CITY OF CASPER



"Fun for All Seasons"



ADOPTED BUDGET FY 2010



City of Casper, Wyoming

Fiscal Year 2010 Adopted Annual Operating and Capital Budget

For the Fiscal Year Ending June 30, 2010



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City Council

Kenyne Schlager, Mayor
Maury Daubin, Vice President
Stefanie Boster, Councilmember
Keith Goodenough, Councilmember
Guy V. Padgett, III, Councilmember
Kate Sarosy, Councilmember
Paul C. Bertoglio, Councilmember
Kim Holloway, Councilmember
Bill Brauer, Councilmember

City Officials

Thomas O. Forslund, City Manager
Linda L. Witko, Assistant City Manager
William C. Luben, City Attorney
V.H. McDonald, Administrative Services Director
Doug Follick, Leisure Services Director
Thomas Pagel, Chief of Police
Mark Young, Fire Chief
April Getchius, Community Development Director
Gary Clough, Public Services Director
Tracey Belser, Human Resources Director

Government Finance Officers Association Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Casper, Wyoming for its annual budget for the fiscal year beginning July 1, 2008. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The City of Casper has won the award two consecutive years in a row.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Casper Wyoming

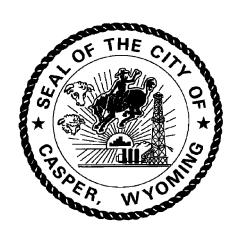
For the Fiscal Year Beginning

July 1, 2007

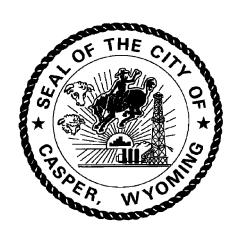
Olive S. Cox

President

Executive Director



Budget Message Section





CITY OF CASPER

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

July 1, 2009

To the Citizens of Casper,

I am pleased to present the City of Casper's FY 2010 Adopted Budget. This budget serves as the policy and operational guide for the city in the upcoming fiscal year, which begins on July 1, 2009 and ends June 30, 2010. This budget was adopted at a public hearing on June 16, 2009.

Overview

The City's adopted expenditure budget for FY 2010 is \$151,214,604. These expenditures are funded from \$125,827,190 in current revenues and proceeds, and \$25,387,414 in reserves. After adjusting for depreciation and other non-cash expenses the actual budgeted use of reserves is \$22,728,855. The main sources of reserves are from enterprise funds and the capital projects funds. In the capital projects fund, when projects were funded in previous years but not completed, these projects have been budgeted for FY 2010 but the funding is already present in those funds. Other reserves used are "excess" reserves that exceed the levels as required by the City's financial policies.

Outlook

During the last year, the national economy slowed significantly. Throughout the year, companies began cutting back their production and reducing the number of people they employed. The national unemployment rate climbed to a high of 8.5% in March. When companies began cutting their production, their need for energy was reduced. The weakening demand for energy caused a ripple effect in Wyoming. Oil and gas production slowed, which reduced mineral tax income for the state government. The Wyoming State Government began preparing for lower revenues derived from mineral production. The Governor asked the Consensus Revenue Estimating Group (CREG) to review its revenue projections for FY10 and present revised ones in May. After CREG released its new revenue projections, the Governor announced a ten percent cut in state government spending.

The economy in Casper has also begun to soften. Some local mineral related companies have begun reducing their staffs. Until there is an increase in the price of oil and gas, it is anticipated the Casper economy will continue to soften.

Revenue

Mineral Revenue

For FY 2010, the Governor reduced the amount of the Above-the-Cap mineral revenue from the state distribution once CREG revised its revenue projections for FY10. City of Casper had its allocation cut by 10% from \$5,244,002 to \$4,719,602. This is mineral tax money that the State of Wyoming shares with local governments. This is the second year of a two-year appropriation from the State of Wyoming.

Sales Tax

Sales tax revenue for the General Fund is budgeted at \$21,131,426 for FY10. This is a decrease of \$308,173 from the amount budgeted in FY09. While sales tax receipts for FY09 are running 5.1% ahead of FY08, through the first ten months of the current fiscal year, further growth is not anticipated in FY10.

Additionally, \$930,170 is budgeted from the State of Wyoming as a backfill for the lost sales tax on food.

Sales and mineral taxes represent 65% of the General Fund revenue budget. Fluctuations in either of these two revenue sources can significantly impact the City's operation. The remaining 35% of the revenue for the General Fund comes from 73 separate revenue sources. A reduction in any of the other revenue sources does not have the same impact on the budget as a reduction in sales tax or mineral revenues. Reductions in either of these two revenue sources could significantly impact the financial condition of the City. As a result, sales tax and mineral revenues need to be monitored closely throughout the fiscal year.

Utilities

The previously approved rate increases that were implemented in January of 2009 for the Water, Sewer, Refuse Collection, and Balefill Funds are included in the adopted budget. No other rate increases are budgeted.

Economic Stimulus

In response to economic conditions, Congress enacted the American Recovery and Reinvestment Act (ARRA) to try to stimulate the national economy. Federal monies are being allocated to state and local governments to fund various public programs and projects. A portion of these funds is being directly allocated to local governments, and a portion is being made available on a competitive basis. The City of Casper is expecting to receive \$2,192,815 in direct allocations. The City

will be receiving \$503,600 from the Department of Energy for an Energy Efficiency and Conservation Grant; \$119,192 from the Department of Housing and Urban Development for a Community Development Block Grant; \$230,437 from the Department of Justice for a Edward Byrnes Justice Assistance Grant; \$1,089,586 from the Department of Transportation for a Federal Transit Administration Urbanized Area Grant; and, \$250,000 from the Wyoming Department of Transportation for a TEAL Grant. The City will also be applying for discretionary funding from various federal agencies, but will be competing with other local governments. The City accepted two stimulus projects in FY 2009 for water and sewer improvements that involve a mix of grants and low interest loans.

Expenditures

In light of the weakening economy, staff prepared a status quo budget for council consideration. With the exception of a new federally unfunded mandate that requires an active storm water management program, very few increases have been included in the proposed budget. The new environmental regulation requires the City to actively manage storm water runoff. Funding to bring the City into compliance is included in the adopted budget.

A number of outside agencies submitted requests for funding from the City for the next fiscal year. The requests came from agencies that have traditionally received annual allocations, as well as from new agencies. All organizations funded are noted in the Health, Social, and Community Services cost center of the General Fund.

The Above-the-Cap mineral revenue has not been used to fund the basic operations of the City. Instead, it was used to pay for one-time expenses. Please be aware that the Governor is likely to reduce this allocation prior to the beginning of the next fiscal year. Additionally, during next year's legislative session, the Wyoming Legislature is likely to further reduce or eliminate it entirely, if state mineral revenues do not increase.

Debt Levels

The FY 2010 Adopted Budget does not include the addition of any new general obligation debt. The City of Casper generally follows a "pay-as-you-go" financing model for capital improvements helps keep the City's overall debt burden low. For FY 2010, the City had used 0% of its legal debt capacity for general obligation debt for general government projects such as parks and streets.

The adopted budget does include additions of debt for water and sewer projects as part of the American Recovery & Reinvestment Act, where the non-grant portions of the projects are funded by low-interest, Federal and State loans. 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.

Budget Process and Document

The sources and uses of funds for the FY 2010 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. This section summarizes revenues, expenditures, capital, reserves, debt, personnel, and performance information.

The adopted budget is 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. The FY 2010 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 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.

Included in this "Budget Message" section of the budget is a memorandum 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



MEMO TO: Thomas O. Forslund, City Manager

FROM: V.H. McDonald, Administrative Services Director

SUBJECT: FY 2010 Budget Adoption By Resolution

Recommendation:

That Council, by resolution, adopts the Budget for the Fiscal Year 2009-2010, at the Budget Hearing on June 16, 2009.

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 shall be held to consider the budget not earlier than the second Tuesday in June and not later than the third Tuesday in June.

The City Manager begins by preparing and proposing a status quo budget for FY 2010. In addition, he proposes additional spending, capital, and program changes in his City Manager's message for City Council consideration. During the budget review by Council, the following items were added to the proposed status quo budget:

Additional Staffing

As required by the National Pollution Detection Elimination System (NPDES) of the Clean Water Act, the City is required to implement an active storm water management program during the next fiscal year. This entails having employees regularly clean storm drains, catch basins, and other storm water related infrastructure. The Public Services Department requested two additional full-time employees for this new program, which were added during council reviews. In order to lessen the impact of adding these new positions, the Public Services Department eliminated two vacant positions in the City garage, and one part-time Storm Water Technician assigned to the Streets Division.

Number	Cost Center/Position	Cost
2	Streets – Equipment Operator II	128,356
(2)	Garage – Mechanic	(109,899)
(1)	Part-Time Storm Water Technician	(29,272)
	Net Savings	\$ 10,815

Also added was a part-time Custodial Maintenance Worker for maintenance of the recently-acquired City Center and Brattis buildings, as well as the Fort Caspar restrooms at an additional cost of \$10,787.

Staff Bonus

\$582,075 was added to the total personnel costs of all funds, with the impact to the General Fund being \$445,185 of the City total amount. This includes a \$1,000 bonus for full-time employees, a \$500 bonus for part-time employees working over 1,040 hours a year, and related benefits such as social security.

Outside Agency Operational Support

The following agencies received \$51,590 in additional operational funding support as follows:

•	Human Services Commission-Administration	\$ 3,340
•	Child Advocacy Project	30,000
•	Combat Challenge Team	15,000
•	Chamber of Commerce	\$ 3,250

All other agencies were funded at their FY 2009 funding level.

One-Time Spending

In addition to the bonus, staffing, and outside agency spending described above there was \$3,750,000 spending added to General Fund, \$1,817,000 added in the Capital Equipment Fund, and \$6,878,808 added in the Capital Projects Fund.

With the recent downturn of the economy, the City has been receiving substantially lower construction bids than in recent years. The lower bids have allowed more projects to be completed, while at the same time helping local contractors, engineering and architectural firms, and suppliers to continue to employ people. Keeping this in mind, the City Council chose to continue investing in community assets.

In the General Fund, a total of \$3,750,000 was allocated for the following items:

 Eastdale Storm Drainage 		50,000
 Downtown Street Enhancements 		150,000
 Events Center Roofing 		1,500,000
 Miscellaneous Roof Repairs 		50,000
 Police CrimeView /Pin Mapping Software 		100,000
 Council Goals-Undesignated Discretionary Fundi 	ing	500,000
 CAEDA Incubator 		100,000
 Post Employment Health Funding 		1,000,000
 Weed & Seed Area- "Seed" Capital Improvement 	ts	50,000
 12/24 Club- Building Improvements 	\$	250,000

All of these items were funded from one-time mineral monies with no use of General Fund Reserves.

In the Capital Equipment Fund, the reserves of the fund were used to fund \$1,817,000 of new equipment.

•	Energy Conservation	\$ 500,000
•	Finance Equipment & Software	17,000

Wireless Network Upgrade

\$ 1,300,000

These reserves had accumulated due to unspent funds, lower bids than expected, accrued interest, the sale of equipment, and other smaller funding sources. Over time these amounts had grown to the extent to allow significant long-term projects.

In the Capital Projects Fund, the reserves of the fund were used to fund \$6,878,808 of capital items:

•	Sandbar Storm Sewer	\$ 540,000
•	Traffic Signal Update	78,000
•	West Yellowstone-WYDOT Admin	30,000
•	Hogadon Electrical Upgrade	400,000
•	LifeSteps Campus Improvements	250,000
•	LifeSteps Campus Fire Suppression- ARRA Match	80,808
•	Civic Auditorium	5,500,000
•	Courthouse Pedestrian Crossing	\$ 20,000

The Capital Project reserves had accumulated in a similar manner as the Capital Equipment reserves, with the developer repayments and property sales also adding to reserves in this fund.

By adding the Life Steps Campus Fire Suppression project, the City Council chose to match \$119,192 in federal funding from the American Recovery and Reinvestment Act (ARRA). Also, the \$20,000 allocated for the Courthouse pedestrian crossing is a match with county funding for a total project cost of \$40,000.

Stated different the City Council chose to spend an additional \$888,000 on streets, \$2,900,000 on buildings and structures, \$17,000 on equipment, \$1,400,000 on public safety, and \$7,400,000 on other items as shown below.

Capital and One Time Expenditures				
	Funding Source	<u>Amount</u>		
Streets & Traffic				
Eastdale Storm Drainage	General Fund	50,000		
Downtown Street Enhancements	General Fund	150,000		
Sandbar Storm Sewer	Capital Fund	540,000		
Traffic Signal Upgrade	Capital Fund	78,000		
West Yellowstone – WYDOT Admin.	Capital Fund	30,000		
Courthouse Pedestrian Crossing	50% County	40,000		
Total		\$ 888,000		
Buildings and Structures				
Events Center Roofing	General Fund	\$ 1,500,000		
Miscellaneous Roof Repairs	General Fund	50,000		
Hogadon Electrical Upgrade	Capital Fund	400,000		
Energy Conservation	Equipment Fund	500,000		
LifeSteps Campus Improvements	Capital Fund	250,000		
LifeSteps Fire Suppression – Match	Capital Fund	80,808		
LifeSteps Fire Suppression-ARRA	Recovery Act	<u>119,192</u>		
Total		\$ 2,900,000		
Equipment				

Finance Equipment and Software	Equipment Fund	\$ 17,00	0
Total		\$ 17,00	0
Public Safety			
Wireless Network Upgrade	Equipment Fund	\$ 1,300,00	0
Crime View/Pin Mapping Software	General Fund	100,00	<u>00</u>
Total		\$ 1,400,00	0
Other			
Council Goals	General Fund	500,00	0
CAEDA Incubator	General Fund	100,00	0
Post Employment Health Fund	General Fund	1,000,00	0
12/24 Club	General Fund	250,00	0
Civic Auditorium	Capital Fund	5,500,00	0
Weed & Seed Area- "Seed" Capital	General Fund	50,0	000
Total		\$ 7,400,00	0

Total Additional Spending Above Status Quo \$ 12,605,000

With the above additions, the City's total proposed budget for FY 2010 is \$151,214,604.

A resolution has been prepared for Council's consideration.

RESOLUTION NO. 09-201

A RESOLUTION MAKING APPROPRIATIONS OF FUNDS TO COVER EXPENDITURES OF THE CITY OF CASPER, WYOMING, FOR THE FISCAL YEAR OF JULY 1, 2009, TO JUNE 30, 2010.

WHEREAS, on the 15th day of May 2009, Thomas O. Forslund, City Manager, the budget making authority, prepared and submitted to the Council, a City Budget for the 2009-2010 Fiscal Year ending June 30, 2010; 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 <u>Casper Star-Tribune</u>, a legal newspaper published and of general circulation in the County of Natrona on the 2nd and 9th days of June, 2009; 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, 2010.

DETAILS OF GENERAL FUND

City Council	\$ 804,432
City Manager	786,189
City Attorney	733,859
Municipal Court	657,918
Finance	1,934,491
Health, Social & Community Services	1,670,666
Human Resources	661,598
Planning	551,558
Code Enforcement	1,083,658
Metropolitan Planning Ordinance	481,469
Police	11,400,585
Fire	7,461,001
Engineering	1,356,863
Streets	3,980,394
Traffic	1,360,098
Cemetery	477,668
Fort Caspar Museum	536,401
Parks	3,050,406
Transfers Out	 7,585,079
Total General Fund	46,574,333

Capital Funds	
Capital Projects	28,224,002
Capital Equipment	3,982,500
One Cent Number 13	15,763,104
Enterprise Funds	
Water	18,313,686
Water Treatment Plant	2,565,396
Sewer	5,011,181
Wastewater Treatment Plant	5,976,246
Refuse Collection	5,241,170
Balefill	8,602,083
Casper Events Center	3,249,704
Golf Course	1,232,910
Casper Recreation Center	1,188,283
Aquatics	1,041,803
Ice Arena	505,115
Hogadon Ski Area	944,128
Parking Lots	54,516
LifeSteps Campus	232,065
Special Revenue Funds	400.01.5
Weed and Pest Control	499,315
Transit Services	1,157,439
Community Development Block Grant	728,180
Police Grants	1,151,536
Fire Grants	95,000
Redevelopment Loan	250,466
Revolving Land	2,001,000
American Recovery and Reinvestment Act	6,390,173
Debt Service Funds	
Special Assessments	363,813
Special Assessments	
Internal Service Funds	
Central Garage	3,546,885
Information Technology	1,370,161
Buildings and Grounds	1,155,141
City Campus	397,250
Property and Liability Insurance	845,525

Perpetual Care Fund	2,102,430
Metro Animal Control	916,464
Public Safety Communications Center	2,341,568
Health Insurance	8,532,645

Total Other Funds 182,547,216

Less Intergovernmental Transactions

Transfers Out	24,099,459
Internal Service Charges	6,167,459
Administration Fees	1,065,694
Total	31,332,612

Total Requirements \$ 151,214,604

PASSED, APPROVED, AND ADOPTED this 16th day of June, 2009.

CITY OF CASPER, WYOMING

A Municipal Corporation

V. H. McDonald

City Clerk

ATTEST:

Kerlyne Schlager

Mayor



General Information

Community Information City Organization

Community Information Section FY 2010 Budget

COMMUNITY DATA

Casper, is the largest City in Natrona County, Wyoming, with about 54,000 people or 73.8% of total county population according to the 2007 Census estimate. Given the high proportion of County residents who are also City residents, analysis of County data should be highly representative of the City of Casper. Due to greater availability of data at the county level, and the lack of data at the city or municipality level, Natrona County data was used for this section when municipal level data was unavailable.

LIVE

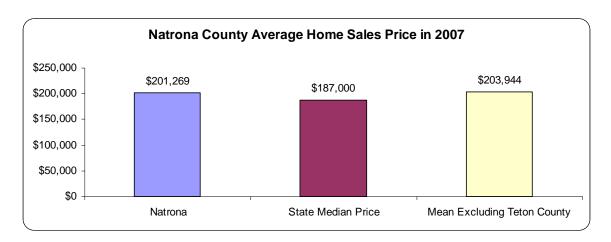
The City of Casper is a great place to live, and is located in central Wyoming. As a small city, Casper is a best-of-both-worlds community in that we can offer the services, shopping, and entertainment of a regional metropolitan area, but without the traffic, crowds, and crime of a larger city. Casper offers five museums; the Central Wyoming Symphony Orchestra; two farmers markets; weekly summer concerts at Washington Park; the Nicolaysen Art Museum; dozens of parks; an international airport; and, plenty of shopping opportunities downtown and at local shopping areas and malls.

Casper is governed by a nine member City Council. Each council member is elected from one of three wards, and each member serves for a four year term.

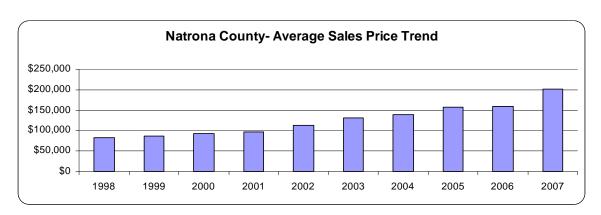
The City of Casper is a full service municipal government, offering its residents

- Police and Fire Protection
- Solid Waste Collection and Disposal
- Recycling Services
- Water and Sewer Service
- Street Maintenance
- Recreation and Athletic Programs, for both children and adults
- Housing Programs
- Justice services through the City's Municipal Court
- Concerts and Events at the Casper Events Center

The average home sales price in 2007, according to County assessor data, was \$201,269.

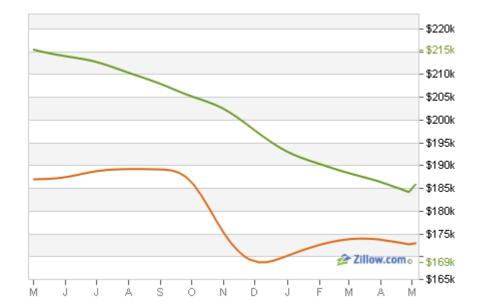


Home prices have increased steadily in Natrona County since 1998, with the sharpest increase coming in 2007.



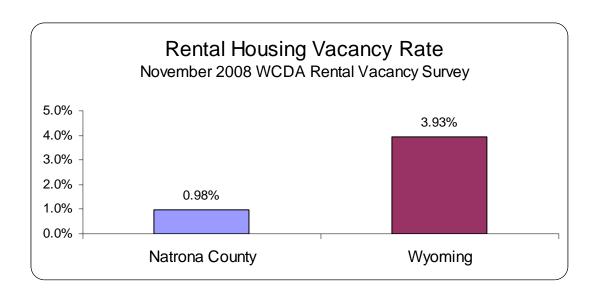
However, in the last few months the trend in Casper has experienced a substantial decline in home prices among houses that are "For Sale" that follows national trends. In the chart below, from a home price estimating service Casper is shown in Red and the National average price is shown in Green.

- Casper
- National

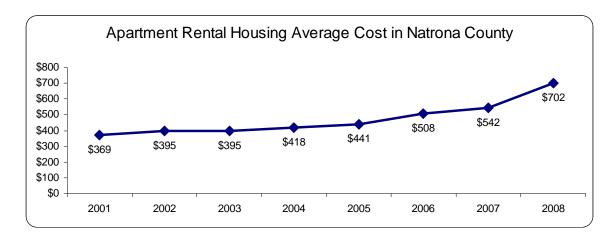


The Corporation for Economic Development (<u>www.cfed.org</u>) gave the State of Wyoming an "A" grade on its 2007-2008 overall scorecard. Contributing to this rating is Wyoming having the 6th lowest exposure to subprime loans and the 7th lowest foreclosure rate.

The rental housing vacancy rate in Natrona County is extremely low when compared to the Wyoming average. The vacancy rate in Salt Lake City during the same time period was 6.8%.



The scarcity of rental housing has been causing very sharp price increases in the price of rental housing. The rental price of housing in Casper has increased 90% since 2001.

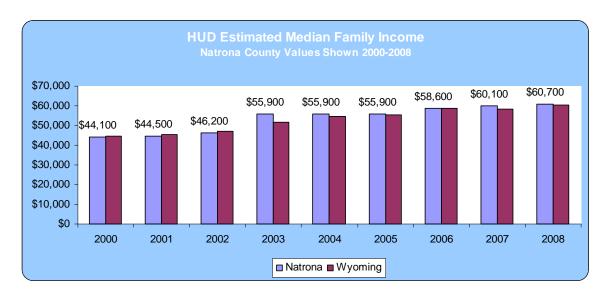


WORK

Casper has been experiencing an economic boom in the last ten years, and its economy is still healthy despite the national economic downturn. Casper's personal income was 18th in the country among the nation's 361 metropolitan areas according to the Bureau of Economic Analysis for 2007, with a 7.3% growth rate in personal income from 2006 to 2007. Preliminary data for 2008 for the State of Wyoming, projects that Wyoming will be ranked first for total personal income growth.

<u>Casper</u>	<u> 2005</u>	<u> 2006</u>	<u>2007</u>
Per Capita			
Income	\$39.865	\$44.152	\$47.354

In 2008, the Federal Department of Housing and Urban Development (HUD) estimated the median family income of Natrona County to be \$60,700, slightly greater than the Wyoming Median Family income of \$60,400. The trend in median family income in the area can be seen in the table below, with Natrona County values noted.



The average wage in Natrona County increased 5.9% percent during 2008 according to Wyoming Department of Administration and Information, Economic Analysis Division. A comparison table can be seen below

Average Weekly Wage By County First Quarter 2007 & 2008

	2007	2008	% Changes
Natrona County	\$760	\$805	5.9%
Wyoming	\$730	\$779	6.7%

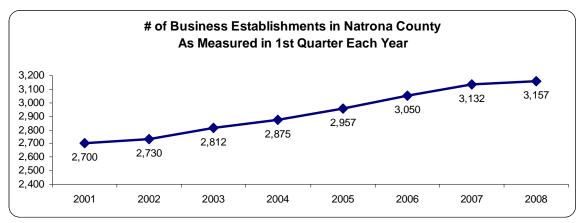
The City of Casper is proud of its strong working relationships with the local building community. The development process in Casper, from site plan to certificate of occupancy, is efficient and predictable. Casper is a regional leader in Smart Growth initiatives, as is exemplified by the Old Yellowstone District, which is currently being completely revitalized using smart growth principles.

<u>Inc Magazine</u> ranked Casper as the 11th Best Small Community to do business, and the 17th Best Place Overall in 2007. Casper was not ranked in 2008 due to a change in methodology by the magazine that dropped 59 smaller metropolitan statistical areas from the ranking.

The Tax Foundation, a national tax policy group, has ranked the State of Wyoming as having the best tax climate according to Tax Foundation's State

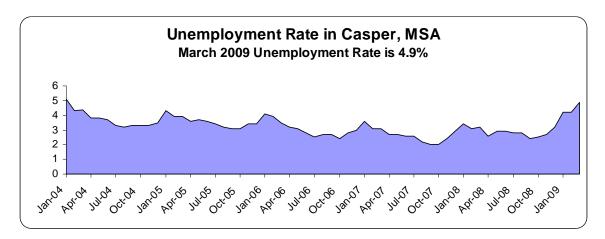
Business Tax Climate Index ratings. The State of Wyoming has been ranked number one every year since the Index began in 2003.

The number of businesses in Natrona County has grown steadily over the past 7 years as can be seen in the chart below.



Source: 2008 State Employment Security Agencies-Quarterly Census of Employment & Wages

Not all of the news in the recent few months is positive, however. While the local economy is faring well relative to the national economy, the unemployment rate has increased in the last few months to the highest level since January 2004.



Recent bankruptcy filings in Wyoming from bankruptcy courts indicate that Wyoming has also been impacted by national events.

March 2008	March 2009	Percent
Filings	Filings	Change
82	122	49%

While the percent change between March 2008 and March 2009 is of concern, overall the number of bankruptcy filings is still very low relative to overall population. Even at the March rate of bankruptcy filings, 0.02% of Wyoming's population file for bankruptcy each month, and .27% each year.

For reference six states had more than 6,000 consumer bankruptcies in the period: Georgia topped the list with 7,869, followed by Texas (7,245), Michigan (6,393), Ohio (6,149), Tennessee (6,074) and California (6,003). Georgia's bankruptcy rate was four times higher than Wyoming's rate, with 0.08% of Georgia's population filing for bankruptcy each month, at a rate of 0.97% each year.

PLAY

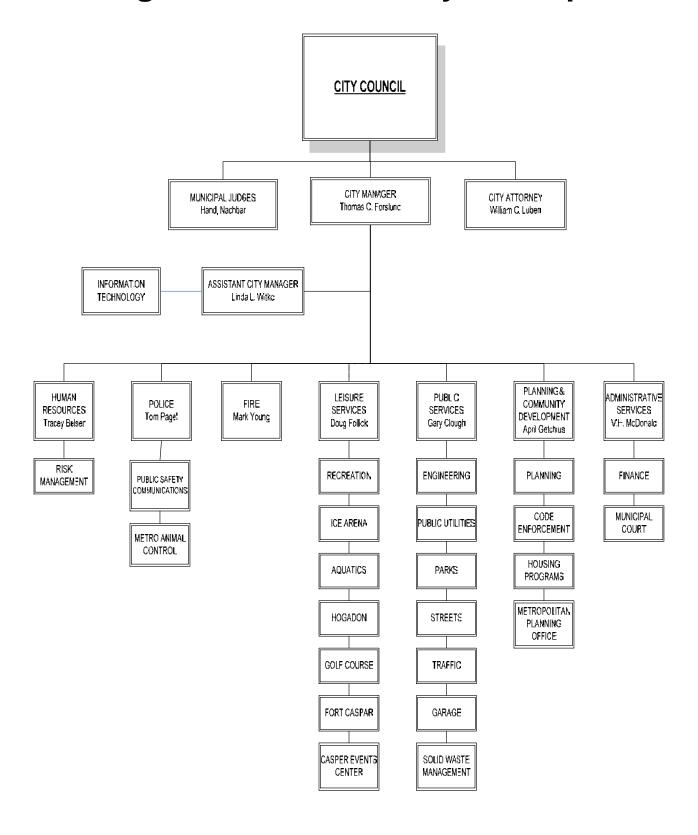
Casper is a great place to relax and have fun. The Casper Events Center is the largest indoor venue in the state; it draws in national artists and concerts on a regular basis, seats up to 9,500 people at a time and attracts more than 250,000 visitors each year.

In addition, Casper Events Center is host to the College National Finals Rodeo each summer and also to all Wyoming High School State tournaments.

If you prefer downhill skiing, Casper is home to the Hogadon Ski Area, which offers 14 trails and over 600 feet of vertical drop. The City boasts 42 parks, a large recreation center, an ice arena and an indoor aquatics center. The City also offers nine family sports leagues featuring 500 teams totaling 5,268 players.

The City of Casper also is the home to four golf courses, including the 27 hole Municipal Golf Course. It also boasts minor league baseball and indoor football teams, the Stuckenhoff shooting range, and a variety of specialized sports facilities.

Organization of the City of Casper



City Departments

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

- City Manager's Office
- City Attorney's Office
- Administrative Services
- Community Development
- Fire-EMS
- 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. The City Manager is 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 manages the city's Information Technology (IT). The City Manager's Office is budgeted in the City Manager cost center and the IT Fund. The City Manager's Office also provides direct oversight for the Capital Projects Fund and the Capital Equipment Fund.

Functions of the City Manager's Office

- Oversight of all city departments, including their operations and projects
- Control of city communications, including the 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, including
 - Authors the agenda for all Council meetings
 - o Execution of Council directives
 - Provision of advice and information to Council
 - Receipt of all Council requests
- Information Technology (IT) provides technological support to city departments, project management for future technological system improvements, as well as internet, intranet, and network management.
 - Geographic Information Systems (GIS) is an information system that can present information as a map or as a set of map locations.

City Attorney's Office

Organization of the City Attorney's Office

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 the 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.

Functions of the Administrative Services Department

- Accounting Services 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 (GFOA) and has received the "Certificate for Excellence in Financial Reporting" every year since 1999.
- Customer Services manages utility billing (including processing and collection), as well as the City Hall Call Center.
- Business Services manages accounts payable, accounts receivable, 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 the 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 the 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).

Function of the Fire-EMS Department

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

- Hazardous materials incident response
- . High angle rescue operations (cliff sides, etc.)
- Water rescue and swift water rescue
- Fire-related building inspections
- Traffic accident response
- Medical emergency response
- Weather emergency planning and coordination, 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 the 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 the 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.
- The 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 and the Casper Family Aquatic 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 the Police Department

The Police Department is divided into the following areas: Administration, Career Services, Patrol, Investigations, Weed and Seed, Records, Public Safety Communications Center (PSCC), and Metro Animal Control. These functions are 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 Services Department

Organization of the 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
- City Campus Fund

Functions of the Public Services Department

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.

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

Funds are described in the Financial and Budget Policies Section

					Fund Type			
	City Manager's Office	General Fund City Manager,	Capital Funds Capital Projects,	Enterprise Funds Parking Lots	Special Revenue Funds Revolving Land Fund	Debt Service Funds	Internal Service Funds Information	Trust & Agency Funds
	Office	City Council (administration)	Capital Equipment, Optional One Cent Sales Tax Funds		Fund		Technology	
	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
partment	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	Weed & Pest Control		City Campus	
	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			Redevelopment Loan Fund	Special Assessments	Perpetual Care	

All Funds Summary

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

All Funds Revenue and Expenditure Summary

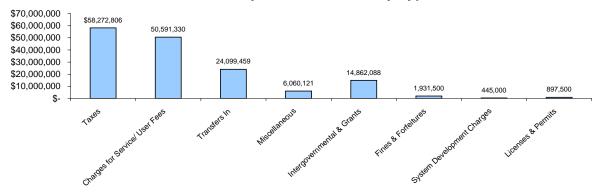
FY 2010

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.

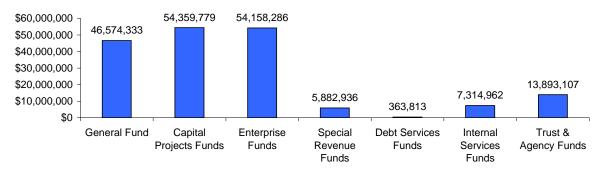
The General Fund is used for general government type expenditures, such as police, fire, streets and parks. Capital funds are used to purchase or build assets that have a longer life than the fiscal year and include land, infrastructure projects and capital equipment. Enterprise funds are used for business 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 specified 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.

FY 2010 City-Wide Resources by Type



FY 2010 City-Wide Expenditures by Fund

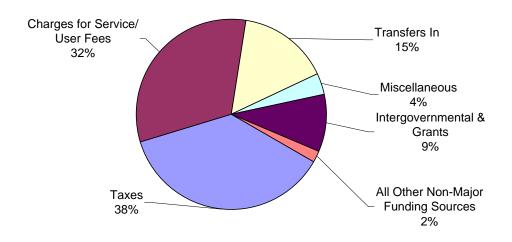


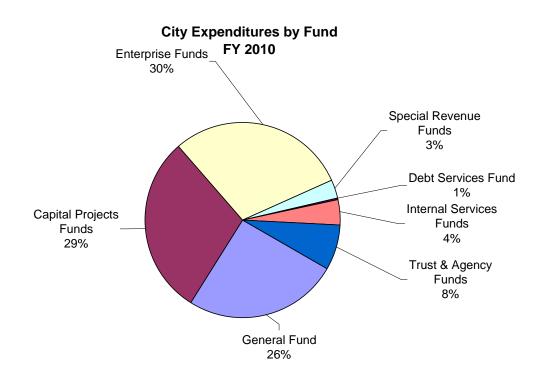
City of Casper All Funds Revenue and Expenditure Summary FY 2010

City Resources			FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009	_	Y 2010 DOPTED
City Resources	_		ACTUAL	BUDGET	 STIMATE	AL	JOPTED
Taxes		\$	57,968,939	\$ 60,624,063	\$ 60,313,253	\$	58,272,806
Charges for Service/ User Fees			44,175,595	49,328,819	48,402,458		50,591,330
Transfers In			25,956,847	35,144,582	31,953,060		24,099,459
Miscellaneous			8,358,608	8,386,821	7,798,342		6,060,121
Intergovernmental & Grants			9,436,938	24,219,977	19,276,837		14,862,088
Fines & Forfeitures			1,548,337	1,597,000	1,631,500		1,931,500
System Development Charges			949,911	1,010,000	527,121		445,000
Licenses & Permits	_		1,269,314	1,154,000	944,259		897,500
Total Revenue			149,664,489	181,465,262	170,846,830	1	57,159,804
Less Intragovernmental							
Transactions							
Transfers In			20,681,114	35,032,266	32,454,194		24,099,459
Internal Services Charges			5,387,572	6,161,587	6,167,187		6,167,461
Administration Fees	_		987,028	1,167,474	1,167,474		1,065,694
Total Intragovernmental			27,055,714	42,361,327	39,788,855		31,332,614
	_						
Total Available Resources	\$_		122,608,775	139,103,935	131,057,975	1	25,827,190
City Expenditures							
General Fund			47,413,261	54,129,720	51,141,125		46,574,333
Capital Projects Funds			14,946,046	63,213,719	45,754,291		54,359,779
Enterprise Funds			52,316,116	71,115,490	62,603,659		54,158,286
Special Revenue Funds			2,805,956	6,533,120	3,180,585		5,882,936
Debt Services Funds			303,417	2,330,347	835,774		363,813
Internal Services Funds			6,788,641	7,460,825	7,003,025		7,314,962
Trust & Agency Funds			10,432,495	11,932,419	12,886,398		13,893,107
Total City Expenditures			135,005,932	216,715,640	183,404,857	1	82,547,216
Less Intragovernmental Transactions							
Transfers Out			20,681,114	35,032,266	32,454,194		24,099,459
Internal Services Charges			5,387,572	6,161,587	6,167,187		6,167,459
Administration Fees	_		987,028	1,167,474	1,167,474		1,065,694
Total Intragovernmental			27,055,714	42,361,327	39,788,855		31,332,612
Net City Expenditures	\$_		107,950,218	174,354,313	143,616,002	1	51,214,604
City Resources and Expenditures	- N	et l	mpact				
Net Impact			14,658,557	-35,250,378	-12,558,027	-	25,387,414

City of Casper All Funds Revenue and Expenditure Summary FY 2010

City Resources by Category FY 2010





City of Casper All Funds Revenue Summary FY 2010

The City of Casper has two major revenue sources to finance operations and improvements:

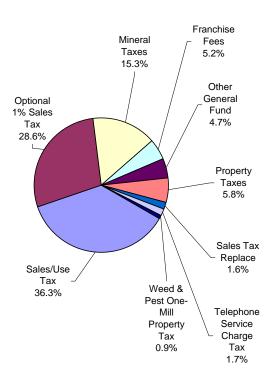
Taxes and Charges for Service/ User Fees.

Taxes

Taxes- The City projects to receive \$58,272,806 in taxes in FY 2010, a 3.38% decrease from the amount estimated for FY 2009. 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. However, due to a low growth estimate of future prices by the Wyoming Consensus Revenue Estimating Group, the State of Wyoming held these revenue transfers flat for FY 2009. Declining mineral prices forecasted for FY 2010 have caused the State of Wyoming to revise its revenue forecasts and possibly reduce the amount of aid provided in FY 2010. Together, the sales tax, the optional 1% local sales tax, and mineral taxes constitute 80% of all taxes projected for FY 2010.

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. However, it is important to note that this replacement was not planned to be a permanent replacement in the future. 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 Centers, and a one-mill property tax for control of weeds & pests.

City of Casper Tax Sources for FY 2010



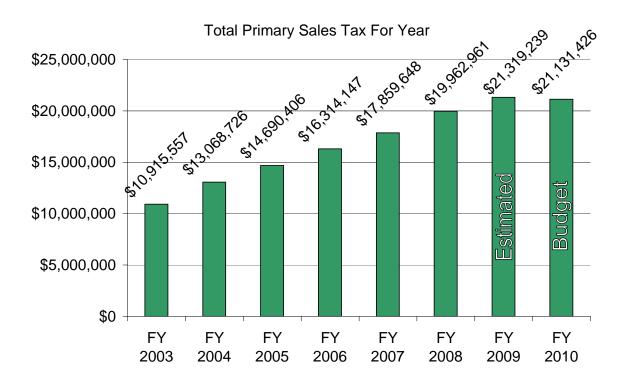
City of Casper All Funds Revenue Summary FY 2010

Taxes

The City projects to receive \$21,131,426 in FY 2010 for General Sales Tax which does not include the replacement funding for food tax. This revenue is forecasted to be flat next year after multiple years of increases. This revenue is correlated to the local economy's activity. As sales increase, these revenues tend to increase as well. When the economy cools, these revenues tend to decrease by the same amount.

In addition, the City anticipates to receive \$930,170 for food tax replacement for FY 2010 in the General Fund. There is no change from what was allocated in FY 2009. The reliability of the food tax replacement in the future depends on whether the Wyoming State Legislature decides to make this revenue stream permanent.

The chart below is based solely on the general sales tax and excludes the food sales tax replacement.



All Funds Revenue Summary

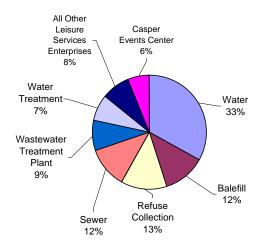
FY 2010

Charges for Service & User Fees

Charges for Service & User Fees- The City projects to have \$50,587,830 in charges for service and user fees in FY 2010. However, for the analysis below, 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 \$36,670,258 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 consist of 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 \$30,058,937 in revenue for the City. Leisure Service user charges include revenues from Casper Events Center, Casper Municipal Golf Course, Casper Recreation Center, Hogadon Ski Area, Casper Family Aquatics Center and other pools, and Casper Ice Arena. These Leisure Service enterprises are projected to generate \$4,995,311 in user charges in FY 2010.

Charges for Service & User Fees for FY 2010- Enterprise Operations



City of Casper All Funds Revenue Summary (Budget Basis) FY 2010

		FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATE	FY 2010 ADOPTED
Fund					
General Fund					
Taxes	\$	39,066,925	42,244,063	41,980,777	40,109,802
Licenses & Permits		1,244,938	1,132,000	919,759	873,000
Intergovernmental		266,692	480,098	463,491	453,371
Charges for Service/ User Fees		2,088,747	2,425,779	2,341,629	2,322,734
Fines & Forfeitures		1,548,337	1,597,000	1,631,500	1,931,500
Miscellaneous		1,695,005	1,251,498	1,302,421	1,041,030
Transfers In		161,454	225,192	225,192	223,328
Total General Fund		46,072,098	49,355,630	48,864,769	46,954,765
Capital Funds					
Taxes		17,615,822	16,920,000	16,882,476	16,663,004
Miscellaneous		1,355,374	749,000	822,963	690,256
Capital Transfer In		12,909,350	25,840,947	22,676,340	13,946,884
Grants		267,325	4,141,314	3,026,350	6,659,989
Total Capital Funds		32,147,871	47,651,261	43,408,129	37,960,133
Enterprise Funds					
Charges for Service		30,718,757	34,197,306	33,591,856	35,294,856
Miscellaneous		2,496,169	2,402,631	2,512,530	1,936,464
Transfers In		5,972,658	3,974,282	4,000,282	4,001,540
System Development Charges		949,911	1,010,000	527,121	445,000
Grants		7,021,795	17,532,575	13,771,725	5,151,023
Total Enterprise Funds		47,159,290	59,116,794	54,403,514	46,828,883
Special Revenue Funds					
Taxes		430,722	560,000	500,000	500,000
Miscellaneous		228,094	1,591,736	420,858	468,961
Operating Transfer In		2,495,811	459,714	459,714	505,221
Transfers In		-, .00,0	-	-	-
Grants		1,742,180	1,904,390	1,853,671	2,446,521
Total Special Revenue Funds	_	4,896,807	4,515,840	3,234,243	3,920,703
Debt Services Funds					
Principal, Interest, and Penalties		97,377	492,988	504,558	18,500
Total Debt Service Funds	\$	97,377	492,988	504,558	18,500

City of Casper All Funds Revenue Summary (Budget Basis) FY 2010

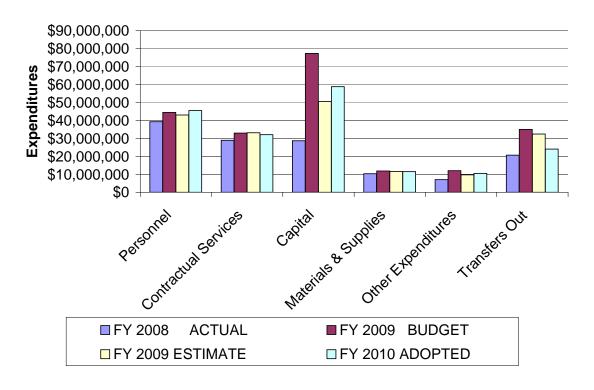
Fund		FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATE	FY 2010 ADOPTED
Internal Services Funds					
Charges for Service/ User Fees	\$	5,130,488	5,559,981	5,531,109	5,515,674
Miscellaneous		148,964	82,800	150,520	83,500
Transfers In		1,689,959	1,647,689	1,594,774	1,538,022
Grants		138,946	161,600	161,600	151,184
Total Internal Service Funds		7,108,357	7,452,070	7,438,003	7,288,380
Trust & Agency Funds					
Charges for Services/ User Fees		6,237,603	7,145,753	6,937,864	7,458,066
Taxes		855,470	900,000	950,000	1,000,000
Miscellaneous		2,337,625	1,816,168	2,084,492	1,821,410
Transfers In		2,727,615	2,996,758	2,996,758	3,884,464
Licenses		24,376	22,000	24,500	24,500
Total Trust & Agency	_	12,182,689	12,880,679	12,993,614	14,188,440
Total	_	149,664,489	181,465,262	170,846,830	157,159,804
Less Intragovernmental					
Transfers In		(20,681,114)	(35,032,266)	(32,454,194)	(24,099,459)
Internal Services Charges		(5,387,572)	(6,161,587)	(6,167,187)	(6,167,461)
Administration Fees		(987,028)	(1,167,474)	(1,167,474)	(1,065,694)
Total Intragovernmental		(27,055,714)	(42,361,327)	(39,788,855)	(31,332,614)
Total Available Resources	\$_	122,608,775	139,103,935	131,057,975	125,827,190

All Funds Expenditure Summary by Use

(Budget Basis) FY 2010

Expenditures	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATE	FY 2010 ADOPTED
Personnel \$	39,323,274	44,472,753	43,055,488	45,551,584
Contractual Services	28,920,041	32,987,695	33,163,390	32,088,130
Capital	28,725,925	77,372,714	50,528,986	58,824,324
Materials & Supplies	10,304,627	11,879,446	11,553,445	11,485,635
Other Expenditures	7,050,951	11,998,416	9,677,004	10,498,084
Transfers Out	20,681,114	35,032,266	32,454,194	24,099,459
Total Expenditures \$	135,005,932	213,743,290	180,432,507	182,547,216

All Funds Expenditures by Use



All Funds Expenditure Summary by Use

FY 2010

The City of Casper has three major expenditure uses in the FY 2010 Budget: Personnel, Contractual Services and Capital.

