in the audited financial statements for enterprise, trust, capital projects, special assessment and internal service funds. This method records transactions when they occur regardless of when cash is received or disbursed.

Definition of Balanced Budget

Wyoming Statute 16-4-110 states that “The governing body of a municipality shall not make any appropriation in the final budget of any fund in excess of the estimated expendable revenue of the fund for the budget year.” Therefore, expenditures in a “balanced budget” must not have exceed current revenues and proceeds plus undesignated fund balances.

Beginning of the Budget Creation Process

The first step involves long-term strategic goal setting by the City Council facilitated by the City Manager. The City Council sets their “Council Goals” for each two year election cycle. This broad view of the future of the community helps guide all other decisions that follow in the process.

All incorporated first class cities that have a population of more than 4,000 inhabitants and all city manager cities must comply with the provisions of the Uniform Municipal Fiscal Procedures Act (Wyoming Statutes 16-4-101 through 16-4-124). The Act specifies the fiscal year to be used, publishing requirements, budget milestones, and other aspects of an acceptable budget under Wyoming state law. The City of Casper budget process meets all requirements of the Act, and also includes goal setting, strategy, performance management, and long-term capital planning.

FY 2008 BUDGET CALENDAR

Budgetary Preparation

November 26, 2006	Capital Improvement Plan (CIP) process begins, includes capital projects and capital equipment for next five years.
January 5—Jan 31, 2007	Salary & benefit projections by Human Resources. Finance calculates City-wide personnel costs.
February 1	1st draft of CIP completed.
February 5– March 7	Department entry of estimated year-end expenditures and revenues for FY 2007, as well as budget entry for revenue and projected expenditures for FY 2008.
March 1	CIP completed
March 12—23	Budget review by Assistant City Manager, Administrative Services Director, and department heads and division supervisors
March 26– April 5	Budget reviews with City Manager and department heads and division supervisors
May 11	Summary Proposed Budget to Council
May 15	Pre-budget accepted by Council
May 18	Budget Books to Council
May 18, 24, 31	Council Budget Sessions
June 19	Public Hearing on FY06 Budget Amendments
June 19	Public Hearing on FY07 Budget Adoption

Publication Dates

June 1	Proposed Amendments of Funds (to Casper Star Tribune by May 23)
June 7	Notice of Hearing on City Budget (to Casper Star Tribune by June 1) Publication of Tentative Budget (Published in Minutes Document)

Further Description of Budget Creation Process

The City of Casper Budget process is an extended process that integrates strategic planning, long-term capital planning, short term departmental goal creation, performance review, personnel costs, and operational budgets. Many of these steps, such as capital planning, have dedicated software systems and result in the creation of discrete published documents. The FY 2008 budget integrates the current fiscal year from these longer term plans.

The long-term goals and needs of the City create the underlying framework within which the Operational budget for the next fiscal year is created.

The steps in the process are as follows:

- Long term strategic goal setting by City Council (Overarching goals)
- Preparation of the Capital Inventory and condition report
- Creation of Capital Plan (5-year plan)
- Preparation of department's goals and objectives
- Review by City Manager of departmental goals and objectives
- Compilation of performance measures and other data
- Performance Review of ICMA and other performance measure data
- Calculation of status quo personnel and benefit cost calculation
- Submittal of proposed new personnel – salary and benefit cost calculation and related costs
- Operational budget creation by departments-contractual services, materials and supplies, small capital item
- Creation of proposed budget
- Consideration and deliberation of proposed budget by City Council
- Capital and operational budget adoption

Process for Amending Budget

The budget can be amended at any time during the fiscal year after adoption. To do so the City Council must adopt a resolution for the new expenditures. (W.S. 16-4-112 and W.S. 16-4-113).

If the City Council finds that an emergency exists which requires an expenditure in excess of the general fund budget, it can make these expenditures from revenues (reserves) accumulated for this purpose. Notice of the declaration of emergency must be published in a newspaper of general circulation in the City of Casper.

Other documents and plans used or incorporated in the budget process

The annual City Budget is a key document in the planning and operation of the City Organization.

However, the City budget is not created in a void and exists within a framework created by other documents, reports and publications that the City Council and City management may consider during the year.

A few key examples of such plans are :

- City Council Goals
- Long Range Transportation plans
- The 5– year Capital plan
- Performance reports based on ICMA data, other benchmarking groups the City participates in, and internal reports by departments
- Key revenue reports and projections including:
 - Sales Tax Information provided by the Wyoming Department of Revenue
 - For the Casper City Budget, 3 yr and 5 yr trend information is used and adjusted to arrive at a conservative forecast of sales tax revenues
 - Projections of all key state shared revenues except sales taxes from the Wyoming Association of Municipalities (WAM)
 - Utility revenues are projected based on the number of customer accounts, the Casper Public Utilities 10-yr rate model, and trend information.
 - Total assessed property values and mill levies are provided by the Natrona County Assessor

The City of Casper relies on a mix of internal projections of revenue (sales tax), estimates from other governments and member associations such as the Wyoming Association of Municipalities (all major state shared revenues including mineral taxes, gasoline taxes, etc.), and revenue projections based on models built by consultants and internal staff (utility rate models).

WYOMING STATUTORY BUDGET DATES AND REQUIREMENTS UNDER THE MUNICIPAL FISCAL PROCUDRES ACT

UNIFORM ITEM ACT	DATE OF PERFORMANCE
Fiscal Year Dates	July 1 -June 30 (W.S. 16-4-102)
Department heads submit budget requests	May 1 (W.S. 16-4-104)
Tentative budget prepared by the budget officer and filed with the governing body	On or before May 15 (W.S. 16-4-104)
Publication of tentative budget	At least one week prior to the public hearing (W.S. 16-4-104)
Public hearing on budget	No later than the third Tuesday in June nor prior to the second Tuesday in June (W.S. 16-4-109b)
Budget Adoption	A resolution or ordinance shall be passed to adopt the budget on or the day following the public hearing (W.S. 16-4-111)

City of Casper **Fund Reserves Policy**

*To provide adequate fund reserves to
safe-guard the financial condition of the City.*

GENERAL

Fund reserve balances will be maintained that:

- Provide adequate financial resources to conduct the normal business of the City and ensure the continued delivery of services in the event of any disruption stemming from short-term interruptions in cash flow
- Provide adequate financial resources to maintain the City's credit worthiness
- Provide for the accumulation of financial resources for use in capital acquisitions or to comply with legal requirements
- Provide adequate financial resources to respond, in a planned and decisive manner, to long-term or permanent decreases in revenues
- Provide adequate financial resources to ensure continued delivery of public safety, utility, and essential infrastructure maintenance services in response to natural disasters and events
- Are not excessive

APPLICABLE FUNDS

This Policy applies to the following City funds or fund types:

- General Fund
- Perpetual Care Fund
- Weed and Pest Fund
- Internal Services Funds

The reserve balances for all other funds will be determined by the City Council, with input received from the appropriate advisory boards or on an individual fund basis.

USE OF SURPLUS FUND EQUITY BALANCES

Any amounts that exceed the total calculated or designated reserved fund equity balances are considered undesignated fund equity and available for appropriation.

RESERVED FUND EQUITY COMPONENTS AND SPECIFIED BALANCES

To achieve and maintain the desired fund equity balances, the following applicable fund equity components will be calculated or designated in each of the City's funds:

Operating Reserves – operating reserves are needed to provide cash flows for daily operations. In the case of the General Fund, operating reserves also provide cash liquidity for certain projects and programs funded with reimbursable grants. Additionally, it provides emergency and stabilization reserves for the City's internal service funds.

The specified levels of operating reserves are:

General Fund – 25%, or ninety (90) days, of total operating and maintenance expenditures for the ensuing fiscal year.

Perpetual Care Fund – For the Operations Account, operating reserves shall be maintained that provide, through interest earnings, all supplemental funding for the operation of the following: Recreation Center, Casper Events Center, Ice Arena, Public Safety Communications Center, City Hall and Building and Grounds.

Operating Reserves shall be maintained for the Building Account that provide, through interest earnings, the funding for the capital maintenance and replacement of all buildings and facilities acquired through Optional 1% Sales Tax funding.

Weed and Pest Fund - 25%, or ninety (90) days, of total operating and maintenance expenditures for the ensuing fiscal year.

Internal Service Funds – Except for the Health Insurance Fund, 8.3%, or thirty (30) days, of operating and maintenance expenditures for the ensuing fiscal year.

Health Insurance Fund - 25%, or ninety (90), days of total operating and maintenance expenditures for the ensuing fiscal year plus an amount equal to 5% of the number of full time employees times the current individual stop-loss amount.

Emergency and Stabilization Reserves – Emergency and Stabilization Reserves are needed to provide adequate resources to address emergency events, such as natural disasters, and to manage the effects of any substantial long-term or permanent decreases in the City’s general revenues.

The specified levels of Emergency and Stabilization Reserves are:

General Fund - 25%, or ninety (90) days of total operating and maintenance expenditures for the ensuing fiscal year.

Debt Service Reserves – Minimum of the total budgeted debt service requirement for one (1) year times one hundred and fifty percent (150%) or legally required amount in relation to a debt issue.

Capital Asset Replacement Reserve – Reserves funded by depreciation or other sources may be accumulated for the planned acquisition of capital assets.

Specific Reserves – Any amount specifically identified as being necessary for financial reporting or legally required for a unique operating aspect of a particular fund, or as determined by the City Council.

ANNUAL REVIEW OF RESERVED FUND EQUITY

As part of the annual budget process, the Budget Officer will present for Council consideration the calculated and designated fund equity reserves.

City of Casper

Statement of Investment Policy

It is the policy of the City of Casper to invest public funds in a manner which will provide the highest investment return within the constraints of prudent security while meeting the daily cash flow demands of the City and conforming to Wyoming State Law governing the investment of public funds.

SCOPE

This investment policy applies to all financial assets of the City of Casper. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Enterprise Funds
5. Trust and Agency Funds

PRUDENCE

Under all circumstances the “prudent person” standard shall be applied in the context of managing the City’s overall portfolio. Investments shall be made with judgment and care, which persons of prudence and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital, as well as, the probable income to be derived.

Those individuals who are assigned to manage the City's portfolio, and who are acting in accordance with written procedures and the investment policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

OBJECTIVES

The primary objectives, in priority order, of the City of Casper's investment activities shall be:

1. Legality:

All investments held will be in accordance with Wyoming State Statutes.

2. Safety:

Safety of principal is the primary objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required to minimize risk.

3. Liquidity:

The City of Casper's investment portfolio will remain sufficiently, liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4. Return on Investment:

The investment portfolio shall be designed to attain a prudent rate of return throughout economic cycles, taking into account the City's legal constraints, risk constraints, and the cash flow needs of the organization.

DELEGATION OF AUTHORITY

Management responsibility for the investment program is delegated to the Administrative Services Director, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, wire transfers, and banking service and collateral/depository contract. Such procedures shall include explicit delegation of

authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Administrative Services Director. The Administrative Services Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within our community, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's investment portfolio.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Administrative Services Director shall maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as established by Wyoming law. City investment may be placed with those Broker/Dealers that have been qualified under the auspices of this policy as long as their cumulative transaction do not exceed an amount greater than 50% of the portfolio. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Administrative Services Director with the following:

- Audited Financial Statements
- Proof of National Association of Security Dealers certification
- Proof of Wyoming Registration
- Certification of having read the City of Casper's Investment Policy and Banking Contract.

A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City invests.

REPORTING

The Administrative Services Director is charged with the responsibility of preparing a monthly report to the City Manager and City Council showing the type of investment, institution, rate of interest, maturity date, and amount of deposit. Semi-annually the Council Finance Committee will review the investment portfolio held by the City.

INTERNAL CONTROL

The Administrative Services Director shall establish procedures that separate the internal responsibility for management and accounting of the investment portfolio. An independent analysis by an external auditor shall be conducted annually to review internal control, account activity, and compliance with policies and procedures.

SAFEGUARDING OF SECURITIES

To protect against losses caused-by the collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent. For the City under the terms of a custody agreement. Any trade executed by a broker/dealer will settle on a delivery vs. payment basis with the City's safekeeping agent. Exceptions to this safekeeping policy must be approved by the City Council after verifying the credit worthiness of the broker/dealer.

EFFECTIVE DATE

This policy will supersede all policies pertaining to investments made prior to its adoption or amendment. The investment of new funds will be made in accordance with this policy. This policy does not pertain to investments made prior to its adoption.

COMPLIANCE WITH STATE LAW

In the event this policy conflicts with State law or any future changes to State law, then the more restrictive of the conflicting provisions of this policy or of State law shall apply. Prior to any person effecting any investment transaction on behalf of the

City or offer any investment advice to the governing body of the City, that person shall sign a statement indicating that he/she has read this policy and agrees to abide by applicable State law with respect to advice he/she gives and the transactions he/she undertakes on behalf of the City.



AUTHORIZED & SUITABLE INVESTMENTS

The City of Casper is empowered by Wyoming Statute 9-4-831 to invest in specific types of securities. Investment on mortgage backed securities will only be made upon additional specific written directions from the City.

Investments with maturity greater than 366 days from the date of purchase must provide income (e.g., periodic interest payments) on at least an annual basis and shall be limited to securities for which there is an active and immediate secondary market, such as U.S. Treasury Notes. Except in cases of specifically matched cash flow needs, and “matching” maturities in order to meet debt retirement, the portfolio will be structured within the following guidelines:

<u>MATURITY LIMITATIONS</u>		<u>PERCENTAGE OF TOTAL INVESTED PRINCIPAL</u>	
		<u>Maximum %</u>	<u>Minimum %</u>
0-1	Year	100%	25%
1-3	Years	75%	0%
3-5	Years	30%	0%
5-10	Years	20%	0%
11-30	Years	20%	0%



INVESTMENT MIX

<u>FUND</u>	<u>MATURITY LIMITATIONS</u>
General Fund	100% Fixed rate 5 Year Maturity or Less
Perpetual Care Fund (Principal)	70% Fixed rate laddered investment with a maximum maturity of 30 years that provides monthly cash flow.
	30% Variable rate investments with a maximum maturity of thirty years that provides monthly cash flows.
Perpetual Care Fund (Interest Earnings)	100% 1 Year Maturity or Less
Capital Projects Funds	100% 1 Year Maturity or less
Enterprise Funds	80% 5 Year Maturity or Less and Laddered to Provide Monthly Cash Flow.
	20% Variable rate investment with a maximum maturity of thirty years that provides monthly cash flow.
Other Funds	100% 1 Year Maturity of Less

The above limitations shall apply to all funds, except those with specifically matched cash flows, as approved by the City Council.

COLLATERALIZATION

Collateralization is required for investments in certificates of deposit in order to reduce market risk, the collateralization level will be 110% of market value of principal and accrued interest. The Administrative Services Director’s Office shall verify on a monthly basis that the value of collateral is sufficient to cover the deposits of investments discussed in the Investment Policy. Acceptable instruments for collateralization of Certificates of Deposits shall be the same as those set forth in WS 9-4-820 and 9-8-821.

City of Casper **Debt Policy**

DEBT LIMITATIONS

Wyoming law limits the ability of cities and towns to go into debt providing that:

1. Except for local improvements as provided by law no debt in excess of taxes for the current year can be created unless the proposition to do so has first been approved by a vote of the people (Wyoming Constitution Article 16, Section 4), and
2. The amount of debt that can be created is limited to four percent of the assessed valuation of the taxable property plus an additional four percent for the building and constructing of sewerage systems.

This limitation does not apply to debt incurred for the construction, establishing, extending, and maintaining of waterworks and supplying water for the municipality and its inhabitants (W.S. 15-7-109, Article 16, Sections 4 and 5, of Wyoming Constitution).

TYPES OF BONDS ISSUED BY MUNICIPALITIES

Four types of bonds are or may be issued by Wyoming cities and towns. These are general obligation bonds, local improvement bonds, revenue bonds, and funding and refunding bonds.

General Obligation Bonds

Subject to the debt limitations noted above, the City of Casper has the power to issue general obligation coupon bonds. These can be issued for public improvements (as defined by W.S. 15-7-101) and as otherwise allowed by law. The form and the manner in which they are issued and redeemed are defined in detail by state statutes. Before general obligation bonds can be issued, the City Council must pass an ordinance specifying the purpose of the bonds and obtain the approval of the voters at a regular or special election.

Bond Elections

Wyoming Political Subdivision Bond Election Law (W.S. 22-21-101 through W.S. 22-21-112) specifies how bond questions are to be submitted to electors and the contents of the questions.

For bonds requiring approval of the people, the bond question can only be presented on specific dates. Every bond election shall be held on the same day as a primary election, or on the Tuesday next following the first Monday, or on the Tuesday next following the third Monday in August (W.S. 22-21-103).

Local Improvement Bonds

When the City Council determines that improvements— construction or improvement of streets, curbs, gutter, sidewalks, and the like— will specially benefit adjoining property, it can create a local improvement district and assess all or part of the cost and expense of the improvements against the benefited property. The City Council by ordinance can issue local improvement bonds to finance such improvements. These bonds are not subject to the debt limitation previously discussed. Local improvement districts and the procedures for financing are discussed in more detail in the Wyoming Statutes 15-6-131 through 15-6-448.

Revenue Bonds

Revenue bonds are payable solely from the revenues of specified income-producing property. These bonds are issued to finance the cost of acquiring, constructing, or improving specific property. Revenue bonds are not subject to the debt limitations specified above. The form, issuance, and redemption of revenue bonds are governed by the various statutes authorizing their use. Generally, before revenue bonds can be issued, the City Council must:

1. Pass an ordinance which describes the contemplated project, estimates its cost and useful life when this is pertinent, and states the amount of bonds to be issued and all details in connection with the bonds; and
2. When required by law, obtain the approval of the voter at a regular or special election (W.S. 15-7-111).

Commercial Paper

Commercial Paper is a debt instrument issued by commercial entities (i.e. IBM) to local governments. Generally, Commercial Paper is not often used by municipalities because of the risk. The risk associated with financing municipal projects through the use of commercial paper is that commercial paper is not backed by the Federal Government but rather it is backed against the perceived future value of a private sector business or corporation. Commercial paper of corporations organized and existing under the laws of any state of the United States can be purchased, provided that at the time of purchase, the commercial paper shall (W.S. 9-4-831(a) xxvi):

1. Have a maturity of not more than 270 days; and
2. Be rated by Moody's as P-1 or by Standard & Poor's as A-1+ or equivalent ratings indicating that the commercial paper issued by a corporation is of the highest quality rating.

FUNDING AND REFUNDING BONDS

As prescribed in the Wyoming Statutes 15-8-101 through 15-8-106, any city or town, without first obtaining the approval of voters, can pay, redeem, fund, or refund its indebtedness when this can be done at a lower interest rate or to the benefit and profit of the city. This can be done when:

1. Any indebtedness not in excess of taxes for the current year was created to restore or repair improvements which were damaged after the city had its annual appropriations; or
2. A court has granted any judgment against the city; or
3. Any other lawful debt is outstanding.

No bonds can be issued unless the governing body first provides for them by ordinance. In general, these bonds must:

1. Be registered, negotiable, coupon bonds;
2. Bear interest at a rate designated by the governing body;
3. State whether the interest is payable annually or semi-annually and the place of payment which can be at the city treasurer's office or any other place specified by the governing body;

4. State the payment date which cannot be more than 30 years after their date of issue;
5. If they are serial bonds or redeemable, state this fact; and
6. Not be sold or exchanged for less than or redeemed for more than their face value plus accrued interest at the time of their sale or exchange or redemption.

In addition, a tax sufficient to pay the interest on the bonds and to redeem them as they come due may be levied and collected annually.

Subject to any constitutional and statutory debt limitations and the provisions of the General Obligation Public Securities Refunding Law (W.S. 16-5-101 through 16-5-119), any city, without an election can refund any public security or securities for one or more of the following purposes:

1. To extend the payment date of all or part of the outstanding public securities for which the payment is in default, or for which there is not or it is certain that there will not be sufficient money to pay either the principal or interest as it comes due;
2. To reduce interest costs or effect other economies; and
3. To reorganize all or a part of its outstanding public securities in order to equalize tax levies.

As used in this act, "public security" means a bond, note, certificate of indebtedness, warrant, or obligation for payment other than a warrant or similar obligation payable within one year after its date of issue, any obligation payable primarily from special assessments, or any obligation payable from specified revenues other than general taxes.

DUTIES OF MUNICIPAL CLERK AND TREASURER

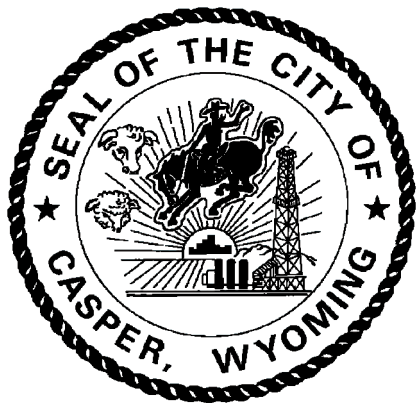
Unless otherwise provided by law, bonds and coupons are signed by the mayor and countersigned by the treasurer and the clerk.

Article 16, Section 8, of the Wyoming Constitution requires that all evidences of debt have a certificate endorsed on them stating that they are issued pursuant to law and are within the debt limit. Wyoming

statutes provide that a public security— bond, not, certificate of indebtedness, or other obligation for the payment of money— can be signed with a facsimile signature so long as one of the official signatures is manually subscribed (W.S. 16-5-408). Facsimile signatures can be used on the coupon.

The city treasurer must keep a bond register which shows the number of the bond, the date of issue, to whom issued, the amount, date of redemption, and payment of interest (W.S. 15-7-105b, W.S. 15-8-102a). Some bond coupon records may be computerized. The date each coupon is paid is stamped on the record. Advance payment of coupons shall not be made.

The city treasurer must cancel the coupons by cutting the word “paid” into them as soon as they are paid. When the bonds are paid, the treasurer must cancel them by having the word “paid” cut in the body of the bond. Bonds and coupons (including any attachments) are retained for two years after the bond issue is paid in full, and are then destroyed.



Appendices

Appendix I– Recommended New Staffing

**Appendix II– Capital Projects included in
Original Proposed Budget**

**Appendix III– Recommended for Funding from
One-Time Monies**

**Appendix IV– Potential Use of Available
Reserves**

**Appendix V– Department Staffing
Memorandums**

Appendix VI– Outside Agency Requests

Appendix VII- Glossary



Appendix I
Recommended New Staffing

ADDITIONAL BUDGET ITEMS

Recommended New Staffing Positions

A number of requests for new staffing were submitted by the respective departments during the FY 08 budget development process. A listing of those requests is included for your review in the Section IV of the Appendices.

Police

- 2 - Patrol Officers

When six police officers were called to active duty, the Police Department was authorized to hire additional staff in an attempt to back fill vacant positions. With the return of most of the officers from the military, the department is asking to retain the two officers who were hired to back fill. Authorizing two positions would allow the department to keep the two officers.

Public Safety Communications Center

- 2 - Communications Technicians

For many years, the full-time staffing of the dispatch center has been augmented with part-time employees. There has been a pool of people who were willing to be on call and work part-time. These people filled in when full-time employees were sick, on vacation, or when the Center was short of employees. That part-time pool has now evaporated. As a result, current full-time employees find it necessary to work a significant amount of overtime. It is a concern that employees will burnout and quit if they are not given some relief. Two positions are proposed to be authorized.

Fire

- Fire Prevention Officer

In recent years, the work load for the Fire Prevention Bureau has increased due to the growth in the community. Review of building plans and inspections of new and existing structures has increased. Due to the increased work load, the normal fire prevention training activities have essentially ceased. At this point, the Division Chief is required to do routine inspections just to keep up with the work load. Additionally, the Division Chief is eligible to retire in the next year. It is proposed to add one Fire Prevention Officer to the Fire Prevention Bureau.