Personnel

The adopted budget for FY 2010 does not include any new positions or cost of living adjustments. Two positions were eliminated from Central Garage as part of a reorganization of that area and those positions were used to start-up a stormwater program with dedicated full-time staff. As presented, the FY 2010 adopted budget includes a 2.43% increase in personnel expenditures, primarily due to a 10% health insurance premium increase, the contractual cost of living adjustment for sworn fire personnel and the \$1,000 bonus approved by City Council.

The City's main expenditure in the personnel category is for the salaries and wages of employees. In FY 2010, salaries and wages represent 75.2% of total personnel expenditures. Benefits cost about 22.2% of personnel expenditures. Other pay items represent about 2.6% of personnel expenditures. Across the three year period, the proportions of salaries and wages, benefits, and other pay items to overall personnel expenditures have stayed relatively stable.

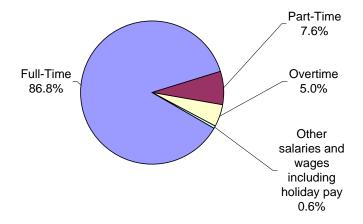
\$45,000,000 - \$45,000,000 - \$15,000,000 - \$10,000,000 - \$5,000,000 - \$5,000,000 -

\$0

FY 2008 Actual

Citywide Personnel Expenditure

FY 2010 Salaries and Wages



In FY 2010, 86.8% of all salary and wages are for full-time employees. Part-time salary and wages represent 7.6% of total salary and wages City-wide. However, the use of part-time employees varies widely throughout the City organization. For instance, in Leisure Services Enterprise funds, part-time represents 42.6% of all salary and wage expenditures. However, in the General Fund and Utility Enterprise Funds the proportion is 2.8% and 2.5% respectively.

FY 2009 Estimate FY 2010 ADOPTED

All Funds Expenditure Summary by Use

FY 2010

Contractual Services

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. It includes sanitation services, solid waste disposal, water, sewer, electricity and natural gas. The largest utility sub-types are electricity, sewer, water and telecommunication expenditures. In FY 2010, the City of Casper is budgeted to spend \$2,655,341 for electricity, \$689,500 for natural gas, \$622,690 for water, and \$336,748 for telecommunications.

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 customer of other enterprise divisions, such as the case with the relationship between Sewer and the Wastewater Treatment Plant. Also, the Refuse Collection fund is the largest customer of Balefill services. However, in some cases the largest expenditure for a utility type may be for non-enterprise type operations. For example, 67% of total City-wide budgeted water expenditures are related to the Park Division's maintenance of green areas in Parks and the Cemetery. This figure does not include bulk water purchased by the Water Division for resale.

The City is undertaking many efforts to reduce energy and water consumption throughout the organization. Nearly twenty City staff members have attended introduction to energy efficiency classes, while 12 have attended classes on Leadership in Energy and Environmental Design (LEED) building standards for existing and new buildings. Staff is using these new skills to identify policy changes and practices to allow the City save money by performing the same functions with less consumption of resources.

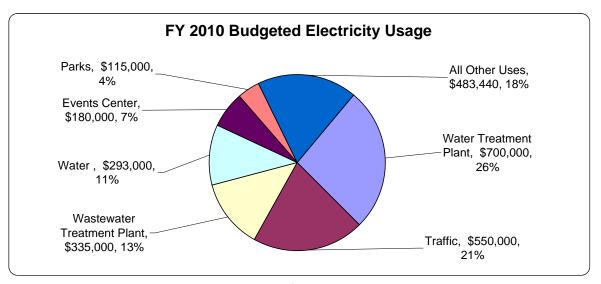
Internal policy changes related to energy and water usage include replacing toilets, urinals, and showers with low water use units and buying Energy Star rated computers, applicances, and equipment. Other internal policy changes related to the "greening" of City operations are using low VOD paint, recycled carpet and converting to green environmentally friendly cleaning products.

The Public Services Director compiled a report that focused on all of the City's efforts to reduce the overall energy use and reduce waste. A few examples of past projects from this report are:

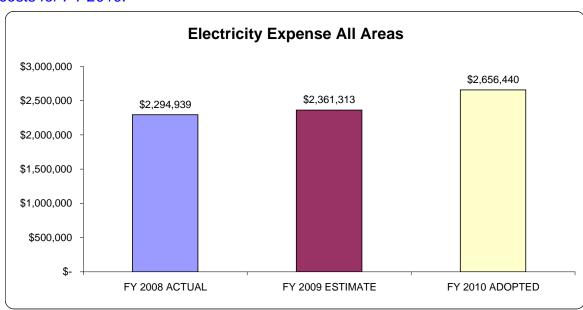
Past Project Projects	Current Estimate of Energy Savings
Traffic Lights Conversion from Incandescent Bulbs to LED	70%
Upgrade of HVAC system at City Hall including boilers, controls, and equipment	10%
Replace chillers at City Hall	15%
Upgrade of HVAC system at City Center Building	20%
Converting street lighting in Veterans Park and Rails to Trails from Incandescent to Induction	30%
Upgrade lighting system at City Hall	15%

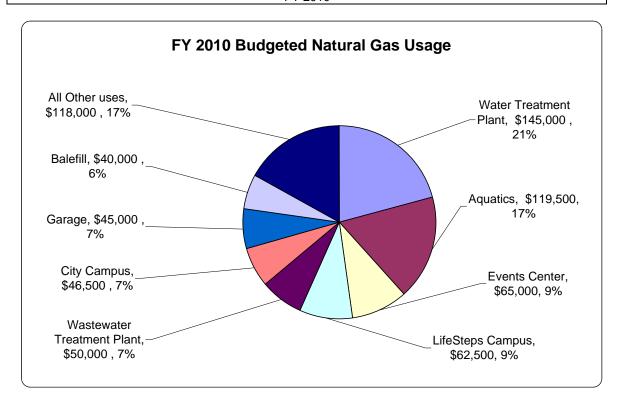
The City is also reviewing alternate fuel vehicles, including hybrids and electric vehicles, as well "right sizing" the fleet to the job. The City currently owns four hybrid vehicles and one electric vehicle and is evaluating their performance.

In general, City staff is preparing base lines for energy, natural gas, water, and fuel usage and areusing energy efficiency and water conservation as a major consideration in the design and planning of all capital projects and equipment purchases.

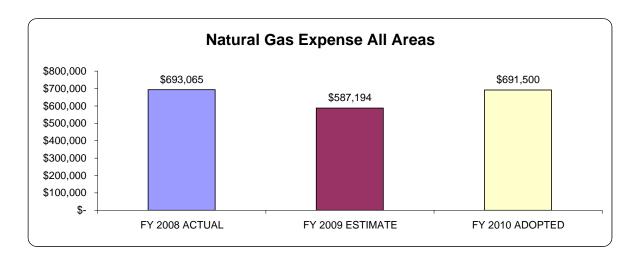


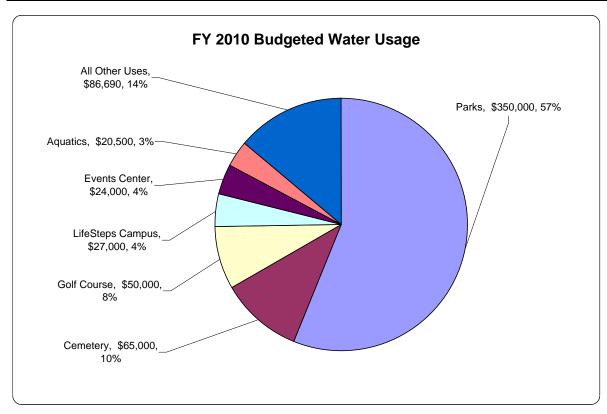
Casper has averaged approximately \$2,300,000 in electricity costs in recent years. However, recent rate increases by Rocky Mountain Power and process changes at the water treatment plant have led to projected increases in electricity costs for FY 2010.



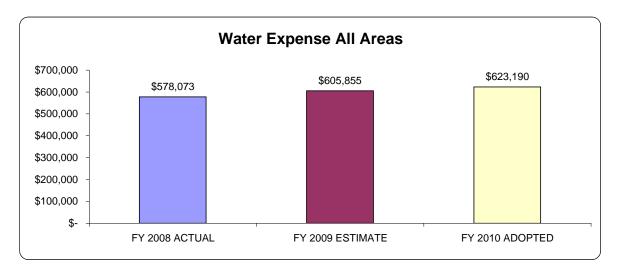


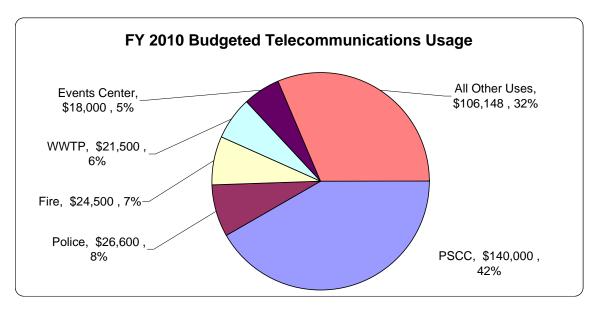
\$691,500 is budgeted for natural gas in FY 2010. Since FY 2008, the Aquatics and Wastewater Treatment Plant have been able to cut natural gas expenditures significantly enough to offset price increases.



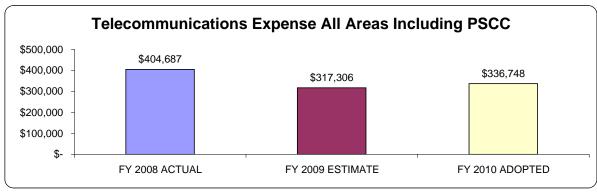


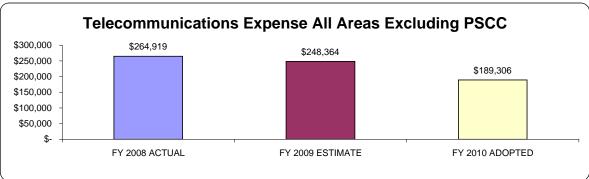
Casper uses approximately \$600,000 in water each calendar year in its operations, excluding bulk water for resale, and depending on average rainfall.





The Voice Over Internet (VOIP) implementation has begun to deliver savings in telecommunications cost. By 2010, all areas will be on the City VOIP system except the Public Safety Communications Center, the Balefill, and Hogadon.





Adopted All Funds Expenditure Summary by Fund & Cost Center (Budget Basis) FY 2010

Fund		FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATE	FY 2010 ADOPTED
General Fund	\$	47,413,261	54,129,720	51,141,125	46,574,333
Total General Fund	· –	47,413,261	54,129,720	51,141,125	46,574,333
Capital Funds					
Capital Projects Fund		6,076,823	35,385,764	19,196,534	28,224,002
Capital Equipment		2,392,794	3,025,172	2,604,710	3,982,500
Optional One Cent #13 Sales Tax		6,476,429	17,889,333	17,039,597	15,763,104
American Recovery Act Fund	_	-	6,913,450	6,913,450	6,390,173
Total Capital Funds		14,946,046	63,213,719	45,754,291	54,359,779
Enterprise Funds					
Water		14,293,346	21,274,627	18,007,514	18,313,686
Water Treatment Plant		1,945,446	2,450,768	2,222,301	2,565,396
Sewer		3,829,660	6,071,471	5,968,321	5,011,181
Wastewater Treatment Plant		9,866,710	7,568,358	6,969,724	5,976,246
Refuse Collection		4,907,736	4,795,975	4,648,648	5,241,170
Balefill		9,581,541	20,460,182	16,661,904	8,602,083
Casper Events Center		3,030,338	3,226,369	3,068,171	3,249,704
Golf Course		1,178,718	1,320,011	1,236,071	1,232,910
Casper Recreation Center		1,144,825	1,175,558	1,140,994	1,188,283
Aquatics		939,255	1,028,469	989,120	1,041,803
Ice Arena		436,582	512,994	474,825	505,115
Hogadon Ski Area		873,246	975,653	939,572	944,128
Parking Lots		70,246	55,516	54,516	54,516
Life Steps Campus		218,467	199,539	221,978	232,065
Total Enterprise Funds		52,316,116	71,115,490	62,603,659	54,158,286
Special Revenue Funds					
Weed & Pest Control		391,819	516,889	533,510	499,315
Transit Services		1,184,726	1,403,758	1,401,936	1,157,439
Community Development Block		629,105	755,242	689,059	728,180
Grant					
Police Grants		413,849	498,250	348,352	1,151,536
Fire Grants		150,037	117,013	125,913	95,000
Redevelopment Loan Fund		35,467	1,241,468	80,315	250,466
Revolving Land Fund	_	953	2,000,500	1,500	2,001,000
Total Special Revenue Funds		2,805,956	6,533,120	3,180,585	5,882,936
Debt Services Fund					
Special Assessments		303,417	2,330,347	835,774	363,813
Total Debt Service Fund	\$	303,417	2,330,347	835,774	363,813

Adopted All Funds Expenditure Summary by Fund & Cost Center (Budget Basis) FY 2010

	FY 2008	FY 2009	FY 2009	FY 2010
Fund	ACTUAL	BUDGET	ESTIMATE	ADOPTED
Internal Services Funds				
Central Garage	\$ 3,401,771	3,686,615	3,366,960	3,546,885
Information Technology	1,177,878	1,394,707	1,361,699	1,370,161
Buildings & Grounds	1,013,108	1,118,516	1,071,162	1,155,141
City Hall	340,956	415,462	348,712	397,250
Property & Liability Insurance	854,928	845,525	854,492	845,525
Total Internal Services Funds	6,788,641	7,460,825	7,003,025	7,314,962
Trust & Agency Funds				
Perpetual Care	1,939,214	2,138,334	2,129,672	2,102,430
Metro Animal Control	796,465	928,899	897,791	916,464
Public Safety Communications	1,795,826	2,187,946	2,050,080	2,341,568
Health Insurance	5,900,990	6,677,240	7,808,855	8,532,645
Total Trust & Agency Funds	10,432,495	11,932,419	12,886,398	13,893,107
Total- All Funds	135,005,932	216,715,640	183,404,857	182,547,216
Less Intragovernmental Transacti	ons			
Transfers Out	20,681,114	35,032,266	32,454,194	24,099,459
Internal Services Charges	5,387,572	6,161,587	6,167,187	6,167,459
Administration Fees	987,028	1,167,474	1,167,474	1,065,694
Total	27,055,714	42,361,327	39,788,855	31,332,612
Total Expenditures- All Funds	\$ 107,950,218	174,354,313	143,616,002	151,214,604

Capital Summary

Capital by Funding Sources



The largest funding source for capital in the FY 2010 adopted budget is the Optional One Cent Sales Tax approved by voters. The current authorization of the Optional One Cent was approved by the voters in 2006 and will be collected from 2007 through 2011. The tax adds one penny of tax to every dollar spent on a taxable item. The Optional One Cent Sales Tax has been in place since 1975, and the citizens have voted regularly to renew the tax.

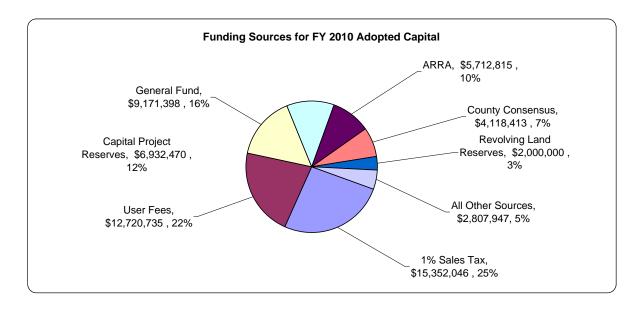
A new source of funding for capital this year is the American Recovery and Reinvestment Act (ARRA). This federal funding is currently budgeted as providing \$5,712,815 for capital. The actual amount awarded to Casper may be greater or less than this amount depending on specific grant awards and funding allocations by Federal agencies.



Other major funding sources for capital are user fees, General Fund revenues, County Consensus mineral monies, water reserves, grants, and loans. User fees are the amounts paid for the services by users of those services. User fees from water, sewer, refuse collection, balefill, and other enterprises fund the majority of capital in those areas.

General Fund amounts noted here were transferred in previous years to the Capital Projects Fund for projects approved by City Council in prior years. Due to a lag before the start of construction, funds from last year will be spent in the current year.

County Consensus funding was one-time mineral money provided by the State to fund projects in Natrona County. Each of the projects and community allocations was agreed upon by all of the communities within Natrona County. The communities agreed to primarily fund the regionalization of the Balefill with the County Consensus funds, and each community also received an allocation for other projects.



City of Casper Capital FY 2010

The City of Casper is currently undertaking an ongoing capital improvement program. Many large dollar projects remain for the next few years and existing infrastructure requires upkeep and eventual replacement. A few examples of the largest long-term projects are street replacements, water distribution and sewer collection infrastructure, a new regional balefill, as well as the update and proper maintenance of existing infrastructure and buildings. The following analysis includes all capital items added by the City Council during budget reviews.

Capital by Category

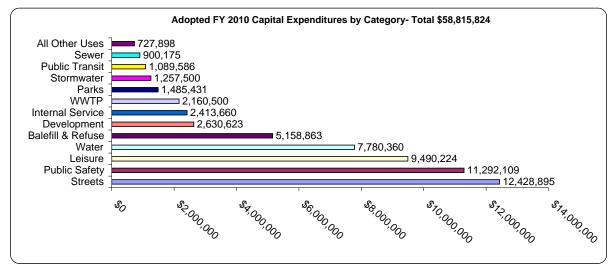
The table and chart on this page consolidate capital expenditures from all funds into the category of the intended use of that capital. The largest category, Streets, contains all expenditures for streets, traffic lights, bike lanes and sidewalks. Generally, the Streets category includes items related to the creation and maintenance of the street system.

The Public Safety category covers capital used by Police, Fire, Public Safety Communication Center, Metro Animal Control, and the Municipal Court. The Water category contains capital used for the water distribution system including water mains, tanks, water lines, meters, and vehicles and equipment used by water distribution crews.

The Balefill and Refuse Collection category reflects capital used for refuse collection and disposal. The Sewer category has capital items used in the wastewater collection system including sewer mains and equipment. The Wastewater Treatment Plant contains items related to the treatment of wastewater.

The Leisure category contains items for the Events Center, Recreation Center, Ice Arena, Hogadon, Golf Course, and the Nicolaysen Art Museum. The Parks category includes all capital related to the maintenance of existing and creation of new parks. Internal Service are items needed to operate the City organization with the largest expenditures being City-wide IT networks and systems shared by the City departments.

The Public Transit Category includes items used in the bus system by the Casper Area Transit Coalition (CATC). It includes vehicles, signage, bus stops, and capital needed for adminsitration. Stormwater is a category related to the capture, control, retention, and discharge of stormwater runoff to avoid flooding and to meet environmental regulations.



City of Casper Capital FY 2010

Capital by Category

	FY 2010	
Category of Capital	Adopted	% of Total
Streets	\$12,428,895	21.1%
Public Safety	11,292,109	19.2%
Leisure	9,490,224	16.1%
Water	7,780,360	13.2%
Balefill & Refuse	5,158,863	8.8%
Development	2,630,623	4.5%
Internal Service	2,413,660	4.1%
WWTP	2,160,500	3.7%
Parks	1,485,431	2.5%
Stormwater	1,257,500	2.1%
Public Transit	1,089,586	1.9%
Sewer	900,175	1.5%
All Other Uses	727,898	1.2%
Total For All Categories City-Wide	\$58,815,824	100.0%

All capital contained in the adopted budget totals \$58,815,824. This amount includes capital items added by City Council during budget reviews. For FY 2010, the largest categories are Streets with \$12,428,895, Public Safety with \$11,292,109, and Leisure with \$9,490,224 of budgeted capital expenditures.

As can be seen in the table above, Streets projects are the largest category of capital and constitute 21.1% of all capital spending currently included in the FY 2010 adopted budget. The second largest category is Public Safety with 19.2% of budgeted capital expenditures. A detailed explanation of the projects included in the Streets and Public Safety categories can be found in the next few pages of this section. The largest projects are also noted in the other categories.

Capital - Streets

The largest of these projects is the Paradise Drive Reconstruction project. This project is being done in tandem with stormwater, water main, and sewer improvements to comprehensively improve the infrastructure in the Paradise Valley Drive area.

Rebuilding West Yellowstone Highway is a key component to encouraging infill development in the center of the City and is an important component in the overall Old Yellowstone District redevelopment plan. The budgeted expenditures are the City's contribution for its portion of the State project.

The Downtown Street Enhancement Project is to enhance a major downtown street to extend the look and feel of the downtown area. The specific street is currently being considered by Council sub-committee. The David Street extension project will extend David Street through the downtown area.

Streets Capital	Cost
Paradise Drive Reconstruction	\$ 3,024,875
W. Yellowstone Highway Street Project	2,875,470
Downtown Street Enhancement Project	1,300,000
David Street Extension	1,135,000
Rails to Trails Beverly St. Underpass	846,550
Traffic Signals	750,000
Residential Streets	500,000
Waterford Street-Stormwater Oversizing	400,000
Walkability Improvements- Sidewalks	300,000
15th & Beverly Intersection	215,000
Walsh Drive Improvements	200,000
Pheasant Drive & CY Avenue Intersection	200,000
Tandem Truck	150,000
Smaller Downtown Street Enhancements	150,000
Traffic Signal Upgrades	78,000
Indian Paintbrush & CY Intersection	70,000
Crew Cab Pickups (2)	70,000
Hot Patcher	40,000
Courthouse Pedestrian Crossing	40,000
2 Sanders	30,000
W. Yellowstone Highway -WYDOT Administration	30,000
Grinder	 24,000
Total Streets	\$ 12,428,895

Capital - Public Safety

There are two replacement fire stations budgeted for FY 2010. One station has been planned and designed, the other will be built if the City is awarded a competitive grant through the American Recovery & Reinvestment Act.

The WYOLINK communication system is a Wyoming grant funded program to provide radio compatibility between all agencies in Wyoming to promote regional cooperation and compatibility. The City Center Public Safety Training Center is a grant funded program that will be used to house the new Public Safety Training Center.

The first stage of the Police Communication Wireless Network Upgrade is a Department of Justice Edward Byrne grant funded project budgeted in the American Recovery & Reinvestment Act Fund. The \$250,437 reflects \$230,437 from Casper's portion, and \$20,000 from the Town of Mills towards the creation of the system. The second stage was added by the City Council in budget reviews and totals \$1,300,000.

Public Safety Capital	Cost
Fire Station Replacement- ARRA	\$ 3,500,000
Fire Station Relocation	2,747,003
Wireless Network Upgrade- 2nd Phase	1,300,000
City Center Public Safety Training Center	953,419
WYOLINK Police Communication System	800,000
Police Vehicles	380,000
Fire Pumper	250,000
Fire Station #2 Addition	250,000
Fire & Police- Smaller Light Equipment Items	354,250
Wireless Network Upgrade-1st Phase- ARRA	250,437
Technologies	190,000
CrimeView Pin Mapping Software	100,000
Municipal Court Software	87,000
Fire Station Refurbishment & Station #5 Generator	60,000
Fire Rescue Equipment	50,000
Pumper Restoration	15,000
Small Capital Items	 5,000
Total Public Safety	\$ 11,292,109

Capital - Leisure

The largest item in Leisure is the funding the City Council reserved for the Civic Auditorium project. This project is not slated to begin in FY 2010 but the City Council wanted to reserve funding in order to honor previous commitments to the project.

A majority of Leisure capital is being spent to keep the Events Center, a significant community asset, maintained and up-to-date in order to keep the facility competitive. Additional improvements are being made to the facility for energy efficiency and to add capabilities to improve the facility as an adequate emergency shelter.

Leisure Capital	Cost
Civic Auditorium (Reserved Funding)	\$ 5,500,000
Events Center Metal Roof	1,500,000
Leisure Services- General Facility Improvements	547,991
Events Center Energy Efficiency Improvements	503,600
Hogadon Electrical Upgrade	400,000
Events Center Plumbing Upgrades	350,000
Senior Center Building	243,000
All Other Smaller Projects	 445,633
Total Leisure	\$ 9,490,224

Capital - Water Distribution

The Water Main Replacement is an ongoing effort to replace water mains as they reach the end of their useful life. This effort was supplemented last year in FY 2009 by American Recovery Act funding for water main replacements. The Paradise Drive water transmission main is being done in conjunction with Paradise Drive street and stormwater control improvements. Raising the Sunrise water tank is intended to improve water pressure.

Water Distribution Capital	Cost
Misc. Water Main Replacements	\$ 4,005,000
Paradise Drive Water Transmission Main	2,014,000
Raise Sunrise III Water Tank	758,160
All Other Smaller Projects	1,003,200
Total Water Distribution	\$ 7,780,360

Capital - Balefill & Refuse Collection

The two largest projects are County Consensus mineral tax funded projects. The Diversion Building will help divert materials that do not have to go to a lined landfill, such as construction materials, to an unlined portion. This will help extend the life of the lined landfill cells. The Yard Waste capital will only be spent if the City Council authorizes a yard waste program.

Balefill & Refuse Collection Capital	Cost	
Balefill Diversion Building	\$ 2,504,992	
Balefill Equipment & Storage Building	863,421	
Yard Waste program- Side Loader Truck & Yard	390,000	
All Other Smaller Projects	 1,400,450	
Total Balefill & Refuse Collection	\$ 5,158,863	

Capital - Development

The largest capital item budgeted for development is \$2,000,000 for revolving land purchases for redevelopment. This money is to be used to buy land in certain redevelopment areas, make improvements, and then to offer the land for sale. By buying and selling land, the funding "revolves" back into the fund and makes other land purchases possible.

Development Capital	Cost	
Revolving Land Purchases for Redevelopment	\$ 2,000,000	
Trevitt Lane - LAD Development	331,359	
Planning & Consulting	147,810	
Weed & Seed Area Capital	50,000	
Building Inspection Software	50,000	
Curb Cut Program	31,454	
Pickup for Code Inspection	 20,000	
Total Sewer	\$ 2,630,623	

Capital - Internal Service

Internal Service are items needed to operate the City organization, with the largest expenditures generally being City-wide IT networks and systems shared by the City departments. The computer network upgrade will help keep the City network up-to-date with the most current technology.

for reducing costs. The \$500,000 energy conservation funding is being used to conduct an energy audit of City buildings and to begin funding the recommended improvements. The American Recovery Act will fund a new fire suppression system at the LifeSteps Campus and the City Council added an additional \$250,000 to make improvements at the complex. The Brattis Building will be used as the new location of the Builldings & Grounds operation.

Internal Service Capital	Cost
Energy Conservation	\$ 500,000
Computer Network Upgrade	471,000
City Hall Chiller/Generator	277,700
LifeSteps Campus Improvements	250,000
LifeSteps Campus Fire Suppression- ARRA	200,000
Brattis Building Remodel	200,000
All Other Smaller Projects	514,690
Total Internal Service	\$ 2,413,390

Capital - Wastewater Treatment Plant

These are routine replacements to maintain the system at current capacity. The biosolids compost facility is a new project to dispose of biosolids at the Balefill.

Wastewater Treatment Plant Capital	Cost	
Digester No. 3 Cover Replacement	\$ 1,200,000	
North Platte Sewer Interceptor Corrosion Study	200,000	
Biosolids Compost Facility	200,000	
Bar Nunn and Wardwell Lift Station Improvements	160,000	
All Other Smaller Projects	 400,500	
Total Wastewater Treatment Plant	\$ 2,160,500	

Capital - Parks

The largest item is for maintainance and extension of the Platte River Parkway trail system. Other large items are to keep current parks maintained. The raw water irrigation project is intended to reduce potable water usage by using water from the river to water a city parks complex. Alta Vista Park is a new neighborhood park.

Parks Capital	Cost
Platte River Parkway Project	\$ 492,369
Park Improvements	320,000
Cemetery Building Remodel	225,000
Raw Water Irrigation Project	157,037
Alta Vista Park	118,177
All Other Smaller Projects	172,848
Total Parks	\$ 1,485,431

Capital - Stormwater

The Stormwater Master Plan will be used to comprehensively plan improvements to the system. The stormwater oversizing will reimburse a developer for building excess capacity for City use.

Stormwater Capital	Cost
Stormwater Master Plan	\$ 610,000
Sandbar Storm Sewer Upgrade	540,000
Stormwater Drainage Improvements	57,500
Eastdale Storm Drainage	50,000_
Total Public Transit	\$ 1,257,500

Capital - Public Transit

This category includes bus purchases and infrastructure. For FY 2010, all capital items for public transit are funded by the American Recovery Act. Items planned include buses, bus station stops & terminals, and bus support equipment & facilities.

Public Transit Capital	Cost	
Three 26-Passenger Buses	\$ 450,000	
Beech Street- Main Bus Terminal Improvements	252,011	
One 16-Passenger Hybrid Bus	150,000	
One 12-Passenger Bus	75,000	
Bus Shelters, Benches and Signs	73,175	
One 6-passenger replacement support vehicle	50,000	
Seven On-Board Security Cameras	22,400	
Other Small Items	 17,000	
Total Public Transit	\$ 1,089,586	

Capital - Sewer

The largest project budgeted to begin in FY 2010 is manhole and main replacement, which is part of the sewer operation's ongoing capital reinvestment program.

A large \$2,400,000 American Recovery Act project was added in June of FY 2009 through a budget amendment, with half of the project cost coming from a state loan.

Sewer Capital	Cost
Manhole and Main Replacement	\$ 850,000
All Other Smaller Projects	50,175
Total Sewer	\$ 900,175

Capital - All Other Uses

This category contains the capital items that did not fit into the previous categories. Most of these are smaller light equipment and technology purchases that are used in general government, parking, items for Engineering Division, and Property & Liability replacement capital.

Other Uses Capital	Cost	
Payroll Time & Attendance System	\$ 310,000	
Property & Liability Replacement Capital	185,000	
Parking Structure and Lot Capital	46,113	
All Other Small Items	186,785	
Total Other Uses	\$ 727,898	

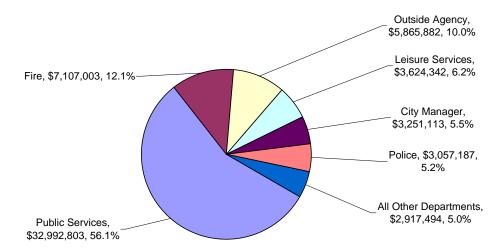
City of Casper Capital FY 2010

Capital by Originating City Department

The Public Services Department is composed of the following funds and cost centers: Water, Sewer, Water Treatment Plant, Wastewater Treatment Plant, Refuse Collection, Balefill, Streets, Traffic, Central Garage, Parks, Cemetery, Buildings and Grounds, Weed & Pest Control, Parks and Engineering. The department also oversees the maintenance of City Hall and other City office space in the City Campus.

Much of the Public Services Department focus is capital construction and maintenance. This is demonstrated by the Public Services Department originating 56.1% of all capital spending for FY 2010. In addition, the Engineering Division either manages or gives technical assistance to many of the larger capital projects for other City departments. An example is the replacement of Fire Station #3, which is currently being designed and developed by both Fire and Engineering staff.

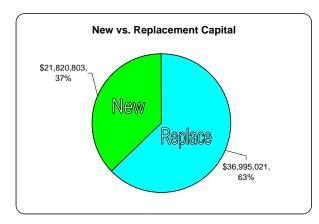
Capital Projects by Originating City Department



City of Casper Capital FY 2010

Capital by Type

New capital items are expansions to the capital inventory. Examples would be the addition of a park, the extension of a street or increasing the number of vehicles in the fleet. Replacement capital maintains or replaces items in the City's current capital inventory. These items may be near the end of their useful life, are antiquated, need repair, or have other factors requiring replacement. Examples of replacement capital would be street resurfacing or reconstruction, a roof on an existing building or replacing an existing vehicle.



New capital items may be of concern from a planning standpoint because they represent a potential service level increase. Some new capital may have no impact or decrease operating expenditures in the short term; however, these items will need to be maintained and replaced at some point in the future. The largest new capital projects that involve any long-term expansion or change in the nature of City services are highlighted in more depth on the following page.

Replacement items, conversely, generally have beneficial or cost-saving effects on the operation by lowering maintenance costs or extending the life of an existing building or road. Also, these items can improve the quality of a service already provided such as is the case with street, sewer, stormwater, and water replacements.

City of Casper	
Capital	
FY 2010	

New Capital Items

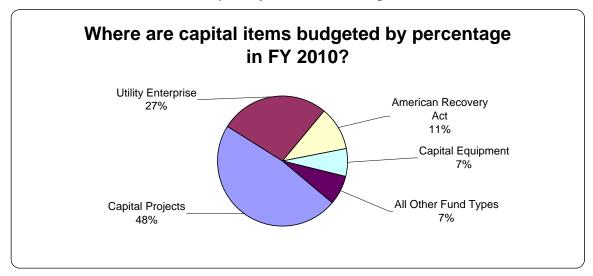
Below is a simplified explanation of the impacts of capital projects planned for FY 2010. For more detailed explanations can be found in the FY 2010 Capital Budget document.

Largest New Capital Projects in Declining Order According to Value:

New Capital	Area	Service Level Impact	Operations Cost Impact
Civic Auditorium (City Portion of Funding Reserved Only)	Outside Agency	<u></u>	↑
Balefill Diversion Building	Balefill	↑	į.
Paradise Drive Water Transmission Main	Water	<u>†</u>	\downarrow
David Street Extension	Street	<u> </u>	↑
Balefill Equipment & Storage Building	Balefill	\leftrightarrow	\downarrow
WYOLINK Police Communication System	PSCC	↑	↑
Raise Sunrise III Water Tank	Water	<u>†</u>	↑
Traffic Signals	Street	<u>†</u>	↑
Rails to Trails Beverly St. Underpass	Street	↑	↑
Platte River Parkway Project	Parks	↑	↑
Waterford Street- Stormwater Oversizing	Stormwater	↑	\leftrightarrow
Payroll Time & Attendance	Administration	\leftrightarrow	\downarrow
Fire Station #2 Addition	Fire	↑	↑
Yard Waste Program Equipment	Refuse Collection	↑	^**
Police Communications System	Police	↑	\leftrightarrow
Biosolids Compost Facility	Balefill	\leftrightarrow	\downarrow
Pheasant Drive & CY Avenue Intersection	Street	↑	↑
Balefill Entrance Road Improve.	Balefill	↑	\leftrightarrow
Raw Water Irrigation Project	Parks	\leftrightarrow	\downarrow
**These new costs are offset by new user revenues opting int	to the new service.		

City of Casper All Funds Expenditure Summary by Use FY 2010

Capital by Location in Budget



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.

As can be seen from the charts on this page, most capital is budgeted either in the Capital Projects Fund, the American Recovery and Reinvestment Act Fund, the Capital Equipment fund, or Enterprise Funds. These funds are used to account for the larger capital items, like streets and water mains. Smaller items, like replacement computers and desks, are budgeted in the cost center that will use that item.

Where are capital items budgeted by \$ amount in FY 2010? Other Enterprise 18,000 Leisure Enterprise 198,251 General Fund 208,285 Internal Service 273,960 Debt Service 362,813 Trust & Agency 385,750 Special Revenue 2,870,000 Capital Equipment 3,977,500 American Recovery Act 6,390,173 Utility Enterprise 15,999,898 Capital Projects 28,131,194 \$5,000,000 \$10,000,000 \$15,000,000 \$20,000,000 \$25,000,000 \$30,000,000

Personnel Summary

City of Casper

All Funds Personnel Summary By Fund

(Full-Time Position Basis)

FY 2010

Fund	FY 2007 Authorized Positions	FY 2008 Authorized Positions	FY 2009 Authorized Positions	FY 2010 Adopted Positions
General Fund				
City Manager	6	5	5	5
City Attorney	6	7	7	7
Municipal Court	7	8	8	8
Finance	21	21	21	21
Human Resources	7	7	7	7
Planning	4	5	5	5
Code Enforcement	11	12	12	12
Metropolitan Planning	2	2	2	2
Police (Includes Overhires)	111	114	118	115
Fire	75	76	76	76
Engineering	13	13	14	14
Traffic	6	6	6	6
Streets	29	29	28	30
Cemetery	3	3	3	3
Parks	20	21	22	22
Fort Caspar	3	4	4	4
·	324	333	338	337
Enterprise Funds				
Water	29	29	31	31
Water Treatment Plant	12	12	10	10
Sewer	7	7	7	7
Wastewater Treatment Plant	15	15	15	15
Refuse Collection	14	15	15	15
Balefill	15	17	18	18
Aquatics	3	3	4	4
Golf Course	5	5	5	5
Ice Arena	3	3	3	3
Recreation Center	9	9	8	8
Hogadon	3	4	4	4
Casper Events Center	14	16	18	18
•	129	135	138	138

City of Casper

All Funds Personnel Summary By Fund cont'd

(Full-Time Position Basis)

FY 2010

Fund	FY 2007 Authorized Positions	FY 2008 Authorized Positions	FY 2009 Authorized Positions	FY 2010 Adopted Positions
Special Revenue Funds			_	
Weed & Pest Control	1	1	2	2
Community Develop. Block	2	2	2	2
Grant Police Grants	-	1	1	1
	3	4	5	5
Internal Services Funds				
Central Garage	16	16	16	14
Information Technology & GIS	12	15	15	15
Buildings & Grounds	12	12	12	12
	40	43	43	41
Trust & Agency Funds				
Metro Animal Control	11	11	11	11
Public Safety Communications	22	22	22	22
Communications	33	33	33	33
	33	55	55	55
Total without City Council	529	548	557	554

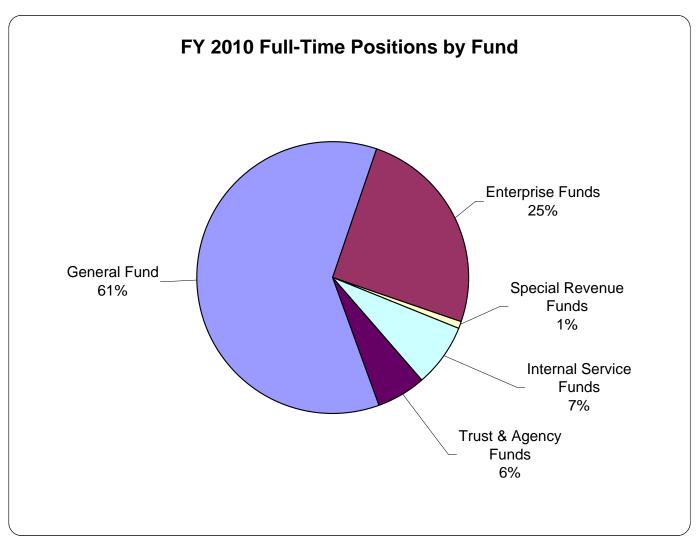
City of Casper All Funds Personnel Summary By Fund

(Full-Time Position Basis) FY 2010

Fund	FY 2008 Authorized Positions	FY 2009 Authorized Positions	FY 2010 Adopted Positions**	Percent of Total City Staffing in FY2009
General Fund	333	338	337	60.83%
Enterprise Funds	135	138	138	24.91%
Special Revenue Funds	4	5	5	0.90%
Internal Service Funds	43	43	41	7.40%
Trust & Agency Funds	33	33	33	5.96%

^{**}FY 2010 Adopted position count includes the new Stormwater positions decribed in the City Manager message

Total without City Council 548 557 554 100.00%

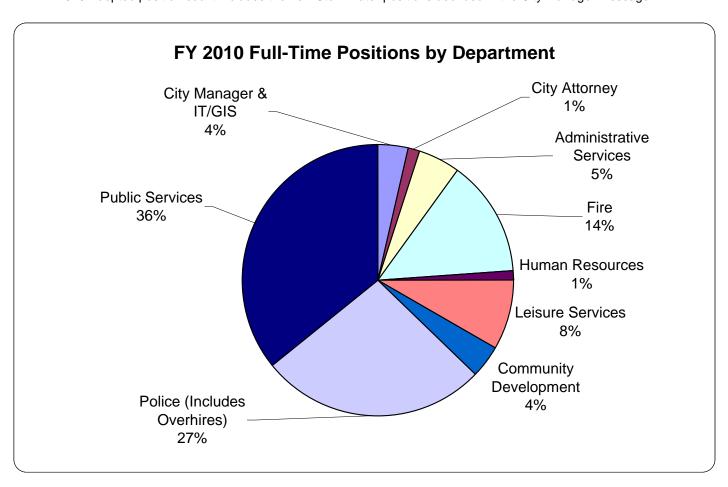


City of Casper All Funds Personnel Summary By Department

(Full-Time Position Basis) FY 2010

Department	FY 2008 Authorized Positions	FY 2009 Authorized Positions	FY 2010 Adopted Positions**	Percent of Total City Staffing in FY2010
City Manager & IT/GIS	20	20	20	3.61%
City Attorney	7	7	7	1.26%
Administrative Services	29	29	29	5.23%
Fire	76	76	76	13.72%
Human Resources	7	7	7	1.26%
Leisure Services	44	46	46	8.30%
Community Development	21	21	21	3.79%
Police (Includes Overhires)	148	152	149	26.90%
Public Services	196	199	199	35.92%
Total without City Council	548	557	554	100.00%

^{**}FY 2010 Adopted position count includes the new Stormwater positions decribed in the City Manager message

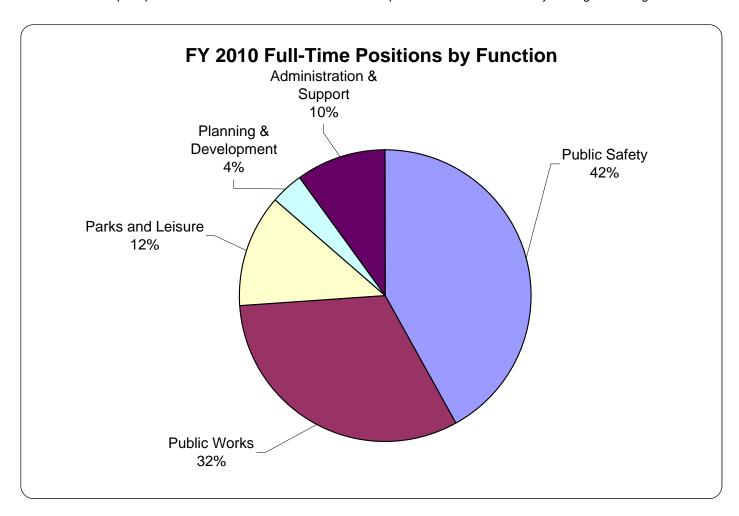


City of Casper All Funds Personnel Summary By Function

(Full-Time Position Basis) FY 2010

Function	FY 2008 Authorized Positions	FY 2009 Authorized Positions	FY 2010 Adopted Positions**	Percent of Total City Staffing in FY2008
Public Safety	232	236	233	42.06%
Public Works	175	177	177	31.95%
Parks and Leisure	65	68	68	12.27%
Planning & Development	21	21	21	3.79%
Administration & Support	55	55	55	9.93%
Total without City Council	548	557	554	100.00%

^{**}FY 2010 Adopted position count includes the new Stormwater positions decribed in the City Manager message



Fund Reserves & City Debt Summary

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 2010

The following funds' reserve balances are anticipated to increase or decline by more than 10% during FY 2010:

- Capital Funds
 - o Capital Projects (-85.35%)
 - o Capital Equipment (-56.65%)
- Water (-32.71%)
- ➤ Wastewater Treatment Plant (-37.23%)
- ➤ LifeSteps Campus (+309.20%)
- > Revolving Land Fund (-95.25%)
- Community Development Block Grant (-29.28%)
- Special Assessments (-25.21%)
- Perpetual Care (-100%)
- > ALL FUNDS (-23.07%)

Capital Funds

For the three capital funds including capital projects, capital equipment, and 1% #13, the reserves balance will decrease by a total of \$16,399,648. This decrease is mainly due to rebudgeting of expenditures for already funded capital projects from FY 2009 and the spending of reserves for new capital projects. The capital funds tend to fluctuate to reflect the scheduling of major capital projects. The ending reserve levels maintain a reserve in each capital fund sufficient for scheduled capital projects that are planned in the capital improvement plan for the future. A major item that will not be expended in FY 2010 but has been

removed from available reserves is the \$5,500,000 funding reserved specifically for the Civic Auditorium project.

Water Fund and Wastewater Treatment Plant Fund

The Water Fund and the Wastewater Treatment Plant 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 for both funds.

LifeSteps Campus

This fund's revenues are budgeted to exceed expenditures due to lower capital needs in FY 2010. While the percentage change in reserves is large, the actual dollar increase of \$5,043 is not significant to the fund.

Revolving Land Fund

Each year, \$2 million of the reserve balance of this fund is budgeted for land purchases to facilitate redevelopment in specified areas. No specific purchases are planned for FY 2010.

Community Development Block Grant (CDBG)

As a grant reimbursed fund, the CDBG Fund does not traditionally hold large reserves. These reserves are the result of donations or other non-grant sources of funds. Small changes is dollar amounts lead to large percentage increases in the reserves held in this fund. The actual dollar decrease of \$2,340 is not significant to this fund.

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.

ALL FUNDS

The City will use \$22,728,855 from the reserves of all funds in FY 2010. This 23.07% 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. Any capital projects not completed during FY 2009 were added to reserves of those funds and rebudgeted for FY 2010. The decrease in reserves is not due to using reserves to fund operations, and the City's balance between operational revenues and expenditures is healthy.

City of Casper

Projected Ending Reserves

(Budget Basis) FY 2010

<u>Fund</u>	Jı	June 30, 2009 Projected				FY 2010 Adopted Expenditures**		ıne 30, 2010 Projected	Projected % Change in Reserves During FY 2010
General Fund	\$	24,187,892	\$	46,954,765	\$	46,574,333	\$	24,568,324	1.57%
Capital Funds									
Capital Projects Fund		18,140,062		12,741,456		28,224,002		2,657,516	-85.35%
Capital Equipment		3,648,945		1,915,500		3,982,500		1,581,945	-56.65%
Optional One Cent #13 Sales Tax		17,261,188		16,913,004		15,763,104		18,411,088	6.66%
Enterprise Funds									
Water		6,995,030		15,325,953		17,613,686		4,707,297	-32.71%
Water Treatment Plant		(46,016)		2,565,396		2,565,396		(46,016)	
Sewer		3,363,631		4,516,246		4,576,181		3,303,696	-1.78%
Wastewater Treatment Plant		5,057,639		3,343,471		5,226,246		3,174,864	-37.23%
Refuse Collection		2,072,925		4,778,412		4,750,787		2,100,550	1.33%
Balefill		4,477,230		8,078,204		7,904,907		4,650,527	3.87%
Aquatics		11,684		1,041,803		1,041,803		11,684	0.00%
Golf Course		464,441		1,094,898		1,094,910		464,429	0.00%
Ice Arena		67,911		505,115		505,115		67,911	0.00%
Casper Recreation Center		135,132		1,188,283		1,188,283		135,132	0.00%
Hogadon		429,891		872,680		869,128		433,443	0.83%
Casper Events Center		90,244		3,249,704		3,249,704		90,244	0.00%
Parking Lots		498,169		31,610		36,516		493,263	-0.98%
LifeSteps Campus	\$	1,631	\$	237,108	\$	232,065	\$	6,674	309.20%

^{**} FY 2010 Adopted Expenditures adjusted for depreciation and other non-cash expenses.

City of Casper

Projected Ending Reserves

(Budget Basis) FY 2010

Fund	ne 30, 2009 Projected	FY 2010 Adopted Revenues	Ex	FY 2010 Adopted openditures**	ıne 30, 2010 Projected	Projected % Change in Reserves During FY 2010
Special Revenue Funds						
Weed & Pest Control	\$ 258,823	\$ 500,000	\$	499,315	\$ 259,508	0.26%
Redevelopment Loan Fund	257,891	255,888		250,466	263,313	2.10%
Transit Services	(152,547)	1,157,439		1,157,439	(152,547)	
Police Grants	98,796	1,151,536		1,151,536	98,796	0.00%
Special Fire Assistance	110,879	95,000		95,000	110,879	0.00%
Revolving Land Fund	2,108,282	35,000		2,001,000	142,282	-93.25%
Community Development Block Grant	7,992	725,840		728,180	5,652	
Debt Services Funds						
Special Assessments	1,369,527	18,500		363,813	1,024,214	-25.21%
Internal Services Funds						
Central Garage	492,854	3,531,090		3,546,885	477,059	-3.20%
City Hall	50,754	397,250		397,250	50,754	0.00%
Information Technology & GIS	49,360	1,370,161		1,370,161	49,360	0.00%
Buildings & Grounds	112,586	1,144,354		1,155,141	101,799	-9.58%
Property & Liability Insurance	224,790	845,525		845,525	224,790	0.00%
Trust & Agency Funds						
Perpetual Care	153,555	2,698,875		2,102,430	-	-100.00%
Metro Animal Control	257,104	916,464		904,314	269,254	4.73%
Public Safety Communications	1,394,973	2,213,187		2,248,720	1,359,440	-2.55%
Health Insurance	\$ 4,806,961	\$ 8,359,914	\$	8,532,645	\$ 4,634,230	-3.59%
Total - All Funds	98,460,209	150,769,631		172,748,486	75,731,353	-23.08%

^{**} FY 2010 Adopted Expenditures adjusted for depreciation and other non-cash expenses.

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

			nmental vities			Busir	ne:	ss-Type Ac	tiv	ities			
	Genera	al		Revenue									
Fiscal	Bonde	d	Capital	Refunding			١	Naste Water			G	olf Course	Total Primary
Year	Debt		Leases	Bonds	٧	Vater Fund		Treatment		Balefill		Fund	Government
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	-		2,274,167		127,738		-		519,931	2,979,735
2004		-	45,507	-		3,036,832		325,767		-		514,723	3,922,829
2005		-	32,412	-		4,601,870		476,017		-		509,306	5,619,605
2006		-	18,481	-		6,930,584		1,401,017		-		503,673	8,853,755
2007		-	-	-		7,952,944		5,995,891		-		497,814	14,446,649
2008		-	-	-		8,661,925		10,500,000		2,189,530		491,721	21,843,176
2009	\$	-	\$ -	\$ -	\$	8,331,844	\$	10,088,955	\$	2,106,137	\$	485,384	\$21,012,320

City of Casper Outstanding Debt and Liability Activity During FY 2009 and for FY 2010 FY 2010

OUTSTANDING DEBTS

	Balance 6/30/2008	,	Additions	F	Reductions	Balance 6/30/2009	During FY 2010 Principal & Interest Due Within One Year
Waste Water							
Treatment	10,500,000		-		411,045	10,088,955	673,545
Water Fund	8,661,925		-		330,081	8,331,844	615,545
Balefill Fund	2,189,530		-		83,393	2,106,137	140,172
Golf Course Fund	491,721		-		6,337	\$ 485,384	26,006
Total	\$ 21.843.176	\$	_	\$	830.856	\$ 21.012.320	\$ 1.455.268

If related projects have not been completed, repayment schedules are estimated based on the best available information

OTHER POTENTIAL LONG-TERM LIABILITIES

		Balance 6/30/2009
Balefill Post-Closure Liability		7,640,124
Other Post-Employment Benefits Liabilit (Unfunded Actuarial Accrued Liability)	у	17,854,512
Total	\$	25,494,636

City of Casper General Obligation Legal Debt Margin Information FY 2010

	Fiscal Year									
Accessed Valueties in the		2005		2006		2007		2008	2009	
Assessed Valuation in the City of Casper Growth From Previous Year Debt Limit for General Obligation Bonds (4% of		260,056,731 12.57%		317,876,697 22.23%		374,514,984 17.82%		425,829,689 13.70%		441,668,889 3.72%
assessed valuation)	\$	10,402,269	\$	12,715,068	\$	14,980,599	\$	17,033,188	\$	17,666,756
Debt Limit for Sewer Bonds (4% of assessed valuation)	\$	10,402,269	\$	12,715,068	\$	14,980,599	\$	17,033,188	\$	17,666,756
General Obligation Debt Applicable To Limit Repayment of General Obligation Debt Applicable to		-		-		-		-		-
Limits		-		-		-		-		
General Obligation Debt Applicable to Limits		-		-		-		-		-
Sewer Debt Applicable to Limits Less Amount Set Aside for		-		-		-		-		-
Repayment of Debts Sewer Debt Applicable to Limits		-		-		-		-		-
General Obligation and Sewer Debt Applicable to Limits	\$	-	\$	-	\$	-	\$	-	\$	-
General Obligation Legal Debt Margin		10,402,269		12,715,068		14,980,599		17,033,188		17,666,756
Sewer Legal Debt Margin		10,402,269		12,715,068		14,980,599		17,033,188		17,666,756
Overall Legal Debt Margin		20,804,538		25,430,136		29,961,198		34,066,375		35,333,511
Total Net Debt Applicable to Limit as Percentage of Debt Limit		0%		0%		0%		0%		0%

Note: Water bonds and debt have no statutory debt limitations.



Performance Summary

Citizen Survey
ICMA Performance Measures

- City parks (79%) and the mowing and trimming along City streets and public areas (74%). Residents were least satisfied with the maintenance of potholes and cracks in City streets (28%).
- Water and Sewer Services. The highest levels of satisfaction with water and sewer services, based upon the combined percentage of "very satisfied" and "satisfied" responses of residents who had an opinion, were the readability of the water bill (84%), the water pressure in homes (84%), and the clarity and taste of the tap water in your home (72%).
- Codes and Ordinances. Residents were given three response options this year; Just About Right, Not Aggressive Enough, and Too Aggressive. The highest levels of satisfaction with the enforcement of City codes and ordinances, based upon the "Just About Right" responses of residents who had an opinion, were the enforcing of sign regulations (70%), enforcing animal control laws (70%), and the enforcing of traffic laws and speed limits (67%). Residents were asked which of the Codes and Ordinances issues needed more enforcement in their neighborhood and the highest response was enforcing the clean up of litter and junk.
- **Public Safety.** The highest levels of satisfaction with Public Safety Services based upon the combined percentage of "very satisfied" and "satisfied" responses of residents *who had an opinion*, were how quickly the fire department responds to emergencies (96%), the fire department's response to medical emergencies (96%), and the fire department's response to fires (96%).
- Communication. The highest levels of satisfaction with City communication, based upon the combined percentage of "very satisfied" and "satisfied" responses of residents who had an opinion, were with the availability of information about City services and programs (71%) and the opportunity to participate in City decision making (65%).
- Parks and Recreation. This year, attendance at several recreation destinations in the Casper area, was asked. Also asked was the likelihood that residents would recommend the destination to their friends. The destination highest in attendance was the Casper Events Center, and it was also highest in recommendation. Fourth highest in attendance but second in recommendation, was the Fort Casper Museum.

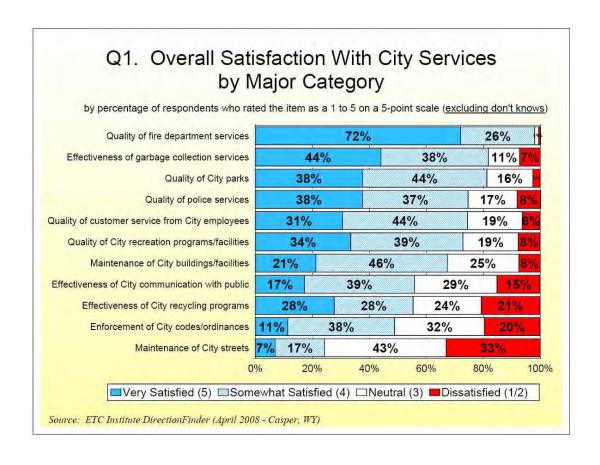
Other

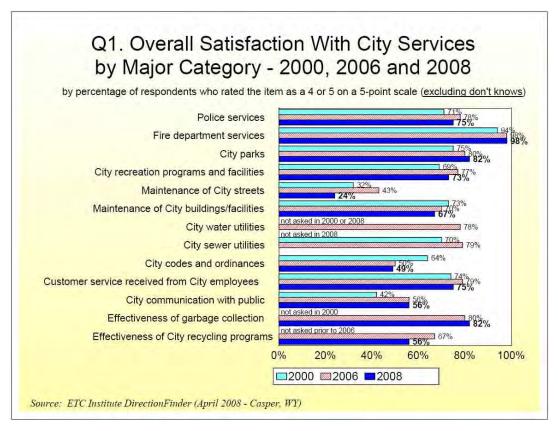
- 24% of those surveyed, paid their cable, gas, or phone bills on-line.
- 34% of residents had been to the City's website in the last 12 months, and of those, 75% rated it as "Excellent" or "Good".
- 81% of those surveyed feel safe walking alone in their neighborhoods.
- 58% of those surveyed felt the City should invest in programs that would reduce its reliance on fossil fuels, even if the investment would not reduce the amount of money it spends on energy.
- Residents most often currently recycle newspaper (60%), aluminum cans (49%), and cardboard (43%).
- 61% of those surveyed would pay at least \$1 to \$5 additional each month on their utility bill to allow for plastics recycling.

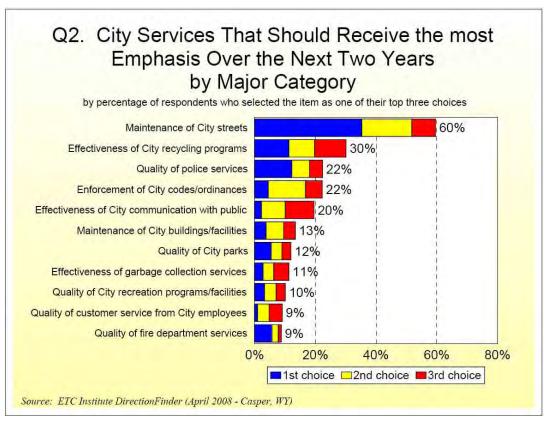
- 75% of those surveyed currently use the City's recycling depots.
- 55% of those surveyed would pay at least \$1 to \$5 additional each month to provide curbside recycling.
- 75% of those surveyed support the continuation of an optional 1% sales tax to fund local government services and infrastructure.

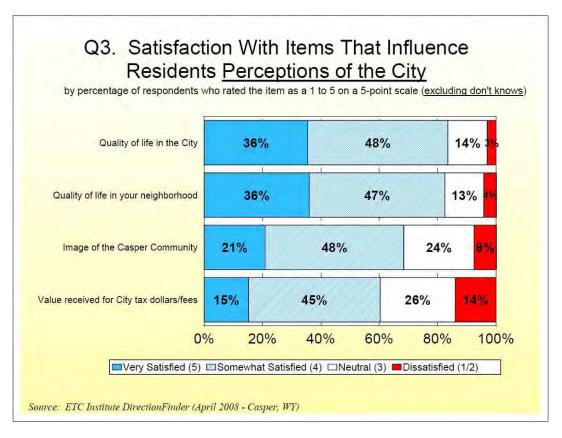
The complete City of Casper 2008 DirectionFinder® Survey is available at the City of Casper website www.casperwy.gov

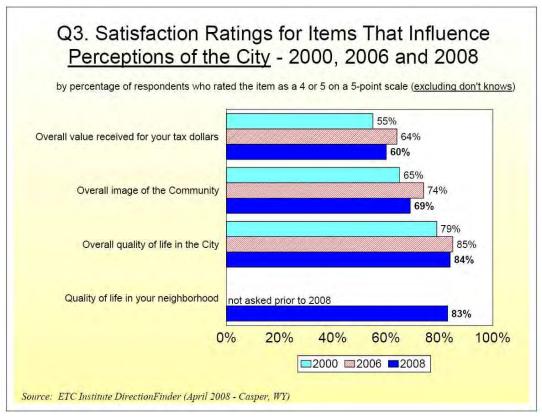
The survey is conducted every two years, and will next be conducted in 2010.

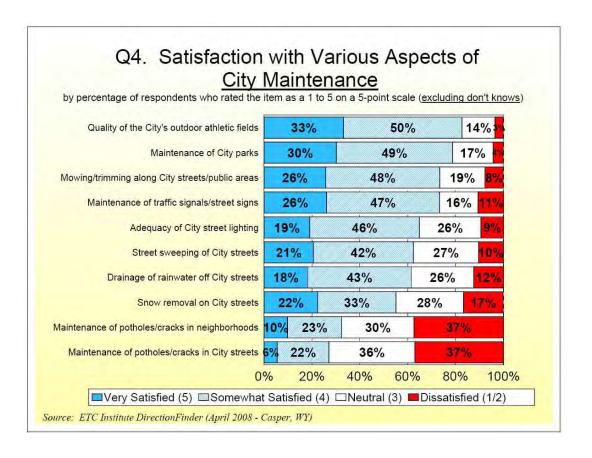












Year 2008 Benchmarking Summary Report Overview

ETC Institute's *DirectionFinder* program was originally developed in 1999 to help community leaders across the United States use statistically valid community survey data as a tool for making better decisions. Since November of 1999, the survey has been administered in more than 100 cities in 24 states. This report contains benchmarking data for communities where the survey was administered between April 2004 and April 2008. The communities represented in this report include:

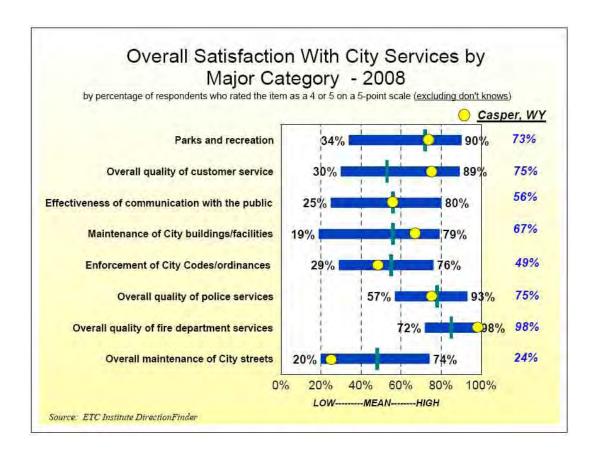
- Auburn, Alabama
- Blue Springs, Missouri
- Bridgeport, Connecticut
- Burbank, California
- Fort Worth, Texas
- Delk County, Georgia
- Mesa. Arizona
- Independence, Missouri
- Johnson County, Kansas
- Casper, Wyoming
- Kansas City, Missouri

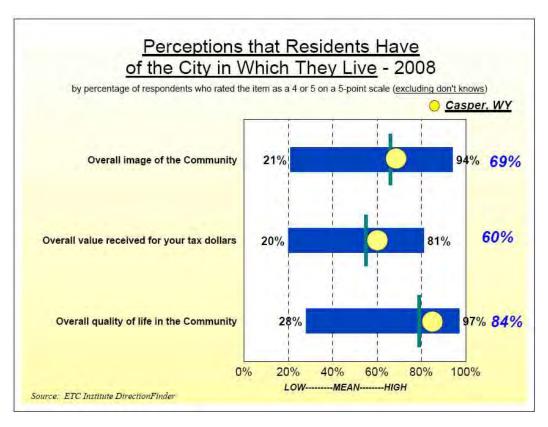
- Indianapolis, Indiana
- Denver, Colorado
- Lee's Summit, Missouri
- Lenexa, Kansas
- Tulsa, Oklahoma
- Wichita, Kansas
- Naperville, Illinois
- Olathe, Kansas
- Peoria, Arizona
- Palm Desert, California
- Platte City, Missouri

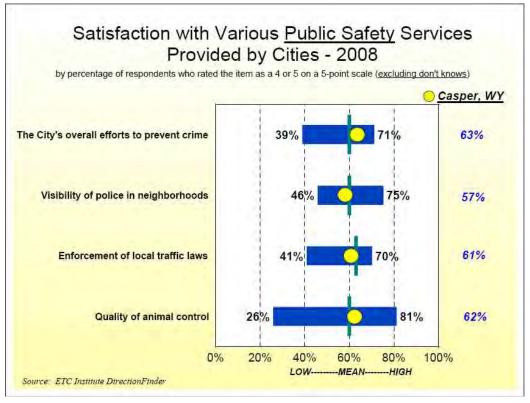
- Des Moines, Iowa
- Overland Park, Kansas
- Kansas City, Kansas
- Oklahoma City, Oklahoma

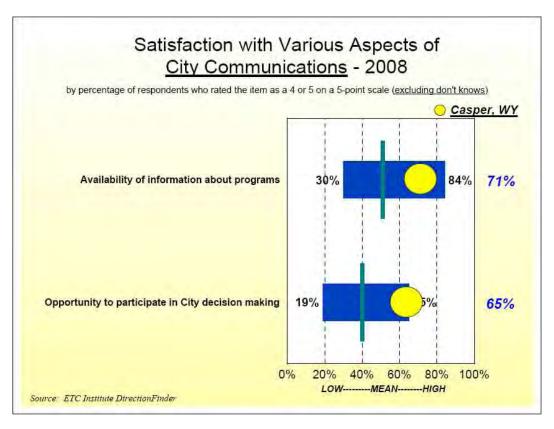
- San Antonio, Texas
- Shoreline, WA
- Tamarac, Florida

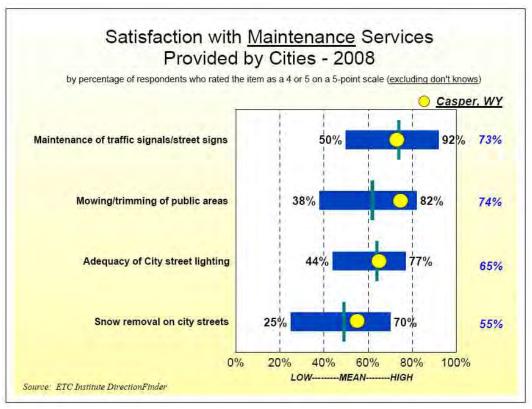
The charts on the following pages show the range of satisfaction among residents in the communities where the survey has been administered. The charts show the highest, lowest, and average (mean) levels of satisfaction for nearly several areas of municipal service delivery. The actual ratings for Casper are listed to the right of each chart. The dot on each bar shows how the results for Casper compare to the other communities that were surveyed.











CASPER 2008-2009 CITIZEN SURVEY

Executive Summary Report

Overview and Methodology

During the spring of 2008, ETC Institute administered a *DirectionFinder®* Survey for the City of Casper to assess citizen satisfaction with the delivery of major city services and to help determine priorities for the community as part of the City's ongoing planning process.

The survey was six (6) pages long and took the average person 10-15 minutes to complete. It was administered by phone to a random sample of 400 residents during April of 2008. The overall results of the survey have a precision of at least +/-5.0% at the 95% level of confidence.

Interpretation of "Don't Know" Responses. The percentage of persons who gave "don't know" responses is important because it often reflects the level of utilization of City services. For graphing purposes, the percentage of "don't know" responses has been excluded to facilitate valid comparisons with other communities. The percentage of "don't know" responses for each question is provided in the Tabular Data Section of this report. When the "don't know" responses have been excluded, the text of this report will indicate that the responses have been excluded with the phrase "who had an opinion."

Major Findings

- Residents were generally satisfied with the overall quality of services provided by the City of Casper. Most of the residents surveyed who had an opinion were satisfied with the quality of fire department services (98%), the effectiveness of garbage collection services (82%), and the quality of City parks, (82%). Residents were least satisfied with the maintenance of City streets (24%).
- Services that residents thought should receive the most emphasis from the City. The three major services that residents thought were the most important for the City to emphasize over the next two years were: (1) maintenance of City streets, (2) the effectiveness of City recycling programs, and (3) the quality of police services.
- The majority of residents were satisfied with the quality of life in Casper. Eighty-four percent (84%) of those surveyed who had an opinion indicated that they were satisfied with the quality of life in Casper; 14% gave neutral responses, and less than 3% were dissatisfied. (Total exceeds 100% due to rounding)
- **City Maintenance**. The highest levels of satisfaction with City maintenance services, based upon the combined percentage of "very satisfied" and "satisfied" responses of residents *who had an opinion*, were the quality of the City's outdoor athletic fields (83%), the maintenance of

ICMA Performance Management Summary

FY 2006 - 2008

A guide to using the FY 2006-2008 Casper ICMA Performance Management Section

The City of Casper has been participating in the International City/County Management Association (ICMA) Center for Performance Measurement (CPM) performance management initiative since FY 2004. To ensure relevancy to the budget, only the three most recent years of available data are used in this report.

The following is a summary snapshot of important measures from the City of Casper's performance management program. It is intended to give quick insight into the performance of the City operation using a color coded system. This section but is a much abbreviated version of the total amount of data available through the ICMA CPM survey. FY 2008 data is used for this report because the ICMA data collection process occurs after the fiscal year is completed, with FY 2009 data not yet available at the time of budget creation.

While the ICMA data is comprehensive for the areas covered, many areas are not covered, such as water utilities among others. The City is currently building an internal performance measurement system built around core measures for each cost center that will be completed and deployed during FY 2010. Some of these will be made into real-time dashboards on the City's intranet site. These measures will be used to supplement ICMA-CPM data for next year's FY 2011 budget document.

City of Casper Performance Information compared to the ICMA Center for Performance Measurement Group

The trend and measures are compared to the desired trend and assigned a color corresponsing to the following legend

Excellent Good Warning or Of Concern Poor



ICMA Medians are shown only on standardized measures to avoid comparison between dissimiliar size cities. For measures that are not standardized, ICMA medians will be shown as Not Applicable.

General Demographics	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
Population	51,738	52,089	53,003	Slowly Increasing	Slowly Increasing	Not Applicable
Square miles of jurisdiction	25.7	25.87	25.88	Slowly Increasing	Slowly Increasing	Not Applicable
Population density	2,013.9	2013.49	2048.02	Slightly increasing	Stable or increasing due to infill	2101
Median household income	\$49,519	\$45,833	\$43,807	Decreasing	Increasing	\$51,760
Average household income	\$55,249	\$57,739	\$68,571	Increasing	Increasing	\$64,494
Per capita income	\$23,132	\$23,945	\$28,047	Increasing	Increasing	\$25,724
Percentage of individuals below poverty level	9.4%	10.5%	9.4%	Stable	Decreasing	9.9%
Percentage of families below poverty level	9.2%	7.2%	6.8%	Decreasing	Decreasing	7.0%
Unemployment rate	3.4%	2.6%	2.7%	Slightly Decreasing	Stable	3.9%
Total General Fund operating expenditures (in millions of \$)	\$34.60	\$33.58	\$35.19	Slightly Increasing	Slightly Increasing Not to exceed revenue growth	Not Applicable
Total General Fund operating expenditures per capita	\$669	\$645	\$633	0 ,	Stable or decreasing due to greater efficiency (unless new programs and services are added)	\$676

Police	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
UCR Part I violent crimes reported per 1,000 population	2.7	2.7	2.92	Increasing but below ICMA median	Decreasing	3.0
UCR Part I property crimes reported per 1,000 population	51.7	50.9	46.9	Decreasing	Decreasing	31.6
UCR Part I violent and property crimes reported per 1,000	54.4	53.6	49.8	Decreasing	Decreasing	36.1
Juvenile arrests for UCR Part I crimes as percentage of total arrests for UCR Part I crimes	46%	46%	35%	Decreasing	Decreasing	23%
Percentage of UCR Part I violent and property crimes cleared	19.6%	22.4%	28.7%	Increasing and above ICMA median	Increasing	22.4%
Percentage of UCR Part I violent crimes cleared	52.5%	62.9%	60.6%	Increasing and above ICMA median	Increasing	54.5%
Percentage of UCR Part I property crimes cleared	17.9%	20.3%	26.7%	Increasing	Increasing	18.8%
Juvenile arrests for Part II Drug Abuse Offenses as a percentage of total arrests for UCR Part II Drug Offenses	31.6%	51.9%	33.7%	No Clear trend	Decreasing	11.1%
DUI Arrests	396	532	614		Decreasing due to deterrence & prevention	Not Applicable
Fatal traffic accidents per 1,000 population	0.04	0.08	0.04	No clear trend but below ICMA median	Decreasing	0.05
Injury producing traffic accidents per 1,000 population	6.17	5.72	6.07	Stable	Decreasing	5.03
Moving violation citations issued (excluding DUIs)	6563	6215	8188	No Target	No Target	Not Applicable

Fire and EMS	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
Residential structure fire incidents per 1,000 residential structures	4.64	2.39	1.78	Lower than Median and Decreasing. Need to maintain.	Decreasing	2.5
One or two family residential structure fire incidents: Confined to room of origin	33%	61%	78%	Better than median and Increasing	Increasing. Goal is 100%	61%
One or two family residential structure fire incidents: Confined to room or structure of origin (Combined) Casper created measure	66%	100%	89%	3 yr trend is improving. Maintain progress.	100% is the desired target	Not available
Total combined commercial and industrial fire incidents per 1,000 commercial and industrial structures	9.7	3.9	8.6	Lower than median	Lower than median	8.8
Fire incidents involving structures	94	48	43	Decreasing	Decreasing	Not applicable
Total fire incidents (structure and non-structure)	280	166	158	Decreasing	Decreasing	Not applicable
Total structure fire incidents per 1,000 structures	5.0	2.5	2.23	Lower than median and decreasing	Decreasing	3.5
Total fire incidents (structure and non-structure) per 1,000 population	5.41	3.19	2.98	Lower than median and decreasing	Decreasing	3.22
Total non-fire incidents requiring a response	4,427	5,404	5,012	Stable	Stable or decreasing	Not applicable
Total fire and non-fire incidents per 10,000 population	910	1069	975	Stable but above median	Stable or decreasing	829
False alarms and good intent calls as a percentage of total fire incidents, non-fire incidents, and false alarms	New for FY 2007	10.2%	11.9%	Increasing but below median	Stable or decreasing	19.0%
Percentage of commercial and industrial structures inspected	100%	108%	123%	Above 100% is possible with multiple inspections.	100%	63%
				ected more than	once in year	
Percentage of residential, commercial and industrial structures inspected	7.7%	8.5%	9.2%	Increasing	Increasing	4.4%

Streets and Traffic	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
Road rehabilitation expenditures per paved lane mile	\$1,826	\$2,044	\$2,206	Increasing	Stable	\$2,606
Road rehabiliation expenditures per capita for paved lane miles	\$31.91	\$35.61	38.96	Increasing	Stable	\$25.54
Number of linear miles swept by street sweepers	12,697	14,615	18,784	Increasing	Increasing	Not Applicable
Street sweeping expenditures per linear mile swept	\$32.92	\$23.02	25.07	Decreasing	Stable below 5yr average of \$27	
Number of lane miles treated per hour paid for snow and ice control	2.42	2.07	2.93	Increasing	Stable	Not Available
Average response time in working days to complete traffic signal repair	0.25	0.25	0.25	Stable	Stable	1.0
Average response time in working days to complete traffic signal replacement	1	1	1	Stable	Stable	1

Leisure Services	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
Total number of participants in all aquatics programs for the FY (Lessons, open swim, teams, etc)	158,111	156,645	256,447	Increasing	Increasing	Not Applicable
Percent of lesson programs (including camps) filled to capacity)	10%	10%	14%	Increasing	Increasing	30%
Number of 9-hole rounds of golf played at courses operated by your jurisdiction during reporting period	48,790	46,587	40,968	Decreasing	Increasing	Not Applicable
Percentage of swimming pool expenditures recovered through user fees and charges	51%	42%	37%	Decreasing	Increasing	
Net annual operating income (no utilities) for recreation activities (including specialized facilities) (excluding parks)	-\$403,747	-\$826,208	-\$243,554	Increasing	Increasing. Target is zero or greater.	
Net annual operating income (including utilities) for recreation activities (including specialized facilities) (excluding parks)	-\$1,135,238	-\$1,712,102	-\$1,057,537	Increasing	Increasing. Target is zero or greater.	Not Applicable

Refuse and Recycling	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
Number of residential refuse accounts	16637	16825	17035	Increasing	Increasing	Not Applicable
Number of non-residential accounts (classified as commercial in Casper)	942	1035	956	Increasing but drop from 2007 to 2008	Increasing	Not Applicable
Total number of refuse collection accounts served by jurisdiction	17579	17860	17991	Increasing	Increasing	Not Applicable
Average number of accounts served by one collection vehicle per on-route hour (residential accounts)	124	98.5	121.22	Slightly below median	Above median	124
Average number of accounts served by one collection vehicle per on-route hour (non-residential accounts)	19	16.16	17.15	Above median	Above median	16
Tons of refuse collected from residential and non-residential accounts				Increasing at 2.3% (five year trend). Drop from 2007 to 2008. Exceeds growth rate in # of accounts.	Stable or decreasin due to diversion	Not
Average tons collected per account	27193	30695	30578	Stable	Stable or decreasing due to diversion	Applicable
Total tons of refuse disposed	27,093	30,695	30,578	Increasing	Stable for Casper. Increasing due to regionalization.	Not Applicable
Average tipping fee per ton	\$38	\$38	\$42	Covers operating cost and some capital	Covers operating cost and capital	\$31
Operating and maintenance expenditures for refuse collection and disposal per account		\$144.14	\$140.95	Increasing	Stable	\$120.38
Tons of yard waste composted	2236	1939	3228	Increasing	Increasing	Not Applicable
Number of central drop-off locations	7	7	9	Increasing	Increasing	Not Applicable

Parks	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
Developed park acres per 1,000 population		8.24	9.29	Increasing	Stable or Increasing	6.99
Total park acreage per 1,000 population		26.26	24.64	High versus median	Stable or increasing	14.62
Percentage of park acreage that is developed		31%	38%	Increasing due to additional developed parks and sale of undeveloped	No target.	00.70/
Total miles of bike, walking, and hiking trails		22.91	24.10	Increasing	Increasing	66.7% Not Applicable
Estimated number of trees for which jurisdiction is responsible for	,	12,578	13,300	Steadily increasing	Increasing	Not Applicable
Estimated number of trees that received maintenance during fiscal year		1,500	2,100	Steadily increasing	Increasing	Not Applicable
Number of trees pruned during fiscal year		350	575	Steadily increasing	Increasing	Not Applicable
Estimated percentage of trees pruned during fiscal year		2.78%	4.32%	Steadily increasing but below median	Increasing	6.33%
Utility expenditures	\$445,852	\$574,320	\$522,850	Variable.	Stable or decreasing	Not Applicable
Parks expenditures per acre- general maintenance plus utilities		\$1,838	\$1,971	Increasing	Stable	\$1,648
Total Parks expenditures per capita				Increasing	Stable	
	\$37	\$48	\$49			\$26
Percentage of total Parks and Recreation expenditures related to Parks		29%	29%	Stable	No Target	38%

Human Resources	Casper FY 2006	Casper FY 2007	Casper FY 2008		Desired Trend	ICMA 2007 median
Turnover rates among Full-Time permanent employees	6.0%	7.8%	11.0%	Increasing	Decreasing	6.9%
Turnover rates among Full-Time permanent public safety employees	7.1%	7.5%	8.8%	Increasing	Decreasing	4.8%
Sick leave hours used per 1,000 scheduled work hours- All City full-time employees	36.0	53.3	40.2	Decreasing	Decreasing	30.0
Sick leave hours used per 1,000 scheduled work hours- Public Safety employees	33.4	56.7	46.9	Variable	Decreasing	31.7
Centralized Human Resources FTEs per 100 total Jurisdiction FTEs	0.71	0.73	0.69	Stable	Stable	0.77
Number of Jursidiction Employees at end of reporting period	1116	1155	1169	Slightly Increasing	Slightly Increasing	Not Applicable
Employee Benefits as a percentage of total salary and wages (excluding overtime)	32%	34.6%	31.5%	Stable	Stable	34.6%
Number of job classifications	203	206	220	Slightly Increasing	Stable	186
% of salary and benefit expenditures that were overtime	4.33%	5.64%	4.32%	Stable	Stable	3.39%
Total jursidiction FTEs per 1,000 population	0.0	0.0	0.0	Increasing	Stable	9.5
Benefit Expenditures per jurisidiction FTE	\$12,227	\$12,769	\$13,136	Average Increase of 3.65%	Increase below inflation	\$15,810

Risk Management	Casper FY 2006	Casper FY 2007	Casper FY 2008	Three Year Trend	Desired Trend	ICMA 2007 median
Property risk- total gross expenditures for property loss, premiums, and other expenditures	\$1,099,560	\$335,385	\$405,793	Stable	Stable	Not Applicable
Total property loss, premiums, and other expenditures per \$1,000 of valuation of all property at risk	\$6.90	\$1.98	\$1.95	Stable	Stable or Decreasing	\$2.07
Total property loss, premiums, and other expenditures per \$1,000 of valuation of all property insured	\$6.90	\$1.98	\$1.96	Stable	Stable or Decreasing	\$2.07
Workers Compensation risk- total expenditures for workers comp liability	\$1,035,128	\$809,770	\$798,282	Steady decline for three years in a row	Decreasing	Not Applicable
Expenditures for workers comp liability per employee at end of reporting period	\$928	\$701	\$683	Decreasing	Decreasing	Not Available
Total cost of risk- Sum of all types for Casper	\$3,289,936	\$1,711,823	\$1,409,440	Decreasing but variable	Decreasing	Not Applicable
Total cost of risk per capita	\$64	\$33	\$24	Decreasing	Decreasing.	\$19
Traffic accidents per 100,000 miles driven Law Enforcement vehicles-	4.0	2.1	1.9	Steady decline for three years in a row	Decreasing	0.8
Traffic accidents per 100,000 miles driven all City vehicles including police and fire	1.6	1.7	1.0	Decreasing	Decreasing. Target is 1 or lower.	1.0
Actual # of traffic accidents in Casper- all City vehicles including police and fire	45	58	38	Decreasing but variable	Decreasing	Not Applicable
Number of workers' comp claims per 100 FTEs	12	20	10	Decreasing	Decreasing	11.4
Number of workers' comp claims	76	129	67	Decreasing	Decreasing	Not Applicable
Expenditures for workers' comp per \$100 of total jurisdiction salaries and benefits	\$3.25	\$2.34	\$2.02	Steady decline for three years in a row	Decreasing	\$2.59
Workers Comp- Total # of days lost to injury	111	418	265	Variable no clear trend	Decreasing	Not Applicable

General Fund

General Fund Revenue

City Council

City Manager

City Attorney

Municipal Court

Finance

Health, Social, and Community Services

Planning

Code Enforcement

Metropolitan Planning Organization (MPO)

Police

Fire-EMS

Engineering

Streets

Traffic

Cemetery

Parks

Fort Caspar Museum

Transfers Out

General Fund

	General Fund	d Budget Sumi	mary			
	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲	% of FY 2010 Budget
Revenues						
Taxes	\$39,066,925	\$42,244,063	\$41,980,777	\$40,109,802	-5%	85%
Licenses & Permits	1,244,938	1,132,000	919,759	873,000	-23%	2%
Intergovernmental	266,692	480,098	463,491	453,371	-6%	1%
Charges for Service	2,088,747	2,425,779	2,341,629	2,322,734	-4%	5%
Fines & Forfeitures	1,548,337	1,597,000	1,631,500	1,931,500	21%	4%
Miscellaneous	1,695,005	1,251,498	1,302,421	1,041,030	-17%	2%
Transfers In	161,454	225,192	225,192	223,328	-1%	0%
Total Revenues	\$46,072,098	\$49,355,630	\$48,864,769	\$46,954,765	-5%	100%
Expenditures						
Personnel	\$23,699,016	\$26,789,476	\$26,001,117	\$27,673,737	3%	59%
Contractual Services	6,050,671	6,838,509	6,665,130	6,599,305	-3%	14%
Materials & Supplies	1,615,736	1,698,936	1,894,513	1,761,147	4%	4%
Other	2,613,291	4,045,536	2,814,400	2,746,780	-32%	6%
Capital	169,356	292,095	265,869	208,285	-29%	0%
Transfers Out	13,265,191	14,465,168	13,500,096	7,585,079	-48%	16%
Total Expenditures	\$47,413,261	\$54,129,720	\$51,141,125	\$46,574,333	-14%	100%
Net All General Fund	\$ (1,341,163)	\$ (4,774,090)	\$ (2,276,356)	\$ 380,432	-108%	

General Fund Summary

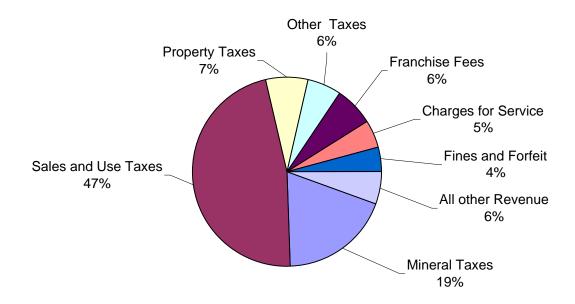
General Fund Summary (Budget Basis) FY 2010

Revenues	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Mineral Taxes					
Severance	\$ 2,261,254 \$	2,103,970 \$	2,103,970	\$ 2,103,970	0%
Royalties	2,081,056	2,081,560	2,081,560	2,081,560	0%
State Supplemental	1,780,985	-	-	-	0%
Above-The -Cap	3,516,445	5,244,002	5,244,002	4,719,602	-10%
Natrona County Consensus	-	1,400,000	1,400,000	-	-100%
Sales & Use Tax					
General	19,962,961	21,439,599	21,319,239	21,131,426	-1.4%
Supplemental	1,152,001	930,170	930,170	930,170	0%
Property Tax	3,047,269	3,301,500	3,231,597	3,393,176	3%
Auto Tax	1,163,051	1,279,357	1,206,504	1,206,504	-6%
Fuel Taxes	904,267	1,083,799	1,115,000	1,050,000	-3%
Cigarette Tax	436,788	445,000	450,000	455,000	2%
Franchise Fees	2,760,848	2,935,106	2,898,735	3,038,394	4%
Licenses & Permits	1,244,938	1,132,000	919,759	873,000	-23%
Intergovernmental	266,692	480,098	463,491	453,371	-6%
Charges for Services	2,088,747	2,425,779	2,341,629	2,322,734	-4%
Fines & Forfeitures	1,548,337	1,597,000	1,631,500	1,931,500	21%
Interest	1,336,351	1,000,000	944,000	800,000	-20%
Miscellaneous	358,654	251,498	358,421	241,030	-4%
Transfers In	161,454	225,192	225,192	223,328	-1%
Total Revenue	\$ 46,072,098 \$	49,355,630 \$		\$ 46,954,765	-5%
<u>Expenditures</u>					
City Council	\$ 1,628,364 \$	2,398,197 \$	1,266,264	\$ 804,432	-66%
City Manager	647,601	866,952	718,571	786,189	-9%
City Attorney	542,414	717,043	636,237	733,859	2%
Municipal Court	560,486	697,865	631,933	657,918	-6%
Finance	1,751,784	1,896,287	1,866,949	1,934,491	2%
Health, Social & Community Svcs.	986,415	1,297,912	1,318,141	1,670,666	29%
Human Resources	620,855	681,821	641,799	661,598	-3%
Planning	466,548	571,039	543,118	551,558	-3%
Code Enforcement	951,223	1,058,980	1,038,201	1,083,658	2%
Metropolitan Planning	256,071	493,841	482,177	481,469	-3%
Police	9,545,555	11,240,269	10,906,935	11,400,585	1%
Fire	6,587,644	7,157,648	7,146,464	7,461,001	4%
Engineering	1,167,199	1,349,641	1,265,479	1,356,863	1%
Streets	3,643,228	3,873,910	4,039,863	3,980,394	3%
Traffic	1,267,003	1,399,980	1,291,550	1,360,098	-3%
Cemetery	405,045	485,471	474,743	477,668	-2%
Fort Caspar	438,591	520,769	478,475	536,401	3%
Parks	2,682,044	2,956,927	2,894,130	3,050,406	3%
Transfers Out	13,265,191	14,465,168	13,500,096	7,585,079	-48%
Total Expenditures	\$ 47,413,261 \$	54,129,720 \$		\$ 46,574,333	-14%
Net Fund	\$ (1,341,163) \$	(4,774,090) \$	(2,276,356)	\$ 380,432	

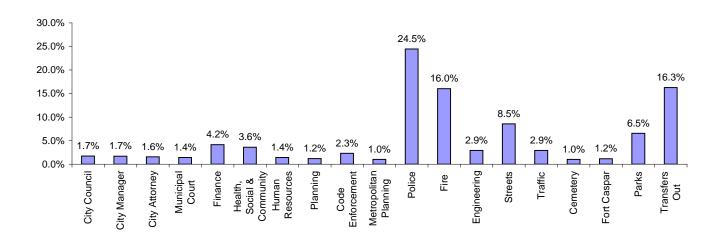
General Fund Summary

(Budget Basis) FY 2010

General Fund Revenues by Category FY 2010



General Fund Expenditures by Cost Center FY 2010





GENERAL FUND REVENUE ANALYSIS BY MAJOR CATEGORIES

MINERAL TAXES

Projected FY 10 Revenue Amount: \$8,905,132

Trend: Reduced based on Consensus Revenue Estimating Group (CREG) May Report and Governor's Changes to Wyoming State budget

% Change in Category from FY 2009 Budget to FY 2010 Adopted: -18%. County Consensus Mineral monies were only available for FY 2009.