Fort Caspar

- Museum Curator

With the opening of the new addition to the Fort Caspar Museum and Interpretive Center, it is proposed to add a curator position. Currently, there is one curator position authorized in this cost center. In past years there were two curator positions. One was eliminated due to budgetary shortfalls. This position would work with groups, such as school classes, to provide quality programming at the Fort. The person would give tours and lectures, and develop grant requests. The Natrona County School District has committed to contributing nearly 50% of the cost of this position through their special mill levy.

Code Enforcement

- Building Inspector II

Currently, there is one electrical inspector employed in the Code Enforcement Division. Last year, there were 3,196 electrical inspections conducted. The Division does inspections not only for Casper, but also for Evansville and Bar Nunn. The work load has grown to a point where another inspector is critically needed. Additionally, the current electrical inspector is nearing retirement eligibility. As a result, one new electrical inspector position is recommended. Additional revenue will be sought from Evansville and Bar Nunn to help offset a portion of the cost this position.

Hogadon

- Ski Area Technician

Currently, Hogadon has two seasonal positions that are filled by one person. During the winter months, the employee works as a Ski Patrol Coordinator. During the summer months, the employee works as a Municipal Worker III assisting with the off-season maintenance of the equipment and grounds at Hogadon. What is proposed is that two part-time positions are eliminated, and one full-time position be added.

Casper Events Center

- Assistant Box Office Manager

For many years, this position has been part-time. The current Box Office Manager, who has been in her position since the building opened, is nearing retirement. It is proposed to convert this position to full-time and begin training the new person for the Box Office Manager's position. If authorized, the funding for the part-time position will be eliminated.

Solid Waste

- Balefill Clerk

This position is currently part-time. Because of the strong economy, it has become very difficult to retain part-time employees. When a full-time employment opportunity becomes available, employees leave. Employment agencies have been used to fill the position; however, the costs have been high. It is proposed to convert this position to full-time. If authorized, the funding for the part-time position will be eliminated.

- Baler Operator

This position is also currently part-time. As mentioned above, it is difficult to retain part-time operators. It is proposed to convert this position to full-time. If authorized, the funding for the part-time position will be eliminated.

Appendix II

**Description of Capital Projects included in
Original Proposed Budget**

Capital Projects included in Original Proposed Budget

The following projects were planned for FY 2008 in the Capital Improvement Plan (CIP) and were included in the original proposed budget. City Council considered and chose to include all projects planned through the CIP process. The City Council also chose to add new projects and to accelerate other projects forward from future years because funding was available in FY 2008. These projects are described in Appendix Section III and IV.

The following is a condensed version of information found about these projects in the CIP. The entire CIP covers FY 2008-2012 and is a 260 page document. The CIP document is available for review in the Finance Office in City Hall, 200 N David St, Casper WY 82601.

PARKS PROJECTS

1. Skateboard Park- \$500,000. Renovation of the existing skateboard park at YMCA and construction of a new skateboard park at the Boys and Girls Club. The skateboard community has asked for an improved facility to practice their sport. The existing skate park services mostly the southern section of Casper, while the new skate park in north Casper will help extend access to the sport to that area of the city. Daily ongoing maintenance of the new ramps and parks to be taken care of by adjoining owned facilities. Maintenance cost increase due of care of structures and trash pickup by sanitation estimated at \$1500 per year.
2. Alta Vista Park- \$118,177. Phase II of Alta Vista Park involves building playing fields, a walking path, and shelter and table areas in this park located in the southern central area of town. This addition should increase mowing and maintenance costs by \$1,000 per year, in addition to the watering cost associated with Phase I of the park.
3. Park Improvements- \$450,000. This is the first in a four-year plan to rehabilitate various park amenities such as shelters, irrigation systems, playground equipment, roadways and parking lots, and lighting. The parks to be addressed are spread throughout Casper and include Highland, Huber, Riverview, Fun Valley, Meadowlark, Mike Sedar, Conwell, Sage, Washington, Nancy English, and Stoneridge. It is proposed that benches, pathways and fitness courses could be added to a number of these parks. The upgrading of the parks will not adversely impact park operations and should reduce irrigation system maintenance and repair time.
4. Raw Water Irrigation Project- \$157,295. This project will expand raw water irrigation to the Field of Dreams baseball complex in northern Casper and is projected to reduce water costs by 60%. The raw water irrigation system requires similar maintenance to a conventional potable water system.

STREETS PROJECTS

5. Residential Streets- \$500,000. This funding is for improving residential streets throughout the community. Each year the streets with the greatest need are identified and rehabilitated through this process. This residential street funding complements the City's focus on collector and arterial street improvement.
6. Walsh Drive Improvements- \$100,000. A 700 feet extension of Walsh Drive from East Yellowstone to the intersection of Post office Road and Walsh Drive. Local match at \$100,000. Remaining funds from FHWA Safety LU Program. This improvement was recommended by the 2020 Long Range Transportation Plan to improve traffic circulation through the north east area of the community.
7. Garden Creek Improvements- \$387,218. This is a demonstration stream restoration project funded through a grant from the Wyoming Department of Environmental Quality. The goal is to control storm water run-off and prevent erosion in order to improve the water quality of the creek. The creek runs through Mary English Park located on the west side of the community. This project should lower erosion remediation costs.
8. Yellowstone Highway- \$1,000,000. This is the local match set aside for a federal highway special allocation project totaling \$4,000,000 to reconstruct West Yellowstone highway between David Street and Spruce Street. This project is the first step to improving the infrastructure in the Old Yellowstone District adjacent to downtown. It is needed to improve the transportation system that connects the downtown to the Amoco Reuse project and to encourage properties along the street to redevelop. No operational impact to budget. A newly designed and constructed street should decrease maintenance costs.
9. Glendale Drainage and 26th Street- \$2,700,000. Reconstruction of Glendale Street between 21st Street and 24th Street and construction of detention reservoir for storm water control. 1983 Storm Water Master Plan recommendation due to the concern with flooding during a spring rain event. This event led to problems with underground water damage to foundation and streets in this south central area of the community. Maintenance of the new street and storm water detention dam is estimated to cost \$1500 per year which includes mowing, dam maintenance, storm water cleaning, etc. A newly designed and constructed street and storm water system should decrease maintenance costs.
10. David Street- \$150,000. This project will extend David Street between Midwest Avenue and Collins Drive in the downtown area. New north-south extension of this downtown street will improve traffic circulation and relieve congestion of Center Street. Street maintenance will include plowing and crack filling as well as repairs to concrete.

11. Waterford Street Construction- \$400,000. This project will extend Waterford Street south from to Donegal Street to 21st Street. This project is paid for primarily by contributions from the developer of this neighborhood on the eastern side of the community.
12. Contingent Street Project (Financed With Special Assessments) - \$1,300,000. These funds are allocated to allow for the construction of a contingent street project to be determined at a later date. Special assessment projects require the approval of at least 50% of the property owners in the designated improvement district. These improvements would then be charged back to property owners to allow for the replenishment of the Special Assessments Fund.

WALKABILITY, BIKE LANES, TRAILS

13. Platte River Parkway Project- \$247,750. This project is the first phase of a four year improvement plan funded by the Optional One Cent #13 Sales Tax Committee for the Platte River Parkway trails system that runs throughout the community. These funds are used for the continued construction of pathways for use by walkers, runners, bicyclers and other recreation enthusiasts. Projects over the four year period include construction of an additional pathway eastward to Eastdale Park, adding “pocket parks” along the trails, constructing a 10 foot wide concrete trail connection between the current terminus at Bryan Stock Trail and Casper Rail Trail. New trails bring incremental increases in maintenance and landscaping costs.
14. Beverly Street Underpass on Rails to Trails- \$646,350. This project will build an underpass underneath Beverly Street to help provide a separation for pedestrian and bike traffic from automobile traffic along this major traffic corridor near the center of the community.

LEISURE SERVICES DEPARTMENT PROJECTS

15. Casper Events Center Projects- \$110,000. General upgrades need to be made to keep the building competitive in the market, meet codes, provide a safe environment for the public and employees and improve building security that should lower ongoing maintenance costs.
16. Casper Events Center Concession Stand Upgrades- \$200,000. The 20 year old concession stands at the Casper Events Center need to be upgraded. Also, concourse vendors will be moved into permanent stands. These upgrades will bring the concessions to current industry standards and lower the maintenance currently needed to keep the outdated stands operating.
17. Casper Ice Arena Dasher Boards- \$4,000. This project was approved by the voters as part of the overall Optional One Cent Sales tax project group. Dasher boards are nearing the end of their useful life and are

- critical to the operation of the ice arena. Replacing these items will avoid the possibility of long shutdowns and corresponding loss of revenue.
18. Swimming Pool Improvements- \$350,000. This project involves replacing the water slide at Paradise Valley pool. This project was approved by the voters as part of the overall Optional One Cent Sales tax project group. The water slide is near the end of its design life. This project should enhance the attractiveness of the Paradise Valley pool, which should increase utilization and revenue while lowering regular maintenance costs.
 19. Recreation Center Improvements- \$150,000. This project will construct new space for additional weight and fitness equipment. The existing areas for weight and fitness equipment are at capacity, which substantially limits the ability to add new equipment or attract new customers.
 20. Fort Caspar Improvements- \$100,000. This project involves the last capital items needed for the Fort Caspar museum renovation and expansion.

TECHNOLOGY & SOFTWARE

21. SharePoint Portal Software- \$25,000. The City Manager has researched the options available to capture and display data for providing additional management reporting. This “dashboarding” approach provides performance and project implementation information to management, and has been used in the private sector by CEOs to monitor progress in their organizations. Training of all managers on use of the system is included in the project cost.
22. Parking Citation System/Software- \$43,000. This project upgrades the software and associated hardware used to issue parking citations. The cost includes hardware and software updates, as well as an interface with the Spillman system. The current system is past its useful life and needs to be updated. The anticipated increase in annual maintenance costs is \$2500 per year.
23. Financial Software Upgrades- \$62,655. This includes purchase and installation of cash receipting software and AccuPrint check printing system enhancement. The cash receipting software will allow cash receipting to be integrated in the General Ledger system. This should remove multiple manual steps required to perform the cash receipting function and should help reduce manual errors. The AccuPrint check printing system closely integrates the City of Casper’s financial system with banking institutions by automatically creating “flat files” and automatically routing this information to banking institutions. These changes will increase the existing financial system service contract by an estimated \$1300 per year.
24. Payroll Time & Attendance Project- \$310,000. A time and attendance system would provide for an employee to enter their own work time into the payroll system. The annual ongoing cost for this system is estimated

to be \$30,000 which should be offset by the system providing for more accurate time reporting and a reduction in administrative costs.

CITY BUILDINGS MAINTENANCE AND REPLACEMENT

25. Service Center Roof- \$600,000. The 70,000 square feet flat roof will be replaced with a single ply hypalon roofing membrane to restore the integrity of the 20 year old building. Frequent leaks in the roof currently require repairs and threaten to damage the interior of the building. Replacing the roof system will reduce the maintenance budget requirements for the Garage to repair leaks.
26. Metro Animal Control Cooler- \$45,000. This project involves the purchase and installation of a new cooler at the Metro Animal Control facility. It is a state requirement that the carcasses of euthanized animals be held for 24 hours before disposal, to ensure the animal is deceased. A cooler allows for this requirement to be met, and also provides a more sanitary method for holding the carcasses. No ongoing cost impact.

PLANNING & CONSULTING FOR FUTURE CAPITAL PROJECTS

27. Senior Study- \$60,000. The senior study will evaluate demographics shifts taking place in the Casper community and analyze the impact these changes may have on City services. This analysis will be used for long-range planning purposes for both program changes and capital planning.
28. Planning Consulting- \$151,226. The funds will be utilized to hire private firms to assist the Planning Office and City Council revise the current zoning regulations and development standards for the community. Outside assistance will be needed to accomplish this goal in the form of a consulting contract.
29. Environmental Audit- \$50,000. Periodically, the city conducts an internal environmental audit to ensure compliance with federal and state environmental regulations. The last audit was conducted in the early 1990s, and a review is now needed to ensure chemicals are being properly handled. A consultant will be hired to assist in performing the audit.