Explanation of Major Items: The amount of Mineral Taxes distributed to local governments is set by the Wyoming state legislature. Mineral taxes are composed of three parts 1) Federal Mineral Royalty Taxes, 2) Federal Mineral Severance Taxes, and 3) Above-the-cap and supplemental funding provided by the Wyoming legislature to municipalities.

The Above-the-Cap funding was reduced by 10% by the governor for FY 2010. This information is provided to the City of Casper by the Office of State Lands and Investments.

Information on the Federal Mineral Royalty and Federal Severance Taxes distribution is provided by the Wyoming Association of Municipalities. This revenue item is set according to a fixed distribution formula with set upper limits and will be flat for FY 2008, FY 2009, and FY 2010.

Mineral taxes comprise 20% of total General Fund revenue.

SALES AND OTHER TAXES

Projected FY 10 Revenue Amount: \$24,773,100

Trend: Declining

% Change in Category from FY 2009 Budget to FY 2010 Adopted: -2%

Explanation of Major Items: This category of taxes tends to be elastic with activity in the economy. As sales increase, these revenues tend to increase as well.

Sales tax growth was strong from FY 2004 to FY 2009. FY 2010 will be the first year where revenues are projected to decline. The General Sales Tax is budgeted to decline by 1% for FY 2010.

Each of these revenues, except the sales tax replacement, was calculated using trend analysis. Due to the importance of sales tax revenues, these results were evaluated for reasonableness using both an estimation method based on percentage of revenues received by and also using regression analysis. Greater weight was given to the months after October 2009, when the national recession became more severe. Both of the methods gave similar predictions as the initial trend analysis.

The exception in this group is the state sales tax replacement, which is allocated by the state legislature and has the same amount allocated for FY 2010 as in FY 2009. However, the overall decrease since FY 2008 is nearly 56% from \$2,109,100 to \$930,170. The impact to the City of the food tax exemption has been greater than projected by Wyoming state legislature because the state sales tax replacement formula used by the State of Wyoming replaces only the 4% basic sales tax, and not the 1% optional sales tax.

The Auto Tax, Cigarette Tax, Gasoline Tax, and Special Fuels tax are all forecasted to have low revenue growth due to diminished activity that takes into account estimates for FY 2009 year-end revenues. These revenues correspond with overall decreases in activity in other parts of the local economy. The Cigarette Tax may be impacted by a volume decrease caused by the price increase recently passed by the Federal Government which increased the Federal excise tax on a pack of cigarettes by sixty two cents per pack. These Federal excise taxes are not shared with local governments.

Sales and other taxes represent 52% of General Fund revenue.

PROPERTY TAXES

Projected FY 10 Revenue Amount: \$ 3,393,176

Trend: Increasing at a decreasing rate with long term growth dependent on local growth

% Change in Category from FY 2009 Budget to FY 2010 Adopted: 3%

Explanation of Major Items: This category of taxes tends to be traditionally relatively stable and represent 7% of General Fund revenue. However, in FY 2008 and FY 2009, this category has had large percentage increases. This can be tied to both increases in value of existing property and new property developments coming onto the property tax rolls.

Due to continued property development coming onto the taxable rolls during FY 2010, general property taxes were forecasted to increase by 3% over the FY 2009 estimated revenues.

As a portion of the Property Tax, the Municipal Band revenues grow with increases in the overall property tax. However, these revenues are designated for the Municipal Band and are not revenues that can be used for other activities.

Property taxes represent 7% of General Fund revenues.

FRANCHISE FEES

Projected FY 10 Revenue Amount: \$ 3,038,394

Trend: Increasing

% Change in Category from FY 2009 Budget to FY 2010 Adopted: 4%

Explanation of Major Items: Rocky Mountain Power electricity and Bresnan Communication cable franchise fees have grown at an annual rate of about eight percent over the past four years.

QWEST franchise fees have declined an average of six percent a year since FY 2005. However, receipts during FY 2009 show QWEST franchise fees are decreasing at an accelerating rate which is impacting the franchise fee category's performance.

Source Gas franchise fees are based on the number of the therms sold rather than the price per therm, and varies with usage dependent on weather and temperature conditions.

Franchise fees represent 6% of General Fund revenue.

LICENSES

Projected FY 10 Revenue Amount: \$ 253,000

Trend: Flat

% Change in Category from FY 2009 Budget to FY 2010 Adopted: 0.4%

Explanation of Major Items: Each license type has stable pricing or fees, with volume currently being limited either by market demand or by state law (liquor licenses).

Licenses represent 1% of General Fund revenues.

PERMITS

Projected FY 10 Revenue Amount: \$ 620,000

Trend: Stable followed by recent sharp decline for end of FY 2009 and for FY 2010

% Change in Category from FY 2009 Budget to FY 2010 Adopted: -30%

Explanation of Major Items: Each permit type has stable pricing or fees, with revenue only generally increasing or decreasing with volume. Volume in the case of permits is generally a reflection of construction activity.

The City's Community Development Department personnel have provided information that construction activity is slowing with fewer major projects currently planned for FY 2010. These revenue estimates were based on information provided by personnel in the building inspection division.

Permits represent 1% of General Fund revenues.

INTERGOVERNMENTAL REVENUE

Projected FY 10 Revenue Amount: \$ 453,371

Trend: Stable with one-time decrease due to discontinuing a grant funded summer youth program

% Change in Category from FY 2009 Budget to FY 2010 Adopted: -6%

Explanation of Major Items: The largest items in this group are related to the Metropolitan Planning Organization (MPO), which has had flat or declining revenue due to Federal funding cuts.

However, the drop budgeted for FY 2010 is due to the elimination of the summer youth program, which was a reimbursement program from the State of Wyoming. The administration costs and lack of use of this program caused the Human Resources Department to eliminate this program with a corresponding cut in expenditures in their budget.

Intergovernmental revenue represents 1% of General Fund revenues.

CHARGES FOR SERVICE

Projected FY 10 Revenue Amount: \$ 2,322,734

Trend: Decreasing in the short-term

% Change in Category from FY 2009 Original Budget to FY 2010 Adopted: - 4%

Explanation of Major Items: Planning and Community Development charges and miscellaneous charges from FY 2009 to FY 2010 are projected to decline by 29% percent primarily due to a decrease in plan check fees for new developments.

Charges for service represent 5% of General Fund revenues.

FINES AND FORFEITURES

Projected FY 10 Revenue Amount: \$ 1,931,500

Trend: Steady short-term growth due to increased fines

% Change in Category from FY 2009 Original Budget to FY 2010 Adopted: 21%

Explanation of Major Items: The largest revenue group "Fines and Forfeitures" is projected to increase 20% to \$1,800,000. This revenue item is driven by increases to the municipal fine and bond schedule by the Municipal Court judges during FY 2009. Actual receipts have been strong in FY 2009.

Parking fines are also projected to increase due to new higher fines that were implemented in FY 2009 by the City Council.

Fines and Forfeitures represent 4% of General Fund revenues.

MISCELLANEOUS

Projected FY 10 Revenue Amount: \$ 1,041,030

Trend: Negative growth in the short-term

% Change in Category from FY 2009 Original Budget to FY 2010 Adopted: -17%

Explanation of Major Items: The largest revenue source in this group is interest income, which represents 77% of this category. Interest has been impacted by lower projected interest rates and possible lower cash balances in the next year.

Miscellaneous revenue sources represent 2% of General Fund revenues.

TRANSFERS IN

Projected FY 10 Revenue Amount: \$ 223,328

Trend: Flat with decline in future as Forestry program uses 1% #13 allocation

% Change in Category from FY 2009 Original Budget to FY 2010 Adopted: -1%

Explanation of Major Items: The transfer in to the General Fund originates in the 1% #13 fund. \$87,500 of the transfer is for the Community Action Partnership, a social services organization. This is part of a four year allocation that began in FY 2009. The balance of the transfer is related to budgeted costs for the forestry program in Parks, which are down slightly for FY 2010.

Transfers In comprise less than 1% of General Fund revenues.

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ⁱ WYSAC Issue Brief #2008-10, Wyoming Survey & Analysis Center. According to the CDC (2005) and Campaign for Tobacco-Free Kids (2007a), economic studies show that a 10% increase in the price of cigarettes will reduce overall cigarette consumption among adults by about 4%. Using an average per pack price of \$3.00, a 62 cent excise tax should lead to 8% less cigarette consumption.

General Fund Revenue Budget Summary											
	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲	% of Total FY 2010					
Revenues											
Taxes	\$39,066,925	\$42,244,063	\$41,980,777	\$40,109,802	-5%	85%					
Licenses & Permits	1,244,938	1,132,000	919,759	873,000	-23%	2%					
Intergovernmental	266,692	480,098	463,491	453,371	-6%	1%					
Charges for Service	2,088,747	2,425,779	2,341,629	2,322,734	-4%	5%					
Fines & Forfeitures	1,548,337	1,597,000	1,631,500	1,931,500	21%	4%					
Miscellaneous	1,695,005	1,251,498	1,302,421	1,041,030	-17%	2%					
Transfers In	161,454	225,192	225,192	223,328	-1%	0%					
Total Revenues	\$46,072,098	\$49,355,630	\$48,864,769	\$46,954,765	-5%						

FY 2010 Budget (Budget Basis)

		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 ADOPTED	% ▲	% of Total FY 2010 Budget
Taxes										
Mineral Taxes										
Mineral Severance Tax	\$	2,261,254	\$	2,103,970	\$	2,103,970	\$	2,103,970	0%	
Mineral Royalties Tax		2,081,056		2,081,560		2,081,560		2,081,560	0%	
Mineral Taxes - Supplemental		1,780,985		-		-		-	0%	
Mineral - Above-The-Cap Funding		3,516,445		5,244,002		5,244,002		4,719,602	-10%	
Natrona County Consensus**		-		1,400,000		1,400,000		-	-100%	
Total Mineral Taxes	\$	9,639,740	\$1	0,829,532	\$^	10,829,532	\$	8,905,132	-18%	19%
**\$14,000,000 of FY 2009 Natrona	Cou	inty Conser	ารนร	revenue m	oni	ies are budg	ete	d in the Bale	efill Fun	d.
Other Taxes										
Auto Tax	\$	1,163,051	\$	1,279,357	\$	1,206,504	\$	1,206,504	-6%	
Cigarette Tax		436,788		445,000		450,000		455,000	2%	
Sales/Use Tax	1	9,962,961	2	21,439,599	2	21,319,239	2	21,131,426	-1%	
Sales Tax - Food Tax Replacement		1,152,001		930,170		930,170		930,170	0%	
Gasoline Tax		538,039		702,405		730,000		720,000	3%	
Special Fuels Tax		366,228		381,394		385,000		330,000	-13%	
Total Other Taxes	\$2	3,619,068	\$2	25,177,925	\$2	25,020,913	\$2	24,773,100	-2%	53%
Property Taxes	•		•		•		•		•••	
Property Tax		3,047,269		3,301,500		3,231,597		3,393,176	3%	
Total Property Tax	\$	3,047,269	\$	3,301,500	\$	3,231,597	\$	3,393,176	3%	7%
Franchise Fees										
Bresnan Franchise	\$	631,560	\$	676,122	\$	676,122	\$	723,519	7%	
QWEST Franchise	Ψ	165,487	Ψ	162,990	Ψ	154,604	Ψ	137,150	-16%	
Rocky Mtn. Power Franchise		1,349,283		1,419,284		1,428,009		1,507,725	6%	
Source Gas Franchise		614,518		676,710		640,000		670,000	-1%	
Total Franchise Fees	\$	2,760,848	\$	2,935,106	\$	2,898,735	\$	3,038,394	4%	
Total Transmos Too		2,7 00,0 10			Ψ	2,000,100	Ψ	0,000,001	170	070
Total Taxes	\$3	9,066,925	\$4	2,244,063	\$4	41,980,777	\$4	40,109,802	-5%	85%
Licenses										
Liquor Licenses	\$	127,528	\$	127,000	\$	133,759	\$	128,000	1%	
Health Licenses	Ψ	32,412	Ψ	29,000	Ψ	29,000	Ψ	29,000	0%	
Alarm/False Alarms		21,606		29,000		29,000		29,000	0%	
Other Licenses		23,033		20,000		15,000		20,000	0%	
Contractor Licenses									0% 0%	
Electrician Licenses		33,290		32,000		30,000		32,000		
		18,836		15,000		15,000		15,000	0%	
Plumber Licenses	Φ.	11,781	ሰ	9,000	ሰ	10,000	Φ	9,000	0%	
Total Licenses	\$	268,486	\$	252,000	\$	252,759	\$	253,000	0%	1%

FY 2010 Budget (Budget Basis)

		FY 2008 ACTUAL	1	FY 2009 REVISED	E	FY 2009 STIMATE	ļ	FY 2010 ADOPTED	% ▲	% of Total FY 2010 Budget
Permits										
Building Permits	\$	681,990	\$	600,000	\$	445,000	\$	400,000	-33%	
Electrical Permits		133,031		120,000		97,000		85,000	-29%	
Mechanical Permits		51,828		50,000		40,000		35,000	-30%	
Plumbing Permits		97,362		100,000		75,000		90,000	-10%	
Other Permits		12,241		10,000		10,000		10,000	0%	
Total Permits	\$	976,452	\$	880,000	\$	667,000	\$	620,000	-30%	1%
Total License & Permits	\$	1,244,938	\$	1,132,000	\$	919,759	\$	873,000	-23%	2%
Intergovernmental Revenue										
Summer Youth Wages	\$	11,301	\$	28,500	\$	-	\$	-	-100%	
WYDOT I-25		20,000		25,000		20,000		20,000	-20%	
Federal Grants- MPO		226,791		408,771		439,846		419,187	3%	
Federal Grants- Kistler Building		3,600		3,645		3,645		-	-100%	
Urban Forestry Planting Grant		5,000		-		-		-	0%	
MPO Member Contributions		-		14,182		-		14,184	0%	
Total Intergovernmental	\$	266,692	\$	480,098	\$	463,491	\$	453,371	-6%	1%
Charges for Services Planning & Community Developmen	t									
P & CD - Rental Fees	\$	1,459	\$	5,000	\$	3,500	\$	3,500	-30%	
P & CD - Plan Checking Fees		174,133		175,000		170,000		120,000	-31%	
P & CD - Zoning/Subdivision		42,438		35,000		18,400		27,000	-23%	
P & CD - C.A.T.C. Building Rent		8,425		8,400		8,450		8,450	1%	
P & CD - Weed/Litter Abatement		3,055		3,000		4,000		3,500	17%	
P & CD - Building Inspection		67,935		60,000		53,700		40,000	-33%	
Total Planning & Comm. Dev	\$	297,445	\$	286,400	\$	258,050	\$	202,450	-29%	0%
Miscellaneous Charges										
Ft. Caspar Admissions	\$	17,057	\$	20,000	\$	22,000	\$	22,000	10%	
Ft. Caspar Building Rent		1,731		1,500		3,000		3,000	100%	
Ft. Caspar Concessions		50,240		65,000		65,000		65,000	0%	
Other Charges		4,484		2,000		2,000		2,000	0%	
Cemetery Fees		90,368		115,000		80,000		85,000	-26%	
NCSD #1 Crossing Guards		16,681		20,000		15,800		20,000	0%	
Total Miscellaneous Charges	\$	180,561	\$	223,500	\$	187,800	\$	197,000	-12%	0%
Interdepartmental										
Administrative Fees	\$	143,885	\$	154,973	\$	154,973	\$	100,992	-35%	
Interdepartmental Charges		1,289,160		1,506,406		1,506,406		1,560,992	4%	
Total Interdepartmental	\$	1,433,045	\$	1,661,379	\$	1,661,379	\$	1,661,984	0%	4%

FY 2010 Budget (Budget Basis)

										% of Total
		FY 2008		FY 2009		FY 2009		FY 2010		FY 2010
		ACTUAL		REVISED	E	STIMATE	F	DOPTED	% ▲	Budget
Public Safety Fees										
Police Contract Wages	\$	19,827	\$	18,000	\$,	\$	25,000	39%	
Police Accident Reports		9,874		8,500		8,500		8,500	0%	
Police VIN		18,100		14,000		15,000		14,000	0%	
Police Miscellaneous		20,176		18,000		12,500		16,000	-11%	
Police NCSD #1 Officer		77,000		103,000		103,000		105,000	2%	
Police Restitution Fines		968		1,000		400		800	-20%	
Police - DCI		31,751		92,000		75,000		92,000	0%	
Total Public Safety Fees	\$	177,696	\$	254,500	\$	234,400	\$	261,300	3%	1%
Total Charges For Services	\$	2,088,747	\$	2,425,779	\$	2,341,629	\$	2,322,734	-4%	5%
Fines & Forfeitures										
Court Fines and Forfeitures	\$	1,452,423	\$	1,500,000	\$	1,500,000	\$	1,800,000	20%	
Court Costs		74,928		75,000		75,000		75,000	0%	
Parking Fines		18,856		18,500		53,000		53,000	186%	
Court Appointed Attorney		2,130		3,500		3,500		3,500	0%	
Total Fines & Forfeitures	\$	1,548,337	\$	1,597,000	\$	1,631,500	\$	1,931,500	21%	4%
Miscellaneous										
Street, Sidewalk & Curb Cuts	\$	3,487	\$	4,400	\$	2,355	\$	4,400	0%	
Interest On Investments		1,336,351		1,000,000		944,000		800,000	-20%	
Gain/Loss On Investments		217,956		-		37,902		-	0%	
Contributions - Fort Educator		20,751		32,098		32,098		46,630	45%	
Miscellaneous		116,460		215,000		286,066		190,000	-12%	
Total Miscellaneous	\$	1,695,005	\$	1,251,498	\$	1,302,421	\$	1,041,030	-17%	2%
Transfers In										
Transfers In 1% #13		161,454		225,192		225,192		223,328	-1%	
Total Transfers In	\$	161,454	\$	225,192	\$	225,192	\$	223,328	-1%	0%
Total Revenue	\$4	46,072,098	\$4	49,355,630	\$4	48,864,769	\$4	46,954,765	-5%	100%



City Council

City Council

The City Council is the policy making body of the City government. The Council is comprised of nine elected representatives, representing three election wards.

Mission Statement: To set the direction for the City organization to promote public health, safety and well-being of all citizens and visitors in Casper.

Goal Setting: The Casper City Council met in April 2009 to establish goals for FY 2010 and FY 2011.

High Priority Goals

- 1. To develop a plan for the acquisition of land and for active recruitment of businesses in the Old Yellowstone District and downtown, including an anchor project.
- 2. To evaluate and develop a comprehensive plan including financial resources for the support of social services.
- 3. To promote passage of the November 2010 County Optional 1% Sales Tax.

Lower Priority Goals

- 1. To explore alternatives for the use of the outdoor pools.
- 2. To review the City's annexation policy.
- 3. To develop a strategy to obtain 3-4 minute police response time for high priority calls.
- 4. To convene a consortium of stakeholders to explore expansion of higher education options to include a four year college/university in Casper.
- 5. To review the current economic development strategies which are pursued by the City and CAEDA.
- 6. To develop a multi-faceted plan to deal with alcohol issues using the meth program approach as a model.
- 7. To adopt and implement the first phase of the downtown street enhancement study.
- 8. To commit to and implement a plan for energy efficiency in City facilities.

Highlights from FY09: Council had included \$50,000 in its budget to fund operating costs for the Platte River Parkway Trust in response to a provision in the 1% Committee's report to require that 1% funds only be used for capital projects. The budget also provided \$770,000 for Council Goals (Community Promotions In-kind and special projects); \$100,000 for the public information initiative (Granicus, Council Chambers Technology and Website Redesign); \$60,000 Community Interaction Initiative (Phase II Website Development); \$100,000 Domestic Violence Task Force; and \$37,540 for the Casper Events Center Facility Evaluation.

\$750,000 was budgeted in FY 2009 in Programs and Projects for potential costs related to the salary and position study. The study is not yet complete and these funds will not be expended in FY 2009. These funds are not rebudgeted in FY 2010.

Highlights for FY10: A request was received from the Platte River Parkway Trust to renew their contract with the Council, and to increase the amount provided to \$85,000 per year. The Council denied the additional funding request for City funds but allowed the Trust to take their operating costs from their 1% funding, which is currently standing at over \$500,000 available after the funding is provided for the Beverly Street Pedestrian Underpass Project.

Funding for the Public Information Initiative, Community Interaction Initiative, and Domestic Violence Taskforce were specific one-time allocations made during the City Council review sessions for FY 2009 and were not renewed by the City Council for FY 2010. \$500,000 was added during Council budget reviews to support the implementation of the Council Goals.

General Fund Expenditures

City Council

City Council Staffing Summary										
		FY 20	008 FY	2009 FY	2010					
Full Time Positions City Council Members			9	9	9					
·	Total		9	9	9					
Part Time Employees (Budget)		\$	- \$	- \$	-					

City Council Budget Summary													
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE		FY 2010 DOPTED	% ▲				
Expenditures													
Personnel	\$	64,211	\$	87,523	\$	78,396	\$	87,104	0%				
Contractual Services		209,506		159,428		127,928		138,328	-13%				
Materials & Supplies		2,306		4,000		3,000		4,000	0%				
Other		1,351,641		2,137,246		1,051,940		570,000	-73%				
Capital		700		10,000		5,000		5,000	-50%				
Total Expenditures	\$	1,628,364	\$	2,398,197	\$	1,266,264	\$	804,432	-66%				

FY 2010 Budget (Budget Basis) City Council

	Y 2008 CTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 59,550	\$ 80,000	 72,800	\$ 80,000	0%
Total Salaries & Wages	\$ 59,550	\$ 80,000	\$ 72,800	\$ 80,000	0%
Benefits					
FICA/Medicare Tax	\$ 4,278	\$ 6,104	\$ 5,096	\$ 6,104	0%
Workers' Compensation	383	1,419	500	1,000	-30%
Total Benefits	\$ 4,661	\$ 7,523	\$ 5,596	\$ 7,104	-6%
Total Personnel	\$ 64,211	\$ 87,523	\$ 78,396	\$ 87,104	0%
Contractual Services					
Elections	\$ -	\$ 5,000	\$ 2,000	\$ -	-100%
Appraisals	2,212	5,000	-	-	-100%
Survey Services	6,038	5,000	-	5,000	0%
Other Professional Services	66,449	-	-	-	0%
Insurance & Bonds	2,662	2,928	2,928	2,928	0%
Telecommunications	2,483	3,000	1,500	1,500	-50%
Postage/Shipping	865	500	500	500	0%
Advertising	41,449	35,000	35,000	35,000	0%
Printing/Reproduction	7,270	8,000	8,000	8,000	0%
Travel & Training	29,654	40,000	28,000	26,000	-35%
Other Contractual	-	-	-	9,400	100%
Association Dues	50,424	55,000	50,000	50,000	-9%
Total Contractual Services	\$ 209,506	\$ 159,428	\$ 127,928	\$ 138,328	-13%

FY 2010 Budget (Budget Basis) City Council

	FY 2008			FY 2009		FY 2009	FY 2010		
		ACTUAL	F	REVISED	Е	STIMATE	Α	DOPTED	% ▲
Materials & Supplies									
Office Supplies	\$	1,593	\$	2,000	\$	2,000	\$	2,000	0%
Books, Periodicals, Maps		713		1,000		1,000		1,000	0%
Awards		0		1,000		0		1,000	0%
Total Materials & Supplies	\$	2,306	\$	4,000	\$	3,000	\$	4,000	0%
Other Expenses									
Programs & Projects	\$	264,712	\$	899,400	\$	149,400	\$	-	-100%
ADA Compliance		2,170		10,000		-		10,000	0%
Council Goals		1,019,760		770,306		600,000		500,000	-35%
Public Information Initiative		-		100,000		100,000		-	-100%
Community Interaction Initiative		-		90,000		60,000		-	-100%
Domestic Violence Task Force		-		100,000		-		-	-100%
CEC Operations Study		-		37,540		37,540		-	-100%
Newsletters		-		10,000		10,000		10,000	0%
National Development Council		24,999		30,000		5,000		10,000	-67%
CNFR		40,000		40,000		40,000		40,000	0%
Platte River Parkway Trust		-		50,000		50,000		-	-100%
Total Other Expenses	\$	1,351,641	\$	2,137,246	\$	1,051,940	\$	570,000	-73%
Capital - New									
Technologies	\$	700	\$	10,000	\$	5,000	\$	5,000	-50%
Total Capital - New	\$	700	\$	10,000	\$	5,000	\$	5,000	-50%
Total Expenses	\$	1,628,364	\$	2,398,197	\$	1,266,264	\$	804,432	-66%

City Manager's Office

City Manager

The City Manager is the administrative head of the City government, and is appointed by the City Council to manage day-to-day operations of the City organization.

Mission Statement: 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.

1. Goal: Implement Council's Goals.

Objective: Develop detailed action plans for each High Priority Goal by August 1, 2009.

<u>Objective:</u> Develop and disseminate periodic reports on the progress made towards accomplishing each goal.

2. Goal: Improve the efficiency and effectiveness of the Council packet preparation process.

<u>Objective</u>: Increase the timeliness of materials submitted for agenda packets for all Council meetings conducted in FY10.

Objective: Implement paperless agenda packets by December 31, 2009.

3. Goal: Improve energy efficiency of all City buildings.

Objective: Secure an energy audit of all City buildings by October 11, 2009.

4. Goal: Implement a Performance Measurement System

<u>Objective:</u> Increase the number of departments using annual performance measures to 100% by June 30, 2010.

<u>Objective:</u> Increase the number of departments using dashboards to monitor performance to three by June 30, 2010.

<u>Objective:</u> Increase the number of departments completing strategic plans to three by June 30, 2010.

Highlights from FY09: The budget included funding for a Special Projects Coordinator, and a one-year contract was approved for a recent MPA graduate.

Highlights for FY10: An amount was included to extend the contract for the Special Projects Coordinator for another year, in recognition of the administrative support needed to track the economic stimulus funding, as well as other grant programs and special project requirements planned for FY10. Funding was removed from this budget for the \$100,000 staffing contingency established by Council in the past, as well as to eliminate the paid summer intern position. The travel and training budget was also reduced for this cost center.

City Manager

City Manager	Staffing S	Summary				
	F	Y 2008	F	Y 2009	FY	2010
Full Time Positions						
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
Total		5		5		5
This budget also includes a contractual positon for a	special pr	ojects coor	dinate	or.		
Part Time Employees (Budget)	\$	15.311	\$	42.600	\$	-

City Manager Budget Summary										
								% ▲		
\$	570,649	\$	647,128	\$	655,752	\$	677,031	5%		
	36,449		40,419		37,319		35,158	-13%		
	4,541		4,405		3,500		4,000	-9%		
	25,431		160,000		10,000		60,000	-63%		
	10,531		15,000		12,000		10,000	-33%		
\$	647,601	\$	866,952	\$	718,571	\$	786,189	-9%		
	\$	FY 2008 ACTUAL \$ 570,649 36,449 4,541 25,431 10,531	FY 2008 ACTUAL F \$ 570,649 \$ 36,449 4,541 25,431 10,531	FY 2008 FY 2009 ACTUAL REVISED \$ 570,649 \$ 647,128 36,449 40,419 4,541 4,405 25,431 160,000 10,531 15,000	FY 2008 FY 2009 ACTUAL REVISED E \$ 570,649 \$ 647,128 \$ 36,449 40,419 4,541 4,405 25,431 160,000 10,531 15,000	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 570,649 \$ 647,128 \$ 655,752 36,449 40,419 37,319 4,541 4,405 3,500 25,431 160,000 10,000 10,531 15,000 12,000	FY 2008 FY 2009 FY 2009 ACTUAL REVISED ESTIMATE A \$ 570,649 \$ 647,128 \$ 655,752 \$ 36,449 40,419 37,319 4,541 4,405 3,500 25,431 160,000 10,000 10,531 15,000 12,000	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE FY 2010 ADOPTED \$ 570,649 \$ 647,128 \$ 655,752 \$ 677,031 36,449 40,419 37,319 35,158 4,541 4,405 3,500 4,000 25,431 160,000 10,000 60,000 10,531 15,000 12,000 10,000		

FY 2010 Budget (Budget Basis) City Manager

		Y 2008 CTUAL		Y 2009 EVISED		Y 2009 TIMATE		Y 2010 DOPTED	% ▲
Expenses									
Personnel									
Salaries & Wages									
Full Time	\$	378,604	\$	390,492	\$	435,432	\$	445,880	14%
Part Time		15,311		42,600		5,274		-	-100%
Overtime		2,681		3,000		4,000		3,000	0%
Total Salaries & Wages	\$	396,596	\$	436,092	\$	444,706	\$	448,880	3%
Other Pay									
Supplemental Pay	\$	41,405	\$	39,500	\$	40,901	\$	47,000	19%
Disability Leave Buy-Back	*	6,669	*	8,000	*	5,830	•	8,000	0%
Other Allowances		295		-		1,000		1,200	100%
Total Other Pay	\$	48,369	\$	47,500	\$	47,731	\$	56,200	18%
Benefits									
Health Insurance	\$	34,872	\$	52,944	\$	52,944	\$	58,224	10%
Other Insurance Benefits	Ψ	3,002	Ψ	4,684	Ψ	4,395	Ψ	4,739	1%
FICA/Medicare Tax		29,454		38,220		38,220		40,614	6%
Retirement Contributions		36,532		44,256		44,256		45,435	3%
Workers' Compensation		6,266		7,432		7,500		6,939	-7%
Deferred Compensation		15,558		16,000		16,000		16,000	0%
Total Benefits	\$	125,684	\$	163,536	\$	163,315	\$	171,951	5%
Total Personnel	\$	570,649	\$	647,128	\$	655,752	\$	677,031	5%
Contractual Services									
Medical Testing Services	\$	396	\$	600	\$	600	\$	600	0%
Insurance & Bonds	-	5,975		6,572	•	6,572	•	6,572	0%
Telecommunications		2,681		2,500		1,000		1,000	-60%
Postage/Shipping		214		500		500		500	0%
Printing/Reproduction		1,548		2,000		1,500		1,500	-25%
Travel & Training		17,774		19,000		19,000		16,000	-16%
Interdepartmental Services		3,297		2,747		2,747		3,486	27%
Other Contractual		360		500		400		500	0%
Association Dues		4,204		6,000		5,000		5,000	-17%
Total Contractual Services	\$	36,449	\$	40,419	\$	37,319	\$	35,158	-13%
Materials & Supplies									
Office Supplies	\$	2,098	\$	2,000	\$	1,500	\$	2,000	0%
Books, Periodicals, Maps	-	2,443		2,405		2,000		2,000	-17%
Total Materials & Supplies	\$	4,541	\$	4,405	\$	3,500	\$	4,000	-9%

FY 2010 Budget (Budget Basis) City Manager

	FY 2008		F	Y 2009	FY 2009		FY 2010		
	AC	CTUAL	R	EVISED	ESTIMATE		ADOPTED		% ▲
Other Expenses									
Programs & Projects	\$	7,968	\$	10,000	\$	5,000	\$	10,000	0%
Operating Contingency		16,864		50,000		5,000		50,000	0%
Staffing Contingency		599		100,000		-		-	-100%
Total Other Expenses	\$	25,431	\$	160,000	\$	10,000	\$	60,000	-63%
Capital - New									
Light Equipment	\$	257	\$	-	\$	-	\$	-	0%
Total Capital - New	\$	257	\$	-	\$	-	\$	-	0%
Capital - Replacement									
Technologies	\$	10,274	\$	15,000	\$	12,000	\$	10,000	-33%
Total Capital - Replacement	\$	10,274	\$	15,000	\$	12,000	\$	10,000	-33%
Total Expenses	\$	647,601	\$	866,952	\$	718,571	\$	786,189	-9%



City Attorney's Office

City Attorney

The City Attorney is appointed by the City Council as the City's primary legal counsel.

Mission Statement: 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 lawsuits and administrative proceedings which are not referred to outside counsel, and to prosecute criminal cases before the Municipal Court.

1. Goal: Maximize efficiency for review of contracts and other documents for the administration of City government.

<u>Objective</u>: Develop form files for 90% of the standard contracts, resolutions and ordinances for the Community Development Department by December 31, 2009.

2. Goal: Increase staff's knowledge in governmental, civil rights, real estate, criminal and employment law.

<u>Objective</u>: Have each attorney attend at least two seminars/training programs in their respective areas of practice for the City, and for cross training purposes.

3. Goal: Develop either a new attorney position in the office, or a contract management position for the purposes of implementing a document control and processing system for the management of City contracts/documents.

<u>Objective</u>: Develop a new attorney position to aid in criminal prosecution and contract management, or explore the development of a contract management position within the office to develop and implement an electronic, computerized contract/document control and processing system.

4. Goal: Develop a document management system that tracks response time for short-term and long-term projects, with the goal of improving response time to written requests for document review and legal opinions.

<u>Objective</u>: Respond to 90% of written requests for short-term document review or legal opinions within 5 working days of the receipt of the request.

5. Goal: Provide outreach and training to other Departments on contract, employment and zoning law, and on criminal prosecution issues.

<u>Objective</u>: Continue a program of outreach for the City Attorney's office to other Departments to improve communication and interaction.

Highlights from FY09: The City Attorney's Office, in addition to representing the City Council, supports the operations of all of the other City Departments, and enforces the Casper Municipal Code by prosecuting Code violations in Municipal Court. The office handles legal issues arising out of employment and personnel relations, workers' compensation and insurance, and oversees all litigation cases filed against the City. The office is further responsible for the review of all contracts, subdivision and site plan agreements for new developments, easements and land related issues, including the acquisition and sale of real property by the City.

In 2008, the City Attorney's Office developed the documents to allow for the refinancing of the construction debt of the Central Wyoming Counseling Center's expansion for chemical dependency treatment, and for its upcoming bond issue, as well as for the development of affordable senior and multi-family housing in North Casper. Both of these projects were complex public-private partnership arrangements.

Highlights for FY10: As part of the \$1.2 million Council's public safety initiative, an Assistant City Attorney I position was added during mid-year FY08. Costs for this position have been integrated into the FY10 budget.

The City Attorney added a copier payment in order to buy a new copy machine. The initial purchase is made using Perpetual Care funds, with the amount repaid with interest from the City Attorney's operational budget. This arrangement allows for lower interest cost for copier for the City Attorney's office than a lease arrangement while delivering a higher return for the Perpetual Care account. Similar arrangements are being used throughout the City rather than using private lease arrangements with higher interest costs.

City Attorney

	City Attorn	ey Staffing Sun	nmary		
		FY 2	2008	FY 2009	FY 2010
Full Time Positions					
Assistant City Attorney I			2	2	2
Assistant City Attorney II			1	1	1
City Attorney			1	1	1
Deputy City Attorney			1	1	1
Legal Secretary			1	-	-
Administrative Secretary			-	1	1
Paralegal			1	1	1
-	Total		7	7	7
Part Time Employees (Budget)		\$	_	\$ -	\$ -

City Attorney Budget Summary										
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲	
Expenditures										
Personnel	\$	499,327	\$	632,325	\$	566,239	\$	648,610	3%	
Contractual Services		20,034		56,238		45,948		55,769	-1%	
Materials & Supplies		18,298		21,930		20,500		21,930	0%	
Other		-		-		-		3,500	100%	
Capital		4,755		6,550		3,550		4,050	-38%	
Total Expenditures	\$	542,414	\$	717,043	\$	636,237	\$	733,859	2%	

FY 2010 Budget (Budget Basis) City Attorney

	Y 2008 CTUAL	_	Y 2009 EVISED	Y 2009 TIMATE	FY 2010 ADOPTED		% ▲
Expenses							
Personnel							
Salaries & Wages							
Full Time	\$ 388,922	\$	482,667	\$ 418,701	\$	491,670	2%
Total Salaries & Wages	\$ 388,922	\$	482,667	\$ 418,701	\$	491,670	2%
Other Pay							
Supplemental Pay	\$ 3,500	\$	-	\$ -	\$	6,000	100%
Disability Leave Buy-Back	1,165		3,325	1,150		2,890	-13%
Accrued Leave Payoff	296		-	55		-	0%
Total Other Pay	\$ 4,961	\$	3,325	\$ 1,205	\$	8,890	167%
Benefits							
Health Insurance	\$ 40,512	\$	65,016	\$ 65,016	\$	64,860	0%
Other Insurance Benefits	2,804		3,762	3,762		3,767	0%
FICA/Medicare Tax	28,709		37,178	37,178		38,852	5%
Retirement Contributions	27,500		33,028	33,028		33,867	3%
Workers' Compensation	5,919		7,349	7,349		6,704	-9%
Total Benefits	\$ 105,444	\$	146,333	\$ 146,333	\$	148,050	1%
Total Personnel	\$ 499,327	\$	632,325	\$ 566,239	\$	648,610	3%
Contractual Services							
Outside Legal	\$ 493	\$	30,000	\$ 20,000	\$	30,000	0%
Medical Testing Services	-		-	-		300	100%
Insurance & Bonds	2,779		3,057	3,057		3,057	0%
Telecommunications	2,530		3,000	2,000		2,000	-33%
Postage/Shipping	455		500	850		1,000	100%
Printing/Reproduction	1,228		1,500	1,500		1,500	0%
Travel & Training	6,252		11,440	10,500		11,440	0%
Interdepartmental Services	3,380		3,241	3,241		2,972	-8%
Other Contractual	2,917		3,500	3,500		2,200	-37%
Association Dues	-		-	1,300		1,300	100%
Total Contractual Services	\$ 20,034	\$	56,238	\$ 45,948	\$	55,769	-1%
Materials & Supplies							
Office Supplies	\$ 3,179	\$	3,430	\$ 2,000	\$	3,430	0%
Books, Periodicals, Maps	15,119		18,500	18,500		18,500	0%
Total Materials & Supplies	\$ 18,298	\$	21,930	\$ 20,500	\$	21,930	0%

FY 2010 Budget (Budget Basis) City Attorney

	_	Y 2008 CTUAL	_	FY 2009 EVISED	FY 2009 STIMATE	_	FY 2010 DOPTED	% ▲
Other Expenses								
Principal Payments	\$	-	\$	-	\$ -	\$	3,500	100%
Total Other Expenses	\$	-	\$	-	\$ -	\$	3,500	100%
Capital								
Capital - New								
Light Equipment	\$	-	\$	1,000	\$ -	\$	1,000	0%
Technologies		-		2,000	2,000		-	-100%
Total Capital - New	\$	-	\$	3,000	\$ 2,000	\$	1,000	-67%
Capital - Replacement								
Light Equipment	\$	1,976	\$	2,000	\$ -	\$	-	-100%
Technologies		2,779		1,550	1,550		3,050	97%
Total Capital - Replacement	\$	4,755	\$	3,550	\$ 1,550	\$	3,050	-14%
Total Expenses	\$	542,414	\$	717,043	\$ 636,237	\$	733,859	2%

Municipal Court

Municipal Court

The Municipal Court is where charges of violations of the City's municipal code are adjudicated.

Mission Statement: To provide competent and timely judicial and administrative services to citizens and court participants.

1. Goal: Increase the efficiency and functionality of the Municipal Court system.

<u>Objective</u>: Implement the use of video equipment for video arraignment of defendants by June 30, 2010.

Highlights from FY09: It is estimated that 13,800 cases will be processed this fiscal year.

Highlights for FY10: The budget for part-time judges reflects elimination of the additional part-time judge position added in FY09. The additional volume of court cases has not materialized enough to justify hiring an additional part-time judge, so the staffing will remain at the current level of 2 part-time judges.

Maintenance agreements reflect the ongoing costs of the existing court software operating system with an increase for the maintenance of the new video arraignment system.

Municipal Court

Municipal Court Staffing Summary											
	FY 2	2008	FY 2	009	FY	2010					
Full Time Positions	' <u>'</u>										
Court Bailiff		2		2		2					
Court Clerk II		3		3		3					
Customer Service Representative		2		2		2					
Municipal Court Manager		1		1		1					
Total		8		8		8					
Part Time Employees (Budget)	\$ 1	04,520	\$ 1	56,000	\$	104,000					

Municip	oal Court Bu	ıdge	et Summary	′				
	FY 2008 ACTUAL	ı	FY 2009 REVISED					% ▲
\$	482,320	\$	610,717	\$	551,546	\$	577,290	-5%
	69,345		77,548		70,078		67,228	-13%
	5,472		4,500		4,500		5,400	20%
	92		100		-		4,000	3900%
	3,257		5,000		5,809		4,000	-20%
\$	560,486	\$	697,865	\$	631,933	\$	657,918	-6%
	\$	FY 2008 ACTUAL \$ 482,320 69,345 5,472 92 3,257	FY 2008 ACTUAL \$ 482,320 \$ 69,345 5,472 92 3,257	FY 2008 FY 2009 REVISED \$ 482,320 \$ 610,717 69,345 77,548 5,472 4,500 92 100 3,257 5,000	ACTUAL REVISED E \$ 482,320 \$ 610,717 \$ 69,345 77,548 \$ 5,472 4,500 \$ 92 100 \$ 3,257 5,000	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 482,320 \$ 610,717 \$ 551,546 69,345 77,548 70,078 5,472 4,500 4,500 92 100 - 3,257 5,000 5,809	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE A \$ 482,320 \$ 610,717 \$ 551,546 \$ 69,345 77,548 70,078 5,472 4,500 4,500 92 100 - 3,257 5,000 5,809	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE FY 2010 ADOPTED \$ 482,320 \$ 610,717 \$ 551,546 \$ 577,290 69,345 77,548 70,078 67,228 5,472 4,500 4,500 5,400 92 100 - 4,000 3,257 5,000 5,809 4,000

FY 2010 Budget (Budget Basis) Municipal Court

	Y 2008 CTUAL	Y 2009 EVISED	FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Expenses							
Personnel							
Salaries & Wages							
Full Time	\$ 268,134	\$ 319,209	\$	319,093	\$	328,556	3%
Part Time	104,520	156,000		104,520		104,000	-33%
Overtime	1,505	2,000		2,000		1,500	-25%
Total Salaries & Wages	\$ 374,159	\$ 477,209	\$	425,613	\$	434,056	-9%
Other Pay							
Supplemental Pay	\$ 3,500	\$ -	\$	-	\$	8,000	100%
Disability Leave Buy-Back	1,557	2,100		1,651		2,210	5%
Accrued Leave Payoff	8,375	-		-		-	0%
Other Allowances	3,000	3,600		3,600		3,600	0%
Total Other Pay	\$ 16,432	\$ 5,700	\$	5,251	\$	13,810	142%
Benefits							
Health Insurance	\$ 40,880	\$ 63,780	\$	63,780	\$	70,140	10%
Other Insurance Benefits	2,119	2,902		2,902		3,080	6%
FICA/Medicare Tax	28,604	36,940		31,000		31,547	-15%
Retirement Contributions	15,315	18,364		18,000		19,288	5%
Workers' Compensation	4,811	5,822		5,000		5,369	-8%
Total Benefits	\$ 91,729	\$ 127,808	\$	120,682	\$	129,424	1%
Total Personnel	\$ 482,320	\$ 610,717	\$	551,546	\$	577,290	-5%
Contractual Services							
Legal Services - Court Appointed							
Attorneys	\$ 10,909	\$ 13,000	\$	10,000	\$	10,000	-23%
Other Professional Services	465	350		500		500	43%
Jury Expenses	2,260	6,000		1,500		3,000	-50%
Building Rent	17,597	25,000		22,000		22,000	-12%
Insurance & Bonds	3,317	3,648		3,648		3,648	0%
Telecommunications	3,891	4,000		2,430		2,430	-39%
Postage/Shipping	2,017	2,000		2,000		2,000	0%
Printing/Reproduction	894	2,000		1,000		1,000	-50%
Travel & Training	1,804	5,000		5,000		5,000	0%
Other Contractual	26,041	16,400		22,000		11,000	-33%
Association Dues	150	150		-		250	67%
Maintenance Agreements	-	-		-		6,400	100%
Total Contractual Services	\$ 69,345	\$ 77,548	\$	70,078	\$	67,228	-13%

FY 2010 Budget (Budget Basis) Municipal Court

	FY 2008		ı	Y 2009	FY 2009		FY 2010		
	Α	CTUAL	R	EVISED	ES	STIMATE	Αl	DOPTED	% ▲
Materials & Supplies									,
Office Supplies	\$	4,212	\$	3,500	\$	3,500	\$	3,900	11%
Uniforms		827		500		500		500	0%
Books, Periodicals, Maps		433		500		500		1,000	100%
Total Materials & Supplies	\$	5,472	\$	4,500	\$	4,500	\$	5,400	20%
Other Expenses									
Programs & Projects	\$	92	\$	100	\$	-	\$	-	-100%
Principal Payments/Debt Service		-		-		-		4,000	100%
Total Other Expenses	\$	92	\$	100	\$	-	\$	4,000	3900%
Capital - New									
Light Equipment	\$	3,082	\$	-	\$	335	\$	-	0%
Technologies		175		-		3,974		-	0%
Total Capital - New	\$	3,257	\$	-	\$	4,309	\$	-	0%
Capital - Replacement									
Light Equipment	\$	-	\$	2,000	\$	-	\$	1,000	-50%
Technologies		-		3,000		1,500		3,000	0%
Total Capital - Replacement	\$	-	\$	5,000	\$	1,500	\$	4,000	-20%
Total Expenses	\$	560,486	\$	697,865	\$	631,933	\$	657,918	-6%



Finance Division

Finance Division

The Finance division contains the expenditures for the financial management of the City, including accounting, budgeting, payroll, and managing incoming revenue and outgoing payments. The Finance Division also performs customer service for both utilities and the primary City non-emergency phone line, and City Clerk and record keeping functions.