OTHER PROJECTS

30. Nicolaysen Art Museum Floor- \$54,680. These funds were set aside to assist with floor replacement, and will be used for carpeting in the gallery areas. The City has a lease agreement with the Nicolaysen Art Museum (the NIC) that provides that the City will be responsible for major internal and external systems for this downtown museum.
31. Moving Gateway Base to New Location- \$79,000. This project involves moving the Gateway statue to a new location that will allow greater

visibility and enjoyment of the Gateway statue. This project should have no impact on operations or maintenance cost after completion.

32. Senior Center Project- \$450,000. This project will construct a 5600 sq. ft. addition to the Senior Center located in central Casper to provide needed space for group activities such as meals, meetings, entertainment, and special programs. The population served by the facility has grown by over 25% since the center opened in 1998, and it is anticipated that demand for senior services will continue to increase. The operational costs for the building are the responsibility of the lessee organization Central Wyoming Senior Services. The City will be responsible for costs related to maintenance of the primary building. Some of these costs can be recovered through annual lease payments.
33. Casper Youth Baseball Field- \$475,000. This project involves construction of the Field of Dreams Baseball Complex near the Boys and Girls Club. It will consolidate baseball fields from central and west locations to a new site in northern Casper. The new baseball fields will be closer to the Casper Service Center for maintenance and daily field preparations. Mobilization costs should be lower as the need to transport equipment to multiple sites will be eliminated. The cost of watering these fields should be about the same or less due to the improved efficiency of the new sprinkler system and tie-in with the raw water irrigation project.



Appendix III

Description of Projects and Equipment Recommended for Funding from One-Time Monies

ADDITIONAL BUDGET ITEMS

Description of Projects and Equipment Recommended for Funding from One-Time Monies

Public Safety **\$ 3,208,623**

- Fire Station #3 Replacement – Fire Station #3 is the oldest station (+50years) being utilized and it needs to be replaced. Two locations have been identified as being acceptable alternatives to the current site. The new facility is proposed to be 14,000 square feet in size, and will include apparatus bays, a decontamination area, living quarters and training space. The estimated cost is \$3,000,000.
- Fire Station Renovations – This project involves the general updating of four fire stations. The initial funding, in the amount of \$78,223, would be applied to the most critical areas of replacing bathroom and shower fixtures, painting interior and exterior surfaces, and carpeting/flooring replacement. Additional funding is needed to complete all of the upgrades, and has been included in the list of potential uses for available reserves.
- Police Equipment – Additional equipment has been requested by the Police Department to address operational issues:

Purchase Tasers for All Patrol Officers	\$ 72,000
New Equipment Bags for Officers	50,000
Application Fee for CALEA Accreditation	<u>8,400</u>
Total	\$ 130,400

Buildings and Structures **\$ 776,000**

- Hall of Justice Elevator Renovation – The Hall of Justice Joint Powers Board recently received a request from the county building maintenance staff to provide funding to renovate the three elevators that service the building. In addition to the two public elevators, the Sheriff's Department has access to a restricted elevator that transports prisoners every day from the basement where they are delivered from the jail, to the third floor to access District Court through the walkway, and to the fifth floor for Circuit Court and Municipal Court. The total estimated cost for the renovation is \$480,000, of which the City of Casper is obligated to pay 50%, or \$240,000.

- Parking Garage Repairs – In 2004, the City contracted for a building assessment to be conducted for the parking garage, in order to determine the structural integrity of the building. Several recommendations came from that assessment, including the need to address wear and tear of the concrete surfaces and concrete supports for the various floors. A total of \$400,000 in improvements was identified in the report. Approximately \$100,000 of those improvements has been completed, but \$300,000 in concrete work remains.
- Fort Caspar Museum Parking Lot Improvements – The construction of a new addition to the Fort Caspar Museum and Interpretive Center has provided an important investment to this property. However, the condition of the parking lot has not been addressed as part of the project, and the resurfacing of this lot is needed to keep it from further deteriorating. The estimated cost of the parking lot improvements is \$20,000.
- Highland Cemetery Fencing Improvements Phase II – A new wrought iron fence has been designed for installation around the cemetery property. This fence will enhance the appearance and security of the property. The first of three phases is currently under construction. The first phase runs along East 12th Street, including the property behind the new cemetery office. It also runs north to the south edge of the developed cemetery property. The second phase will extend the new fencing along Conwell Street to the intersection of East 4th and Conwell Streets. The estimated cost of Phase II is \$216,000.

Equipment **\$ 530,000**

The following capital equipment replacement needs have been identified, but are outside the funding availability for the five year plan. They are large pieces of equipment used by the Streets and Parks Divisions, which provide important capabilities to the work crews for public services. Many are reaching the end of their expected service and will require additional maintenance costs if not replaced.

Streets Oil Distributor for Street Maintenance	120,000
Parks Loader	160,000
Parks Bucket Truck	85,000
Three Parks Mowers	90,000
Parks Garbage Truck	<u>75,000</u>
Total	\$ 530,000

Other

\$ 295,000

- Walkability Improvements – The City and the Metropolitan Planning Office have entered into a contract with a consultant to evaluate and make recommendations regarding improving the walkability of streets and neighborhoods in Casper. In anticipation of the need to construct sidewalks where none currently exist, the need to provide protected pedestrian crossings on busy streets, and other recommendations which may be included in the study, staff is recommending allocation of \$200,000 for these improvements.
- Financial Software – The Finance Division has seen the workload increased with regard to financial monitoring and processing of investments in a timely manner. Software programs are available that will help to ease the pressure on staff to meet these demands, as well as to help eliminate errors in the manual processes. The estimated cost for Investment Tracking Software is \$30,000.
- Planning Software- Land use issues are becoming increasingly more complicated and numerous. The annual case load for 2006 was 146 separate property or subdivision applications. The Planning Division is responsible for tracking, enforcing specific conditions, and collecting for recapture agreements or other financial obligations. It is very difficult to track all of these concerns without appropriate software assistance. In addition, trying to do any kind of analysis is very labor intensive. With the Zoning Analyst Software, staff could incorporate GIS and prepare maps and property histories very easily. The estimated cost of the software is \$20,000.
- Business Continuity Project – The City has begun implementing its Business Continuity Plan in order to assure that the city operations can continue in the event of a disaster. The next priority of the plan is to develop a back-up for the city's financial accounting system, which is known as GEMS. The plan recommends providing a backup server for GEMS at the Casper Events Center.

Additionally, the plan recommends installing a backup generator at City Hall to address minor interruptions in power for the computer network, and the Voice Over IP telephone system. The telephone system will be expanded to serve all of the City operations, except for the Public Safety Communications Center, in the next year. The estimated cost of these two backup systems is \$45,000.

TOTAL RECOMMENDED ONE-TIME FUNDING

\$ 4,809,623

Appendix IV

Potential Use of Available Reserves

ADDITIONAL BUDGET ITEMS

Potential Uses of Available Reserves

Over the last few years, Council and staff have discussed the possibility of implementing new programs, as well as undertaking new capital projects. Additionally, there are a number of pieces of equipment that need replacing within the organization. None of the items listed have a committed funding source. They are listed only for your review and potential consideration. Also, outside groups have approached the City Council with funding requests.

A description of each program/capital project/funding request is included at the end of this summary.

New Programs

In recent months, Council and staff have discussed the possibly of instituting new programs. The programs discussed would attempt to address long standing issues that the organization frequently encounters. Council wanted to discuss potential new programs during its budget review. The new programs, and their estimated start-up costs and first year funding, are listed. Please note that if any of these programs are implemented, they will require on-going funding.

Programs

• Public Information – Council Goal	\$ 200,000
• Increased Community Interaction – Council Goal	90,000
• Urban Forestry	210,000
• Graffiti Abatement	63,400
• Weed and Seed	60,000
• Recycling Program Expansion	146,800
• Wellness/Disease Management Coordination	80,000
• One-Car Per Police Officer	2,619,584
• Traffic Engineering	85,000
• Civic Auditorium Funding	<u>300,000</u>
Total	\$ 3,854,784

TOTAL NEW PROGRAMS \$ 3,854,784

Prior Year Capital Expenditure Reimbursement

Additionally, Council has discussed the potential of using available funds to pay for a portion, or all, of two large capital expenditures that are occurring in FY 07. The capital expenditures include the purchase of water rights and the construction of the first phase of the new landfill. If the Council were to decide to pay for a portion of the costs with reserves, these monies could simply be transferred to the Water Fund and/or the Balefill Fund at the beginning of the new fiscal year.

• Water Rights	\$ 4,200,000
• Landfill – Phase I	<u>6,200,000</u>
	\$ 10,400,000

TOTAL PRIOR YEAR REIMBURSEMENT	<u>\$ 10,400,000</u>
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Capital Projects

There are insufficient funds available to complete all of the capital projects that need completion. Below is a listing of those items that do not have a funding source.

Public Safety

• Fire Station #1, #2, #5, #6 Refurbishment	\$ 112,000
• Fire Station #1, #2, #5, #6 Replacement	12,000,000
• Drill Tower Improvements	<u>15,000</u>
Total	\$ 12,127,000

Public Works

• Misc. Arterial/Collector Street Improvements	\$ 10,568,000
• 2 nd Street Islands	400,000
• Balefill Baler Replacement	2,800,000
• Downtown One-Way Street Elimination	350,000
• Landfill Closure	<u>6,925,000</u>
Total	\$ 21,043,000

Buildings & Structures

• City Hall Addition	\$ 5,000,000
• City Hall HVAC	310,000
• Casper Events Center Misc. Improvements	1,110,000
• Golf Course Maintenance Building	1,250,000
• Brattis Building Remodeling	300,000
• Highland Cemetery Building Rehabilitation	103,000
• Hogadon Misc. Improvements	330,000

Buildings & Structures (con't)

• Casper Recreation Center Improvements	380,000
• Swimming Pool Renovations	895,000
• Marathon Building Remodeling	1,100,000
• Leisure Services Parking Lot Improvements	<u>1,200,000</u>
Total	\$ 11,978,000

Other Items

• Urban Renewal Capital Projects	\$ 4,000,000
• Field of Dreams	1,450,000
• Savings/Perpetual Care Contribution	2,000,000
• Natrona County Courthouse Contribution	2,000,000
• Nicolaysen Floor Replacement	<u>150,000</u>
Total	\$ 9,600,000

TOTAL CAPITAL PROJECTS \$ 54,748,000

Capital Equipment

There are insufficient funds available to replace all of the fleet that needs replacing. Below is a listing of those items that do not have a funding source.

• Streets - Sweeper	\$ 150,000
• Parks - Dump Truck	100,000
• Parks - 800 MHz Radios	100,000
• Parks - Tractor	<u>58,000</u>
Total	\$ 408,000

TOTAL CAPITAL EQUIPMENT \$ 408,000

GRAND TOTAL \$ 69,410,784

New Programs

\$ 3,854,784

- Public Information – Council Goal – During the recent goals setting session, Council discussed ways to expand existing public information programs to include setting up staffing and equipment to increase the use of the Education and Government Channel on the Bresnan cable system. Initially, the discussion was to broadcast Council work sessions, Planning and Zoning Commission meetings and other special issue discussions by City Council representatives, in addition to regular City Council meetings. The cost of the broadcast equipment would be provided by Bresnan, as required by their franchise. The cost of staffing and operations to manage the programming would be the City's responsibility.
- Increased Community Interaction – Council Goal – Council also discussed the need to increase the opportunity for citizens to interact with Council members and staff through the City's website. Staff is currently looking at proposals from consulting firms to recommend a redesign of the website, with the intent of making it more interactive. The initial review indicates that many of the features that could be added to a website will require additional bandwidth and daily maintenance not available through the current contract arrangement. Bringing the website "in-house" will require additional hardware and software, as well as technical staff to support this function. The estimated budget for start-up and operations the first year is \$90,000.
- Urban Forestry – The Parks Division has discussed with Council and the City Manager a proposal for establishing a formal urban forestry program to address the goal of development of a sustainable urban forest. This requires an ongoing tree maintenance program, and an aggressive tree planting program. The plan would increase the amount of tree cover in Casper, improve the overall health of the urban forest by increasing the diversity, and maintain the long-term viability of all of the public trees. The estimated start-up costs for this program include the addition of three full-time employees, two trucks and supplies, for a total of \$210,000. There is \$450,000 allocated from Optional 1%#13 Sales Tax funds for an urban forestry initiative.
- Graffiti Abatement – The Police Department has identified graffiti abatement as an important concern through the Weed and Seed Program. A proposal has been designed to address this need, utilizing a part-time crew on a year-round basis. This proposal would extend the seasonal litter crew to year-round, and expand their duties to include graffiti abatement. In the past, a private contractor, along with Parks Division staff, has participated in trying to remove graffiti at an estimated cost of \$40,000 a year. The problem with this approach has been meeting the goal of removal within 24-48 hours of the reported vandalism. The estimated cost for the crew, equipment and materials is \$63,400.