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

Customer Services/Business Services

1. Goal: Increase the timeliness of collecting revenues owed the City.

<u>Objective</u>: Decrease the "days to bill" to five days for non-utility billings – the number of days between the date a revenue or reimbursement is billable and the date it is actually billed.

<u>Objective</u>: Decrease "utility billing days outstanding" accounts receivable by 40% from prior year-same month.

Objective: Reduce utility and non-utility accounts receivable delinquency balances.

Highlights from FY09: This budget reflects the implementation of two outsourced services: contract utility bill printing; and, mailing and lockbox services for utility bills. The bill printing and mailing services is projected to free approximately one quarter full-time staff equivalent, and are being obtained at no additional costs and probable cost savings. The lockbox services are projected to free approximately one full-time staff equivalent, with additional costs of approximately \$44,000 per year.

Highlights for FY10: This budget reflects increases in investment fees, due to higher than anticipated trust service fees charged for holding the City's investments, higher support fees charged by software suppliers, and increased postage due to higher postage rates and increased usage. Other contractual costs have been reduced due to lower than expected costs for the outsourced utility bill printing and mailing services.

Finance

Finance 9	Staffing Summary		
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Accountant	1	1	1
Accounting Clerk II	2	1	1
Accounting Technician	1	1	1
Admin Services Representative	5	5	5
Admin Services Specialist	2	3	3
Administrative Analyst	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
Finance Technician	4	4	4
Records Management Specialist	1	1	1
Total	21	21	21
Part Time Employees (Budget)	\$ 7,664	\$ 4,473	\$ -

Finance Budget Summary											
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲		
Expenditures											
Personnel	\$	1,248,713	\$	1,391,549	\$	1,375,032	\$	1,428,136	3%		
Contractual Services		477,068		467,951		449,429		485,055	4%		
Materials & Supplies		16,310		13,000		13,214		13,300	2%		
Other		366		1,865		-		-	-100%		
Capital		9,327		21,922		29,274		8,000	-64%		
Total Expenditures	\$	1,751,784	\$	1,896,287	\$	1,866,949	\$	1,934,491	2%		

FY 2010 Budget (Budget Basis) Finance

	Y 2008 CTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 956,252	\$ 1,067,197	\$ 1,067,919	\$ 1,085,547	2%
Part Time	7,664	4,473	3,607	-	-100%
Overtime	78	500	-	-	-100%
Total Salaries & Wages	\$ 963,994	\$ 1,072,170	\$ 1,071,526	\$ 1,085,547	1%
Other Pay					
Supplemental Pay	\$ 10,500	\$ -	\$ -	\$ 21,000	100%
Disability Leave Buy-Back	5,031	14,133	5,566	8,887	-37%
Accrued Leave Payoff	7,343	-	-	-	0%
Other Allowances	 7,500	9,000	9,000	9,000	0%
Total Other Pay	\$ 30,374	\$ 23,133	\$ 14,566	\$ 38,887	68%
Benefits					
Health Insurance	\$ 105,648	\$ 123,852	\$ 123,852	\$ 129,576	5%
Other Insurance Benefits	7,599	9,057	8,893	9,314	3%
FICA/Medicare Tax	72,689	83,790	78,724	88,899	6%
Retirement Contributions	59,629	67,108	66,220	68,254	2%
Unemployment Compensation	1,130	3,135	3,135	-	-100%
Workers' Compensation	7,650	9,304	8,116	7,659	-18%
Total Benefits	\$ 254,345	\$ 296,246	\$ 288,940	\$ 303,702	3%
Total Personnel	\$ 1,248,713	\$ 1,391,549	\$ 1,375,032	\$ 1,428,136	3%
Contractual Services					
Investment Fees	\$ 68,176	\$ 21,896	\$ 34,700	\$ 29,000	32%
Accounting & Auditing	116,350	136,000	136,000	131,800	-3%
Medical Testing Services	-	300	300	300	0%
Security Services	4,200	6,100	6,100	6,100	0%
Office Machine Repairs	142	500	200	500	0%
Maintenance Agreements	57,477	61,400	61,400	71,400	16%
Insurance & Bonds	23,868	26,255	26,255	26,255	0%
Telecommunications	5,615	5,000	3,600	5,000	0%
Postage/Shipping	59,875	10,000	26,400	24,500	145%
Advertising	8,704	4,500	2,000	4,500	0%
Printing/Reproduction	21,055	10,000	9,109	10,000	0%
Travel & Training	19,601	17,500	12,997	17,500	0%
Other Contractual	83,349	160,000	116,898	149,200	-7%
Association Dues	8,656	8,500	13,470	9,000	6%
Total Contractual Services	\$ 477,068	\$ 467,951	\$ 449,429	\$ 485,055	4%

FY 2010 Budget (Budget Basis) Finance

	_	FY 2008	_	FY 2009	_	FY 2009	I	FY 2010	
		ACTUAL	R	EVISED	E	STIMATE	Α	DOPTED	% ▲
Materials & Supplies									
Office Supplies	\$	14,878	\$	12,000	\$	11,852	\$	12,000	0%
Uniforms		598		500		500		500	0%
Books, Periodicals, Maps		834		500		862		800	60%
Total Materials & Supplies	\$	16,310	\$	13,000	\$	13,214	\$	13,300	2%
Other Expenses									
Programs & Projects	\$	366	\$	1,865	\$	-	\$	-	-100%
Total Other Expenses	\$	366	\$	1,865	\$	-	\$	-	-100%
Capital - New									
Light Equipment	\$	1,364	\$	2,000	\$	9,000	\$	-	-100%
Technologies		7,963		19,922		20,274		8,000	-60%
Total Capital - New	\$	9,327	\$	21,922	\$	29,274	\$	8,000	-64%
Total Expenses	\$	1,751,784	\$	1,896,287	\$	1,866,949	\$	1,934,491	2%



Health, Social, and Community Services

Health, Social, and Community Services

The Health, Social, and Community Services cost center was created to account for the City's financial support of outside agencies involved in health, social and community services.

Highlights for FY09: There was a \$250,000 increase budgeted for the Health Department.

Highlights for FY10: Additional request letters were received from the Health Services Agency for administration, from the Chamber of Commerce, the Science Zone, Parkway Administration Cost, and the CAEDA Incubator Project. A new organization requesting funds for FY 2010 is the Child Advocacy Project. This organization has received \$14,000 as part of the Health Services Agency allocation.

These requests for increases or for new funding are shown in the requests column but are not currently budgeted in the FY 2010 Proposed budget.

Health, Social, and Community Services

Health, Social & Community Services Budget Summary										
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE		FY 2010 ADOPTED	% ▲	
Expenditures										
Other	\$	986,415	\$	1,297,912	\$	1,318,141	\$	1,670,666	29%	
Total Expenditures	\$	986,415	\$	1,297,912	\$	1,318,141	\$	1,670,666	29%	

Health, Social & Community Services Groups Recommended for funding

Municipal Band

The recommended funding for the municipal band is equal to the anticipated tax revenue of one quarter of one mill legally designated for the Municipal Band dating back to a citizen referendum from the 1920s.

Human Services Commission-

The Human Services Commission was created by the City of Casper and Natrona County to allocate funds for human service needs. The Commission recieves funding from the City, County, State and Federal governments. In FY 2010, the Human Services Commission is currently budgeted to recieve \$200,326 in City funding, of which \$127,367 is for agency allocations and \$72,959 is for administration. The Human Services Commission has requested an increase in City funding for increased administration costs to overhire the Director position for two month to allow for a training period prior to the retirement of the organization's Executive Director. This requested increase is shown but is currently not budgeted.

The following agency allocations are funded from the City of Casper General Fund (\$39,867) and the City Optional One % Sales Tax #13 (\$87,500), as well as Natrona County General Fund (\$39,867) and the Natrona County Optional One % Sales Tax (\$87,500).

The following organizations are funded by the Human Services Commission:

	FY 2008	FY 2009	FY 2010
	Allocation	Allocation	Allocation
The ARC of Natrona County	No Request	No Request	\$ 6,700
CASA	10,500	10,500	9,875
Casper Day Care- Child Development	19,604	19,046	15,500
Central Wyoming Counseling Center	13,400	13,400	11,250
Central Wyoming Rescue Mission	20,000	17,943	12,000
HCH Clinic	22,430	26,284	25,705
Meals on Wheels	12,000	11,794	12,000
Mercer House	17,700	19,257	18,750
Central Wyoming Senior Citizens	34,600	34,171	32,500
Self Help Center	45,000	45,004	40,054
Transitional Housing Program	31,900	31,900	32,200
Wyoming Senior Citizens, Inc.	10,600	9,943	9,200
Youth Crisis Center- Hemry Home	17,000	15,572	15,000
Children's Advocacy Project, Inc.	No Request	No Request	14,000
TOTAL	\$ 254.734	\$ 254.814	\$ 254.734

The Community Action Partnership of Natrona County held agency meetings for City and County human services funding on April 22 and 23, 2009 to determine the FY 2010 recommended allocations. Total requests for funding from all agencies were \$399,092 of which the Human Services Agency was able to fund \$254,734.

FY 2010 Budget (Budget Basis) Health, Social & Community Services

	Y 2008 CTUAL	Y 2009 EVISED	TY 2009 STIMATE	Y 2010 DOPTED	% ▲
Expenses					
Other Expenses					
Municipal Band	\$ 75,000	\$ 101,500	\$ 121,729	\$ 123,000	21%
Human Services - General	39,867	39,867	39,867	39,867	0%
Human Services - 1% Sales Tax Funded	87,500	87,500	87,500	87,500	0%
Human Services - Admin	70,569	72,959	72,959	76,299	5%
Blue Envelope Health Fair	-	14,000	14,000	14,000	0%
Health Department	600,000	750,000	750,000	750,000	0%
Casper Mtn Fire District	7,500	7,500	7,500	7,500	0%
Chamber of Commerce	38,750	38,750	38,750	42,000	8%
Community Promotions	37,229	112,836	112,836	75,000	-34%
The Science Zone	10,000	15,000	15,000	15,000	0%
Youth Empowerment Council	-	29,000	29,000	16,500	-43%
United Way Kickoff Event	-	9,000	9,000	9,000	0%
Youth Crisis Center	20,000	20,000	20,000	20,000	0%
Parkway Administration Cost**	-	-	-	-	0%
CAEDA Incubator Project	-	-	-	100,000	100%
Child Advocacy Project	-	-	-	30,000	100%
Combat Challenge Team- Fire Department	-	-	-	15,000	100%
12/24 Club- Facility	-			250,000	100%
Total Other Expenses	\$ 986,415	\$ 1,297,912	\$ 1,318,141	\$ 1,670,666	29%
Total Expenses	\$ 986,415	\$ 1,297,912	\$ 1,318,141	\$ 1,670,666	29%

^{**} Amount was funded in City Council Budget in FY 2009.

Human Resources and Risk Management

Human Resources

The Human Resources Department helps the City recruit, train and retain employees. The Department's risk management program works to minimize the City's costs from unexpected events through risk mitigation, training, and insurance. The Human Resources Department manages the Property & Liability Insurance Fund and the Health Insurance Fund.

Mission Statement: To act as a support function to all Departments of the City by maximizing the potential of its human resources.

1. Goal: Recruit "next cycle workers" to work for the City of Casper.

<u>Objective</u>: Implement new policies and best practices that appeal to "next cycle workers" by June 30, 2010.

<u>Objective</u>: Increase advertisement of job opening announcements, to include places that "next cycle workers" frequent by June 30, 2010.

2. Goal: Decrease the number of full time employees voluntarily leaving employment with the City.

<u>Objective</u>: Implement a full-time employee and supervisor on-boarding pilot program for selected divisions by June 30, 2010.

Objective: Increase the number of exit interviews completed by June 30, 2010.

3. Goal: Develop and implement a management information system for collecting information concerning Human Resources.

Objective: Track four key performance indicators for Human Resources by June 30, 2010.

Highlights from FY09: Human Resources began researching human resource information systems in an attempt to improve the reliability of data tracked. The decision was made to utilize the City's Information Technology Division to assist in development of reliable tracking methods.

Highlights for FY10: Human Resources will focus on recruitment and retention issues, as well as continuing to develop reliable tracking methods. The term "Next Cycle Workers" means those individuals who are considering ending their career by retirement, and are looking for another opportunity to be employed in their "next cycle" of employment. The City is committed to working towards hiring "Next Cycle Workers," as a result of the boomer study that was conducted last year.

An "On-Boarding" program will promote the process of acquiring, accommodating, assimilating and accelerating new employees, whether they come from outside or inside the organization. The "On-Boarding" concept starts when a candidate accepts a job offer, and continues through their first year of employment. "On-Boarding" will improve productivity, significant improve talent retention, and build a shared culture within the organization.

Human Resources and Risk Management

Human Resources and Ri	sk Management Staffii	ng Summary	
	FY 2008	FY 2009	FY 2010
Full Time Positions			
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 Manager	1	1	1
Administrative Secretary	1	1	1
RM Injury/Claims Coordinator	1	1	1
Total	7	7	7
Part Time Employees (Budget)	\$ 23,042	\$ 46,393	\$ 17,893

Human	Human Resources & Risk Management Budget Summary												
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 DOPTED	% ▲				
Expenditures													
Personnel	\$	472,741	\$	559,491	\$	524,709	\$	540,037	-3%				
Contractual Services		84,567		79,861		73,038		81,061	2%				
Materials & Supplies		15,372		10,500		9,903		11,000	5%				
Other		39,678		25,000		27,681		22,500	-10%				
Capital		8,497		6,969		6,468		7,000	0%				
Total Expenditures	\$	620,855	\$	681,821	\$	641,799	\$	661,598	-3%				

FY 2010 Budget (Budget Basis) Human Resources & Risk Management

	Y 2008 CTUAL	FY 2009 EVISED	Y 2009 STIMATE	Y 2010 DOPTED	% ▲
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 325,003	\$ 377,660	\$ 377,660	\$ 390,313	3%
Part Time	23,042	46,393	13,231	17,893	-61%
Overtime	-	1,000	75	1,000	0%
Total Salaries & Wages	\$ 348,045	\$ 425,053	\$ 390,966	\$ 409,206	-4%
Other Pay					
Supplemental Pay	\$ 3,000	\$ -	\$ -	\$ 7,000	100%
Disability Leave Buy-Back	2,733	4,600	3,903	4,600	0%
Accrued Leave Payoff	2,096	-	-	-	0%
Other Allowances	7,250	9,000	9,000	9,000	0%
Total Other Pay	\$ 15,079	\$ 13,600	\$ 12,903	\$ 20,600	51%
Benefits					
Health Insurance	\$ 52,680	\$ 52,944	\$ 52,944	\$ 39,672	-25%
Other Insurance Benefits	2,376	3,367	3,367	3,430	2%
FICA/Medicare Tax	26,088	31,376	31,378	33,534	7%
Retirement Contributions	22,605	26,416	26,416	27,369	4%
Workers' Compensation	5,868	6,735	6,735	6,226	-8%
Total Benefits	\$ 109,617	\$ 120,838	\$ 120,840	\$ 110,231	-9%
Total Personnel	\$ 472,741	\$ 559,491	\$ 524,709	\$ 540,037	-3%
Contractual Services					
Medical Testing Services	\$ 23,092	\$ 15,000	\$ 18,145	\$ 20,000	33%
Employee Family Assistance	1,661	2,000	2,000	11,593	480%
Insurance & Bonds	10,945	10,568	10,568	10,568	0%
Telecommunications	2,665	2,800	2,064	2,000	-29%
Postage/Shipping	3,849	3,500	3,187	3,500	0%
Printing/Reproduction	5,452	3,900	2,081	3,400	-13%
Travel & Training	15,010	19,000	16,615	19,000	0%
Other Contractual	8,991	10,000	9,630	10,000	0%
Association Dues	916	1,000	655	1,000	0%
Wellness Program Services	 11,986	12,093	8,093		-100%
Total Contractual Services	\$ 84,567	\$ 79,861	\$ 73,038	\$ 81,061	2%

FY 2010 Budget (Budget Basis) Human Resources & Risk Management

	-	Y 2008 CTUAL	_	Y 2009 EVISED	_	Y 2009 STIMATE	_	Y 2010 DOPTED	% ▲
Materials & Supplies									
Office Supplies	\$	7,657	\$	4,500	\$	4,425	\$	4,500	0%
Books, Periodicals, Maps		3,436		2,500		2,595		2,500	0%
Civil Service Commission Supplies		275		500		33		-	-100%
Risk Management Supplies		3,804		3,000		2,850		4,000	33%
Enviro Quality Prg Supplies		200		-		-		-	0%
Total Materials & Supplies	\$	15,372	\$	10,500	\$	9,903	\$	11,000	5%
Other Expenses									
Programs & Projects	\$	39,678	\$	25,000	\$	27,681	\$	22,500	-10%
Total Other Expenses	\$	39,678	\$	25,000	\$	27,681	\$	22,500	-10%
Capital - New									
Light Equipment	\$	1,570	\$	1,000	\$	957	\$	2,000	100%
Technologies		6,927		5,969		5,511		5,000	-16%
Total Capital - New	\$	8,497	\$	6,969	\$	6,468	\$	7,000	0%
Total Expenses	\$	620,855	\$	681,821	\$	641,799	\$	661,598	-3%



Planning Division

Planning Division

Planning administers the policies, programs and regulations related to housing, commercial, and industrial growth and development within the City of Casper.

Mission Statement: To provide for the preparation of sustainable, community supported longrange plans for the physical development of the community that protects the City core and City resources, as well as coincides with the goals established by the City Council. In the short term, implement those plans through community participation and the compliance review of specific development proposals, to include annexations, replats, rezonings, conditional use permits, exceptions and site plans.

1. Goal: Increase revitalization of the City's core.

<u>Objective</u>: Assist in raising \$3.1 million for the remodeling of the Coliseum Building by January, 2010.

<u>Objective</u>: Initiate a pilot project in the downtown that includes enhanced streetscape and private construction of residential or mixed use development by June 30, 2010.

2. Goal: Develop an updated, viable and user-friendly comprehensive plan.

<u>Objective</u>: Complete Phase I (Community Visioning) of the Casper Area Comprehensive Plan update by June 30, 2010.

Highlights from FY09: The Planning Division's goals and objectives tend to be long term. Staff is focused on dramatic changes this year, now that the Form-Based Code in the Old Yellowstone District has been adopted and the review processes are in place. In addition, the 12/24 Club's proposed re-use of the former Coliseum Motors building to provide club, retail and job training space will provide an opportunity to make a significant change in the downtown area. The Urban Renewal Coordinator has worked with the 12/24 Club personnel to develop a viable business plan for the building's re-use and development.

The City Council and the Metropolitan Planning Organization Policy Committee elected to combine the comprehensive plan process with a visioning process. Consultants for this project are expected to be selected in April 2009, with the project kick-off in May.

Staff was unable to complete a capital improvement plan for the Old Yellowstone District and downtown. Identifying and constructing a pilot project that will create a complete street will be a top priority for the Community Development Department, in conjunction with the Public Services Department.

Highlights for FY10: The street enhancement study, which will evaluate pedestrian elements of streets in the downtown core area of Casper, will be completed in FY09. The Community Development Department will work with the Public Services Department to identify and construct a pilot project that will create a complete street.

The budget for Travel and Training was reduced for FY 2010. This will allow fewer Planning Board members to travel to Smart Growth focused conferences. However, most board members were able to attend a conference in FY 2008 and FY 2009. In other areas, the FY10 budget changes very little from FY09, as no new programs or personnel are requested.

Planning

Planning S	Staffing Sun	nmary			
	FY	2008	FY 2009	FY 2010	
Full Time Positions					
Administrative Secretary		1	1	1	
Associate Planner		1	1	1	
Community Development Director		1	1	1	
Planning Technician		1	1	1	
Urban Development Specialist		1	1	1	
Total		5	5	5	
Part Time Employees (Budget)	\$	3,260	\$ 8,520	\$ 8,520	

Planning Budget Summary												
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE			% ▲				
\$	405,635	\$	461,973	\$	467,683	\$	484,406	5%				
	48,473		81,466		60,156		52,441	-36%				
	10,794		6,100		4,005		4,500	-26%				
	500		9,000		2,500		8,961	0%				
	1,146		12,500		8,774		1,250	-90%				
\$	466,548	\$	571,039	\$	543,118	\$	551,558	-3%				
	\$	FY 2008 ACTUAL \$ 405,635 48,473 10,794 500 1,146	FY 2008 ACTUAL F \$ 405,635 \$ 48,473 10,794 500 1,146	FY 2008 ACTUAL FY 2009 REVISED \$ 405,635 \$ 461,973 48,473 81,466 10,794 6,100 500 9,000 1,146 12,500	FY 2008 FY 2009 REVISED EXACTUAL REVISED EXACTUAL \$ 405,635 \$ 461,973 \$ 48,473 81,466 10,794 6,100 500 9,000 1,146 12,500	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 405,635 \$ 461,973 \$ 467,683 48,473 81,466 60,156 10,794 6,100 4,005 500 9,000 2,500 1,146 12,500 8,774	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE I A \$ 405,635 48,473 \$ 461,973 81,466 60,156 10,794 6,100 4,005 500 9,000 2,500 1,146 12,500 8,774	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE FY 2010 ADOPTED \$ 405,635 \$ 461,973 \$ 467,683 \$ 484,406 48,473 81,466 60,156 52,441 10,794 6,100 4,005 4,500 500 9,000 2,500 8,961 1,146 12,500 8,774 1,250				

FY 2010 Budget (Budget Basis) Planning

		Y 2008 CTUAL	Y 2009 EVISED		Y 2009 TIMATE		Y 2010 DOPTED	% ▲
Expenses	-							
Personnel								
Salaries & Wages								
Full Time	\$	292,920	\$ 324,312	\$	330,862	\$	333,931	3%
Part Time		3,260	8,520		8,520		8,520	0%
Overtime		4,752	4,500		3,000		4,500	0%
Total Salaries & Wages	\$	300,932	\$ 337,332	\$	342,382	\$	346,951	3%
Other Pay								
Supplemental Pay	\$	2,500	\$ -	\$	-	\$	5,000	100%
Disability Leave Buy-Back		865	900		1,560		1,560	73%
Accrued Leave Payoff		266	-		-		-	0%
Other Allowances		7,625	10,500		10,500		10,500	0%
Total Other Pay	\$	11,256	\$ 11,400	\$	12,060	\$	17,060	50%
Benefits								
Health Insurance	\$	40,512	\$ 54,180	\$	54,180	\$	59,580	10%
Other Insurance Benefits	•	1,989	2,733	•	2,733	·	2,775	2%
FICA/Medicare Tax		22,570	26,678		26,678		28,264	6%
Retirement Contributions		23,787	24,118		24,118		24,665	2%
Workers' Compensation		4,589	5,532		5,532		5,111	-8%
Total Benefits	\$	93,447	\$ 113,241	\$	113,241	\$	120,395	6%
Total Personnel	\$	405,635	\$ 461,973	\$	467,683	\$	484,406	5%
Contractual Services								
Medical Testing Services	\$	300	\$ -	\$	300	\$	300	
Other Professional Services		3,212	8,500		9,500		5,000	-41%
Insurance & Bonds		2,178	2,396		2,396		2,396	0%
Telecommunications		1,785	4,620		1,524		1,524	-67%
Postage/Shipping		5,566	4,730		4,500		4,500	-5%
Advertising		6,721	9,000		7,000		7,000	-22%
Printing/Reproduction		3,500	7,500		4,000		5,000	-33%
Travel & Training		15,885	35,034		21,250		16,000	-54%
Interdepartmental Services		7,326	6,271		6,271		7,306	17%
Association Dues		2,000	 3,415		3,415		3,415	0%
Total Contractual Services	\$	48,473	\$ 81,466	\$	60,156	\$	52,441	-36%
Materials & Supplies								
Office Supplies	\$	9,953	\$ 5,100	\$	3,000	\$	3,500	-31%
Books, Periodicals, Maps		841	1,000		1,005		1,000	0%
Total Materials & Supplies	\$	10,794	\$ 6,100	\$	4,005	\$	4,500	-26%

FY 2010 Budget (Budget Basis) Planning

	F١	2008	F	FY 2009	F	FY 2009	F	Y 2010	
	AC	CTUAL	R	EVISED	E	STIMATE	ΑI	DOPTED	% ▲
Other Expenses									_
Principal Payments	\$	-	\$	-	\$	1,500	\$	3,961	100%
Programs & Projects		500		9,000		1,000		5,000	-44%
Total Other Expenses	\$	500	\$	9,000	\$	2,500	\$	8,961	0%
Capital									
Capital - New									
Technologies	\$	1,146	\$	8,300	\$	4,950	\$	1,250	-85%
Total Capital - New	\$	1,146	\$	8,300	\$	4,950	\$	1,250	-85%
Capital - Replacement									
Light Equipment	\$	-	\$	4,200	\$	3,824	\$	-	-100%
Total Capital - Replacement	\$	-	\$	4,200	\$	3,824	\$	-	-100%
Total Expenses	\$	466,548	\$	571,039	\$	543,118	\$	551,558	-3%



Metropolitan Planning Organization (MPO)

Metropolitan Planning Organization

Metropolitan Planning Organization (MPO) provides the Casper urban area with a regional process for applying state and federal transportation funds to transportation planning. Additional MPO members include the Wyoming Department of Transportation, Natrona County, and the towns of Bar Nunn and Evansville.

Mission Statement: 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.

1. Goal: To expand the existing transportation network of the City of Casper area to accommodate multiple modes of transportation.

<u>Objective</u>: Complete a transit development plan that examines the services provided by *The Bus* and Casper Area Transportation Coalition, specifically addressing the urban area's growth areas and specific populations by December 1, 2009.

<u>Objective</u>: Semi-annually document the progress made on the implementation of various transportation plans including the walkability study, the street enhancement study, and the Safe Walks to School grant findings to insure that the community is implementing findings it embraces.

Highlights from FY09: The Metropolitan Planning Organization (MPO) has been actively fulfilling its mission of transportation planning. Studies that include the walkability study and the street enhancement study will set the direction for improving the access and walkability of the community for years to come.

Highlights for FY10: It is necessary that the MPO updates the transit development plan, which was last updated in 2003. The continued growth of the urban area, an increase in demand for service, and the potential of increased ridership from an aging population are all indicators of the need to revisit this plan and analyze the service options.

The MPO produces a number of plans with specific implementation recommendations. There has not been, however, accountability on the implementation and the success of these recommendations. In FY10, MPO staff will begin to prepare semi-annual reports on the status of plan implementations.

Minor budget cuts were made in this cost center and no major organizational or staffing changes are planned for FY 2010.

Metropolitan Planning Organization

	Metropolitan Planning	Organization S	Staffing S	Summary	
		FY 2	2008	FY 2009	FY 2010
Full Time Positions					
Accounting Technician			1	1	1
MPO Planner			1	-	-
MPO Supervisor			-	1	1
·	Total		2	2	2
Part Time Employees (Budg	get)	\$	- 9	- 9	-

Metropolitan Planning Organization Budget Summary												
•		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲			
Expenditures												
Personnel	\$	121,792	\$	124,414	\$	122,914	\$	122,746	-1%			
Contractual Services		21,702		24,499		16,271		20,300	-17%			
Materials & Supplies		2,802		3,000		1,382		3,000	0%			
Other		109,065		339,428		339,303		334,923	-1%			
Capital		710		2,500		2,307		500	-80%			
Total Expenditures	\$	256,071	\$	493,841	\$	482,177	\$	481,469	-3%			

FY 2010 Budget (Budget Basis)

Metropolitan Planning Organization

	Y 2008 CTUAL	Y 2009 EVISED	Y 2009 TIMATE	Y 2010 DOPTED	% ▲
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 91,511	\$ 93,804	\$ 92,304	\$ 98,393	5%
Overtime	 256	500	500	500	0%
Total Salaries & Wages	\$ 91,767	\$ 94,304	\$ 92,804	\$ 98,893	5%
Other Pay					
Supplemental Pay	\$ 1,500	\$ -	\$ -	\$ 2,000	100%
Accrued Leave Payoff	275	-	-	-	0%
Other Allowances	-	-	-	1,020	
Total Other Pay	\$ 1,775	\$ -	\$ -	\$ 3,020	100%
Benefits					
Health Insurance	\$ 14,616	\$ 15,636	\$ 15,636	\$ 5,280	-66%
Other Insurance Benefits	704	806	806	833	3%
FICA/Medicare Tax	6,751	7,216	7,216	7,996	11%
Retirement Contributions	5,212	5,356	5,356	5,686	6%
Workers' Compensation	967	1,096	1,096	1,038	-5%
Total Benefits	\$ 28,250	\$ 30,110	\$ 30,110	\$ 20,833	-31%
Total Personnel	\$ 121,792	\$ 124,414	\$ 122,914	\$ 122,746	-1%
Contractual Services					
Insurance & Bonds	\$ 4,675	\$ 5,143	\$ 5,143	\$ 5,143	0%
Telecommunications	491	560	510	374	-33%
Other Contractual	2,890	5,789	2,078	5,789	0%
Travel & Training	8,273	9,220	5,153	5,000	-46%
Interdepartmental Services	4,404	2,187	2,187	2,394	9%
Association Dues	 969	1,600	1,200	1,600	0%
Total Contractual Services	\$ 21,702	\$ 24,499	\$ 16,271	\$ 20,300	-17%
Materials & Supplies					
Office Supplies	\$ 2,802	\$ 3,000	\$ 1,382	\$ 3,000	0%
Total Materials & Supplies	\$ 2,802	\$ 3,000	\$ 1,382	\$ 3,000	0%
Other Expenses					
Programs & Projects	\$ 109,065	\$ 339,428	\$ 339,303	\$ 334,923	-1%
Total Other Expenses	\$ 109,065	\$ 339,428	\$ 339,303	\$ 334,923	-1%

FY 2010 Budget (Budget Basis)

Metropolitan Planning Organization

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		Y 2010 DOPTED	% ▲
Capital - New								
Technologies	\$ 710	\$	2,500	\$	2,307	\$	500	-80%
Total Capital - New	\$ 710	\$	2,500	\$	2,307	\$	500	-80%
Total Expenses	\$ 256,071	\$	493,841	\$	482,177	\$	481,469	-3%



Code Enforcement

The Code Enforcement Division perfrorms building inspections and code enforcement. The building inspection program enforces the City's adopted building codes by conducting plan reviews, licensing contractors, and inspecting new, altered or remodeled structures. The code enforcement program enforces City ordinances pertaining to zoning code violations, weeds, trash, junk, dangerous buildings, and other miscellaneous nuisances.

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

1. Goal: Increase effective enforcement of codes.

<u>Objective</u>: Increase the public's awareness regarding codes governing junk and debris and weeds by issuing two public service commercials and updated brochure information by June 30, 2010.

<u>Objective</u>: Quantify the effectiveness of code enforcement by establishing specific metrics of measurement by June 30, 2010.

Highlights from FY09: The Code Enforcement Division has been actively working with the Urban Renewal Coordinator and the Weed and Seed Committee to facilitate the neighborhood and other cleanup operations. As of February 2009, the Division removed approximately 738 tons of junk and debris from the Weed and Seed and Old Yellowstone District areas.

The addition of a code enforcement officer through the Weed and Seed Program and CDBG funding has increased the Division's capability to address targeted neighborhood issues. The new officer has been able to establish positive relationships with the neighborhood residents and made significant progress on neighborhood cleanup, including coordination with the Community Services Program to use their clients in cleanup efforts.

Highlights for FY10: The Community Development Department will be working toward implementation of the City of Casper's "Boomer Study." Efforts will include working with the construction and development community to encourage the construction of accessible designs to allow seniors to live independently. Brochures and public information programs will be developed to bring awareness to the community that this type of construction is allowed under current codes.

Intuitively, it is believed a significant impact is being made on the neighborhoods through code enforcement. Anecdotally, residents of the neighborhood are informing staff that they see a marked improvement. One objective this year will be to identify a metric by which neighborhood improvement can be measured, potentially through the amount of trash removed, reinvestment and increase in building permits, or citizen surveys to assess perceptions.

The national economic downturn will likely have some impact on the pace of local construction. As a result, revenue projections for building permit revenue shows a slight decline.

The Building and Code Inspection Manager is changing from a city car to a car allowance for FY 2010.

Code Enforcen	nent Staffing Summar	у	
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Accounting Technician	1	1	1
Building Code Enforcement Manager	1	1	1
Building Inspector II	6	6	6
Code Enforcement Inspector	2	2	2
Code Enforcement Supervisor	1	1	1
Secretary II	1	1	1
Total	12	12	12
Part Time Employees (Budget)	\$ -	\$ -	\$ -

	Code En	forcement E	Bud	get Summa	ry				
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲
Expenditures									
Personnel	\$	833,511	\$	891,589	\$	890,528	\$	931,106	4%
Contractual Services		105,640		151,891		133,423		137,052	-10%
Materials & Supplies		5,616		6,500		6,500		6,500	0%
Other		684		1,000		750		1,000	0%
Capital		5,772		8,000		7,000		8,000	0%
Total Expenditures	\$	951,223	\$	1,058,980	\$	1,038,201	\$	1,083,658	2%

FY 2010 Budget (Budget Basis)

	Y 2008 CTUAL	FY 2009 EVISED	Y 2009 TIMATE	-	Y 2010 DOPTED	% ▲
Expenses						
Personnel						
Salaries & Wages						
Full Time	\$ 613,565	\$ 681,711	\$ 671,711	\$	689,757	1%
Overtime	899	530	-		530	0%
Total Salaries & Wages	\$ 614,464	\$ 682,241	\$ 671,711	\$	690,287	1%
Other Pay						
Supplemental Pay	\$ 5,500	\$ -	\$ -	\$	12,000	100%
Disability Leave Buy-Back	5,046	6,100	7,099		8,000	31%
Accrued Leave Payoff	242	250	6,300		250	0%
Other Allowances	 920	4,080	6,500		10,100	148%
Total Other Pay	\$ 11,708	\$ 10,430	\$ 19,899	\$	30,350	191%
Benefits						
Health Insurance	\$ 111,408	\$ 90,252	\$ 90,252	\$	99,252	10%
Other Insurance Benefits	4,754	5,535	5,535		5,603	1%
FICA/Medicare Tax	45,437	52,991	52,991		55,863	5%
Retirement Contributions	35,822	39,098	39,098		39,679	1%
Workers' Compensation	 9,918	11,042	11,042		10,072	-9%
Total Benefits	\$ 207,339	\$ 198,918	\$ 198,918	\$	210,469	6%
Total Personnel	\$ 833,511	\$ 891,589	\$ 890,528	\$	931,106	4%
Contractual Services						
Nuisance Abatement	\$ 35,472	\$ 64,953	\$ 50,000	\$	51,000	-21%
Equipment Repairs	1,436	2,000	1,000		2,000	0%
Insurance & Bonds	9,501	10,451	10,451		10,451	0%
Telecommunications	8,423	5,880	3,350		3,500	-40%
Postage/Shipping	6,731	6,000	6,000		6,000	0%
Printing/Reproduction	4,401	4,500	4,500		4,500	0%
Travel & Training	6,869	10,000	10,000		10,000	0%
Interdepartmental Services	31,977	47,057	47,057		48,536	3%
Association Dues	 830	1,050	1,065		1,065	1%
Total Contractual Services	\$ 105,640	\$ 151,891	\$ 133,423	\$	137,052	-10%
Materials & Supplies						
Office Supplies	\$ 4,052	\$ 5,000	\$ 5,000	\$	5,000	0%
Books, Periodicals, Maps	1,564	1,500	1,500		1,500	0%
Total Materials & Supplies	\$ 5,616	\$ 6,500	\$ 6,500	\$	6,500	0%
Other Expenses						
Programs & Projects	\$ 684	\$ 1,000	\$ 750	\$	1,000	0%
Total Other Expenses	\$ 684	\$ 1,000	\$ 750	\$	1,000	0%

FY 2010 Budget (Budget Basis)

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 DOPTED	% ▲
Capital - New								
Technologies	\$ 5,772	\$	8,000	\$	7,000	\$	8,000	0%
Total Capital - New	\$ 5,772	\$	8,000	\$	7,000	\$	8,000	0%
Total Expenses	\$ 951,223	\$	1,058,980	\$	1,038,201	\$	1,083,658	2%



Police Department

Police Department

The Police Department's duties include 24-hour patrol services, traffic enforcement, crime prevention, emergency response, felony investigations, and misdemeanor investigations.

Police Department – Administration Section

1. Goal: Implement a "Comp Stat" police summary report.

<u>Objective</u>: Present the data system to Police Department command staff by March 1, 2009, and determine the necessary categories to be tracked by April 1, 2009.

Objective: Implement an operational "Comp Stat" data tracking system by June 1, 2009.

2. Goal: Attain Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation.

Objective: Proceed with CALEA accreditation process and be fully accredited by June, 2011.

Police Department – Career Services

1. Goal: Provide professional and timely training to new officers in accordance to Wyoming POST rules and regulations.

<u>Objective</u>: Complete the Basic Training or Certified Officer Training process for new less than 10 officers in calendar year 2009.

2. Goal: Develop and implement a mandatory physical fitness program.

Objective: Complete validation process for the program by December 31, 2009.

Objective: Fully implement within 3-4 years of completion of the validation process.

3. Goal: Complete City Center Training Room.

Objective: Have the training room furnished by March 31, 2010.

Police Department – Fleet Maintenance

1. Goal: Ensure vehicles are maintained and serviced regularly to provide for safe operation and equipment longevity.

Objective: Service all vehicles within 300 miles of the service mileage notice.

2. Goal: Improve the efficiency of purchasing vehicles.

Objective: Order vehicles by November 15, 2009.

Police Department – Patrol Section

1. Goal: Provide consistent and regular parking enforcement of the downtown and restricted parking areas within the City.

<u>Objective</u>: Maintain present level of parking enforcement and make three rounds of parking enforcement daily, with weekends and holidays excluded.

2. Goal: Decrease the number of traffic collisions, by 5% over 2008 totals.

<u>Objective</u>: Reduce the 85th percentile speeds on selected streets to no more than five miles per hour over the posted speed limits.

<u>Objective</u>: Reduce the aggregate number of collisions at historically high volume accident locations by 5%.

3. Goal: Decrease the number of citizen complaints regarding public intoxication.

Objective: Decrease the number of citizen reported complaints regarding public intoxication by 5%.

<u>Objective</u>: Decrease the officer's time spent on a public intoxication arrest to less than one hour.

4. Goal: Reduce patrol response times and provide timely and effective response to crime and service calls.

<u>Objective</u>: Decrease response times on priority 1 calls from an average of 7:16 minutes to 5:00 minutes.

<u>Objective</u>: Decrease response times on priority 2 calls from an average of 25:54 minutes to 15:00 minutes.

<u>Objective</u>: Decrease response times on priority 3 calls from an average of 1 hour and 46:43 minutes to 45:00 minutes.

5. Goal: Improve the efficiency and quality of patrol investigations and case management.

Objective: Close 75% of the cases assigned to patrol officers within four weeks.

Objective: Close 100% of the cases assigned to patrol officers within six weeks.

6. Goal: Reduce the complaints of criminal activity in the downtown area.

<u>Objective</u>: Reduce the number of citizen criminal complaints in the downtown area by 5%.

7. Goal: Reduce the amount of burglaries and larcenies.

Objective: Reduce the number of larcenies in Casper by 5% over 2008.

Objective: Maintain the low level of burglaries in compared to the 2008 numbers.

Police Department – Investigations

1. Goal: Purchase CrimeView software.

<u>Objective</u>: Increase the availability and timeliness of information available, so that crime reports, mapping and analysis can be completed in minutes, rather than hours or days, by October, 2009.

2. Goal: Improve subpoena service.

<u>Objective</u>: Complete first service attempts of subpoenas no less than two weeks prior to Court date, when timely delivery is provided by City Prosecutor's Office.

3. Goal: Further improve the pawn process by including second hand dealers on the LeadsOnLine program.

<u>Objective</u>: Increase the number of business who download information into the LeadsOnLine system by five to seven.

4. Goal: Replace and train a new polygraph operator.

<u>Objective</u>: Complete training at the Maryland Institute of Criminal Justice Polygraph School, so as to have a smooth transition between the current operator and the new operator.

Police Department – Weed and Seed Program

1. Goal: Better utilize community service hours sentenced by the courts.

Objective: Complete a minimum of 50 projects, involving 200 youth offenders.

<u>Objective</u>: Average a minimum of 300 community service hours each month by youth offenders.

Police Department – Records

1. Goal: Maintain electronic records through Summit Imaging.

<u>Objective</u>: Scan and attach charging documents and miscellaneous report attachments, with 97% accuracy.

Highlights from FY09: The Casper Police Department has been involved in a very aggressive recruiting drive, which resulted in the first Casper Basic Police Academy in the summer of 2008. A second Basic Academy is scheduled for May of 2009, which will bring the Police Department up to authorized strength.

The strong enforcement, prevention and treatment efforts that have been instituted to address methamphetamine appear to be working. The percentage of individuals seeking treatment for methamphetamine addiction dropped from a high of 26% to 9% in 2008. This decrease is evident in many crime categories.

The high point of the year came with the October opening of the Central Wyoming Counseling Center Residential Treatment Center, which is operational at 85%-90% capacity.

Alcohol abuse and driving while under the influence continues to be a priority. In 2008, 601 individuals were arrested for driving while under the influence, while another 771 were arrested for public intoxication. These disturbing numbers must decrease, and cooperative efforts continue with the Natrona County Liquor Dealer's Association.

An increased emphasis on traffic enforcement has resulted in slower speeds in historically high speed areas. The speed sentry system utilized on 12th and 13th Streets reveal that 95% of the traffic falls within the accepted 85th percentile.

Numerous programs are proving to be beneficial within the Weed and Seed area. These include the Casper-Natrona County Health Department's Nurse Family Partnership, neighborhood cleanup projects and World Changers, late night youth activities, and Mercer House Insight II classes on youth and alcohol. Drug arrests in the area are down 18%, compared to 6% in the remainder of the community. This decrease is evident in many crime categories.

The new Community Service Youth Program provides oversight for monitoring community service hours, and anticipates averaging 500 hours per month from youthful offenders. This is a program that has tremendous potential for creating positive community involvement for youth.

The success of the LeadsOnLine program that was implemented after an ordinance change by the City Council is, at least, partially responsible for the increase in the recovery of stolen property.

Highlights for FY10: One Lieutenant position was converted to a Captain's position. Sine the recruiting efforts have resulted in reaching authorized strength, three overhire positions have been phased out for FY 2010. These positions were used to allow the training needed to bring the Police Department closer to full staffing in FY 2009.

Adult prisoner care is budgeted to increase and juvenile care decrease. The increase in adult prison costs are due to increased utilization and increased prices from the Natrona County Jail. The decline in juvenile prison care is due to new practices by the Casper Police and County Sheriff to turn juveniles over into the custody of their parents more quickly.

Police

Police Staffin	g Summary		
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Sworn			
Police Chief	1	1	1
Police Captain	-	1	1
Police Lieutenant	5	3	3
Police Sergeant	9	9	9
Police Officer	83	83	83
Police Officer Authorized Overhire	<u>-</u> _	4	1_
Total Sworn	98	101	98
Non-Sworn			
Administrative Secretary	1	1	1
Community Services Officer	3	3	3
Crime Analysis Technician	1	1	1
Lead Police Records Specialist	1	1	1
Police Records Specialist	4	4	4
Police Records Supervisor	1	1	1
Property Evidence Technician	2	2	2
Budget Specialist	1	1	1
Secretary II	1	1	1
Victim Services Coordinator	1	1	1
Police Support Services Manager	<u>-</u> _	1	1_
Total Non-Sworn	16	17	17
Total	114	118	115
A Police Lieutenant position was changed to a Police Ca Lieutenant position was changed to a civilian Police Suppo dispatch functions.	•	•	
Part Time Employees (Budget)	\$ 11,916	\$ 18,578	\$ 18,578

	Police Budget	Summary			
	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Expenditures					
Personnel	\$ 7,657,563	\$ 8,836,024	\$ 8,368,638	\$ 9,060,194	3%
Contractual Services	1,665,789	2,175,895	2,261,600	2,112,191	-3%
Materials & Supplies	179,378	162,400	205,697	162,400	0%
Other	6,996	30,950	28,000	30,800	0%
Capital	35,829	35,000	43,000	35,000	0%
Total Expenditures	\$ 9,545,555	\$ 11,240,269	\$ 10,906,935	\$ 11,400,585	1%

FY 2010 Budget (Budget Basis) Police

		TY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Expenses									
Personnel									
Salaries & Wages									
Full Time	\$	5,545,103	\$	6,441,053	\$	6,000,000	\$	6,472,011	0%
Part Time		11,916		18,578		13,500		18,578	0%
Overtime		145,924		215,000		216,500		215,000	0%
Holiday Pay		118,019		100,642		115,000		100,642	0%
Total Salaries & Wages	\$	5,820,962	\$	6,775,273	\$	6,345,000	\$	6,806,231	0%
Other Pay									
Other Pay	\$	8,711	\$	22,153	\$	8,000	\$	15,000	-32%
Supplemental Pay		65,596		10,836		17,000		128,200	1083%
Disability Leave Buy-Back		58,205		60,000		53,461		60,000	0%
Accrued Leave Payoff		32,102		36,400		40,000		36,400	0%
Other Allowances		17,040		17,800		17,800		17,800	0%
Total Other Pay	\$	181,654	\$	147,189	\$	136,261	\$	257,400	75%
Benefits									
Health Insurance	\$	874,104	\$	990,588	\$	990,588	\$	970,044	-2%
Other Insurance Benefits	•	42,548		57,435		51,000		58,175	1%
FICA/Medicare Tax		118,582		174,711		170,000		293,548	68%
Retirement Contributions		511,011		556,119		550,000		560,940	1%
Unemployment Compensation		-		100		-		-	-100%
Workers' Compensation		102,569		119,289		119,289		107,356	-10%
Clothing Allowance		6,133		15,320		6,500		6,500	-58%
Total Benefits	\$	1,654,947	\$	1,913,562	\$	1,887,377	\$	1,996,563	4%
Total Personnel	\$	7,657,563	\$	8,836,024	\$	8,368,638	\$	9,060,194	3%
Contractual Services									
Medical Testing Services	\$	15,176	\$	10,000	\$	10,000	\$	10,000	0%
Investigation Services	Ψ	14,698	Ψ	15,000	Ψ	12,000	Ψ	15,000	0%
Recruitment Services		45,561		35,000		40,000		35,000	0%
Prisoner Care - Adult		779,535		908,000		985,000		987,200	9%
Prisoner Care - Juvenile		64,068		157,000		130,000		77,800	-50%
Energy- Electricity		-		-		3,000		3,000	
Building Rent		98,042		125,000		140,000		125,000	0%
Insurance & Bonds		152,149		167,737		170,000		170,000	1%
Telecommunications		30,458		30,600		30,000		26,600	-13%
Radio		14,974		15,000		15,500		15,000	0%
Postage/Shipping		7,216		11,000		9,500		11,000	0%
Printing/Reproduction		13,180		7,000		12,000		7,000	0%

FY 2010 Budget (Budget Basis) Police

	FY 2008			FY 2009		FY 2009		FY 2010	
_	-	CTUAL	F	REVISED	Е	STIMATE	Α	DOPTED	% ▲
Contractual Services Cont.									
Travel & Training		75,101		105,109		100,000		105,109	0%
Interdepartmental Services		280,902		468,195		468,195		475,533	2%
Admin/Mgmt Fees		30,914		71,705		71,705		-	-100%
Other Contractual		43,815		49,549		64,700		48,949	-1%
Total Contractual Services	\$	1,665,789	\$	2,175,895	\$	2,261,600	\$	2,112,191	-3%
Materials & Supplies									
Office Supplies	\$	28,700	\$	28,500	\$	45,000	\$	28,500	0%
Operational Supplies		28,744		25,000		38,000		25,000	0%
Uniforms		70,194		65,000		80,000		65,000	0%
Other Materials & Supplies		51,740		43,900		42,697		43,900	0%
Total Materials & Supplies	\$	179,378	\$	162,400	\$	205,697	\$	162,400	0%
Other Expenses									
Programs & Projects	\$	-	\$	30,800	\$	28,000	\$	30,800	0%
Bad Debt Expense		6,996		150		-		-	-100%
Total Other Expenses	\$	6,996	\$	30,950	\$	28,000	\$	30,800	0%
Capital - New									
Technologies	\$	18,396	\$	25,000	\$	25,000	\$	25,000	0%
Total Capital - New	\$	18,396	\$	25,000	\$	25,000	\$	25,000	0%
Capital - Replacement									
Light Equipment	\$	17,433	\$	10,000	\$	18,000	\$	10,000	0%
Total Capital - Replacement	\$	17,433	\$	10,000	\$	18,000	\$	10,000	0%
Total Expenses	\$	9,545,555	\$	11,240,269	\$	10,906,935	\$	11,400,585	1%

Fire-EMS Department

Fire-EMS Department

The Fire-EMS Department performs traditional fire fighting activities, as well as emergency medical service (EMS) response. The Fire Department also performs a wide range of other duties including fire-related building inspections, emergency response and management, a variety of technical rescues, and public safety training.

Mission Statement: To respond to the public safety needs of the community with skill and compassion.

1. Goal: Reduce the health risk of Department members.

Objective: Identify and retire all PPE Turnout Ensembles (coat and pant) that are over 10 years old, by June 30, 2010.

<u>Objective</u>: Identify and retire all PPE Turnout Ensembles that fail routine inspection, by June 30, 2010.

<u>Objective</u>: Train all Operation Division personnel to perform routine inspection and cleaning of PPE Turnout Ensembles, by June 30, 2010.

<u>Objective</u>: Maintain detailed record keeping of all PPE Turnout Ensembles, by June 30, 2010.

2. Goal: Increase the ability of the Department to successfully investigate and prosecute arson cases.

<u>Objective</u>: Increase the number of P.O.S.T. Certified Peace Officers within the Prevention Division from 0 to 1, by June 30, 2010.

<u>Objective</u>: Increase the number if IAAI certified arson investigators within the Prevention Division from 1 to 2, by June 30, 2010.

3. Goal: Reduce the time it takes to respond to emergent calls for service to meet national standards.

<u>Objective</u>: Decrease turnout times on emergent calls from an average of 2:59 minutes, to an average of 1:00 minute or less, by January 1, 2010.

<u>Objective</u>: Decrease travel times to emergency calls from an average of 5:05 minutes to 4:00 minutes or less, by June 30, 2010.

4. Goal: Increase the ability of the Department to perform safely and effectively at high risk/low frequency calls.

Objective: Certify 90% of Operation Division personnel in identified high risk/low frequency disciplines, by June 30, 2010.

Highlights from FY09: Major highlights for FY09 included the implementation of a 6.5% wage increase for 69 personnel. This wage increase was negotiated in 2008, and is reflected in a two year collective bargaining agreement. This wage increase was for year one.

A paperless fire inspection system was implemented that will be used by Prevention Division personnel in the field. The Department also implemented a paperless vehicle maintenance record system to track vehicle problems and associated repairs.

Highlights for FY10: The FY10 fiscal year provides for a 5.5% wage increase for 69 personnel. This wage increase was negotiated in 2008, and is reflected in a two year collective bargaining agreement. This wage increase is for year two of the two year agreement. This contractual pay increase and the health insurance cost increase account for over 92% of the increase in the Fire Department. The remainder of the fiscal year reflects a status quo budget.

Fire

Fire Staffi	ing Summary		
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Sworn			
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	4	4	4
Firefighter	27	27	27
Total Sworn	74	74	74
Non-Sworn			
Administrative Secretary	1	1	1
Secretary II	1	1	1
Total Non-Sworn	2	2	2
Total	76	76	76
Part Time Employees (Budget)	\$ -	\$ -	\$ -

	Fi	re Budget S	Sun	nmary				
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	FY 2010 ADOPTED	% ▲
Expenditures								
Personnel	\$	5,726,449	\$	6,254,307	\$	6,238,345	\$ 6,531,981	4%
Contractual Services		612,014		656,156		656,594	676,690	3%
Materials & Supplies		211,973		187,850		193,000	195,850	4%
Other		85		1,835		1,835	3,980	117%
Capital		37,123		57,500		56,690	52,500	-9%
Total Expenditures	\$	6,587,644	\$	7,157,648	\$	7,146,464	\$ 7,461,001	4%

FY 2010 Budget (Budget Basis)

Fire

	FY 2008	ı	FY 2009	I	FY 2009	ı	FY 2010	
	 ACTUAL	R	EVISED	E	STIMATE	Α	DOPTED	% ▲
Expenses								
Personnel								
Salaries & Wages								
Full Time	\$ 3,786,401	\$	4,167,589	\$	4,082,255	\$	4,373,404	5%
Overtime	388,871		300,000		330,000		300,000	0%
Overtime - Scheduled	244,357		328,222		320,000		320,000	-3%
Holiday Pay	76,231		97,118		110,000		105,994	9%
Total Salaries & Wages	\$ 4,495,860	\$	4,892,929	\$	4,842,255	\$	5,099,398	4%
Other Pay								
Supplemental Pay	\$ 2,500	\$	45,500	\$	44,850	\$	6,000	-87%
Disability Leave Buy-Back	4,632		9,359		1,932		5,000	-47%
Accrued Leave Payoff	16,277		38,000		42,008		20,000	-47%
Other Allowances	1,220		6,500		6,500		6,500	0%
Total Other Pay	\$ 24,629	\$	99,359	\$	95,290	\$	37,500	-62%
Benefits								
Health Insurance	\$ 551,910	\$	647,400	\$	647,400	\$	713,316	10%
Other Insurance Benefits	9,953		10,625		11,400		11,465	8%
FICA/Medicare Tax	57,293		59,055		63,000		63,038	7%
Retirement Contributions	506,395		474,611		499,000		537,273	13%
Workers' Compensation	80,409		70,328		80,000		69,991	0%
Total Benefits	\$ 1,205,960	\$	1,262,019	\$	1,300,800	\$	1,395,083	11%
Total Personnel	\$ 5,726,449	\$	6,254,307	\$	6,238,345	\$	6,531,981	4%

FY 2010 Budget (Budget Basis) Fire

	FY 2008		ı	FY 2009	ı	FY 2009		FY 2010	
		ACTUAL	R	REVISED	E	STIMATE	Α	DOPTED	% ▲
Contractual Services									
Medical Testing Services	\$	17,000	\$	34,500	\$	40,000	\$	34,500	0%
Water		9,370		10,560		12,500		10,560	0%
Energy - Electricity		18,547		18,000		17,000		18,000	0%
Energy - Natural Gas		15,760		15,000		20,500		22,000	47%
Maintenance Agreements		12,488		15,602		15,600		13,475	-14%
Insurance & Bonds		22,923		25,216		25,216		25,216	0%
Telecommunications		42,169		30,000		24,500		24,500	-18%
Postage/Shipping		1,795		1,700		1,200		1,200	-29%
Advertising		643		500		800		500	0%
Printing/Reproduction		4,218		6,800		4,000		3,000	-56%
Travel & Training		46,055		61,900		62,000		56,900	-8%
Interdepartmental Services		363,689		375,378		375,378		413,839	10%
Equipment Repairs		54,912		58,000		55,000		50,000	-14%
Association Dues		2,445		3,000		2,900		3,000	0%
Total Contractual Services	\$	612,014	\$	656,156	\$	656,594	\$	676,690	3%
Materials & Supplies									
Office Supplies	\$	7,437	\$	5,500	\$	9,000	\$	5,500	0%
Operational Supplies	Ψ	108,441	Ψ	96,500	Ψ	91,000	Ψ	96,500	0%
Uniforms		62,424		49,610		58,000		57,610	16%
Custodial Supplies		11,215		14,880		14,000		14,880	0%
Safety Equipment/Supplies		568		2,000		2,000		2,000	0%
Training Supplies		21,888		19,360		19,000		19,360	4%
Total Materials & Supplies	\$	211,973	\$	187,850	\$	193,000	\$	195,850	4%
rotal materials a supplies	Ψ_	211,070	Ψ_	101,000	Ψ	100,000	Ψ_	100,000	. 70
Other Expenses									
Principal Payments/Debt Service	\$	85	\$	1,835	\$	1,835	\$	3,980	117%
Total Other Expenses	\$	85	\$	1,835	\$	1,835	\$	3,980	117%
Capital - New									
Light Equipment	\$	30,451	\$	32,500	\$	31,690	\$	27,500	-15%
Technologies		6,672		25,000	·	25,000	·	25,000	0%
Total Capital - New	\$	37,123	\$	57,500	\$	56,690	\$	52,500	-9%
Total Foresca	Φ.	0.507.044	Φ	7.457.040	Φ.	7.440.404	Φ	7 404 004	40/
Total Expenses	\$	6,587,644	\$	7,157,648	\$	7,146,464	\$	7,461,001	4%

Engineering Division

Engineering Division

The Engineering Division performs construction and infrastructure management, design and oversight activities.

Mission Statement: 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.

1. Goal: Increase work output in order to award all capital projects within the year said projects are budgeted.

Objective: Keep all capital projects within 10% of the original contract price.

Objective: Increase the percentage of completed capital projects budgeted in FY10 to 100% by June 1, 2010.

<u>Objective</u>: Increase completion of all development project reviews from Community development by the assigned deadline to 95% by June 1, 2010.

<u>Objective</u>: Maintain completion rate of within 48 hours of request for all required locates during the year.

<u>Objective</u>: Increase the accuracy of the City's GIS infrastructure layers by 75% to meet Department needs by January 31, 2010.

<u>Objective</u>: Maintain compliance with Phase II NPDES Storm Water Rules and Regulations.

Highlights from FY09: Numerous capital improvement projects and private developments, along with changeover of 50% of the professional staff challenged the Engineering Division resources throughout FY09. Capital projects included improvements at the Balefill, miscellaneous water main replacements, Casper Events Center projects, miscellaneous roof replacements, Fort Casper neighborhood improvements Phase II, and Paradise Drive and West Yellowstone reconstruction project designs, Glendale and Eastdale storm water improvement projects and the senior center expansion project. Oversight of large private development projects such as Mesa Addition No. 5, several school projects, and the east side McMurray area projects were also performed.

Highlights for FY10: This budget is a status quo budget that is essentially unchanged from FY09. Several small miscellaneous line items were combined into materials and supplies.

Engineering

Engineering	Staffing Su	mmary			
	FY	2008	FY 2009	FY 2010	
Full Time Positions					
Administrative Analyst		1	1	1	
Administrative Secretary		1	1	1	
Associate Engineer		3	4	4	
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	14	14	
An Infrastructure Maintenance Coordinator in Stre	ets was mov	ed to Engi	neering as an	Associate Engine	eer.
Part Time Employees (Budget)	\$	8,741	\$ 13,419	\$ 13,419	

Engineering Budget Summary												
		FY 2008 ACTUAL	ı	FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲			
Expenditures												
Personnel	\$	1,009,964	\$	1,176,825	\$	1,148,663	\$	1,232,524	5%			
Contractual Services		137,643		118,949		64,749		93,472	-21%			
Materials & Supplies		11,968		13,867		13,867		13,867	0%			
Capital		7,624		40,000		38,200		17,000	-58%			
Total Expenditures	\$	1,167,199	\$	1,349,641	\$	1,265,479	\$	1,356,863	1%			

FY 2010 Budget (Budget Basis) Engineering

	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 743,770	\$ 901,921	\$ 877,154	\$ 899,082	0%
Part Time	8,741	13,419	9,000	13,419	0%
Overtime	 911	2,250	1,500	2,250	0%
Total Salaries & Wages	\$ 753,422	\$ 917,590	\$ 887,654	\$ 914,751	0%
Other Pay					
Standby Time	\$ 1,968	\$ 4,260	\$ 3,000	\$ 4,260	0%
Supplemental Pay	6,500	-	-	12,000	100%
Disability Leave Buy-Back	4,499	4,500	5,654	4,500	0%
Accrued Leave Payoff	16,612	-	1,760	12,118	100%
Other Allowances	 410	2,940	3,060	3,075	5%
Total Other Pay	\$ 29,989	\$ 11,700	\$ 13,474	\$ 35,953	207%
Benefits					
Health Insurance	\$ 104,616	\$ 105,888	\$ 105,888	\$ 128,364	21%
Other Insurance Benefits	5,238	6,607	6,607	7,438	13%
FICA/Medicare Tax	56,835	66,482	66,482	73,852	11%
Retirement Contributions	47,124	54,378	54,378	58,332	7%
Workers' Compensation	 12,740	14,180	14,180	13,834	-2%
Total Benefits	\$ 226,553	\$ 247,535	\$ 247,535	\$ 281,820	14%
Total Personnel	\$ 1,009,964	\$ 1,176,825	\$ 1,148,663	\$ 1,232,524	5%
Contractual Services					
Engineering Services	\$ 5,565	\$ 3,000	\$ 3,000	\$ 3,000	0%
Insurance & Bonds	7,975	8,773	8,773	8,773	0%
Telecommunications	5,840	5,000	3,300	3,300	-34%
Postage/Shipping	1,528	2,500	2,000	2,000	-20%
Printing/Reproduction	2,005	2,000	2,000	2,000	0%
Travel & Training	22,554	18,000	12,000	14,000	-22%
Interdepartmental Services	17,589	16,176	16,176	16,399	1%
Other Contractual	70,714	60,000	14,000	40,000	-33%
Association Dues	3,873	3,500	3,500	4,000	14%
Total Contractual Services	\$ 137,643	\$ 118,949	\$ 64,749	\$ 93,472	-21%

FY 2010 Budget (Budget Basis) Engineering

	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Materials & Supplies					
Other Materials & Supplies	\$ 9,707	\$ 11,667	\$ 11,667	\$ 11,667	0%
Books, Periodicals, Maps	1,502	1,200	1,200	1,200	0%
Safety Equipment/Supplies	759	1,000	1,000	1,000	0%
Total Materials & Supplies	\$ 11,968	\$ 13,867	\$ 13,867	\$ 13,867	0%
Capital - New					
Technologies	\$ 7,624	\$ 40,000	\$ 38,200	\$ 17,000	-58%
Total Capital - New	\$ 7,624	\$ 40,000	\$ 38,200	\$ 17,000	-58%
Total Expenses	\$ 1,167,199	\$ 1,349,641	\$ 1,265,479	\$ 1,356,863	1%



Streets

Streets Division

The Streets cost center is responsible for the maintenance of City streets, including street repairs, storm water management, snow removal and street sweeping.

Mission Statement: To maintain a safe, efficient, connected and comprehensive City street and storm sewer system for all users.

1. Goal: To increase the quality and satisfaction of City streets.

<u>Objective</u>: Reduce the number of streets with a pavement condition rating index of less than 70, by 5 miles, by October 31, 2009.

<u>Objective</u>: Increase the streets satisfaction rating on the citizen survey by 10 points by the next survey.

Objective: Increase inspection of storm water facilities to at least once a year by June 10, 2010.

Objective: Increase the number of ADA compliant ramps in the City by 100, by June 30, 2010.

Objective: Increase the miles of sidewalks/trails/bike lanes in the City by 5 miles, by June 30, 2010.

Highlights from FY09: The Streets Section of the Streets Division swept 12,812 miles of streets, and spent 14,349 hours on snow and ice control using 1,402 more tons of ice slicer than in FY08. 1,176 more potholes were patched than in FY08. Thirteen lane miles were paved by the Streets crews, and another 15.12 miles of streets were repaired by the same crews. Nearly 200 catch basins, 3,500 feet of storm pipe, and 3,500 feet of drainage ditches were cleaned.

Highlights for FY10: The major change in this cost center is that Stormwater activities will be a new expanded program for FY 2010 combining all Stormwater operational activities and expenditures in a single location. Organizational changes in Central Garage eliminated two vacant positions. Due to new requirements of the City's NPDES permit, the Public Services Director proposed a plan to combine that funding with existing Stormwater program funding to create a full fledged operation with two dedicated full-time staff members that was approved by the City Council.

As the City becomes subject to new more stringent EPA rules regarding Stormwater runoff, the City will need to ensure Stormwater runoff from the City of Casper meets new quality standards. The creation of this program, along with capital expenditure for Stormwater systems and a Stormwater Management master plan are key components to the startup phase of this operation. The Stormwater master plan is budgeted in the Capital Projects fund, with a \$500,000 stormwater project funded by the City Council for the Sandbar area.

Material costs, such as asphalt and crack filling materials for the repair and maintenance of streets increased significantly. The increased costs are reflected in the budget. This increase has made it necessary for the Streets Section to experiment with new maintenance processes, such as poly patching for asphalt pothole repair and techrete for concrete pothole repair. The Streets Division will be partnering with contractors to perform additional street repairs.

Streets

Streets S	taffing Summary		
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Streets Program			
Street Superintendent	-	1	1
Infrastructure Maintenance Coordinator	1	-	-
Street Supervisor	3	2	2
Equipment Operator I	11	11	11
Equipment Operator II	14	14	14
Stormwater Program			
Equipment Operator II	-	-	2
Total	29	28	30

An Infrastructure Maintenance Coordinator in Streets was moved to Engineering as an Associate Engineer during FY 2009. Two equipment Operator II were added to the Stormwater Program as part of the Adopted 2010 Budget.

Part Time Employees (Budget)	\$	33,439	\$	72.429 \$	30.000
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	Str	eets Budge	t Sı	ımmary					
		FY 2008 ACTUAL	ı	FY 2009 REVISED	E	FY 2009 STIMATE	Á	FY 2010 ADOPTED	% ▲
Expenditures									
Personnel	\$	2,118,603	\$	2,258,676	\$	2,271,562	\$	2,368,282	5%
Contractual Services		723,456		763,334		750,003		704,727	-8%
Materials & Supplies		769,536		811,700		983,305		862,500	6%
Other		31,633		36,000		30,000		32,000	-11%
Capital		-		4,200		4,993		12,885	207%
Total Expenditures	\$	3,643,228	\$	3,873,910	\$	4,039,863	\$	3,980,394	3%
Program Explanation									
Stormwater Program Expenditures	\$	-	\$	106,928	\$	48,184	\$	168,491	58%

FY 2010 Budget (Budget Basis) Streets

		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Expenses						-			
Personnel									
Salaries & Wages									
Full Time	\$	1,395,369	\$	1,483,144	\$	1,547,997	\$	1,543,123	4%
Part Time	•	33,439		72,429	•	29,499	-	30,000	-59%
Overtime		177,050		154,344		163,000		152,344	-1%
Total Salaries & Wages	\$	1,605,858	\$	1,709,917	\$	1,740,496	\$	1,725,467	1%
Other Pay									
Supplemental Pay	\$	14,720	\$	1,440	\$	260	\$	28,780	1899%
Disability Leave Buy-Back	•	9,095	*	10,000	*	6,409	*	10,000	0%
Accrued Leave Payoff		4,989		-		1,844		10,284	100%
Other Allowances		240		1,500		1,500		1,500	0%
Total Other Pay	\$	29,044	\$	12,940	\$	10,013	\$	50,564	291%
Benefits									
Health Insurance	\$	238,464	\$	255,120	\$	253,120	\$	312,384	22%
Other Insurance Benefits	Ψ	11,340	Ψ	15,183	Ψ	14,689	Ψ	15,125	
FICA/Medicare Tax		117,476		136,412		129,536		139,334	2%
Retirement Contributions		87,516		97,367		93,571		96,867	-1%
Unemployment Compensation		122		-		-		-	1 70
Workers' Compensation		28,783		31,737		30,137		28,541	-10%
Total Benefits	\$	483,701	\$	535,819	\$	521,053	\$	592,251	11%
Total Personnel	\$	2,118,603	\$	2,258,676	\$	2,271,562	\$	2,368,282	5%
Contractual Services									
Equipment Rental	\$	2,870	\$	8,131	\$	13,000	\$	7,500	-8%
Insurance & Bonds		17,144	·	18,859	Ċ	18,859	·	18,859	0%
Telecommunications		3,792		3,000		1,700		1,700	-43%
Radio		1,280		2,000		2,000		2,000	0%
Printing/Reproduction		1,552		2,000		2,300		2,000	0%
Travel & Training		10,766		10,000		2,600		7,000	-30%
Interdepartmental Services		681,483		700,844		700,844		655,918	-6%
Balefill		1,419		7,500		700		1,750	-77%
Other Contractual		3,150		11,000		8,000		8,000	-27%
Total Contractual Services	\$	723,456	\$	763,334	\$	750,003	\$	704,727	-8%
Materials & Supplies									
Office Supplies	\$	1,911	\$	2,500	\$	1,350	\$	3,500	40%
Operational Supplies	*	42,127	•	35,000	-	47,000	•	45,000	29%
Other Materials & Supplies		21,736		60,000		58,000		2,000	-97%
Uniforms		8,954		12,000		10,000		10,000	-17%
Books, Periodicals, Maps		1,741		1,500		955		500	-67%

FY 2010 Budget (Budget Basis) Streets

	ı	FY 2008	- 1	FY 2009	١	FY 2009	I	FY 2010	
	-	CTUAL	R	REVISED	E	STIMATE	Α	DOPTED	% ▲
Materials & Supplies Cont.									
Safety Equipment/Supplies	\$	3,712	\$	2,700	\$	6,000	\$	3,500	30%
Storm Sewer Supplies		5,169		6,000		5,000		6,000	0%
Small Tools & Supplies		4,742		10,000		10,000		10,000	0%
Base Course		14,543		42,000		35,000		42,000	0%
Hot Mix		306,277		300,000		300,000		300,000	0%
Concrete		30,028		40,000		60,000		40,000	0%
Ice Control Supplies		328,596		300,000		450,000		400,000	33%
Total Materials & Supplies	\$	769,536	\$	811,700	\$	983,305	\$	862,500	6%
Other Expenses									
Programs & Projects	\$	31,633	\$	36,000	\$	30,000	\$	32,000	-11%
Total Other Expenses	\$	31,633	\$	36,000	\$	30,000	\$	32,000	-11%
Capital - Replacement									
Technologies	\$	-	\$	4,200	\$	4,993	\$	12,885	207%
Total Capital - Replacement	\$	-	\$	4,200	\$	4,993	\$	12,885	207%
Total Expenses	\$	3,643,228	\$	3,873,910	\$	4,039,863	\$	3,980,394	3%



Traffic

Traffic

The Traffic cost center maintains and operates the traffic signal system and traffic control regulatory devices, such as signs and lane markings.

Mission Statement: To maintain City-owned traffic signals, traffic signs, and street signs.

1. Goal: To maintain all City-owned traffic signals, street lights, striping and signage, in accordance with the Manual of Uniform Traffic Design Standards, City standards, and recommended standards for an aging population, and as energy efficient as possible.

Objective: Reduce the number of 8-inch traffic signal heads in the City system by 50%, by June 1, 2010.

<u>Objective</u>: Increase the number of street names on street signs with 6-inch lettering by 100, by June 1, 2010.

Objective: Increase the amount of striping from 4-inch lines to 6-inch lines by 5 miles, by June 1, 2010.

Objective: Decrease energy consumption for traffic signals by 3%, by June 30, 2010.

Objective: Increase consistency of school zone signage and markings, by June 1, 2010.

Highlights from FY09: The Traffic Section continues efforts to enhance traffic signals, markings and signage. All 12" traffic signal heads have been converted to LED's for improved visibility and energy efficiency. All 8" inch heads are being converted to 12" heads. Conversion to new traffic signal operating software is complete. Signal coordination on the new system is nearly complete. Traffic markings are being refreshed with 6" width instead of 4", to improve visibility. All regulatory signs have been improved to meet required reflectivity requirements.

Highlights for FY10: The operating budget is a status quo budget with slight reductions due to retirements and new hires. Smaller line items have been combined into the operating supplies line item.

Electricity continues to be the largest line item, but the proposed budget is down \$65,000 from the FY09 budget. Electricity savings from the upgrade of traffic signals to LED lights are beginning to deliver the expected savings in electricity usage.

Traffic

	Traffic Staffing Sun	nmary		
	F	Y 2008	FY 2009	FY 2010
Full Time Positions				
Traffic Maintenance Supervisor		1	1	1
Traffic Technician II		4	4	4
Signal Electrical Tech II		1	1	1_
Tota	ı	6	6	6
Part Time Employees (Budget)	\$	31,401	\$ 43,452	\$ 42,152

Traffic Budget Summary												
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	ļ	FY 2010 ADOPTED	% ▲			
Expenditures												
Personnel	\$	431,524	\$	479,529	\$	438,479	\$	493,486	3%			
Contractual Services		662,898		717,801		653,971		652,862	-9%			
Materials & Supplies		172,581		202,650		199,100		205,150	1%			
Capital		-		-		-		8,600	100%			
Total Expenditures	\$	1,267,003	\$	1,399,980	\$	1,291,550	\$	1,360,098	-3%			

FY 2010 Budget (Budget Basis) Traffic

		Y 2008 CTUAL	Y 2009 EVISED		Y 2009 TIMATE		TY 2010 DOPTED	% ▲
Expenses								
Personnel								
Salaries & Wages								
Full Time	\$	274,910	\$ 297,409	\$	261,660	\$	299,498	1%
Part Time		31,401	43,452		36,300		42,152	-3%
Overtime		26,138	27,000		29,300		27,000	0%
Total Salaries & Wages	\$	332,449	\$ 367,861	\$	327,260	\$	368,650	0%
Other Pay								
Supplemental Pay	\$	3,490	\$ 720	\$	520	\$	6,780	842%
Disability Leave Buy-Back		2,523	2,800		1,546		2,000	-29%
Accrued Leave Payoff		1,910	2,135		3,200		-	-100%
Other Allowances		120	720		720		720	0%
Total Other Pay	\$	8,043	\$ 6,375	\$	5,986	\$	9,500	49%
Benefits								
Health Insurance	\$	39,360	\$ 47,448	\$	47,488	\$	58,224	23%
Other Insurance Benefits	•	2,186	2,984	•	2,984	•	2,973	0%
FICA/Medicare Tax		25,230	28,698		28,698		28,029	-2%
Retirement Contributions		17,327	18,585		18,585		18,661	0%
Workers' Compensation		6,133	6,678		6,678		5,649	-15%
Clothing Allowance		796	900		800		1,800	100%
Total Benefits	\$	91,032	\$ 105,293	\$	105,233	\$	115,336	10%
Total Personnel	\$	431,524	\$ 479,529	\$	438,479	\$	493,486	3%
Contractual Services								
Water	\$	142	\$ 500	\$	150	\$	300	-40%
Energy - Electricity		563,962	615,000		500,000		550,000	-11%
Energy - Natural Gas		-	-		1,000		1,000	100%
Equipment Repairs		10,689	10,500		14,000		10,500	0%
Insurance & Bonds		10,917	12,008		12,008		12,008	0%
Telecommunications		7,172	7,480		6,000		8,500	14%
Travel & Training		4,267	7,000		7,800		7,000	0%
Interdepartmental Services		42,093	40,013		40,013		38,255	-4%
Other Contractual		23,656	 25,300		73,000	_	25,299	0%
Total Contractual Services	\$	662,898	\$ 717,801	\$	653,971	\$	652,862	-9%

FY 2010 Budget (Budget Basis)

Traffic

	FY 2008			FY 2009	ı	FY 2009		FY 2010	
	-	ACTUAL	R	REVISED	E	STIMATE	Α	DOPTED	% ▲
Materials & Supplies									
Uniforms		337		1,100		900		1,100	0%
Traffic Signal Supplies		33,909		41,950		41,000		41,950	0%
Operational Supplies		138,335		159,600		157,200		162,100	2%
Total Materials & Supplies	\$	172,581	\$	202,650	\$	199,100	\$	205,150	1%
Capital - New									
Technologies	\$	-	\$	-	\$	-	\$	8,600	100%
Total Capital - New	\$	-	\$	-	\$	-	\$	8,600	100%
Total Expenses	\$	1,267,003	\$	1,399,980	\$	1,291,550	\$	1,360,098	-3%



Cemetery

Cemetery

The Cemetery cost center is used to account for the costs of operating and maintaining Highland Park Cemetery. The Cemetery performs the specialized Cemetery functions of sales, recordkeeping, and internments.

Mission Statement: To provide internment services at Highland Park Cemetery.

1. Goal: To maintain the highest standards possible for the maintenance of facilities.

<u>Objective</u>: Maintain consistent compliance with rules and regulations related to decorations.

<u>Objective</u>: Maintain graves that are leveled and grounds that are free from debris and litter.

2. Goal: To maintain timely, professional assistance to the public in making final interment services

<u>Objective</u>: Increase visibility and access by completing new offices and entrance to cemetery.

<u>Objective:</u> Maintain an accessible and accurate record of all existing and un-used grave sites.

Highlights from FY09: Highland Park Cemetery had 99 interments with approximately 27% being inurnments.

Completion of the last phase of the wrought iron perimeter fence and new entrance gate on Lowell Street is nearly complete. Renovations of the new office and operation building on East 12th Street are nearly complete. Operations crews have moved into the new building.

Highlights for FY10: This budget is a status quo budget that is essentially unchanged from FY09. Several small miscellaneous line items were combined into materials and supplies.

Upgrades to the new offices will be completed and public access will be moved to the new building and through the new access gate off Lowell Street in the summer. Trees and landscaping will be enhanced around the new offices and in future expansion areas. The parking lot will be reconstructed, and new lights will be added.

Cemetery

	Cemetery	Staffing Su	mmary				
		F	Y 2008	FY 2009		FY 2010	
Full Time Positions			1		1	1	
Cemetery Supervisor Equipment Operator I			2		2	2	
	Total		3		3	3	
Part Time Employees (Budget	t)	\$	68,463	\$ 91,18	34 \$	93,184	

	Ceme	etery Budg	et S	ummary				
		FY 2008 ACTUAL		FY 2009 REVISED	FY 2009 STIMATE	_	FY 2010 DOPTED	% ▲
Expenditures								
Personnel	\$	299,540	\$	340,899	\$ 339,995	\$	349,631	3%
Contractual Services		90,218		110,018	99,944		109,437	-1%
Materials & Supplies		14,826		18,600	20,350		18,600	0%
Capital		461		15,954	14,454		_	-100%
Total Expenditures	\$	405,045	\$	485,471	\$ 474,743	\$	477,668	-2%

FY 2010 Budget (Budget Basis) Cemetery

	FY 2008 ACTUAL		FY 2009 EVISED	Y 2009 TIMATE	FY 2010 ADOPTED		% ▲
Expenses							
Personnel							
Salaries & Wages							
Full Time	\$	151,365	\$ 161,443	\$ 161,443	\$	161,449	0%
Part Time		68,463	91,184	91,184		93,184	2%
Overtime		13,558	16,000	15,826		16,000	0%
Total Salaries & Wages	\$	233,386	\$ 268,627	\$ 268,453	\$	270,633	1%
Other Pay							
Supplemental Pay	\$	3,950	\$ 1,700	\$ 2,020	\$	7,180	322%
Disability Leave Buy-Back		-	1,200	1,200		1,200	0%
Other Allowances		80	480	480		480	0%
Total Other Pay	\$	4,030	\$ 3,380	\$ 3,700	\$	8,860	162%
Benefits							
Health Insurance	\$	19,104	\$ 20,436	\$ 20,436	\$	22,476	10%
Other Insurance Benefits		1,154	1,507	1,507		1,592	6%
FICA/Medicare Tax		17,921	21,609	21,609		22,571	4%
Retirement Contributions		9,396	9,862	9,862		10,148	3%
Unemployment Compensation		10,326	10,000	9,000		8,000	-20%
Workers' Compensation		4,099	5,028	5,028		4,526	-10%
Clothing Allowance		124	450	400		825	83%
Total Benefits	\$	62,124	\$ 68,892	\$ 67,842	\$	70,138	2%
Total Personnel	\$	299,540	\$ 340,899	\$ 339,995	\$	349,631	3%
Contractual Services							
Water	\$	56,652	\$ 65,546	\$ 60,000	\$	65,000	-1%
Energy - Electricity		1,306	1,800	1,065		1,400	-22%
Energy - Natural Gas		3,688	3,500	3,600		3,500	0%
Insurance & Bonds		2,932	3,225	3,225		3,225	0%
Telecommunications		349	600	607		610	2%
Training		572	2,500	600		1,500	-40%
Interdepartmental Services		24,719	30,847	30,847		34,202	11%
Other Contractual		-	2,000	-		-	-100%
Total Contractual Services	\$	90,218	\$ 110,018	\$ 99,944	\$	109,437	-1%
Materials & Supplies							
Other Materials & Supplies	\$	14,826	\$ 18,600	\$ 20,350	\$	18,600	0%
Total Materials & Supplies	\$	14,826	\$ 18,600	\$ 20,350	\$	18,600	0%

FY 2010 Budget (Budget Basis) Cemetery

	2008 TUAL	_	Y 2009 EVISED	 ′ 2009 IMATE	 ' 2010 OPTED	% ▲
Capital - New						
Light Equipment	0		14,454	14,454	0	
Technologies	 461		1,500	0	0	-100%
Total Capital - New	\$ 461	\$	15,954	\$ 14,454	\$ -	-100%
Total Expenses	\$ 405,045	\$	485,471	\$ 474,743	\$ 477,668	-2%



Fort Caspar Museum and Historic Site

Fort Caspar Museum and Historic Site

Fort Caspar Museum and Historic Site is a museum and historic site commemorating the history of Fort Caspar, Casper, and the State of Wyoming.

Mission Statement: To educate visitors about the cultural history of Fort Caspar, the City of Casper, Natrona County and central Wyoming, by acquiring, preserving and exhibiting artifacts, interpreting historic buildings, and offering school and public programs.

1. Goal: Increase gross revenue for Fort Caspar.

Objective: Increase the total number of visits to Fort Casper to 15,500, by June 30, 2010.

<u>Objective</u>: Increase daily admissions revenue at Fort Caspar to \$22,000, by June 30, 2010.

Objective: Increase gift shop revenue at Fort Caspar to \$65,000, by June 30, 2010.

Highlights from FY09: At mid-year, the Fort Caspar Museum was authorized to hire a new position titled Museum Education Technician. The position is limited to 20 hours each week and is 100% reimbursed by the Natrona County School District. The District also reimburses 50% of the Museum Curator of Education position. Both reimbursements are located in the "Fort Educator" revenue line item.

The Fort was able to purchase and install a \$30,000 collections shelving system that was paid for by a grant from the Fort Caspar Museum Association. The City's portion of the cost for this project was \$253.

Highlights for FY10: Fort Caspar personnel salaries and wages expenses show an increase (\$10,040) for the addition of the Museum Education Technician. FY10 revenues at Fort Caspar will increase 15% (over \$18,000) due to the Natrona County School District funding. All of this will translate into increased programming and visitation at Fort Caspar.

Due to the inability to locate a contractor for the dobbing project of the Fort buildings budgeted in FY 2009, this project has been included in the capital expenses for FY 2010.

Fort Caspar

	Fort Caspa	r Staffing S	ummary				
		F	Y 2008	FY 200	9	FY 2010	
Full Time Positions							•
Museum Manager			1		1	1	
Museum Curator			2		2	2	
Secretary II			1		1	1	
·	Total		4		4	4	
Part Time Employees (Budg	et)	\$	24,252	\$ 33,0	015	\$ 43,055	

Fort Caspar Budget Summary

Revenue for Fort Caspar is budgeted to increase from \$118,598 in FY 2009 to \$136,360 in FY 2010, primarily due to the addition of a part-time intern that is 100% reimbursed by Natrona County School System. With these changes, the net financial cost to the General Fund for the Fort Caspar operation is reduced by \$7,139.