- Weed and Seed – The Police Department has taken the lead in setting up a program designed to address neighborhood problems through the concerted efforts of all of the City departments focused on one area at a time. The Weed and Seed Task Force has been established, and began meeting on a regular basis this year. A grant from the McMurry Foundation has been used to fund start-up costs. An application for funding for a three year program has been filed with the Department of Justice (DOJ). If the DOJ grant is not approved, the Task Force has estimated that a budget of \$60,000 would provide continuing implementation of a basic Weed and Seed effort by the City of Casper.
- Recycling Program Expansion – Participation in the City's recycling depot program has been increasing gradually since its initial establishment in 1994. Today, there are five drop-off locations as follows: Kelly Walsh High School; Meals on Wheels; Rocky Mountain Discount Sports; Sunrise Shopping Center; and, Farnum's Furniture. It is proposed to add two drop off locations at the Paradise Valley Swimming Pool on the west side, and in the Viking Court cul-de-sac at Blackmore Road and Wyoming Boulevard on the east side. In addition to the equipment needed for the depots, it is also recommended that one full-time position be established to service all of the sites, which includes pickup and cleaning. The estimated costs of the expanded program are \$146,800 for the first year.
- Wellness/Disease Management Coordination – The cost of the City's health insurance program has been increasing by more than 10% per year for the past five years. Changes have been made in the coverage offered and in the administration of the insurance program, as well as increasing the allocation of funding and effort through the Employees Health and Safety Program. The next step in managing this important budgetary expense for personnel services would be to hire a full-time professional to expand and monitor the wellness and disease prevention programs for City employees. There are currently three full-time employees that manage the Workers' Compensation and Liability Insurance programs for the City. Investing in the management of wellness and disease prevention seems like the next logical step in controlling costs. The estimated cost of this program is \$80,000 per year.
- One Car Per Police Officer – During the FY 07 budget discussions, some Council members requested consideration of a program to provide one car per police officer. The estimated start-up costs for this program are \$2,619,584.

- Traffic Engineering – The City currently requires that traffic studies be conducted for any new subdivision at the expense of the developer, and also conducts traffic studies on a regular basis to address neighborhood concerns with safety and access. The engineering budget includes \$6,000 per year for consulting services to address the traffic engineering expertise. More recently, the demand for traffic engineering services has increased, and the Public Services Director has suggested that it would make sense for the City of Casper to employ a dedicated traffic engineer to help address the City’s transportation issues. The estimated cost of this program would be \$85,000.
- Civic Auditorium Funding – Council has received a request from the Civic Auditorium group for financial support in meeting the required construction costs for the new facility to be located on the Platte River Commons. The current proposal would call for the issuance of revenue bonds to cover construction costs. The City would be asked to provide funding for the debt service on the bonds in an amount of \$300,000 per year for the first 11 years, and \$200,000 per year for the next seven years, for a total contribution of \$4,700,000. The proposal would provide for repayment of the City’s contribution after the nonprofit organization’s future mineral resources begin producing income.

Prior Year Capital Expenditure Reimbursement

\$ 10,400,000

- Water Rights – Council has discussed funding options for the purchase of the water rights associated with the Rock Creek Reservoir project. The current proposal would pay for these water rights with funds from the Water Fund Reserves. The total estimated cost of this project is \$4,200,000, and all or a portion could be transferred back to the Water Fund at the beginning of the fiscal year.
- Landfill – Phase I - The current proposal for funding the cost of the construction of the first cell in the new regional landfill includes utilizing Balefill Reserves in the amount of \$2,200,000, and Optional 1% Sales Tax in the amount of \$4,000,000, for a total of \$6,200,000. Council has discussed using some of the excess General Fund Reserves to pay a portion of the Phase I costs and those funds could be transferred into the Balefill Reserves at the beginning of the fiscal year.

Capital Projects

\$ 54,748,000

Public Safety - \$12,127,000

- Fire Station #1, #2, #5, #6 Refurbishment – This project involves general updating of the four fire stations, including painting interior and exterior surfaces as needed; replacing carpet and flooring; repairing apparatus floors that have cracked and shifted; remodeling bathrooms and shower facilities; and, replacing furniture. Some funding for upgrades is recommended to be allocated by the City Manager. Additional funding needed to complete the upgrade all of the stations at one time is estimated to be \$112,000.
- Fire Station #1, #2, #5, #6 Replacement – The Fire Chief has identified the need to relocate all of the existing stations in order to serve the community as it is currently growing. The relocation of stations would allow the Fire Department to maintain the same level of fire and emergency response (within 4 minutes) throughout the City without adding a new station and additional manning. The estimated cost of relocating the existing stations, assuming that Fire Station No. 3 has been replaced and relocated, would be \$12,000,000.
- Drill Tower Improvements – The drill tower has old wooden windows and window frames. These existing windows are wearing out and, in many cases, they are falling out of the structure. This creates security problems. New windows will keep it secure and will lower maintenance costs. The estimated cost is \$15,000.

Public Works - \$21,043,000

- Miscellaneous Arterial/Collector Street Improvements – The Pavement Management Program Software has identified a total of \$10,568,000 in street maintenance projects beyond the projects identified for Optional 1%#13 Sales Tax that should be addressed in the next five years. Those rehabilitation projects would focus on various collector and arterial streets to include Ash Street, Beech Street, Bellaire, Beverly Street, Durbin Street, East Road, Indian Paintbrush, Walnut Street, 1st Street, 4th Street, 5th Street, 12th Street, 13th Street, 15th Street, College Drive, Goodstein, Walsh Street, “A” Street, Kingsbury, and Ridgecrest.
- 2nd Street Islands – The design for the East 2nd Street included the infrastructure for landscape islands at two critical locations between Beverly Street and Wyoming Boulevard. Conduit was installed to allow for lighting and water lines were installed for the drip irrigation systems. Construction of the islands is estimated to cost \$400,000.

- Balefill Baler Replacement – The existing Logaman balers are over 25 years old. Replacement parts are difficult to find and very expensive. The ongoing maintenance costs associated with the balers has risen to over \$100,000 per year. The project includes building renovations, replacement of the existing balers with larger capacity machines, and the addition of a wrapping system which will encapsulate the bales before they are placed in the cell, eliminating the need for an additional cover system for the face of the bales to prevent litter from the bales being carried across the site. The estimated cost of the new baler system is \$2,800,000.
- Downtown One-Way Street Elimination – Downtown property owners and businesses have discussed the possibility of eliminating the paired one-way streets through the Central Business District. One-way streets tend to increase speeds and discourage drivers from stopping to visit the small businesses which may be located along these routes. The estimated cost of eliminating the one-ways on Wolcott and Durbin is \$350,000. A way to significantly reduce this cost would be to simply install four-way stop signs.
- Balefill Closure – The existing Balefill is not lined and has been in operation since the 1940's. Leachate and methane from the Balefill are impacting groundwater and the North Platte River. The State of Wyoming DEQ has been working with the City of Casper on a closure plan for the old Balefill, after the new site is opened. The estimated cost of the closure plan which includes the installation of monitoring systems and a new cap is \$6,925,000.

Buildings & Structures - \$11,978

- City Hall Addition – There is a great need for additional office space in City Hall. Many work areas are crowded, and customer service areas have been restricted as well. This proposal would include constructing a 20,000 square foot addition at a cost of \$250 per square foot, for a total of \$5,000,000.
- City Hall HVAC Improvements – The heating and air conditioning systems at City Hall are original installations from when the building was constructed. Over the years, it has become more difficult to regulate the temperature throughout the building and there is a need to update the systems to meet the needs of the employees and the public who use this building. The estimated cost of this project is \$310,000.
- Casper Events Center Miscellaneous Improvements – The Events Center has many important systems that are reaching the end of their productive lives and need to be replaced. Most of these improvements were part of the original construction and are now over 25 years old. The following list of proposed upgrades represents a total of \$1,110,000 in costs:

Basketball Court Replacement	\$	150,000
Sound System Upgrades		120,000
Parking Lot Improvements		80,000
Boiler Replacement		250,000
Exterior Door Hardware Replacement		150,000
Concrete Repair		150,000
Second Floor Carpeting Replacement		50,000
Stage Replacement		<u>160,000</u>
Total	\$	1,110,000

- Golf Course Maintenance Building – The Municipal Golf Course has been operating the maintenance program for equipment and facilities out of the old clubhouse facility constructed in the 1930's. The initial design for the new facility, which is proposed to be located adjacent to the equipment building and clubhouse, resulted in an estimated cost of construction of \$1,250,000. Depreciation reserves are not sufficient to fund the cost of this project, and so it has been delayed for several years.
- Brattis Building Remodeling – The City Council authorized the purchase of the Brattis grocery building across from City Hall when it became available this year. When examining possible uses for this space, staff suggested the option of remodeling the building to house the Buildings and Grounds Division. Currently, Buildings and Grounds personnel are located in three different buildings around Casper. Bringing all of the operations together in one building will improve supervision and work planning functions, as well as provide better workspace and storage of supplies in one central location. The estimated cost of this remodel is \$300,000.
- Highland Cemetery Building Rehabilitation – In 2006, the YMCA cancelled their lease of the old Girls' Club building at 12th and Lowell Streets. The ownership of the building reverted to the City when the Girls' Club organization dissolved, as part of the grant funding that was provided for its construction. After consideration of options for use of the building, Council approved the conversion of the structure for use by Highland Park Cemetery for their office and shop operations. The building will need some remodeling to accommodate its new uses. These improvements include metal siding for the gable ends of the building, interior remodeling and repairs, and modifying the gym structure for use as a garage and shop. The estimated cost of these improvements is \$103,000.

- Hogadon Miscellaneous Improvements – Improvements to the buildings and facilities at Hogadon have been limited to small projects that could be funded from one-time monies. Improvements that are needed include roof replacements on smaller buildings, additional snow guns, replacement of the yellow chair haul rope, carpet replacement in the lodge, construction of an outdoor restroom, and remodeling of the restrooms in the lodge. The total estimated cost of these improvements is \$330,000.
- Casper Recreation Center Improvements – The five year plan for perpetual care improvements at the Casper Recreation Center does not address some of the more expensive projects that will be needed to update this 24 year old facility. The following projects are requested to be funded from one-time monies as a significant investment in updating this building and a total cost of \$380,000:

Replace the Basketball Goals	\$	25,000
Replace the Women’s Steam Room Tile		35,000
Repaint the Upper Walls in the Gym		25,000
Boiler Replacement		45,000
Roof Replacement		<u>250,000</u>
Total	\$	380,000

- Swimming Pool Renovations – Several updates are needed at the outdoor swimming pools in order to keep up with operational and health department requirements, as well as to enhance the experience for the swimmers. The following improvements represent an investment of \$895,000 in the various outdoor pools:

Replace the Pool Liners in All Five Pools	\$	395,000
Renovate all of the Bathhouses		<u>500,000</u>
Total	\$	895,000

- Marathon Building Remodeling – The City purchased the Marathon Building in 2005 to provide storage space for all of the City operations. The building included some office space in addition to the garage and basement storage areas. This space has remained unoccupied because of needed renovations to bring it up to code and make it usable for current standards. The Police Department has identified two major functions which could be relocated from the Hall of Justice to this space, if the appropriate renovations were completed. The

Evidence/Property Unit and the Personnel Training Function could be moved to this facility, relieving the overcrowded conditions in the Hall of Justice. The additional space would also be used to conduct training classes for all Public Safety personnel, both in the Casper departments and in other departments in the County. The renovation would include upgrading the internal systems to support technology that would be used in conducting the advanced training classes proposed for this facility. The estimated cost of remodeling this building is \$1,100,000.