		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 DOPTED	% ▲	
Expenditures										
Personnel	\$	271,646	\$	315,116	\$	305,051	\$	347,423	10%	
Contractual Services		88,686		101,719		96,074		95,478	-6%	
Materials & Supplies		36,061		54,234		51,250		54,550	1%	
Other		4,136		5,200		4,250		4,450	-14%	
Capital		38,062		44,500		21,850		34,500	-22%	
Total Expenditures	\$	438,591	\$	520,769	\$	478,475	\$	536,401	3%	

FY 2010 Budget (Budget Basis) Fort Caspar

	FY 2008 ACTUAL		FY 2009 EVISED	FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Expenses								
Personnel								
Salaries & Wages								
Full Time	\$	171,797	\$ 205,525	\$	205,532	\$	210,488	2%
Part Time		24,252	33,015		24,133		43,055	30%
Overtime		7,080	5,700		6,000		6,050	6%
Holiday Pay		303	350		325		350	0%
Total Salaries & Wages	\$	203,432	\$ 244,590	\$	235,990	\$	259,943	6%
Other Pay								
Supplemental Pay	\$	1,500	\$ -	\$	-	\$	4,000	100%
Disability Leave Buy-Back		2,334	3,000		2,417		3,000	0%
Accrued Leave Payoff		-	-		-		6,275	100%
Other Allowances		-	480		480		480	0%
Total Other Pay	\$	3,834	\$ 3,480	\$	2,897	\$	13,755	295%
Benefits								
Health Insurance	\$	34,871	\$ 31,272	\$	31,272	\$	34,392	10%
Other Insurance Benefits	•	1,307	1,810	•	1,810	·	2,403	33%
FICA/Medicare Tax		15,009	18,163		18,163		20,518	13%
Retirement Contributions		10,171	12,188		11,306		12,826	5%
Workers' Compensation		3,022	3,613		3,613		3,586	-1%
Total Benefits	\$	64,380	\$ 67,046	\$	66,164	\$	73,725	10%
Total Personnel	\$	271,646	\$ 315,116	\$	305,051	\$	347,423	10%
Contractual Services								
Water	\$	1,750	\$ 2,000	\$	2,000	\$	2,000	0%
Energy - Electricity		10,204	10,000		10,000		10,000	0%
Energy - Natural Gas		5,221	7,000		5,500		6,000	-14%
Maintenance Agreements		545	540		540		540	0%
Alarm		1,488	1,700		1,700		1,700	0%
Insurance & Bonds		5,007	5,508		5,508		5,508	0%
Telecommunications		1,755	2,250		2,000		1,400	-38%
Postage/Shipping		607	650		650		650	0%
Advertising		5,576	5,500		5,500		5,500	0%
Printing/Reproduction		1,602	6,600		6,550		1,600	-76%
Travel & Training		7,727	5,666		5,666		6,600	16%
Interdepartmental Services		22,403	22,755		22,755		26,016	14%
Admin/Mgmt Fees		7,809	14,705		14,705		14,764	0%
Other Contractual		16,992	16,845		13,000		13,200	-22%
Total Contractual Services	\$	88,686	\$ 101,719	\$	96,074	\$	95,478	-6%

FY 2010 Budget (Budget Basis) Fort Caspar

	FY 2008			FY 2009	FY 2009		FY 2010		
	A	CTUAL	R	REVISED	ES	STIMATE	Α	DOPTED	% ▲
Materials & Supplies									
Office Supplies	\$	816	\$	1,000	\$	1,200	\$	1,250	25%
Operational Supplies		2,722		2,434		2,300		2,500	3%
Uniforms		337		500		500		500	0%
Safety Equipment/Supplies		753		800		750		800	0%
Resale Supplies		26,499		42,500		40,000		42,500	0%
Artifacts		4,924		5,000		4,500		5,000	0%
Caspar Collins Day Supplies		-		1,200		1,200		1,200	0%
Living History Supplies		10		800		800		800	0%
Total Materials & Supplies	\$	36,061	\$	54,234	\$	51,250	\$	54,550	1%
Other Expenses									
Programs & Projects	\$	879	\$	1,200	\$	1,000	\$	1,200	0%
Sales Tax		3,257		4,000		3,250		3,250	-19%
Total Other Expenses	\$	4,136	\$	5,200	\$	4,250	\$	4,450	-14%
Capital - New									
Buildings	\$	35,609	\$	28,500	\$	5,000	\$	28,500	0%
Technologies		2,453		16,000		16,850		6,000	-63%
Total Capital - New	\$	38,062	\$	44,500	\$	21,850	\$	34,500	-22%
Total Expenses	\$	438,591	\$	520,769	\$	478,475	\$	536,401	3%



Parks

Parks Division

The Parks division maintains parks, facility grounds, drainage ways, street rights-of-ways, athletic fields, trails and public landscape amenities.

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

1. Goal:

Objective: To increase the number and health of trees in the urban forest.

Objective: To increase walkability in the community.

<u>Objective</u>: To increase the appeal of the public rights of way, open spaces and special landscape areas.

Highlights from FY09: The new skate park and Field of Dreams were completed and opened to public use. Conwell Park was improved with a new gazebo, benches and interior walks. Improvements to landscaping around City Hall were completed, and a new bus shelter was constructed at the entrance on Ash Street. The Parks Division participated in the installation of the "Joy of Life" sculpture. The trail through Yesness Park was completed. A collaborative effort with downtown merchants, landscapers and the Downtown Development Authority to improve flower planters downtown was successfully implemented. Over 700 trees were planted throughout the community on public properties, enhancing Casper's urban forest.

Highlights for FY10: This budget is a status quo budget that is essentially unchanged from FY09. Several small miscellaneous line items were combined into materials and supplies.

The Parks Division will complete phases 1 and 2 of the new tree farm, which includes irrigation and planting of saplings. Walks will be constructed in the Wolf Creek Park and Fort Caspar Academy areas to provide additional connectivity. Landscape improvements will be installed at Interstate 25 and Curtis Street.

Parks

Parks Staffing Summary										
	FY 2008	FY 2009	FY 2010							
Full Time Positions										
Parks Manager	1	1	1							
Parks Crew Supervisor	4	4	4							
Municipal Service Worker II	10	9	9							
Grounds Maint Technician II	1	1	1							
Equipment Operator II	1	1	1							
CEC Grounds Technician	1	1	1							
Secretary II	1	1	1							
Contruction Maint Worker I	1	1	1							
Forester	1	1	1							
Parks and Recreation Technician	-	2	2							
Total	21	22	22							
Part Time Employees (Budget)	\$ 164,670	\$ 213,278	\$ 213,278							

Parks Budget Summary											
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲		
es											
el	\$	1,484,828	\$	1,721,391	\$	1,657,585	\$	1,793,750	4%		
ual Services		997,183		1,055,336		1,068,605		1,082,056	3%		
s & Supplies		137,902		173,700		161,440		174,600	1%		
• •		56,569		-		-		_	0%		
		5,562		6,500		6,500		-	-100%		
nditures	\$	2,682,044	\$	2,956,927	\$	2,894,130	\$	3,050,406	3%		
ditures	\$,	\$		\$		\$	3,050,			

FY 2010 Budget (Budget Basis) Parks

	FY 2008			FY 2009		FY 2009	FY 2010		04 4
_		ACTUAL	R	REVISED	E;	STIMATE	Α	DOPTED	% ▲
Expenses									
Personnel									
Salaries & Wages	_		•		•		•		
Full Time	\$	915,059	\$	1,036,490	\$	1,040,251	\$	1,062,917	3%
Part Time		164,670		213,278		175,000		213,278	0%
Overtime		40,346		65,000		34,046		60,000	-8%
Total Salaries & Wages	\$_	1,120,075	\$	1,314,768	\$	1,249,297	\$	1,336,195	2%
Other Pay									
Supplemental Pay	\$	13,870	\$	2,400	\$	3,180	\$	26,900	1021%
Disability Leave Buy-Back		11,038		15,000		15,000		15,000	0%
Accrued Leave Payoff		24,072		-		806		-	0%
Other Allowances		480		2,400		2,400		2,400	0%
Total Other Pay	\$	49,460	\$	19,800	\$	21,386	\$	44,300	124%
Benefits									
Health Insurance	\$	143,976	\$	185,304	\$	185,304	\$	203,784	10%
Other Insurance Benefits		7,085		9,573		9,573	•	9,802	2%
FICA/Medicare Tax		86,437		102,415		102,415		108,407	6%
Retirement Contributions		54,084		62,848		62,848		64,067	2%
Unemployment Compensation		· -		1,000		1,000		1,000	0%
Workers' Compensation		20,370		22,533		22,533		21,245	-6%
Clothing Allowance		3,341		3,150		3,229		4,950	57%
Total Benefits	\$	315,293	\$	386,823	\$	386,902	\$	413,255	7%
Total Personnel	\$	1,484,828	\$	1,721,391	\$	1,657,585	\$	1,793,750	4%

FY 2010 Budget (Budget Basis) Parks

		FY 2008 ACTUAL	FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Contractual Services		TOTOAL	- '	LVIOLD		JIIIIAIL		DOITED	/0 A
Water	\$	338,451	\$	350,000	\$	375,624	\$	350,000	0%
Energy - Electricity	•	123,242	•	115,000	Ť	101,368	,	115,000	0%
Energy - Natural Gas		3,567		3,000		3,300		3,500	17%
Equipment Rental		58,907		60,000		81,000		80,000	33%
Insurance & Bonds		51,995		56,500		56,500		56,500	0%
Telecommunications		11,080		9,600		5,808		5,800	-40%
Radio		1,908		1,750		400		1,200	-31%
Postage/Shipping		183		500		500		500	0%
Travel and Training		14,397		20,000		8,950		12,800	-36%
Interdepartmental Services		377,481		411,355		411,356		427,156	4%
Balefill		10,800		10,000		12,800		12,000	20%
Other Contractual		5,172		17,631		10,999		17,600	0%
Total Contractual Services	\$	997,183	\$	1,055,336	\$	1,068,605	\$	1,082,056	3%
Materials & Supplies									
Other Materials & Supplies	\$	37,431	\$	82,700	\$	72.870	\$	83,600	1%
Landscape Maintenance Supplies	•	29,438		25,000	Ċ	24,000	·	25,000	0%
I-25 Cleanup		9,733		14,000		14,000		14,000	0%
Athletic Field Supplies		23,318		20,000		21,570		20,000	0%
Irrigation Supplies		37,982		32,000		29,000		32,000	0%
Total Materials & Supplies	\$	137,902	\$	173,700	\$	161,440	\$	174,600	1%
Other Expenses									
Programs & Projects	\$	56,569	\$	-	\$	_	\$	_	0%
Total Other Expenses	\$	56,569	\$	-	\$	-	\$	-	0%
Capital - New									
Technologies	\$	5,562	\$	6,500	\$	6,500	\$	_	-100%
Total Capital - New	\$	5,562	\$	6,500	\$	6,500	\$	-	-100%
Total Expenses	\$	2,682,044	\$	2,956,927	\$	2,894,130	\$	3,050,406	3%



Transfers Out

Transfers Out

Transfers Out Highlights for FY 2009

Included in transfers out is the \$767,409 transfer to the Perpetual Care Fund needed to supplement the interest earnings of the Operations Account. Also included, is a \$125,000 transfer to the capital projects for additional funds for the Brattis Building (\$100,000) and the police substation (\$25,000). The Brattis Building was funded in the amount of \$300,000 in FY 2008 and the additional transfer in FY 2009 increases the budget for the Brattis Building to \$400,000

Transfers Out Highlights for FY 2010

To simplify the transfer schedule the entire Transfer to the Casper Recreation Center now originates in the General Fund which eliminates the small portion coming from the Perpetual Care Operations Trust. This eliminates the double transfer of some funds from the General Fund to Perpetual Care, then from Perpetual Care Operations Trust to the Recreation Center. If Perpetual Care interest earnings increase, a greater portion of the Recreation Center transfer will be paid by Perpetual Care. Overall, the overall operational funding from the General Fund to outside funds is reduced in this year by three percent. The \$1,800,000 transfer to the capital projects fund will fund \$150,000 for downtown street enhancements, \$1,500,000 for Events Center metal roofing, \$50,000 for Eastdale storm drainage, \$50,000 for miscellaneous roof repairs,and \$50,000 for improvements in the Weed & Seed area. The \$100,000 transfer to the Capital Equipment fund is for Crime View pin mapping software.

General Fund Transfers Out Budget Summary											
		FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲					
Expenditures	_										
Transfers Out	;	\$ 13,265,191	\$ 14,465,168	\$ 13,500,096	\$ 7,585,079	-48%					
Total Expenditures	- ;	\$ 13,265,191	\$ 14,465,168	\$ 13,500,096	\$ 7,585,079	-48%					

FY 2010 Budget (Budget Basis) Transfers Out

	FY 2008		FY 2009		FY 2009	ı	FY 2010	
	ACTUAL	F	REVISED	Е	STIMATE	Α	DOPTED	% ▲
Expenses								
Transfers Out								
Capital Projects	\$ 7,884,623	\$	8,659,970	\$	7,721,813	\$	1,800,000	-79%
Capital Equipment	506,300		506,300		506,300		100,000	-80%
Casper Recreation Center	576,556		510,150		510,150		605,258	19%
Aquatics	232,890		282,355		282,355		289,960	3%
Hogadon	293,105		307,800		307,800		312,480	2%
Casper Events Center	-		-		-		-	0%
Life Steps Campus	50,000		-		26,000		-	0%
Transit Services	415,811		397,658		397,658		352,985	-11%
Police Grants	80,000		62,056		62,056		86,036	39%
Refuse Collection	210,200		-		-		-	0%
Information Technology & GIS	636,610		714,482		714,482		688,814	-4%
Buildings & Grounds	185,693		245,746		245,746		215,082	-12%
Special Assessments - LAD	-		458,488		458,488		-	-100%
Perpetual Care	576,878		889,525		889,525		779,515	-12%
Metro Animal Control	588,584		630,721		630,721		642,261	2%
PSCC	697,653		726,512		726,512		712,688	-2%
City Hall	-		20,490		20,490		-	-100%
Central Garage	330,288		52,915		-		-	-100%
Health Insurance -OPEB Contribution	-		-		-		1,000,000	100%
Total Transfers Out	\$ 13,265,191	\$	14,465,168	\$	13,500,096	\$	7,585,079	-48%
Total Expenses	\$ 13,265,191	\$	14,465,168	\$	13,500,096	\$	7,585,079	-48%

Alternate Views of Transfers Out

Perpetual Care & General Fund Supported \$ 1,339,127 \$ 1,665,911 \$ 1,599,855 -4% includes Casper Recreation Center, Aquatics, Casper Events Center, Hogadon, Buildings & Grounds, City Hall, Ice Arena, and Perpetual Care Operations

Transfers Out for Operations \$ 4,874,268 \$ 4,840,410 \$ 4,813,495 \$ 4,685,079 -3% (Everything except Capital Projects, Capital Equipment, Health Insurance-OPEB Contribution, Or Local Assessment Districts)



Capital Funds

Capital Projects

Capital Equipment

Optional One Cent #13

American Recovery & Reinvestment Act

Capital Funds Consolidated

	Capi	tal Funds Su	mr	nary				
		FY 2008 ACTUAL		FY 2009 REVISED	ı	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Revenues								
Taxes	\$	17,615,822	\$	16,920,000	\$	16,882,476	\$ 16,663,004	-2%
Miscellaneous		1,355,374		4,076,650		4,150,613	690,256	-83%
Transfer In		12,909,350		25,840,947		22,676,340	13,946,884	-46%
Grants		267,325		4,141,314		3,026,350	6,659,989	61%
Total Revenues	\$	32,147,871	\$	50,978,911	\$	46,735,779	\$ 37,960,133	-26%
Expenditures								
Contractual Services	\$	770,045	\$	888,048	\$	1,238,984	\$ 1,024,500	15%
Capital		8,433,487		45,307,386		28,699,258	38,498,867	-15%
Transfers Out		5,742,514		17,018,285		15,816,049	14,836,412	-13%
Total Expenditures	\$	14,946,046	\$	63,213,719	\$	45,754,291	\$ 54,359,779	-14%
Net All Capital Funds	\$	17,201,825	\$	(12,234,808)	\$	981,488	\$ (16,399,646)	34%

Capital Projects

Capital Projects Fund

The Capital Projects Fund accounts for the funding and expenditures for construction or acquisition of major projects. Funding sources include the Optional One Percent Sales Tax, grants, proceeds from the occasional sale of property, and General Fund transfers.

Capital Pi	rojects Budg	et S	Summary					
FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
\$	854,819	\$	364,000	\$	395,762	\$	374,756	3%
	9,996,350		22,931,197		19,766,590		11,669,526	-49%
	247,516		1,168,964		54,000		697,174	-40%
\$	11,098,685	\$	24,464,161	\$	20,216,352	\$	12,741,456	-48%
\$	26,273	\$	12,000	\$	12,000	\$	12,000	0%
	6,050,550		35,373,764		19,184,534		28,131,194	-20%
	-		-		-		80,808	
\$	6,076,823	\$	35,385,764	\$	19,196,534	\$	28,224,002	-20%
\$	5,021,862	\$	(10,921,603)	\$	1,019,818	\$	(15,482,546)	42%
	Pro	ject	ed Reserves o	on J	June 30, 2009	\$	18,140,062	
	Pro	ject	ed Reserves o	on J	June 30, 2010	\$	2,657,516	
	\$ \$ \$	\$ 854,819 9,996,350 247,516 \$ 11,098,685 \$ 26,273 6,050,550 \$ 6,076,823 \$ 5,021,862	FY 2008 ACTUAL \$ 854,819 \$ 9,996,350	\$ 854,819 \$ 364,000 9,996,350 22,931,197 247,516 1,168,964 \$ 11,098,685 \$ 24,464,161 \$ 26,273 \$ 12,000 6,050,550 35,373,764 \$ 6,076,823 \$ 35,385,764 \$ 5,021,862 \$ (10,921,603) Projected Reserves of the serves of	FY 2008 FY 2009 ACTUAL REVISED \$ 854,819 \$ 364,000 \$ 9,996,350 22,931,197 247,516 1,168,964 \$ 11,098,685 \$ 24,464,161 \$ \$ 26,273 \$ 12,000 \$ 6,050,550 35,373,764 \$ \$ 6,076,823 \$ 35,385,764 \$ \$ 5,021,862 \$ (10,921,603) \$ Projected Reserves on S	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 854,819 9,996,350 247,516 1,168,964 11,098,685 \$ 364,000 22,931,197 19,766,590 247,516 1,168,964 54,000 \$ 19,766,590 54,000 \$ 11,098,685 \$ 24,464,161 \$ 20,216,352 \$ 26,273 6,050,550 35,373,764 19,184,534 \$ 19,196,534 \$ 6,076,823 \$ 35,385,764 \$ 19,196,534 \$ 5,021,862 \$ (10,921,603) \$ 1,019,818 Projected Reserves on June 30, 2009	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 854,819 9,996,350 247,516 1,168,964 \$ 395,762 19,766,590 247,516 1,168,964 \$ 19,766,590 54,000 \$ 11,098,685 \$ 24,464,161 \$ 20,216,352 \$ \$ 26,273 \$ 12,000 6,050,550 \$ 12,000 35,373,764 \$ 19,184,534 19,184,534 \$ \$ 6,076,823 \$ 35,385,764 \$ 19,196,534 \$ \$ 5,021,862 \$ (10,921,603) \$ 1,019,818 \$	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE FY 2010 ADOPTED \$ 854,819 9,996,350 22,931,197 19,766,590 247,516 1,168,964 11,098,685 11,098,685 11,098,685 11,098,685 12,4464,161 12,000 6,050,550 35,373,764 19,184,534 12,000 12

Project Payroll Time & Attendance** Brattis Building Remodel**	Category of Project	Funding	Francisco
Payroll Time & Attendance**	Project		Funding
	1 10 1000	Source	Amount
Brattis Building Remodel**	Gen. Admin	General Fund	310,000
	Internal Service	General Fund	200,000
	Internal Service	1%	150,000
	Internal Service	General Fund	277,700
· · · · · · · · · · · · · · · · · · ·	Internal Service	General Fund	50,000
	Internal Service	Capital Fund	250,000
Leisure Services Facility Improvements**	Leisure	General Fund	547,991
Nicolaysen Museum Roof & Improvements	Leisure	1%	109,220
Civic Auditiorium- Funding Reserved for Project	Leisure	Capital Fund	5,500,000
Events Center Plumbing Upgrades	Leisure	1%	350,000
Events Center Roofing	Leisure	General Fund	1,500,000
Hogadon Electrical Upgrade	Leisure	General Fund	400,000
Senior Center Building	Leisure	1%	243,000
Parking Garage Improvements**	Parking	General Fund	28,113
Alta Vista Park	Parks	1%	118,177
Cemetery Bldg Remodel	Parks	1%	225,000
Park Improvements	Parks	1%	320,000
•	Parks	1%	
Raw Water Irrigation Project			157,037
Platte River Parkway Project	Parks	1%	492,369
Gateway Statue Relocation	Parks	1%	67,848
Planning Consulting**	Planning	General Fund	147,810
Weed & Seed- "Seed" Capital for Area	Development	General Fund	50,000
Municipal Court Software**	Public Safety	General Fund	87,000
City Center Public Safety Training Center	Public Safety	Grant	697,174
City Center Annex Remodeling**	Public Safety	General Fund	256,245
Fire Station Relocation**	Public Safety	General Fund	2,747,003
Fire Station Refurbishment & Station #5 Generator**	Public Safety	General Fund	60,000
Fire Station #2 Addition	Public Safety	1%	250,000
Stormwater Drainage Improvements**	Stormwater	General Fund	57,500
Stormwater Master Plan**	Stormwater	General Fund	610,000
Indian Paintbrush & CY Intersection	Streets	1%	70,000
Paradise Drive Reconstruction	Streets	1%	3,024,875
Walkability Improvements- Sidewalks**	Streets	General Fund	300,000
Traffic Signals**	Streets	NC Consensus	750,000
David Street Extension	Streets	1%	1,135,000
Residential Streets	Streets	1%	500,000
Walsh Drive Improvements	Streets	1%	200,000
Waterford Street- Stormwater Oversizing**	Streets	1%	400,000
W. Yellowstone Highway**	Streets	1% & GF	2,875,470
Downtown Street Enhancement Project	Streets	1%	1,300,000
Pheasant Drive & CY Avenue Intersection (50% Developer)	Streets	1%	200,000
Downtown Street Enhancements- Smaller Items	Streets	General Fund	150,000
Eastdale Storm Drainage	Streets	General Fund	50,000
Sandbar Storm Sewer	Streets	Capital Fund	540,000
Traffic Signal Upgrade	Streets	Capital Fund	78,000
West Yellowstone- WYDOT Admin	Streets	Capital Fund	30,000
Courthouse Pedestrian Crossing	Streets	50% County	40,000
	Streets	General Fund	215,000
15th Street & Beverly Intersection**			•
	Outside Group	1%	13,662
Investment Fees			12,000
Transfer Out For American Recovery Act Matching Funds			80,808
** Rebudgeted from FY 2009. The General Fund has already tra		Total	\$ 28,224,002

FY 2010 Budget (Budget Basis) Capital Projects

		FY 2008 ACTUAL	I	FY 2009 REVISED		FY 2009 STIMATE	_	FY 2010 ADOPTED	% ▲
Revenues									
Intergovernmental	_		_		_		_		
Grants	\$	247,516		1,168,964		54,000	\$	697,174	-40%
Total Intergovernmental	\$	247,516	\$	1,168,964	\$	54,000	\$	697,174	-40%
Charges For Services	_		_						
Lease Fees	\$	59,601	\$	-	\$	54,756	\$	54,756	100%
Total Charges For Services	\$	59,601	\$	-	\$	54,756	\$	54,756	100%
Miscellaneous									
Gain/Loss On Sale Of Investments	\$	17,290	\$	-	\$	(8,455)	\$	-	0%
Contributions		223,460		164,000		94,965	·	120,000	-27%
Interest Income		554,468		200,000		254,496		200,000	0%
Total Miscellaneous	\$	795,218	\$	364,000	\$	341,006	\$	320,000	-12%
Tourstone									
Transfers Transfers In	\$	9,996,350	\$	22,931,197	\$	19,766,590	\$	11,669,526	-49%
Total Transfers	\$	9,996,350	\$	22,931,197	\$	19,766,590	\$	11,669,526	-49%
Total Revenue	\$	11,098,685	\$	24,464,161	\$	20,216,352	\$	12,741,456	-48%
Expenses									
Contractual Services									
Investment Fees	\$	26,273	\$	12,000	\$	12,000	\$	12,000	0%
Total Contractual Services	\$	26,273	\$	12,000	\$	12,000	\$	12,000	0%
Capital									
City Council Additions							\$	8,638,000	
Other Capital Projects	\$	997,742	\$	947,788	\$	387,549		, ,	-43%
Buildings- New	Ψ	496,324	Ψ	9,491,632	Ψ	5,290,019	Ψ	3,937,994	-59%
Improve Other Than Buildings - New		2,990,969		14,713,501		6,472,538		7,313,053	-50%
Technologies - New		-		100,000		134,926			-100%
Buildings- Replacement		1,565,515		4,558,788		3,418,133		2,138,452	-53%
Imprv Other Than Buildings - Replace		-		5,475,055		3,481,369		5,477,375	0%
Technologies - Replacement		-		87,000		-		87,000	0%
Total Capital	\$	6,050,550	\$	35,373,764	\$	19,184,534	\$	28,131,194	-20%
Transfers									
Transfers Out	\$	_	\$	_	\$	_	\$	80,808	100%
Total Transfers	\$	-	\$	_	\$	_	\$	80,808	100%
	\$	6,076,823	\$	35,385,764	\$	19,196,534	\$	28,224,002	-20%
Total Expenses	Φ						Φ		
Net Fund	\$	5,021,862	\$	(10,921,603)	\$	1,019,818	\$	(15,482,546)	42%

\$

Capital Equipment

Capital Equipment Fund

The Capital Equipment Fund accounts for funding and expenditures related to the acquisition of major capital equipment, with the majority of the funding derived from grants, the Optional One Percent Sales Tax, and transfers from the General Fund.

	Description of Capital	FY 10
Operating Area	Equipment	Expenditu
Information Technology	Network Upgrade	\$ 471,00
Information Technology	Wireless Network Upgrade	1,300,00
City Manager	Energy Conservation	500,00
Code Enforcement	Pickup	20,00
Code Enforcement	Software**	50,00
Police Department	Vehicles	380,00
Police Department	Crime View Mapping Software	100,00
Engineering	Car and Pickup	36,00
Engineering	Map Scanner	20,00
Engineering	Project Management Software**	10,00
Fire	Miscellaneous Equipment	170,00
Fire	Rescue Equipment	50,00
Fire	Pumper Restoration	15,00
Casper Events Center	Car	16,00
Casper Events Center	Replacement Seats	5,00
Casper Events Center	Lighting Upgrade	10,00
Casper Events Center	Tables	5,00
Casper Ice Arena	Blade Sharpener	6,50
Casper Ice Arena	Concession Equipment	3,50
Casper Ice Arena	Lighting & Sound Equip.	10,00
Casper Recreation Center	Pickup	20,00
Casper Recreation Center	Game Room Equipment	2,00
Casper Recreation Center	Indoor Park Equipment	3,50
Casper Recreation Center	Sound System	2,00
Casper Recreation Center	Weight & Fitness Equip.	12,00
Aquatics	Aquatic Floor Scrubber	3,50
Aquatics	Conference Room Chairs	2,50
Aquatics	Deck Furniture	5,00
Aquatics	Guard Chairs	6,00
Aquatics	Handicap Steps	
Aquatics	Wind Screens	4,00 8,00
•	Pickup	
Buildings & Grounds	•	20,00
Buildings & Grounds	Van Diekun	25,00
Cemetery	Pickup	20,00
Cemetery	Mower	15,00
Parks	3/4 Ton Pickup	25,00
Parks	1/2 Ton Pickup	20,00
Parks	Mowers	25,00
Streets	Crew Cab Pickups (2)	70,00
Streets	Hot Patcher	40,00
Streets	2 Sanders	30,00
Streets	Tandem Truck	150,00
Traffic	Grinder	24,00
Finance	Finance Equipment & Software	17,00
	Investment Fees	5,00
	All Capital Equipment	\$ 3,732,50

C	apital Eq	uipment Bud	get	Summary					
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲
Revenues									
Miscellaneous	\$	213,440	\$	135,000	\$	100,000	\$	65,500	-51%
Transfer In		2,913,000		2,296,300		2,296,300		1,850,000	-19%
Grants		19,809		-		-		-	0%
Total Revenues	\$	3,146,249	\$	2,431,300	\$	2,396,300	\$	1,915,500	-21%
Expenditures									
Contractual Services	\$	9,857	\$	5,000	\$	3,436	\$	5,000	0%
Capital		2,382,937		3,020,172		2,601,274		3,977,500	32%
Total Expenditures	\$	2,392,794	\$	3,025,172	\$	2,604,710	\$	3,982,500	32%
Net Capital Equipment Fund	\$	753,455	\$	(593,872)	\$	(208,410)	\$	(2,067,000)	248%
		Pro	jecte	ed Reserves o	on J	une 30, 2009	\$	3,648,945	
		Pro	jecte	ed Reserves o	on J	une 30, 2010	\$	1,581,945	

FY 2010 Budget (Budget Basis)

Capital Equipment

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Grants									
Grants	\$	19,809	\$	-	\$	-	\$	-	0%
Total Grants	\$	19,809	\$	-	\$	-	\$	-	0%
Miscellaneous Revenue									
Interest	\$	184,929	\$	120,000	\$	100,000	\$	65,500	-45%
Miscellaneous Revenue		22,597		15,000		-		-	-100%
Gain/Loss On Sale Of Investments		5,914		-		-		-	0%
Total Miscellaneous Revenue	\$	213,440	\$	135,000	\$	100,000	\$	65,500	-51%
Transfers									
Transfers In	\$	2,913,000	\$	2,296,300	\$	2,296,300	\$	1,850,000	-19%
Total Transfers	\$	2,913,000	\$	2,296,300	\$	2,296,300	\$	1,850,000	-19%
Total Revenue	\$	3,146,249	\$	2,431,300	\$	2,396,300	\$	1,915,500	-21%
Expenses									
Contractual Services									
Investment Fees	\$	9,857	\$	5,000	\$	3,436	\$	5,000	0%
Total Contractual Services	\$	9,857	\$	5,000	\$	3,436	\$	5,000	0%
Capital									
Replacement Light Equipment	\$	775,277	\$	1,146,507	\$	873,138	\$	1,126,500	-2%
Replacement Heavy Equipment		1,109,571		1,100,000		1,265,896		400,000	-64%
Replacement Buildings- Systems		-		-		-		500,000	100%
Replacement Technologies		-		100,000		100,000		-	-100%
New Light Equipment		20,964		-		-		-	0%
New Technologies		477,125		673,665		362,240		1,951,000	190%
Total Capital	\$	2,382,937	\$	3,020,172	\$	2,601,274	\$	3,977,500	32%
Total Expenses	\$	2,392,794	\$	3,025,172	\$	2,604,710	\$	3,982,500	32%
Net Fund	\$	753,455	\$	(593,872)	\$	(208,410)	\$	(2,067,000)	248%

Optional One Cent #13 Sales Tax

One Cent # 13 Sales Tax Fund

This fund accounts for the revenue and expenditures of the Optional One Cent #13 sales tax. The four year tax period for Optional One Cent #13 began in FY 2007 will end in FY 2011. The #13 denotes that this is the 13th funding period for the optional sales tax, which is approved by voter referendum for each iteration.

One Cent #13 Sales Tax Fund Highlights and Issues for FY 2010		
Projects and programs to be funded in FY 2010 by Optional One Cent #13 Sales Tax include:		
Investment Fees	\$	12,500
Outside Agencies		·
Casper Area Economic Development Agency (For operations)		400,000
YMCA (Building Improvements)		375,000
Natrona County Library		220,000
Transfers to Other Funds		
American Recovery & Reinvestment Act		346,550
Aquatics Fund (For operations of outdoor pools)		250,000
Capital Equipment (See Capital Equipment Fund for details)		1,750,000
Capital Projects (See Capital Projects Fund for details)		9,869,526
General Fund (For the Parks Forestry program and Community Action Partnership)		223,328
Perpetual Care (Adds to principal of the Buildings and Operations Trust)		750,000
Transit Services Fund- CATC Weekend Service		66,200
Water Fund (Miscellaneous water main replacements)		1,500,000
Total Expenditures	\$ 1	5,763,104

C	One Cent # 13	3 Sales Tax E	Bud	get Summary					
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲
Revenues									
Taxes	\$	17,615,822	\$	16,920,000	\$	16,882,476	\$	16,663,004	-2%
Miscellaneous		287,115		250,000		327,201		250,000	0%
Total Revenues	\$	17,902,937	\$	17,170,000	\$	17,209,677	\$	16,913,004	-1%
Expenditures									
Contractual Services	\$	733,915	\$	871,048	\$	1,223,548	\$	1,007,500	16%
Transfers Out		5,742,514		17,018,285		15,816,049		14,755,604	-13%
Total Expenditures	\$	6,476,429	\$	17,889,333	\$	17,039,597	\$	15,763,104	-12%
Net One Cent #13 Fund	\$	11,426,508	\$	(719,333)	\$	170,080	\$	1,149,900	-260%
	Projected Reserves on June 30, 2009							17,261,188	
		Pro	ject	ed Reserves o	on J	lune 30, 2010	\$	18,411,088	

FY 2010 Budget (Budget Basis) One Cent #13

	FY 2008		FY 2009			FY 2009		FY 2010	
		ACTUAL		REVISED	Е	STIMATE	A	DOPTED	% ▲
Revenues									
Taxes									
Sales Taxes	\$, ,	\$	16,920,000	\$	16,882,476	\$	16,663,004	-2%
Total Taxes	\$	17,615,822	\$	16,920,000	\$	16,882,476	\$	16,663,004	-2%
Miscellaneous									
Interest Income	\$	280,101	\$	250,000	\$	325,000	\$	250,000	0%
Gain/Loss On Investments		7,014		-		2,201		-	0%
Total Miscellaneous	\$	287,115	\$	250,000	\$	327,201	\$	250,000	0%
Total Revenue	\$	17,902,937	\$	17,170,000	\$	17,209,677	\$	16,913,004	-1%
Expenses									
Contractual Services									
Investment Fees	\$	9,964	\$	5,000	\$	12,500	\$	12,500	150%
Community Health Center		323,951		416,048		416,048		-	-100%
Chamber of Commerce- Visitor Center		-		50,000		50,000		-	-100%
Casper Area Economic Dev. Agency		400,000		400,000		400,000		400,000	0%
Natrona County Public Library		-		-		220,000		220,000	100%
Casper YMCA		-		-		125,000		375,000	100%
Total Contractual Services	\$	733,915	\$	871,048	\$	1,223,548	\$	1,007,500	16%
Transfers Out									
Transfer Out- Aquatics Fund		249,999		250,000		250,000		250,000	0%
Transfer Out- Capital Equipment		1,800,000		1,790,000		1,790,000		1,750,000	-2%
Transfer Out- Capital Projects		1,281,261		12,412,739		11,210,503		9,869,526	-20%
Transfer Out- General Fund		161,254		225,192		225,192		223,328	-1%
Transfer Out- Perpetual Care		750,000		750,000		750,000		750,000	0%
Transfer Out - Transit Services CATC		-		90,354		90,354		66,200	-27%
Transfer Out- Water Fund		1,500,000		1,500,000		1,500,000		1,500,000	0%
Transfer Out- American Recovery Act		-		-		-		346,550	100%
Total Transfers Out	\$	5,742,514	\$	17,018,285	\$	15,816,049	\$	14,755,604	-13%
Total Expenses	\$	6,476,429	\$	17,889,333	\$	17,039,597	\$	15,763,104	-12%
Net Fund	\$	11,426,508	\$	(719,333)	\$	170,080	\$	1,149,900	-260%

American Recovery & Reinvestment Act Fund

American Recovery & Reinvestment Act Fund "Stimulus" Fund

The American Recovery & Reinvestment Act (ARRA) was passed in 2009.

Recovery Act Projects for FY 2009											
Project	Granting Agency	Funding Source	FY	10 Budget							
Sewer Main Replacement- SRF Funding											
Sewer Main Replacement		ARRA	\$	689,000							
Sewer Main Replacement		Loan	\$	611,000							
Water Main Replacement- SRF Funding											
Water Main Replacement	2.5% DWSRF Core Prog	ram Loan Loan	\$	2,716,650							
Water Main Replacement	ARRA Principal Fo	rgiveness Loan	\$	2,283,350							
Water Main Replacement	Water Transfer In From V	Vater Reserves	\$	613,450							
	ARRA Funding Portion of	these Projects	\$	2,972,350							
Total Spending In ARRA Fund (A	ARRA, other Funding Sources a	nd City Match	\$	6,913,450							

Recovery Act Pro	ojects for FY 2010			
Project	Granting Agency	Funding Source	FY	10 Budget
Beverly Street Underpass				
Rails to Trails Beverly St. Underpass-Match		1%	\$	346,550
Rails to Trails Beverly St. Underpass	WYDOT	TEAL Grant	\$	250,000
Rails to Trails Beverly St. Underpass	US DOT	ARRA	\$	250,000
Energy Efficiency Improvements Events Center				
Energy Efficiency Improvements Events Center	DOE	ARRA	\$	503,600
Fire Station Replacement		ARRA	\$	3,500,000
LifeSteps Campus Fire Suppression				
LifeSteps Campus Fire Suppression	HUD- CDBG	ARRA	\$	119,192
Life Others Organis Fire Organis Mark I		Capital Project	Φ.	00.000
LifeSteps Campus Fire Suppression- Match		Reserves	\$	80,808
Police Communications - Edward Byrne				
Police Communications - Edward Byrne	DOJ	ARRA	\$	230,437
Police Communications - Town of Mills Portion	DOJ	ARRA	\$	20,000
Transit Projects				
Transit Projects		A D D A	¢.	1 000 500
Buses, bus shelters and signs		ARRA	\$	1,089,586
	RA Funding Portion	•		5,712,815
Total Spending In ARRA Fund (ARRA, or	ther Funding Source	s and City Match		\$6,390,173

Ameri	can Rec	overy Act E	ud	get Summary				
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED
Revenues								
Transfer In (City Match)		-		613,450		613,450		427,358
Loans		-		3,327,650		3,327,650		-
Grants		-		2,972,350		2,972,350		5,962,815
Total Revenues	\$	-	\$	6,913,450	\$	6,913,450	\$	6,390,173
Expenditures								
Capital		-		6,913,450		6,913,450		6,390,173
Total Expenditures	\$	-	\$	6,913,450	\$	6,913,450	\$	6,390,173
Net American Recovery Act Fund	\$	-	\$	-	\$	-	\$	-
Projected Reserves on June 30, 2009								
		Pro	ject	ed Reserves	on J	une 30, 2010	\$	-

FY 2010 Budget (Budget Basis)

American Recovery and Reinvestment Act Fund

	FY 2008 ACTUAL	FY 2009 REVISED			FY 2009 STIMATE		FY 2010 DOPTED	
Revenues								
Grants								
Other Grants	\$	-	\$	-	\$	-	\$	250,000
ARRA Grants		-		2,972,350		2,972,350	\$	5,712,815
Total Grants	\$	-	\$	2,972,350	\$	2,972,350	\$	5,962,815
Loans								
Loans	\$	-	\$	3,327,650	\$	3,327,650		_
Total Loans	\$	-	\$	3,327,650	\$	3,327,650	\$	
Transfers								
Transfers In- 1% #13	\$	-	\$	-	\$	-	\$	346,550
Transfers In- General Fund		-		-		-		-
Transfers In- Capital Project		-		-		-		80,808
Transfers In- Water Fund		-		613,450		613,450		<u>-</u>
Total Transfers	\$	-	\$	613,450	\$	613,450	\$	427,358
Total Revenue	\$	-	\$	6,913,450	\$	6,913,450	\$	6,390,173
Expenses								
City Funded Capital- Loan or General Fu	ınding							
Replace Improve. Other Than Bldgs.	\$	-	\$	3,941,100	\$	3,941,100	\$	-
New Improvements Other Than Bldgs.		-		-		-		596,550
New Buildings		-		-		-		80,808
Total City Portion Capital	\$	-	\$	3,941,100	\$	3,941,100	\$	677,358
ARRA Funded Capital								
Replacement Light Equipment	\$	-	\$	-	\$	_		\$1,089,586
Replacement Technologies		-		-		_		250,437
Replacement Buildings		-		-		_		4,003,600
Replace Improve. Other Than Bldgs.		-		2,972,350		2,972,350		-
New Improvements Other Than Bldgs.		-		-		-		250,000
New Buildings		-		-		-		119,192
Total ARRA Capital	\$	-	\$	2,972,350	\$	2,972,350		\$5,712,815
Total Capital Expenses	\$	-	\$	6,913,450	\$	6,913,450	\$	6,390,173
Total Expenses	\$	-	\$	6,913,450	\$	6,913,450	\$	6,390,173
Net Fund	\$	-	\$	-	\$	-	\$	
	·	_	_	·	_	·	_	·

Enterprise Funds

Utility Enterprise Funds

Water Distribution
Water Treatment Plant (WTP)
Sewer
Wastewater Treatment Plant (WWTP)
Refuse Collection
Balefill

Leisure Enterprise Funds

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

Other Enterprise Funds

LifeSteps Campus
Parking Lots

All Enterprise Funds Consolidated Utility, Leisure, and Other Enterprise Funds Budget Summary

	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Revenues	<u> </u>				
Charges for Service	\$ 30,718,757	\$ 34,197,306	\$ 33,591,856	\$ 35,294,856	3%
Miscellaneous	2,496,169	2,402,631	2,512,530	1,936,464	-19%
Transfer In	5,972,658	3,974,282	4,000,282	4,001,540	1%
System Development Charges	949,911	1,010,000	527,121	445,000	-56%
Grants	7,021,795	17,532,575	13,771,725	5,151,023	-71%
Total Revenues	\$ 47,159,290	\$ 59,116,794	\$ 54,403,514	\$ 46,828,883	-21%
Expenditures					
Personnel	\$ 10,760,299	\$ 11,907,634	\$ 11,673,347	\$ 12,143,749	2%
Contractual Services	12,336,145	15,094,888	14,308,628	13,482,529	-11%
Materials & Supplies	6,462,559	7,743,504	7,467,854	7,299,486	-6%
Other	3,761,905	5,089,405	5,244,156	5,007,873	-2%
Capital	18,995,208	31,280,059	23,296,224	16,224,649	-48%
Transfers Out	-	-	613,450	-	0%
Total Expenditures	\$ 52,316,116	\$ 71,115,490	\$ 62,603,659	\$ 54,158,286	-24%
Net All Enterprise Funds	\$ (5,156,826)	\$ (11,998,696)	\$ (8,200,145)	\$ (7,329,403)	-39%

Utility Enterprise Funds

Water Distribution
Water Treatment Plant (WTP)
Sewer
Wastewater Treatment Plant (WWTP)
Refuse Collection
Balefill

Utility Enterprise Funds Consolidated

Utilit	y Enterprise Fund	s Budget Sumn	nary		
	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Revenues					
Charges for Service	\$ 25,697,264	\$ 28,969,387	\$ 28,778,905	\$ 30,058,937	4%
Miscellaneous	2,032,871	1,891,685	2,039,476	1,452,722	-23%
Transfer In	3,710,200	1,500,000	1,500,000	1,500,000	0%
System Development Charges	949,911	1,010,000	527,121	445,000	-56%
Grants	7,021,795	17,532,575	13,771,725	5,151,023	-71%
Total Revenues	\$ 39,412,041	\$ 50,903,647	\$ 46,617,227	\$ 38,607,682	-24%
Expenditures					
Personnel	\$ 6,620,592	\$ 7,262,203	\$ 7,243,449	\$ 7,462,711	3%
Contractual Services	9,731,874	12,543,859	11,869,947	10,947,100	-13%
Materials & Supplies	5,753,191	7,029,748	6,758,507	6,583,275	-6%
Other	3,488,882	4,805,712	4,968,925	4,708,278	-2%
Capital	18,829,900	30,979,859	23,024,134	16,008,398	-48%
Transfers Out	-	-	613,450	-	0%
Total Expenditures	\$ 44,424,439	\$ 62,621,381	\$ 54,478,412	\$ 45,709,762	-27%
Net All Enterprise Funds	\$ (5,012,398)	\$ (11,717,734)	\$ (7,861,185)	\$ (7,102,080)	-39%

Public Utilities Division Division-Wide Goal

The Public Utilities Division contains the water distribution, water treatment plant operations, wastewater treatment plant, and sewer funds.

1. Goal: To maintain institutional knowledge.

<u>Objective</u>: To have at least 5 employees successfully complete the City Leadership Academy or the department's future leaders program.

Objective: To increase the accuracy of at least 50% of the existing GIS utility layers.

Highlights from FY09: Three employees are currently involved in the City Leadership Academy, and three are currently involved in the Public Services department future leaders program. A department task force is working with the IT department to improve the GIS system and establish new protocols for the input and maintenance of the GIS layers. A consultant's report on emergency generation power at the water plant and distribution system was completed. A similar report for the waste water plant is underway.

Highlights for FY10: The department will continue to train future leaders through established programs to prepare for future retirements, and will complete the review and enhancement of the GIS utility layers. Installation of emergency power back up for the water plant is planned to be completed.