- Leisure Services Parking Lot Improvements – The City Engineer’s office conducted an assessment of the parking lots that serve City facilities. Some critical maintenance concerns have been identified, as well as upgrades that are needed in the lots that are located adjacent to Leisure Services facilities. Included in the cost estimate are parking lot improvements at the 19th Hole access road and parking lot; the Casper Events Center parking lots; the five outdoor pools; and, the Ice Arena and Recreation Center lots. The cost estimate is \$1,200,000 for all of these improvements.

Other Items - \$9,600,000

- Urban Renewal Capital Projects – Council and staff have been working on a redevelopment plan for the West Central Corridor. Included in this plan are several public improvements which are needed to support the new neighborhood design. A proposal for funding to allow the installation of streets, water, and sewer and storm sewer improvements is estimated to cost \$4,000,000.
- Field of Dreams – The recent discussion regarding the relocation of Fire Station No. 3 to the corner of Beverly and East 12th Streets has raised some concern from the Casper Youth Baseball organization which has been planning the construction of new ball fields to replace their existing fields at this location. The project would be located in North Casper, adjacent to the new Boys and Girls Club. The budget for the “Field of Dreams” project includes \$1,450,000 which was projected to come from the sale of the land at East 12th and Beverly Streets when the old ball fields were abandoned. That amount would need to be replaced by the City in the event that Fire Station No. 3 is reconstructed at that location.
- Savings/Perpetual Care Contribution – Council has continued to look for opportunities to increase the amount of money set aside in the Perpetual Care Funds to support operations and building maintenance associated with facilities constructed with Optional Sales Tax funds. \$2,000,000 from anticipated reserves has been discussed as a possible contribution to the Perpetual Care Funds.

- Natrona County Courthouse Contribution – The Natrona County Commissioners have approached the City for assistance in funding additional improvements needed to the Townsend Building to support the relocation of all of the County Courts to the new Courthouse and office building. A request from the County for \$2,000,000 from the City, in exchange for County-owned property or jail services has been discussed.
- Nicolaysen Floor Replacement – The City has a lease agreement with the Nicolaysen Art Museum for the building located at the corner of Beech Street and Collins Drive. The agreement provides that the NIC will be responsible for regular maintenance of the building, including painting and floor coverings, and the City will be responsible for internal and external systems such as the HVAC system and the window replacement. The wood flooring in the entry and atrium area has been deteriorating over the years and needs to be replaced. The carpeting in the galleries is also in poor condition. Some funding was set aside by Council to assist with flooring replacement. These funds could support new carpeting for the galleries, but the current estimate for a hardwood floor to replace the old floor is \$150,000.

Capital Equipment **\$ 408,000**

The following equipment was identified in the five year replacement plan. The sweeper, dump truck and tractor are reaching the end of their useful life, but their priority does not allow the replacement with the available funds. The 800 MHz radios that would be installed in seasonal park vehicles are not currently covered by the radio upgrade budget.

- | | |
|--------------------------|---------------|
| • Streets – Sweeper | \$ 150,000 |
| • Parks – Dump Truck | 100,000 |
| • Parks – 800 MHz radios | 100,000 |
| • Parks – Tractor | <u>58,000</u> |
| Total | \$ 408,000 |

TOTAL POTENTIAL USE OF AVAILABLE RESERVES **\$ 69,410,784**



Appendix V
Department Staffing Memorandums

April 27, 2007

MEMO TO: Thomas Forslund, City Manager

FROM: April D. Getchius, AICP, Community Development Director
Doug Barret, Building Code Enforcement Manager

SUBJECT: Additional Community Development Personnel Request for FY08 Budget

Recommendation:

That the City Manager recommend and the City Council authorize funding in the FY 2008 budget for the new position listed below.

Summary:

The Community Development Department requests funding in the FY 2008 budget for the following position.

New Employee Request

Priority	Employee Name	Cost Center	Proposed Title	Current Grade/Step	Proposed Grade/Step	Proposed Salary w/Benefits	Ongoing Annual Cost in Addition to Salary & Benefits	Remarks
1	New Employee	Building Code Enforcement	Building Inspector II		FTH36/1	\$59,744	-0-	

One-time costs include: a work station estimated at \$2,500 and vehicle purchase of \$19,000. The costs associated with this position would impact the general fund to a total estimated amount of \$81,244. Some of these costs would be off-set by building permit revenues.

April 27, 2007

MEMO TO: Thomas Forslund, City Manager

FROM: Mark P. Young, Fire Chief

SUBJECT: Additional Fire Department Fire Prevention Officer Request for FY08 Budget

Recommendation:

That the City Manager recommend and the City Council authorize funding in the FY 2008 budget for the new positions listed below.

Summary:

The Fire Department requests funding in the FY 2008 budget for the following position.

New Employee Request

Priority	Employee Name	Cost Center	Proposed Title	Current Grade/Step	Proposed Grade/Step	Proposed Salary w/Benefits	Ongoing Annual Cost in Addition to Salary & Benefits	Remarks
1	New Employee	Fire	Fire Prevention Officer I		FDH04/1	\$62,846	-0-	New Position

April 27, 2007

MEMO TO: Thomas Forslund, City Manager

FROM: Doug Follick, Human Resources Director

SUBJECT: Additional Human Resources Personnel Request for FY08 Budget

Recommendation:

That the City Manager recommend and the City Council authorize funding in the FY 2008 budget for the new position listed below.

Summary:

The Human Resources Department requests funding in the FY 2008 budget for the following position.

New Employee Request

Priority	Employee Name	Cost Center	Proposed Title	Current Grade/Step	Proposed Grade/Step	Proposed Salary w/Benefits	Ongoing Annual Cost in Addition to Salary & Benefits	Remarks
1	New Employee	Human Resources	Wellness & Disease Manager		FTS48/1	\$76,835	Office & Equipment	New Position

April 27, 2007

MEMO TO: Thomas Forslund, City Manager

FROM: Linda L. Witko, Assistant City Manager

SUBJECT: Additional Information Technology Personnel Request for FY08 Budget

Recommendation:

That the City Manager recommend and the City Council authorize funding in the FY 2008 budget for the new positions listed below.

Summary:

The Information Technology Division was asked to examine the need for additional personnel in two areas of technical support. The first position would support development and maintenance of the City's web site, in-house. The second is in the area of wireless network support, to include both radio and mobile data systems.

New Employee Request

Priority	Employee Name	Cost Center	Proposed Title	Current Grade/Step	Proposed Grade/Step	Proposed Salary w/Benefits	Ongoing Annual Cost in Addition to Salary & Benefits	Remarks
1	New Employee	IT	Web Developer		FTH37/1	\$60,970	Initial purchase of web server - \$25,000; annual hardware and software maintenance-\$6,000/year	New Position
2	New Employee	IT	Wireless Systems Administration		FTS43/1	\$69,083	Work station, computer, tools - \$8,000 initial setup; some annual costs for training and equipment maintenance	New Position

April 27, 2007

MEMO TO: Thomas O. Forslund, City Manager

FROM: Max Torbert, Leisure Services Director

SUBJECT: Additional Leisure Services Personnel Request for FY08 Budget

Recommendation:

That the City Manager recommend and the City Council authorize funding in the FY 2008 budget for the new positions listed below.

Summary:

The Leisure Services Department requests funding in the FY 2008 budget for the following positions. The table indicates the priority.

New Employee Request

Priority	Employee Name	Cost Center	Proposed Title	Current Grade/ Step	Proposed Grade/ Step	Proposed Salary w/Benefits	Ongoing Annual Cost in Addition to Salary & Benefits	Remarks
1	New Employee	Hogadon	Ski Area Operations Technician	N/A	FTH20/1	\$43,581	-0-	New Position combining two seasonal positions (safety requirement).
2	New Employee	Fort Caspar	Museum Curator Educator	N/A	FTH34/1	\$57,410	-0-	New position for expansion of program. In the Business Plan, 50% paid by grant.
3	New Employee	CEC	Assistant Box Office Manager	N/A	FTH30/1	\$52,932	-0-	New position.

April 28, 2007

MEMO TO: Thomas O. Forslund, City Manager

FROM: Tom Pagel, Chief of Police

SUBJECT: Additional Police Department Personnel Request for FY08 Budget

Recommendation:

That the City Manager recommend and the City Council authorize funding in the FY 2008 budget for the new positions listed below.

Summary:

The Police Department requests funding in the FY 2008 budget for the following positions. The table indicates the costs and priority.

New Employee Request

Priority	Employee Name	Cost Center	Proposed Title	Current Grade & Step	Proposed Salary & Benefits	Ongoing Annual Cost	Remarks
1	New Employee	PD	Patrolman	PDH01-1	\$58,387	\$0	New Position Overhire Continuation
2	New Employee	PD	Patrolman	PDH01-1	\$58,387	\$0	New Position Overhire Continuation
3	New Employee	PSCC	Commun. Tech.	FTH27-1	\$50,371	\$0	New Position
4	New Employee	PSCC	Commun. Tech	FTH27-1	\$50,371	\$0	New Position

The estimated cost to add the four new positions is \$217,516.

April 19, 2007

MEMO TO: Thomas O. Forslund, City Manager

FROM: Philip R. Stuckert, P.E., Public Services Director

SUBJECT: Additional Public Services Department Personnel Request for FY08 Budget

Recommendation:

That the City Manager recommend and the City Council authorize funding in the FY 2008 Budget for the new positions listed below.

Summary:

The Public Services Department request funding in the FY 2008 Budget for the following positions. The table indicates the priority and status. The salaries listed in the table include benefits.

New Employee Request

Priority	Employee Position	Current Title	Proposed Title	Proposed Grade/Step	Current Cost	Proposed Salary w/Benefits	Equipment Start-Up Cost	Benefits/Results
1	Part Time Conversion to Full Time Employee	PT Baler Operator hired through Adecco	Baler Operator for Solid Waste	FTH28/1	\$37,500 with contract agency	\$50,884		Position is currently a regular part time or hired as Contract Laborer through employment agency. Currently working 35 hours per week.
2	Part Time Conversion to Full Time Employee	PT Balefill Clerk	Balefill Clerk/Secretary for Solid Waste	FTH18/1	\$15,853 as part time employee	\$41,585		Currently Part Time position that is requested to be changed to full time status. Position is currently working nearly 35 hrs per week.
3	Regular Part Time Secretary		Part Time Hourly Secretary II	RPT07/3		\$15,000 (no medical, insurance, or retirement)		This position will assist with payroll, work orders etc., for Parks and Streets Secretaries
4	Expansion of Work Time for Regular Part Time Litter Crew	Currently have two regular part time Muni Worker II employees	2 Part Time Hourly Muni Worker II Positions		\$32,500	\$43,560 (no medical, insurance, or retirement)	\$25,400 for cleaning, painting supplies and additional operational supplies	This request expands the work time for the existing litter crew so that 700 graffiti sites can be addressed each year
5	New Employee		Park Forrester for Parks	FTH42/1		\$67,688	\$31,500 for truck, computer and office supplies	Responsibilities include overseeing city owned forest.
6	New Employee		Operations and Maintenance Foreman for Solid Waste	FTH36/1		\$59,744	\$25,000 for new truck	Responsibilities include directing equipment operators at landfill
7	New Employee		Arborist in Parks	FTH28/1		\$50,884	\$28,500 for vehicle and tree equipment	Responsibilities will consist of solely trimming of city owned trees.

Priority	Employee Name	Current Title	Proposed Title	Proposed Grade/Step	Current Cost	Proposed Salary w/Benefits	Equipment Start-Up Cost	Benefits/Results
8	New Employee		Muni Worker III for Refuse Collection	FTH26/1		\$48,912		Position handles Recycling Routes for Expanded Depots.
9	New Employee		Traffic Engineer	FTS47/1		\$75,222	\$28,000 for new vehicle and computer	Position will be assigned to traffic request for citizens and developers
Totals					\$85,853	\$453,479	\$138,400	

The estimated cost to add these new employees is \$453,479 of which the city is currently funding \$85,853 due to part time employees and an employee under a contract employment agency. \$208,794 impacts the General Fund. The remaining balance is picked up by Solid Waste, an enterprise fund, which will transfer their costs to the rate payer. The conversion of the part time baler operator and the part time scale house clerk will reduce the balefill contractual and part time line items by \$53,353. In addition, four new vehicles will be needed at the estimated costs of \$100,000. Please note that the request includes extending the hours of operation for the Litter Crew to address graffiti issues throughout the city.



Appendix VI

Outside Agency Requests

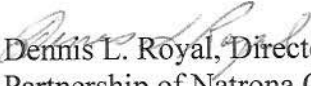


Community Action Partnership of Natrona County

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

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


Life Steps Transitional Housing
1514 East 12th Street, Suite 200
Casper Wyoming 82601
PHONE: 307-266-1388 ext. 20

TO: Tom Forslund, City Manager, City of Casper
FROM:  Dennis L. Royal, Director, Community Action Partnership of Natrona County
DATE: April 18, 2006
SUBJECT: FY 2008 Budget Request

Enclosed is the Community Action Partnership of Natrona County's budget request to the City for FY 2008. We are requesting a 2.1% increase general fund revenues from \$108,071 to \$110,436. This increase reflects a 4.5% salary increase and increases in some benefits. Although we have not received guidance for the County yet considering salary increases, we are anticipating that they will implement the second part of their plan to align salaries to County salaries with the market rate. Unless the County provides us additional guidance, we will be requesting the same amount of funding from the Natrona County Commissioners as we are the City of Casper.

Our Budget Request also requests an increase in 1% Funding from \$62,500 to \$87,500. The 1% Committee recommended additional funding to Community Action which the voters approved in November

Thank you for your consideration of this request.

cc: V.H. McDonald, Finance Director 



FY 08 CITY BUDGET REQUEST SUMMARY

<u>City Funding</u>	<u>FY 07 Budget</u>	<u>FY 08 Request</u>
General Fund	\$ 108,071	\$ 110,436
1% Funding	\$ 62,500	\$ 87,500
	\$ 170,571	\$ 197,936
<u>Other Funding</u>		
Natrona County General Fund	\$ 108,546	\$ 110,436
Natrona County 1%	\$ 62,500	\$ 87,500
Other (Federal, State, Private and Program Income)	\$ 1,181,519	\$ 1,235,529
TOTAL COMMUNITY ACTION BUDGET:	\$ 1,523,136	\$ 1,631,401

BUDGET DETAIL

I. General Fund Budget

Line Item	FY 07 Budget	FY 08 Budget Request*
Salaries - 1 Director @ \$ 67,162*50% 1 Administrative Assistant @ \$27,780* 50%	\$45,397	\$47,471
Wyoming Retirement - 2 Employees @ 11.25% * 50%	\$5,107	\$5,341
Social Security Match and Medicare @ .0765% * 50%	\$3,473	\$3,631
Employee Medical Insurance 2 employees @ \$455 month * 50%	\$5,460	\$5,460
Unemployment Insurance @ .0085 *18,100 * 2 * 50%	\$263	\$154
Worker's Comp @ 1.73% * 50%	\$1,289	\$822
Contractual Services –Accounting	\$2,060	\$2,060
Maintenance Contracts - Copier lease @ \$217/mo * 50%	\$2,166	\$2,641
Office Supplies	\$2,989	\$2,989
Agency Funding	\$39,867	\$39,867
TOTAL	\$108,071	\$110,436

II. 1% BUDGET

Line Item	FY 07 Budget	FY 08 Budget Request*
Agency Funding	\$ 62,500	\$ 87,500

*** County Request is for same amount.**

III. Human Services Agency Allocations

Agency funding allocations are below. Funding sources include City General Funding (\$39,867), City 1% (\$87,500), County General Fund (\$39,867) and County 1% (\$87,500).

AGENCY	FY 07 Allocation	FY 08 Recommendation
The ARC of Natrona County	\$10,000	\$0*
CASA	\$ 3,500	\$10,500
Casper Day Care – Child Development	\$17,500	\$19,604
Central Wyoming Counseling Center	\$13,400	\$13,400
Central Wyoming Rescue Mission	\$22,400	\$20,000
HCH Clinic	\$16,134	\$22,430
Meals on Wheels	\$10,900	\$12,000
Mercer House	\$16,300	\$17,700
Central Wyoming Senior Citizens	\$34,100	\$34,600
Self Help Center	\$33,100	\$45,000
Transitional Housing Program	\$0	\$31,900
Wyoming Senior Citizens, Inc.	\$ 9,200	\$10,600
Youth Crisis Center – Henry Home	\$14,000	\$17,000
Alzheimer’s Association	\$4,200	\$0*
TOTAL	\$204,734	\$254,734

*Did not submit proposal.

CITY OF CASPER – NATRONA COUNTY



475 S. Spruce • (307) 235-9340 • Fax (307) 237-2036 • Casper, Wyoming 82601-1759

April 13, 2007

Tom Forslund
Casper City Manager
Casper City Hall
200 N. David Street
Casper, WY 82601

Renae Vitto
Natrona County Clerk
Natrona County Courthouse
200 N. Center St.
Casper, WY 82601

Dear Ms. Vitto and Mr. Forslund:

I have enclosed the proposed Health Department Budget for Fiscal Year 2007/2008.

We are aware that legislative funding for both the City of Casper and Natrona County was somewhat limited, and that there are many competing requests for funding support. Accordingly, we are requesting the same level of funding from local government that we requested in Fiscal Year 2005/2006; We are requesting that Natrona County and the City of Casper each allocate \$600,000 in support of the Health Department activities to protect our community.

I have also enclosed charts showing a ten-year financial history for the Health Department. Please note that, as Expenses have risen dramatically over the past several years, City and County Funding has remained relatively low, and we have met those rising expenses with a combination of Grants, Generated Revenues, and Unallocated Reserve Funds. We expect that to be the case again this year.

If you have any questions about our request, or if you wish to discuss this further, please do not hesitate to contact me directly at: 577-9722.

Sincerely,

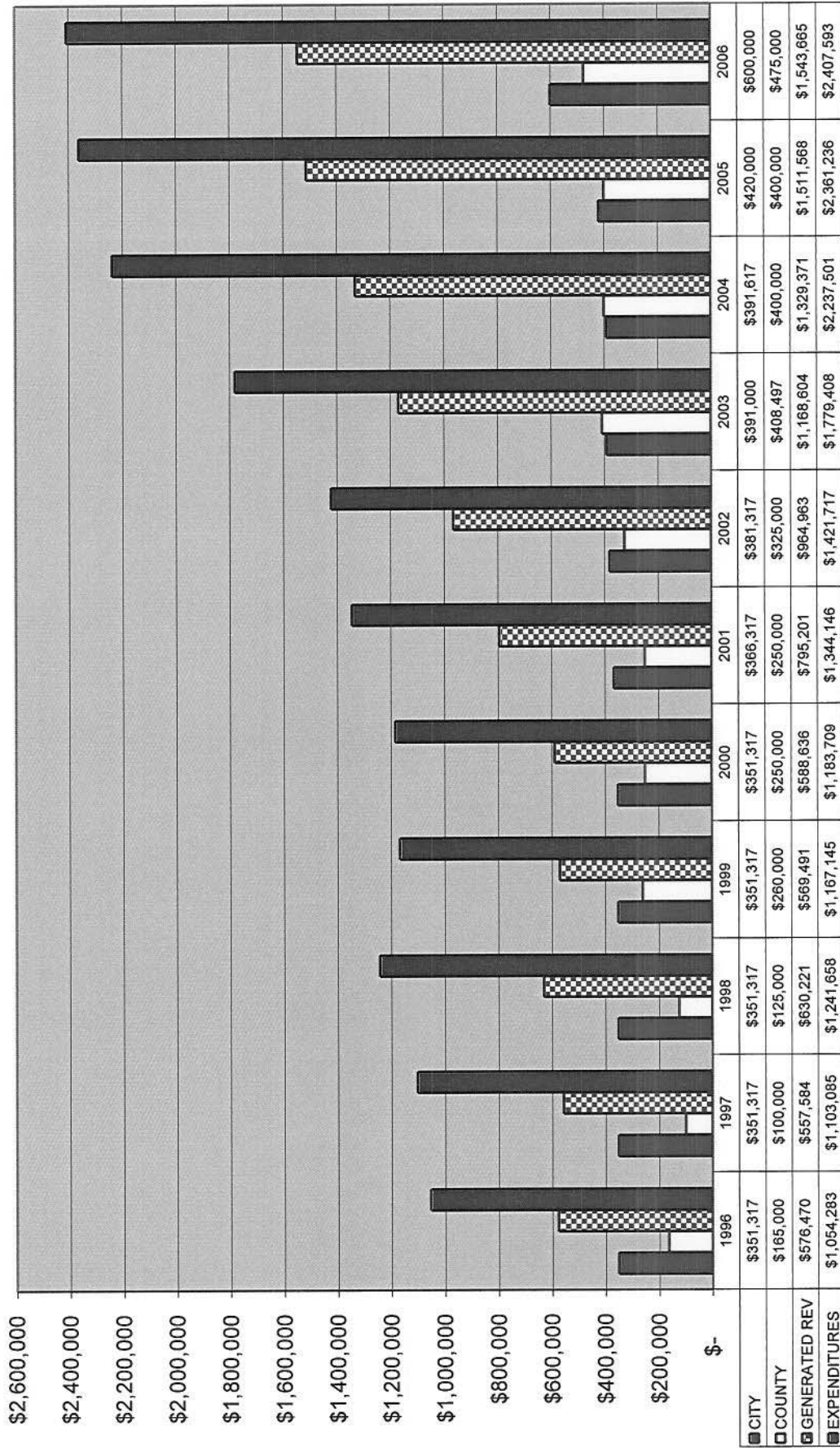
A handwritten signature in black ink, appearing to read 'Robert E. Harrington'.

Robert E. Harrington, MS, RS, DAAS
Director

Enclosures: (3)

cc: Mr. Jon Campbell, Chair, Natrona County Commission
Ms. Kenyne Schlager, Casper City Council Liaison to Health Department
Mr. Karl Killmer, Chair, Casper-Natrona County Board of Health.

**TEN YEAR HISTORY
CITY OF CASPER-NATRONA CO HEALTH DEPARTMENT**



*INCLUDES GRANTS

**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
FY 1995 TO FY 2005 BUDGET ANALYSIS**

	CITY		COUNTY		GENERATED REV		EXPENDITURES
1995	\$ 351,317	\$	335,317	\$	610,686	\$	1,190,089
1996	\$ 351,317	\$	165,000	\$	576,470	\$	1,054,283
1997	\$ 351,317	\$	100,000	\$	557,584	\$	1,103,085
1998	\$ 351,317	\$	125,000	\$	630,221	\$	1,241,658
1999	\$ 351,317	\$	260,000	\$	569,491	\$	1,167,145
2000	\$ 351,317	\$	250,000	\$	588,636	\$	1,183,709
2001	\$ 366,317	\$	250,000	\$	795,201	\$	1,344,146
2002	\$ 381,317	\$	325,000	\$	964,963	\$	1,421,717
2003	\$ 391,000	\$	408,497	\$	1,168,604	\$	1,779,408
2004	\$ 391,617	\$	400,000	\$	1,329,371	\$	2,237,501
2005	\$ 420,000	\$	400,000	\$	1,511,568	\$	2,361,236
2006	\$ 600,000	\$	475,000	\$	1,543,665	\$	2,407,593
2007	\$ 600,000	\$	525,000				

*Includes Grants

CASPER-NATRONA CO HEALTH DEPT
DIRECTOR - FY - 2008

FOR THE NINE PERIODS ENDED MARCH 31, 2007

AS OF MO ABOVE FY-2007 BUDGET FY-2008 PROPOSED BUD

	FY-2007 BUDGET	FY-2008 PROPOSED BUD
REVENUE		
GRANT REVENUES	770,329.16	857,089.36
RESERVED DOLLARS	48,000.00	38,000.00
TAX REVENUES - CITY	600,000.00	
TAX REVENUE COUNTY	525,000.00	
GENERATED REVENUE	660,005.00	696,655.00
INTEREST EARNED	20,000.00	40,000.00
INSECT CONTROL	162,000.00	162,000.00
TOTAL REVENUE	2,785,334.16	1,793,744.36
EXPENDITURES	2,785,334.16	1,793,744.36
STATE MATCHING DOLLARS	150,000.00	171,000.00
PROFESSIONAL SUPPLEMENT	28,600.00	56,200.00
SALARIES	1,026,016.00	1,146,442.00
BENEFITS	388,630.06	405,346.40
CONTRACT/AUDIT/SYS MGR/LEGAL	66,650.00	85,250.00
POSTAGE	7,460.00	8,250.00
CONV/MEET/TRAV	26,700.00	29,200.00
TELEPHONE	18,000.00	18,500.00
EQU PUR/MAINT/REPAIR/TECH	69,076.00	92,450.00
TRIP TO EXP/MILE/REPAIR/FUELS	13,800.00	16,900.00
OFFICE/TECH/ED SUPPLIES	15,100.00	16,350.00
CHEM/LAB/MED/PILLS SUPPL	131,100.00	130,300.00
BOOKS/MGS/SUBS	819.59	1,650.00
RETURN CHECK/REFUND/MISC	1,777.71	19,600.00
GRANT EXPENSES	2,250.00	
MED RES EXP*HE	771,815.36	861,623.36
METH EXP*ADMIN	2,500.00	2,500.00
ADVERTISING	5,000.00	
INSURANCE	4,500.00	23,000.00
CLIA/PROF TEST/GONO/CHLJA/PAP	15,000.00	16,000.00
BLDG MAINT	300.00	300.00
COMMUNITY EMERGENCY EXP	46,000.00	50,000.00
INSECT CONTROL	162,000.00	162,000.00
STRATEGIC PLANNING:BOH		
OUTSTANDING PURCHASE ORDERS		
TOTAL EXPENSES	2,952,347.42	3,412,861.76
REVENUE OVER (UNDER) EXPENSES	(167,013.26)	(1,619,117.40)



April 17, 2007

City of Casper-Finance Department
Attn: V.H. McDonald
200 North David St.
Casper, WY 82601

Dear Mr. McDonald:

The purpose of this letter is to respectfully request that \$20,000.00 be included in your 2007-2008 budget for professional services provided by the Youth Crisis Center, Inc.

Since 1982 we have provided emergency care for this community's abused, abandoned, and neglected children. Through the City of Casper's Council we were able to start this service. We continue to answer the needs of the residents of Casper, to include being enlisted to receive children from the Casper Police Department that have been removed from the hideous environment of methamphetamines.

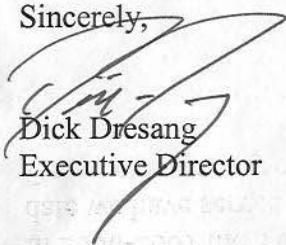
In 2006-2007 the Youth Crisis Center provided care for 704 children. This year to date we have served 184 children brought to us by the Casper Police Department for an average stay of 5.5 days.

It is also noteworthy that to date, 28 community speaking engagements have been conveyed, all indicating the City of Casper is a funding source of our services, to this community's children.

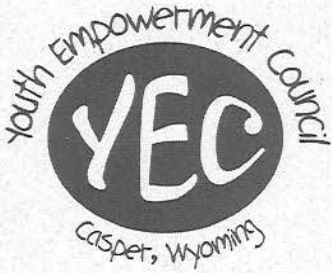
Any help you can offer in regard to this request would be greatly appreciated.

If you have any questions or concerns please contact me at your earliest convenience.

Sincerely,


Dick Dresang
Executive Director

Cc: Mr. Tom Pagel, Chief of Police
City of Casper



425 CY Avenue
Casper, WY 82601
(307) 265-7366
Fax (307) 473-2650
ddixon@mercerwy.org

April 20, 2007

Tom Forslund
City Manager
City Hall
200 N David
Casper, Wyoming 82601

RE: Request of funds for the Youth Empowerment Council

Dear Mr. Forslund, Mayor Sarosy & the Casper City Council:

The Youth Empowerment Council (YEC) would like to thank you for the City Council's continued support. Your support is crucial to the success of YEC. At this time, we would like to ask you to consider a YEC budget of \$12,500 for the 2007/08 year.

The budget request will guarantee sustainability and longevity. These monies will cover general operating expenses to include YEC coordinator salary and general operating expenses. This does not contain specific activities that could include travel, conference attendance, and education or leadership opportunities.

Fiscal year 2006/07 secured funding:

NCS D #1	\$10,000
Natrona County Prevention Coalition	\$3,500
Mercer House	\$500 + \$2500 in kind
City of Casper	\$12,500
Wyoming Community Foundation	\$7,000
Wyoming Medical Center Foundation	\$11,000 + \$5,000 *in kind

Fiscal year 2007/08 requested funding:

NCS D #1	\$12,500
Natrona County Prevention Coalition	\$3,500
Mercer House	\$1,000 + \$5,000 in kind
City of Casper	\$12,500
Wyoming Medical Center Foundation	\$11,000



In an effort to better communicate with our funding partners in the upcoming fiscal year we plan to submit an annual report highlighting all that YEC has done to improve not only the lives of the Casper youth community but to leave a lasting legacy for all of Casper's residents.

YEC will continue to research outside sources of funding and write grants that facilitate the perpetual growth of YEC programs and projects. We have been assigned the date of June 5, 2007 for our next presentation to Council and look forward to providing further evidence and examples of the continued works of YEC to aid Casper's youth in healthy decision making. In the mean time if you have any questions please feel free to call 265-7366 x 112. As always, we would welcome any of the Council to join us for a YEC project or at one of our weekly meetings.

Darcy A Dixon

A handwritten signature in black ink, appearing to read 'Darcy A Dixon', with a stylized flourish at the end.

YEC Coordinator



CASPER MOUNTAIN FIRE DISTRICT

1000 Lemmers Road • Casper, Wyoming 82601-9709 • (307) 259-0329

May 9, 2007

OFFICERS
Chairman
Sam Weaver

V. H. McDonald
200 North David Street
Casper, WY 82601

Secretary/Treasurer
R. C. Brehm

RE: Professional Services Contract 2007-2008

Board Members
Margo Spurrier
Boardman Schultz
Bill Chambers

Dear Mr. McDonald:

It is again time to renew the Professional Services Contract for this year in the amount of \$7500.00.

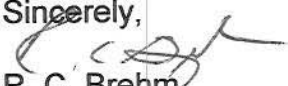
What can we possibly say about last year! The District has anticipated such fire activity for many years, however, no one was prepared for such an incredible event as we experienced last year.

First of all, the District wishes to extend our gratitude for the tremendous assistance provided by the City of Casper, both in manpower and equipment. We simply could not have had the successful results without your help.

As a very positive result of the Jackson Canyon Fire, the District was able to purchase two CAF units for structural fire protection. We utilized the last three years proceeds of the money received from the City of Casper as well as \$65,000.00 from our calendar fund raiser, a \$45,000.00 grant from the McMurray foundation in order to procure this equipment.

This year, we plan to use the proceeds from the City to service the remaining debt on the new vehicles.

Should you have any further questions, please feel free to contact me at 259-0329.

Sincerely,

R. C. Brehm
Secretary/ Treasurer CMFD

Cc: Mark Young – Fire Chief, City of Casper



Appendix VII

Glossary

Glossary

Accrual Basis: A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Activity: Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

Ad Valorem Taxes: Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

Appropriation: A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation: The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes.

Asset: Resources owned or held by a government which have monetary value.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance: This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Bond: A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

General Obligation (G.O.) Bond: This type of bond is backed by the full faith, credit, and taxing power of the government.

Revenue Bond: This type of bond is backed only by the revenues from a specific enterprise or project, such as a hospital or toll road.

Bond Refinancing: The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

Budget: A plan of financial activity for a specified period of time indicating all planned revenues and expenses for the budget period.

Budgetary Basis: This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar: The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control: The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget: The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Improvements: Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

Capital Improvements Program (CIP): A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay: Fixed assets which have a value of \$500 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Glossary

Contractual Services: Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Debt Service: The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Department: The organizational unit of government which is functionally unique in its delivery of services.

Development-related Fees: Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

Disbursement: The expenditures of monies from an account.

Employee (or Fringe) Benefits: Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Encumbrance: The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit.

Expenditure: The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Expense: Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Policy: A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investments. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year: A twelve-month period designated as the operating year for accounting and budgeting purposed in an organization. The City of Casper's fiscal year begins July 1, and end June 30.

Fixed Assets: Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full-time Equivalent Position (FTE): A part-time position converted to the decimal equivalent of a full-time position based on 2080 hours per year. For example, a part-time typist working 20 hours per week would be the equivalent to a .5 of a full-time position.

Fund: A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance: The excess of the assets of a fund over its liabilities, reserves, and carryover.

GAAP: Generally Accepted Accounting Principles. Uniform minimum standards for financial and recording, encompassing the conventions, rules, procedures that define accepted accounting principles.

General Accounting Standards Board (GASB): The authoritative accounting and financial reporting standard-setting body for government entities.

Infrastructure: The physical assets of a (e.g., streets, water, sewer, public buildings and parks).

Interfund Transfers: The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue: Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Levy: To impose taxes for the support of government activities.

Long-term Debt: Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Accounting: A basis of accounting which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and available.

Glossary

Objective: Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations: Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Revenue: Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses: The cost for personnel, materials and equipment required for a department to function.

Performance Measure: Data collected to determine how effective or efficient a program is in achieving its objectives.

Program: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Reserve: An account used either to set aside budgeted revenues that are not required for expenditures in the current budget year or to earmark revenues for a specific future purpose.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources: Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue: Sources of income, financing the operations of government.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unreserved Fund Balance: The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Acronyms and Abbreviations

1% #12 Sales Tax	The twelfth 4 year approval period by voters of an additional one cent sales tax.
1% #13 Sales Tax	The thirteenth 4 year approval period by voters of an additional one cent sales tax.
ACH	Automated Clearing House (ACH) is the name of an electronic network for financial transactions in the United States.
CAD	Computer Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
CASA	Court Appointed Special Advocates of Natrona County is a non-profit organization.
CATC	Casper Area Transportation Coalition
CDBG	Community Development Block Grant
CEC	Casper Events Center
CEU	Continuing Education
COLA	Cost of living adjustment
CPD	Casper Police Department
CPU	Casper Public Utilities
CRM	Citizen Relationship Management system
CWRWS	Central Wyoming Regional Water Treatment System Joint Powers Board
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
FFI	Fire Fighter I training certification
FFII	Fire Fighter II training certification
FICA	Federal Insurance Contributions Act (FICA) tax is a United States payroll tax imposed by the federal government
FTA	Federal Transit Authority
FY	Fiscal Year
GEMS	The City's financial system. A product of Harris Corp.
GIS	Geographic Information System
HPMS	Highway Performance Monitoring System
HUD	Federal Housing and Urban Development
HVAC	Heating, Ventilation, and Air Conditioning system
ICMA	International City/County Management Association
IT	Information Technology
MPO	Metropolitan Planning Organization
NACA	National Animal Control Association
NCIC	National Crime Information Center.
POS System	Point of Sale System
PSCC	Public Safety Communication Center
RM	Risk Management
SCADA	Supervisory Control And Data Acquisition. SCADA refers to a large-scale, distributed measurement and control system
UCR	Uniform Crime Reports
VoIP	Voice over Internet Protocol
Weed & Pest	A program by the State of Wyoming for the control of weed and pests. Funded by a designated portion of property taxes.
WWDC	Wyoming Water Development Commission



**FRONT AND BACK COVERS ARE ILLUSTRATIONS FROM CASPER'S
NEW WEST CENTRAL CORRIDOR REVITALIZATION PLAN**

**City of Casper, Wyoming
City Hall
200 North David
Casper, Wyoming 82601**