Water Distribution

Water Income Statement

(Budget Basis) FY 2010

			FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Operating Activity							
Revenues		Φ	0 400 447	Ф 44 0E0 047	Ф 40 74E 007	Ф 44 F00 F04	5 0/
Charges for Services Administration/Managemen	t Foos	\$	9,420,117 77,369	\$ 11,052,647 76,561	\$ 10,745,907 76,561	\$ 11,582,561 81,425	5% 6%
Administration/Managemen	Total Revenues		9,497,486	11,129,208	10,822,468	11,663,986	5%
	Total Nevellues		3,437,400	11,120,200	10,022,400	11,000,000	370
Expenses							
Personnel Services			2,090,417	2,408,229	2,409,038	2,445,285	2%
Contractual			1,682,813	2,338,139	2,006,584	1,747,359	-25%
Materials & Supplies			4,648,131 699,998	5,397,008 700,000	5,375,820 700,000	4,999,630 700,000	-7% 0%
Depreciation Debt Service & Interest			471,756	652,156	660,682	615,552	-6%
Debt Service & Interest	Total Expenses		9,593,115	11,495,532	11,152,124	10,507,826	-9%
	Total Expolicos		0,000,110	11,100,002	11,102,121	10,007,020	
Operating Income (Loss)			(95,629)	(366,324)	(329,656)	1,156,160	-416%
Non-operating Activity							
Revenues			004.040	000 000	000 070	000 000	00/
Interest			301,213 113,967	230,000 20,000	263,979 64,301	230,000 55,000	0% 175%
Miscellaneous	Total Revenues		415,180	250,000	328,280	285,000	175% 14%
	Total Nevellues		413,100	230,000	320,200	200,000	1 70
Expenses							
Bad Debt			32,403	12,000	12,000	12,000	0%
Claims			656	5,000	3,500	5,000	0%
	Total Expenses		33,059	17,000	15,500	17,000	0%
Non-operating Income (Lo	oss)		382,121	233,000	312,780	268,000	15%
Capital Activity							
Sources			1 0 10 000	0.440.475	0.044.450	4 0 40 007	470/
Capital Grants & Loans			1,342,662	3,116,175	2,814,150	1,646,967	-47%
System Development Fees Contributions			534,134	565,000 410,850	270,690 410,850	230,000	-59% -100%
Transfers In			3,500,000	1,500,000	1,500,000	1,500,000	0%
Transiers in	Total Sources		5,376,796	5,592,025	4,995,690	3,376,967	-40%
	Total oouloo		3,313,133	0,002,020	.,000,000	0,0.0,00.	.0,0
Uses							
New Capital			1,311,193	4,555,551	811,438	7,015,860	54%
Replacement Capital			3,355,979	5,206,544	5,415,002	773,000	-85%
Transfer Out	Total Uses		4 667 470	0.762.005	613,450	7 700 000	0%
	Total Uses		4,667,172	9,762,095	6,839,890	7,788,860	-20%
Capital Income (Loss)			709,624	(4,170,070)	(1,844,200)	(4,411,893)	6%
Net Income (Loss)		\$	996,116	\$ (4,303,394)	\$ (1,861,076)	\$ (2,987,733)	-31%

Public Utilities Division

Water Distribution

The Water Distribution system distributes potable water to City of Casper water customers.

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

1. Goal: To maintain a safe potable water supply meeting all regulatory requirements.

<u>Objective</u>: To maintain an adequate supply of water to meet growing population needs through the 2011 fiscal year.

<u>Objective</u>: To increase water conservation strategies that will reduce average consumption by 3% by June, 2011.

Highlights from FY09: In FY09, Casper's water distribution system was in 100% compliance with all Department of Environmental Quality and Environmental Protection Agency regulations.

Water main replacements associated with the Fort Casper neighborhood Phase II project and the 2009 miscellaneous water main replacement project were awarded and are under construction. In addition, construction of the Upper Rock Creek Reservoir improvements and the Zone III water system improvements project, consisting of replacing a booster station and new water storage tank, and improving the low pressure water area in the central portion of the City that was identified in the CEIP low pressure water zone report should begin in FY09.

Highlights for FY10: This budget reflects the rate increase that was approved to begin in January 2009.

The operations expenditures in the FY10 Water Distribution budget is almost \$700,000 less than the operations expenditures budgeted in the FY09 Water Distribution budget. Several smaller dollar line items in the Water Distribution budget have been combined in order reduce the number of line items in the FY10 budget.

Capital projects include the Paradise Drive water transmission main associated with the Paradise Drive reconstruction project and the Zone IV improvements to raise the Sunrise III tank sixteen feet in order to provide for better fire flow and pressure for customers in that area. In addition, \$2.2 million of contracted water main replacements are anticipated for FY10.

It is unknown as of this date if the City's request for approximately \$8 million of ARRA funding will be received by the City for miscellaneous water main replacements.

Water Fund

Water FY 2010 Capital Summary											
Replacement Capital		I	New Capital								
Pumps & Control Valves at City Booster	\$	15,000	Paradise Drive Water	2,014,000							
Stations			Transmission Main								
Pavement for Water Main Replacement	\$	225,000	Raise Sunrise III Tank	758,160							
Water Line Materials	\$	100,000	Oversizing Reimbursement	60,000							
South Pratt Tank Repainting	\$	100,000	Meters and ERTs	88,700							
Securirty Improvements	\$	10,000	Portable Generator	85,000							
Meter Services Offices Floor	\$	3,500	Intangibles	5,000							
1/2 Ton Pickup	\$	25,000		3,010,860							
Signs & Barricade Replacements	\$	5,000									
Meters, Meter Heads, and Meter Parts	\$	76,000									
Tandem Dump Truck	\$	135,000									
Drill Unit for Locating Main Breaks	\$	75,000									
Technologies	\$	3,500									
Misc. Water Main Replacement	\$	4,005,000									
Total	\$	4,778,000									

Water S	taffing Sum	mary		
	FY	2008	FY 2009	FY 2010
Full Time Positions				
Administrative Secretary		1	1	1
Cross Connection Inspe		1	1	1
Equipment Operator II		4	4	4
Hydrant Maintenance Supervisor		1	1	1
Meter Records Clerk		1	1	1
Meter Service Supervisor		1	1	1
Meter Service Worker		2	2	2
Public Utilities Manager		1	1	1
Secretary II		1	1	1
Senior Meter Service Worker		4	4	4
Utility Superintendent		1	1	1
Utility Supervisor		3	3	3
Utility Worker I		4	4	4
Utility Worker II		2	5	5
Water Equipment Operator		1	-	-
Water Operations Tech		1	1	1
Total		29	31	31
Two positions were moved to Water Distribution from the	ne Water Tre	atment Pla	nt in FY 2009.	
Part Time Employees (Budget)	\$	19,498	\$ 50,321	\$ 35,000

	W	ater Budget	Su	mmary				
		FY 2008 ACTUAL		FY 2009 REVISED	FY 2009 ESTIMATE		FY 2010 DOPTED	% ▲
Revenues								
Charges for Service	\$	9,420,117	\$	11,052,647	\$ 10,745,907	\$ 1	1,582,561	5%
Miscellaneous		492,549		326,561	404,841		366,425	12%
Contributions		-		410,850	410,850		-	-100%
Transfers In		3,500,000		1,500,000	1,500,000		1,500,000	0%
System Development Charges		534,134		565,000	270,690		230,000	-59%
Grants		1,342,662		3,116,175	2,814,150		1,646,967	-47%
Total Revenues	\$	15,289,462	\$	16,971,233	\$ 16,146,438	\$ 1	5,325,953	-10%
Expenditures								
Personnel	\$	2,090,417	\$	2,408,229	\$ 2,409,038	\$	2,445,285	2%
Contractual Services		1,682,813		2,338,139	2,006,584		1,747,359	-25%
Materials & Supplies		4,648,131		5,397,008	5,375,820		4,999,630	-7%
Other		1,204,813		1,369,156	1,376,182		1,332,552	-3%
Capital		4,667,172		9,762,095	6,226,440		7,788,860	-20%
Transfers Out		-		-	613,450		-	0%
Total Expenditures	\$	14,293,346	\$	21,274,627	\$ 18,007,514	\$ 1	8,313,686	-14%
Net Water Fund	\$	996,116	\$	(4,303,394)	\$ (1,861,076)	\$	(2,987,733)	-31%
		Projec	cted	Reserves or	n June 30, 2009	\$	6,995,030	
		Projec	cted	Reserves or	n June 30, 2010	\$	4,707,297	

FY 2010 Budget (Budget Basis) Water

	TY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 ADOPTED	% ▲
Operations	 	 	 	 	
Charges For Services					
User Fees	\$ 8,947,002	\$ 10,300,000	\$ 10,100,034	\$ 10,938,600	6%
Wholesale Water Sales	261,725	300,000	300,785	294,644	-2%
Hydrant Water Usage	73,268	150,000	105,206	100,000	-33%
Services Reconnection	14,434	16,000	26,160	25,000	56%
Meter Sales & Installation	77,115	80,000	40,646	40,000	-50%
Construction Connections	22,162	35,000	14,616	15,000	-57%
Other Charges	24,411	40,000	26,813	30,000	-25%
Interdepartmental Services	-	131,647	131,647	139,317	6%
Total Charges For Services	\$ 9,420,117	\$ 11,052,647	\$ 10,745,907	\$ 11,582,561	5%
Miscellaneous Revenue					
Lease Fees	\$ 51,775	\$ 20,000	\$ 58,714	\$ 55,000	175%
Administrative Fees	77,369	76,561	76,561	81,425	6%
Interest	301,213	230,000	263,979	230,000	0%
Gain/Loss On Investments	62,192	-	5,587	-	0%
Total Miscellaneous Revenue	\$ 492,549	\$ 326,561	\$ 404,841	\$ 366,425	12%
Total Operating Revenue	\$ 9,912,666	\$ 11,379,208	\$ 11,150,748	\$ 11,948,986	5%
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 1,408,082	\$ 1,638,277	\$ 1,638,277	\$ 1,637,492	0%
Part Time	19,498	50,321	50,321	35,000	-30%
Overtime	101,412	100,000	100,000	106,000	6%
Total Salaries & Wages	\$ 1,528,992	\$ 1,788,598	\$ 1,788,598	\$ 1,778,492	-1%
Other Pay					
Standby Time	\$ 23,659	\$ 32,354	\$ 32,354	\$ 28,900	-11%
Supplemental Pay	15,220	-	-	31,000	100%
Disability Leave Buy-Back	13,807	16,581	16,856	16,000	-4%
Accrued Leave Payoff	8,464	-	1,014	-	0%
Other Allowances	560	4,560	4,080	4,560	0%
Clothing Allowance	1,011	4,650	4,650	4,350	-6%
Total Other Pay	\$ 62,721	\$ 58,145	\$ 58,954	\$ 84,810	46%

FY 2010 Budget (Budget Basis) Water

		FY 2008		FY 2009		FY 2009		FY 2010	
_ 4.		ACTUAL	R	REVISED	E:	STIMATE	Α	DOPTED	% ▲
Benefits	•	0=1000	•		•		•	004.400	
Health Insurance	\$	254,232	\$	270,756	\$	270,756	\$	291,120	8%
Other Insurance Benfits		11,326		15,671		15,671		15,690	0%
FICA/Medicare Tax		116,146		141,281		141,281		145,447	3%
Retirement Contributions		87,206		101,514		101,514		101,588	0%
Unemployment Compensation		2,268		-		-		-	0%
Workers' Compensation		27,526		32,264		32,264		28,138	-13%
Total Benefits	\$	498,704	\$	561,486	\$	561,486	\$	581,983	4%
Total Personnel	\$	2,090,417	\$	2,408,229	\$	2,409,038	\$	2,445,285	2%
Contractual Services									
Investment Fees	\$	15,966	\$	14,000	\$	8,341	\$	10,000	-29%
Engineering Services	*	65,843	Ψ	427,635	Ψ	420,071	Ψ	8,000	-98%
Refuse Collection		1,468		1,200		1,600		1,600	33%
Energy - Electricity		208,549		284,000		215,629		293,000	3%
Energy - Natural Gas		12,446		14,000		10,693		12,000	-14%
Equipment Repairs		1,304		1,700		674		1,700	0%
Street Repairs		262,730		411,850		216,303		300,000	-27%
Maintenance Agreements		6,203		7,000		4,483		7,000	0%
Insurance & Bonds		70,986		78,084		78,084		78,084	0%
Telecommunications		13,428		10,000		4,736		6,800	-32%
Postage/Shipping		1,339		3,000		2,048		2,750	-8%
Printing/Reproduction		-		1,400		_,-		1,000	-29%
Travel & Training		17,018		35,000		26,766		29,500	-16%
Interdepartmental Services		778,251		781,376		781,376		796,374	2%
Admin/Mgmt Fees		52,118		54,694		54,694		28,651	-48%
Other Contractual		164,466		200,100		167,913		159,100	-20%
Association Dues		5,349		4,600		4,600		3,800	-17%
Laundry & Towel Service		5,349		8,500		8,573		8,000	-6%
Total Contractual Services	\$	1,682,813	\$	2,338,139	\$	2,006,584	\$	1,747,359	-25%
Materials & Supplies	•	00.004	•	= 1 0 10	•	40.40=	•		•••
Other Materials & Supplies	\$	38,004	\$	51,649	\$	43,107	\$	50,250	-3%
Water/Sewer Line Materials		68,267		110,000		77,884		90,000	-18%
Engineering Supplies		677		1,500		226		1,200	-20%
Building Supplies		4,088		6,500		3,584		6,500	0%
Meter Supplies		(176,414)		5,000		1,174		5,000	0%
Instrumentation		133		16,500		3,913		8,000	-52%
Booster/Lift Station Supplies		5,029		12,000		8,723		11,000	-8%
Other Structures		1,988		29,000		28,167		19,000	-34%

FY 2010 Budget (Budget Basis) Water

	ı	FY 2008		FY 2009		FY 2009	FY 2010		
		ACTUAL	F	REVISED	Е	STIMATE	Α	DOPTED	% ▲
Materials & Supplies Cont.									
Vehicle Supplies	\$	2,829	\$	4,733	\$	3,469	\$	4,500	-5%
Bulk Water		4,600,958		5,078,126		5,125,777		4,722,180	-7%
Bulk Fuel		102,572		82,000		79,796		82,000	0%
Total Material & Supplies	\$	4,648,131	\$	5,397,008	\$	5,375,820	\$	4,999,630	-7%
Other Expenses									
Debt Service	\$	284,931	\$	401,908	\$	401,908	\$	406,194	1%
Depreciation		699,998		700,000		700,000		700,000	0%
Interest		186,825		250,248		258,774		209,358	-16%
Bad Debt		32,403		12,000		12,000		12,000	0%
Claims		656		5,000		3,500		5,000	0%
Total Other Expenses	\$	1,204,813	\$	1,369,156	\$	1,376,182	\$	1,332,552	-3%
Total Operating Expenses	\$	9,626,174	\$	11,512,532	\$	11,167,624	\$	10,524,826	-9%
Operating Income (Loss)	\$	286,492	\$	(133,324)	\$	(16,876)	\$	1,424,160	-1168%
Capital Revenue									
Grants									
State Grants/Loans	\$	1,122,819	\$	3,067,032	¢	2,793,150	\$	1,646,967	-46%
Federal Grants	Ψ	219,843	Ψ	49,143	Ψ	21,000	Ψ	1,040,307	-100%
Total Grants	\$	1,342,662	\$	3,116,175	\$	2,814,150	\$	1,646,967	-47%
Total Granto		1,012,002	Ψ	0,110,110	Ψ	2,011,100	Ψ	1,010,001	17.70
Operating Transfers									
System Development Charges	\$	534,134	\$	565,000	\$	270,690	\$	230,000	-59%
Transfers In	Ψ	3,500,000	Ψ	1,500,000	Ψ	1,500,000	Ψ	1,500,000	0%
Contributions		-		410,850		410,850		-,000,000	-100%
Total Operating Transfers	\$	4,034,134	\$	2,475,850	\$	2,181,540	\$	1,730,000	-30%
Total Capital Revenue	\$	5,376,796	\$	5,592,025	\$	4,995,690	\$	3,376,967	-40%
•				, ,	•				
Capital Expenses Capital - New									
•	φ	4 404 004	φ	4 202 454	φ	706 420	Φ	6 707 460	FC0/
Improve Other Than Buildings	\$	1,134,831	\$	4,323,151	\$	706,138	\$	6,737,160	56%
Light Equipment		95,743		104,200		98,300		88,700	-15%
Heavy Equipment		71,226		100,000		-		185,000	85%
Intangibles		6,222		20,000		7 000		5,000	-75%
Technologies	_	3,171	Φ	8,200	Φ.	7,000	Φ.	7.045.000	-100%
Total Capital - New	\$	1,311,193	\$	4,555,551	\$	811,438	\$	7,015,860	54%

FY 2010 Budget (Budget Basis) Water

	F	FY 2008		FY 2009		FY 2009		FY 2010	
	A	CTUAL	- 1	REVISED	Е	STIMATE	A	DOPTED	% ▲
Capital - Replacement									
Improve Other Than Buildings		3,137,849		4,880,850		5,106,202		453,500	-91%
Light Equipment		190,966		151,194		142,000		106,000	-30%
Heavy Equipment		-		164,500		159,000		210,000	28%
Technologies		27,164		10,000		7,800		3,500	-65%
Total Capital - Replacement	\$	3,355,979	\$	5,206,544	\$	5,415,002	\$	773,000	-85%
Total Capital Expenses	\$	4,667,172	\$	9,762,095	\$	6,226,440	\$	7,788,860	-20%
Net Capital	\$	709,624	\$	(4,170,070)	\$	(1,230,750)	\$	(4,411,893)	6%
Transfers Out									
Transfer to ARRA Fund for Match	\$	-	\$	-	\$	613,450	\$	-	0%
Total Transfers Out	\$	-	\$	-	\$	613,450	\$	-	0%
Net Fund	\$	996,116	\$	(4,303,394)	\$	(1,861,076)	\$	(2,987,733)	-31%



Water Treatment Plant (WTP)

Water Treatment Plant Operations

Income Statement

(Budget Basis) FY 2010

		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	FY 2010 ADOPTED	% ▲
Operating Activity								
Revenues								
Charges for Services		\$ 1,999,301	\$	2,450,768	\$	2,222,301	\$ 2,565,396	5%
	Total Revenues	1,999,301		2,450,768		2,222,301	2,565,396	5%
Expenses								
Personnel Services		767,528		689,939		696,598	746,479	8%
Contractual		701,808		1,087,947		981,649	1,158,417	6%
Materials & Supplies		476,110		672,882		544,054	660,500	-2%
	Total Expenses	1,945,446		2,450,768		2,222,301	2,565,396	5%
Operating Income (Loss)		53,855		-		-	-	0%
Net Income (Loss)	•	\$ 53,855	\$	-	\$	-	\$ -	0%

Public Utilities Division

Water Treatment Plant Operations

The City of Casper operates the water treatment plant on behalf of Central Wyoming Regional Water System Treatment Plant Joint Powers Board, and accounts for operational costs in this fund. Capital costs are not shown in this fund but are accounted for in the Joint Powers Board's separate financial statements.

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

1. Goal: To increase the water available for new residential and commercial usage

Objective: To increase available firm water supplies by 10% by December, 2011.

<u>Objective</u>: To maintain the five year moving average peak water demand to increases no greater than the growth rate over the next 3 years. (The current demand is 27,347,000 gallons)

Highlights from FY09: Water produced during FY09 was in 100% compliance with all Environmental Protection Agency and Department of Environmental Quality regulations. Water sales for FY09 through March have been good. In FY09, the revised wholesale water rate model and updated capital improvement plan was completed by the Board.

The Wardwell Zone IIIB water system, which will be owned, operated and maintained by the Regional Water System, began construction in FY09. This will help the development of more affordable housing in the Casper metropolitan area. In addition, the Regional Water System is participating with the Wyoming Department of Transportation in the relocation of water transmission mains for the West Belt Loop Road. This project has been designed, but has yet to begin construction. In addition, the Board is participating in the funding of improvements to the City-owned Upper Rock Creek Reservoir.

Highlights for FY10: In order to consolidate the budget, several smaller dollar line items have been combined in the FY10 budget. An amount of \$60,000 was added to the Water Treatment Plant budget for sludge disposal at the landfill. The landfill will no longer accept the Water Treatment Plant sludge free of charge, because it has proven to be unsuitable for cover material at the landfill.

Major capital items at the Water Treatment Plant include emergency power generators for the Water Treatment Plant and/or well field. In addition, two groundwater wells will be rehabilitated in FY10. Rehabilitation of wells in the well field is very cost effective, because well water is much cheaper to produce than water from the Water Treatment Plant.

Water Treatment Plant Operations Fund

Water Treatment Plant Ope	erations Staffing S	Summary		
	FY 2008	FY 2009	FY 2010	
Full Time Positions				
Custodial Maintenance Worker I	1	1	1	0%
Plant Mechanic I	1	1	1	0%
Secretary II	1	1	1	0%
Utility Worker II	2	-	-	-100%
Water Operations Specialist	2	2	2	0%
Water Plant Operator	1	1	1	0%
Water Plant Operation Tech	3	3	3	0%
WTP Operations Manager	1	1	1_	0%
Total	12	10	10	-17%
Two positions were moved from the WTP to the Water Fund	I in FY 2009.			
Part Time Employees (Budget)	\$ 94,488	\$ 74,616	\$ 100,608	6%

Water Treat	men	Plant Oper	atio	ons Budget	Sur	nmary			
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Service	\$	1,999,301	\$	2,450,768	\$	2,222,301	\$	2,565,396	5%
Total Revenues	\$	1,999,301	\$	2,450,768	\$	2,222,301	\$	2,565,396	5%
Expenditures									
Personnel	\$	767,528	\$	689,939	\$	696,598	\$	746,479	8%
Contractual Services		701,808		1,087,947		981,649		1,158,417	6%
Materials & Supplies		476,110		672,882		544,054		660,500	-2%
Total Expenditures	\$	1,945,446	\$	2,450,768	\$	2,222,301	\$	2,565,396	5%
Net Water Treatment Plant Operations	\$	53,855	\$	-	\$	-	\$	-	0%
		Projec	cted	Reserves or	n Ju	ine 30, 2009		(\$46,016)	
		Projec	cted	Reserves or	n Ju	ine 30, 2010		(\$46,016)	

FY 2010 Budget (Budget Basis)

Water Treatment Plant Operations

		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Operations									
Charges For Services	Φ	4 000 004	Φ	0.450.700	Φ	0.000.004	Φ	0.505.000	5 0/
Intergovernmental Reimbursements	<u>\$</u>	1,999,301	\$	2,450,768	<u>\$</u> \$	2,222,301	<u>\$</u> \$	2,565,396	5%
Total Charges For Services	<u> </u>	1,999,301	\$	2,450,768	Ф	2,222,301	Ф	2,565,396	5%
Total Operating Revenue	\$	1,999,301	\$	2,450,768	\$	2,222,301	\$	2,565,396	5%
Expenses									
Personnel									
Salaries & Wages									
Full Time	\$	535,942	\$	494,635	\$	496,353	\$	505,462	2%
Overtime		28,006		21,789		26,000		28,000	29%
Total Salaries & Wages	\$	563,948	\$	516,424	\$	522,353	\$	533,462	3%
Other Pay									
Standby Time	\$	6,827	\$	5,455	\$	5,455	\$	5,500	1%
Supplemental Pay		5,500		-		-		10,000	100%
Disability Leave Buy-Back		6,046		6,600		6,600		6,600	0%
Other Allowances		320		1,440		1,920		1,920	33%
Clothing Allowance		1,049		1,200		1,200		1,350	13%
Total Other Pay	\$	19,742	\$	14,695	\$	15,175	\$	25,370	73%
Benefits									
Health Insurance	\$	94,488	\$	74,616	\$	74,616	\$	100,608	35%
Other Insurance Benefits	Ψ	4,409	Ψ	4,625	Ψ	4,641	Ψ	4,732	2%
FICA/Medicare Tax		42,494		40,631		40,763		43,343	7%
Retirement Contributions		32,475		30,018		30,115		30,761	2%
Workers' Compensation		9,972		8,930		8,935		8,203	-8%
Total Benefits	\$	183,838	\$	158,820	\$	159,070	\$	187,647	18%
Total Personnel	\$	767,528	\$	689,939	\$	696,598	\$	746,479	8%
Total I Glocimo		707,020	Ψ_	000,000	Ψ_	000,000	Ψ_	. 10, 110	070
Contractual Services									
Lab Services	\$	33,828	\$	45,500	\$	48,031	\$	43,500	-4%
Sewer		253		350		165		250	-29%
Refuse Collection		584		600		612			10008%
Energy - Electricity		469,106		673,000		666,745		700,000	4%
Energy - Natural Gas		139,404		165,000		86,832		145,000	-12%
Equipment Repairs		28,524		30,000		18,770		30,000	0%
Maintenance Agreements		16,725		19,850		18,825		25,650	29%
Telecommunications		5,586		4,000		1,326		1,500	-63%
Postage/Shipping		1,900		2,600		319		1,500	-42%
Advertising		281		600		576		600	0%

FY 2010 Budget (Budget Basis)

Water Treatment Plant Operations

	ı	FY 2008	I	FY 2009	ı	FY 2009	I	FY 2010	
		ACTUAL	F	REVISED	E	STIMATE	Α	DOPTED	% ▲
Contractual Services Cont.									
Printing / Reproduction	\$	-	\$	600	\$	-	\$	400	-33%
Travel		817		5,000		3,000		2,000	-60%
Training		1,993		5,000		2,000		4,000	-20%
Interdepartmental Charges		-		131,647		131,647		139,317	6%
Other Contractual		-		500		-		500	0%
Association Dues		806		1,600		529		1,150	-28%
Laundry & Towel Service		2,001		2,100		2,272		2,400	14%
Total Contractual Services	\$	701,808	\$	1,087,947	\$	981,649	\$	1,158,417	6%
Materials & Supplies									
Chemicals	\$	423,741	\$	578,832	\$	500,000	\$	580,000	0%
Other Materials & Supplies		20,696		38,750		26,207		38,500	-1%
Water/Sewer Line Materials		12,256		15,000		7,083		12,000	-20%
Instrumentation		5,044		8,000		2,237		8,000	0%
Booster/Lift Station Supplies		895		10,000		925		2,000	-80%
Uniforms		1,655		1,800		1,800		1,500	-17%
Other Structures		6,011		12,500		2,721		12,500	0%
Vehicle Supplies		5,812		8,000		3,081		6,000	-25%
Total Materials & Supplies	\$	476,110	\$	672,882	\$	544,054	\$	660,500	-2%
Total Expenses	\$	1,945,446	\$	2,450,768	\$	2,222,301	\$	2,565,396	5%
Net Fund	\$	53,855	\$	-	\$	-	\$	-	0%

Sewer

Sewer Income Statement

(Budget Basis) FY 2010

			FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	A	FY 2010 ADOPTED	% ▲
Operating Activity										
Revenues										
Charges for Services		\$	3,690,337	\$	3,747,682	\$	4,093,355	\$	4,103,200	9%
Administration/Managemen	nt Fees		250,597		271,599		271,599		258,046	-5%
	Total Revenues		3,940,934		4,019,281		4,364,954		4,361,246	9%
Expenses										
Personnel Services			477,217		500,992		506,992		504,377	1%
Contractual			2,820,879		3,147,660		3,125,624		3,119,879	-1%
Materials & Supplies			25,158		31,088		14,393		26,750	-14%
Depreciation			435,000		435,000		435,000		435,000	0%
	Total Expenses		3,758,254		4,114,740		4,082,009		4,086,006	-1%
Operating Income (Loss)	•		182,680		(95,459)		282,945		275,240	-388%
Non-operating Activity Revenues										
Interest			128,812		35,000		117,591		90,000	157%
Miscellaneous			9,101		-		11,000		-	0%
Gain/Loss on Sale of Invest	tments		26,595		-		2,489		-	0%
	Total Revenues		164,508		35,000		131,080		90,000	157%
Expenses										
Bad Debt			17,083		15,000		7,500		15,000	0%
Claims			5,955		10,000		6,512		10,000	0%
	Total Expenses		23,038		25,000		14,012		25,000	0%
Non-operating Income (Lo	oss)		141,470		10,000		117,068		65,000	550%
Capital Activity										
Sources										
System Development Fees			129,720		135,000		77,231		65,000	-52%
	Total Sources		129,720		135,000		77,231		65,000	-52%
Uses New Capital			18,940		205,000		167,600		48,000	-77%
Replacement Capital			29,428		1,726,731		1,704,700		852,175	-77 % -51%
Topiacomoni Capital	Total Uses		48,368		1,931,731		1,872,300		900,175	-53%
Capital Income (Loss)			81,352		(1,796,731)		(1,795,069)		(835,175)	-54%
Net Income (Loss)		\$	405,502	\$		\$	(1,395,056)	\$	(494,935)	-74%
Het income (LOSS)		Ψ	+00,002	ψ	(1,002,130)	Ψ	(1,000,000)	Ψ	(434,333)	-14/0

Public Utilities Division

Sewer Fund

The Sewer Fund accounts for the sewer collection system that delivers wastewater to the wastewater treatment plant.

Mission Statement: To collect and transport liquid waste to the Wastewater Treatment Plant in a safe and environmentally sound fashion.

1. Goal: To decrease the number of sewer main failures (backups and overflows) in the system.

<u>Objective</u>: To increase the accuracy of the asset inventory of sewer main age, material and size to establish an appropriate scheduling of CCTV work and cleaning based on the age and material of the mains.

<u>Objective</u>: To reduce the number of sewer main backups by 15% from 2009 through the FY10 year.

Highlights from FY09:

Sewer main replacements are continuing with the completion of the Glendale Avenue sewer, the Miscellaneous Sewer Main Replacement/Re-lining project, and Sewer Main and Manhole Rehabilitations associated with the Fort Casper – Phase II Project. The FY09 Root Killer Foaming Project was also completed and as with the 2008 project appears to have been successful. This program may be enhanced in future years.

Highlights for FY10: The budget reflects the rate increase that was approved in January 2009. The operations expenditures in the FY10 Sewer budget are \$37,000 less than the operations expenditures budgeted in the FY09 Sewer budget.

Within capital, the manhole and main replacement/renovation program has a slight decrease from the FY09 budget in accordance with the Sewer Fund rate model/cash flow model. The vast majority of this work will be done by lining vitrified clay pipe, and not actual dig and replacement.

It is unknown as of this date if the City will receive approximately \$3 million in requested ARRA funding for miscellaneous sewer main rehabilitation.

Sewer Fund

Sewer FY 2010 Capital Summary										
		New Capital								
\$	850,000	Developer Oversizing Reimb.	35,000							
	2,175	Sewer Cleaning Balls	3,000							
\$	852,175	Sewer Point Repair Equip.	10,000							
48,000										
	\$	\$ 850,000 2,175	\$ 850,000 Developer Oversizing Reimb. 2,175 Sewer Cleaning Balls							

	Sewer S	taffing Summa	ry		
		FY 20	800	FY 2009	FY 2010
Full Time Positions					
Utility Supervisor			1	1	1
Utility Worker I			1	1	1
Utility Worker II			5	5	5
·	Total		7	7	7
Part Time Employees (Budget)		\$	- (\$ - \$; <u>-</u>

	Sewer Budget Summary								
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Charges for Service	\$	3,690,337	\$	3,747,682	\$	4,093,355	\$	4,103,200	9%
Miscellaneous		415,105		306,599		402,679		348,046	14%
System Development Charges		129,720		135,000		77,231		65,000	-52%
Total Revenues	\$	4,235,162	\$	4,189,281	\$	4,573,265	\$	4,516,246	8%
Expenditures									
Personnel	\$	477,217	\$	500,992	\$	506,992	\$	504,377	1%
Contractual Services		2,820,879		3,147,660		3,125,624		3,119,879	-1%
Materials & Supplies		25,158		31,088		14,393		26,750	-14%
Other		458,038		460,000		449,012		460,000	0%
Capital		48,368		1,931,731		1,872,300		900,175	-53%
Total Expenditures	\$	3,829,660	\$	6,071,471	\$	5,968,321	\$	5,011,181	-17%
Net Sewer Fund	\$	405,502	\$	(1,882,190)	\$	(1,395,056)	\$	(494,935)	-74%
		Projec	\$	3,363,631					
	Projected Reserves on June 30, 2010							3,303,696	

FY 2010 Budget (Budget Basis) Sewer

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Operations									
Charges For Services									
User Fees	\$	3,690,337	\$	3,747,682	\$	4,093,355	\$	4,103,200	9%
Total Charges For Services	\$	3,690,337	\$	3,747,682	\$	4,093,355	\$	4,103,200	9%
Miscellaneous Revenue									
Miscellaneous	\$	9,101	\$	_	\$	11,000	\$	-	0%
Administrative Fees	·	250,597		271,599		271,599	·	258,046	-5%
Interest		128,812		35,000		117,591		90,000	157%
Gain/Loss On Sale Of Investments		26,595		· -		2,489		· -	0%
Total Miscellaneous Revenue	\$	415,105	\$	306,599	\$	402,679	\$	348,046	14%
Total Operating Revenue	\$	4,105,442	\$	4,054,281	\$	4,496,034	\$	4,451,246	10%
Expenses									
Personnel									
Salaries & Wages			_		_		_		
Full Time	\$	342,317	\$	354,745	\$	354,745	\$	348,484	-2%
Overtime	_	21,696		18,000		24,000		20,000	11%
Total Salaries & Wages	\$	364,013	\$	372,745	\$	378,745	\$	368,484	-1%
Other Pay									
Standby Time	\$	8,828	\$	13,004	\$	13,004	\$	12,000	-8%
Supplemental Pay		3,500		-		-		7,000	100%
Disability Leave Buy-Back		585		750		750		750	0%
Accrued Leave Payoff		5,987		7,500		7,500		3,000	-60%
Other Allowances		80		480		480		480	0%
Clothing Allowance		497		1,050		1,050		1,050	0%
Total Other Pay	\$	19,477	\$	22,784	\$	22,784	\$	24,280	7%
Benefits									
Health Insurance	\$	34,872	\$	42,726	\$	42,726	\$	49,371	16%
Other Insurance Benefits		2,803		3,483		3,483		3,543	2%
FICA/Medicare Tax		28,173		30,261		30,261		30,703	1%
Retirement Contributions		21,064		21,952		21,952		21,825	-1%
Workers' Compensation		6,815		7,041		7,041		6,171	-12%
Total Benefits	\$	93,727	\$	105,463	\$	105,463	\$	111,613	6%
Total Personnel	\$	477,217	\$	500,992	\$	506,992	\$	504,377	1%

FY 2010 Budget (Budget Basis) Sewer

		FY 2008 ACTUAL	FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Contractual Services								
Investment Fees	\$	7,576	\$ 7,500	\$	3,657	\$	4,500	-40%
Energy - Electricity		3,010	4,000		2,578		4,000	0%
Equipment Repairs		5,620	6,500		1,603		6,000	-8%
Insurance & Bonds		33,476	36,823		36,823		39,401	7%
Telecommunications		1,786	12,000		1,574		8,250	-31%
Travel & Training		5,825	8,000		10,404		11,450	43%
Interdepartmental Services		466,952	456,737		456,737		483,456	6%
Admin/Mgmt Fees		106,802	105,994		105,994		81,425	-23%
Other Contractual		52,706	54,800		51,005		56,000	2%
Association Dues		707	900		900		450	-50%
Laundry & Towel Service		3,995	4,000		3,943		4,000	0%
Sewer		2,132,424	2,450,406		2,450,406		2,420,947	-1%
Total Contractual Services	\$	2,820,879	\$ 3,147,660	\$	3,125,624	\$	3,119,879	-1%
Materials & Supplies								
Other Materials & Supplies	\$	12,911	\$ 13,438	\$	9,023	\$	9,750	-27%
Water/Sewer Line Materials	•	5,969	10,000	·	2,142	·	10,000	0%
Engineering Supplies		128	1,500		750		1,000	-33%
Booster/Lift Station Supplies		5,025	5,025		1,670		5,000	0%
Vehicle Supplies		1,125	1,125		808		1,000	-11%
Total Material & Supplies	\$	25,158	\$ 31,088	\$	14,393	\$	26,750	-14%
Other Expenses								
Depreciation	\$	435,000	\$ 435,000	\$	435,000	\$	435,000	0%
Bad Debt		17,083	15,000		7,500		15,000	0%
Claims		5,955	10,000		6,512		10,000	0%
Total Other Expenses	\$	458,038	\$ 460,000	\$	449,012	\$	460,000	0%
Total Operating Expenses	\$	3,781,292	\$ 4,139,740	\$	4,096,021	\$	4,111,006	-1%
Operating Income (Loss)	\$	324,150	\$ (85,459)	\$	400,013	\$	340,240	-498%
Capital								
Capital Charges								
System Development Charges	\$	129,720	\$ 135,000	\$	77,231	\$	65,000	-52%
Total Capital Charges	\$	129,720	\$ 135,000	\$	77,231	\$	65,000	-52%
Total Capital Revenue	\$	129,720	\$ 135,000	\$	77,231	\$	65,000	-52%

FY 2010 Budget (Budget Basis) Sewer

	FY 2008 ACTUAL			FY 2009		FY 2009		FY 2010	
			REVISED			ESTIMATE		DOPTED	% ▲
Capital Expenses									
Capital - New									
Improve Other Than Buildings	\$	10,779	\$	50,000	\$	15,000	\$	35,000	-30%
Light Equipment	\$	-	\$	-	\$	-	\$	13,000	100%
Intangibles		3,172		150,000		150,000		-	-100%
Technologies		4,989		5,000		2,600		-	-100%
Total Capital - New	\$	18,940	\$	205,000	\$	167,600	\$	48,000	-77%
Capital - Replacement									
Improve Other Than Buildings		29,428		1,421,731		1,420,000		850,000	-40%
Light Equipment		-		8,000		8,000		-	-100%
Heavy Equipment		-		295,000		275,000		-	-100%
Technologies		-		2,000		1,700		2,175	9%
Total Capital - Replacement	\$	29,428	\$	1,726,731	\$	1,704,700	\$	852,175	-51%
Total Capital Expenses	\$	48,368	\$	1,931,731	\$	1,872,300	\$	900,175	-53%
Net Capital	\$	81,352	\$	(1,796,731)	\$	(1,795,069)	\$	(835,175)	-54%
Net Fund	\$	405,502	\$	(1,882,190)	\$	(1,395,056)	\$	(494,935)	-74%



Wastewater Treatment Plant

Income Statement

(Budget Basis) FY 2010

		FY 2008 ACTUAL		FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Operating Activity							
Revenues							
Charges for Services		\$ 149,981	\$	160,290	\$ 188,909	\$ 204,000	27%
Intergovernmental User Cha	arges	2,471,790		2,855,285	2,861,773	2,840,820	-1%
Administration/Managemen	t Fees	25,799		28,375	28,375	28,651	1%
	Total Revenues	2,647,570		3,043,950	3,079,057	3,073,471	1%
Expenses							
Personnel Services		1,077,518		1,157,673	1,161,735	1,192,193	3%
Contractual		849,412		1,054,962	898,989	922,508	-13%
Materials & Supplies		125,316		282,250	192,778	277,500	-2%
Depreciation		749,999		750,000	750,000	750,000	0%
	Total Expenses	2,802,245		3,244,885	3,003,502	3,142,201	-3%
Operating Income (Loss)	•	(154,675)	(200,935)	75,555	(68,730)	-66%
Non-operating Activity							
Revenues							
Interest		382,332		295,000	251,889	120,000	-59%
Gain/ Loss on Sale of Inves	tments	78,936		, -	5,331	, -	0%
	Total Revenues	461,268		295,000	257,220	120,000	-59%
Expenses							
Debt Service		_		363,740	411,045	421,321	16%
Interest Expense		_		620,000	646,817	252,224	-59%
·	Total Expenses	-		983,740	1,057,862	673,545	-32%
Non-operating Income (Lo	oss)	461,268		(688,740)	(800,642)	(553,545)	-20%
Capital Activity							
Sources							
Capital Grants & Loans		3,402,101		-	-	-	0%
System Development Fees		286,057		310,000	179,200	150,000	-52%
	Total Sources	3,688,158		310,000	179,200	150,000	-52%
Uses							
New Capital		991		85,500	83,500	402,500	371%
Replacement Capital		7,063,474		3,254,233	2,824,860	1,758,000	-46%
	Total Uses	7,064,465		3,339,733	2,908,360	2,160,500	-35%
Capital Income (Loss)	•	(3,376,307)	(3,029,733)	(2,729,160)	(2,010,500)	-34%
Net Income (Loss)	•	\$ (3,069,714) \$	(3,919,408)	\$ (3,454,247)	\$ (2,632,775)	-33%

Public Utilities Division

Wastewater Treatment Plant

The Wastewater Treatment Plant fund accounts for the operation and capital costs related to the Sam H. Hobbs Regional Wastewater Treatment Facility. The plant is operated by the City of Casper and treats the waste from all the sewer systems in the metro area. Each entity is charged for this service, based on flow to the plant.

Mission Statement: To operate the wastewater plant for treatment of regional sanitary wastewater.

1. Goal: To maintain 100% compliance for all discharges of sewage through the plant into the North Platte River.

<u>Objective</u>: To increase training for all operators and maintenance staff at the plant on the new plant processes.

<u>Objective</u>: To maintain a capital replacement schedule of the remaining original plant infrastructure to avoid failure of any of the necessary equipment or process controls.

Highlights from FY09: The \$15.3 million improvements project was finished in FY09. The new operation processes allow the plant to meet the new Environmental Protection Agency and Department of Environmental Quality discharge permit requirements, and expanded the capacity of the plant to 10 million gallons per day. In addition, in FY09, all three of the very large influent screw pumps have been or will be replaced. The design contract for the biosolids & yard waste co-composting facility was awarded in FY09, with construction scheduled in FY10.

The plant performed well during the 18-month period of the improvements project (November 2006 through June 2008), keeping in compliance with all Environmental Protection Agency and Department of Environmental Quality discharge requirements.

Highlights for FY10: The operations expenditures in the FY10 budget is about \$430,000 less than the operations expenditures budgeted in the FY09 budget. Now that the plant has operating experience with the new unit processes, the electricity budget and the chemical budget are projected to a greater degree of certainty within the budget. Several smaller dollar line items in the budget have been combined in order reduce the number of line items in the FY10 budget.

The budget includes the Debt Service-Principal and Interest Expenses amounts in accordance to the amortization schedule for the WWTP Improvements Project which was finished in FY09. This State Revolving Fund Ioan (\$10.5 million) is at a 2.5% interest rate for 20 years.

One major replacement capital project in FY10 will be the replacement of the anaerobic digester #3 cover which was constructed in 1983. This digester is critical in order for the plant to continue to produce Class B biosolids. Another major capital project will be the construction, by City construction crews of the biosolids & yard waste co-composting facility at the landfill. This will greatly reduce the disposal costs of the biosolids, while providing a composted material suitable for intermediate cover and final cover on the landfill cells. Two major lift stations serving the Town of Bar Nunn and the Wardwell Water and Sewer District will also have their pumps, motor control centers and piping replaced in FY10.

Wastewater 1	reat	ment Plant F	Y 2010 Capital Summary	
Replacement Capital		I	New Capital	
Maintenance Building Roof	\$	80,000	Biosolids Compost Facility	\$ 200,000
Landscaping		2,500	Light Equipment	 2,500
Sludge Grinder		7,500	Total	\$ 202,500
Lab Equipment		5,000		
Digester No. 3 Cover Replacement		1,200,000		
Bar Nunn & Wardwell Lift Station Improve.		160,000		
Grit Auger Renovations		25,000		
Headworks Building Renovation		30,000		
Gravity Thickener Pumps & Renovation		75,000		
Plant Valves		20,000		
Paradise Valley Well Rehabilitation		60,000		
Lighting		5,000		
North Platte Sewer Interceptor Corrosion		200,000		
Study				
Unanticipated Equipment Replacement		75,000		
Computer Replacements		13,000		
Total	\$	1,958,000		

	FY 2008	FY 2009	FY 2010
full Time Positions			
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 Treatment Plant Manager	1	1	1
Wastewater Plant Operator I	1	2	2
Wastewater Plant Operator IV	5	4	3
Chief Operator		-	1
Total	15	15	15
art Time Employees (Budget)	\$ -	\$ -	\$ -

Wastewa	ater 1	reatment Pl	ant	Budget Sur	nm	ary			
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 ESTIMATE	4	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Service	\$	2,621,771	\$	3,015,575	\$	3,050,682	\$	3,044,820	1%
Miscellaneous		487,067		323,375		285,595		148,651	-54%
System Development Charges		286,057		310,000		179,200		150,000	-52%
Grants		3,402,101		-		-		-	0%
Total Revenues	\$	6,796,996	\$	3,648,950	\$	3,515,477	\$	3,343,471	-8%
Expenditures									
Personnel	\$	1,077,518	\$	1,157,673	\$	1,161,735	\$	1,192,193	3%
Contractual Services		849,412		1,054,962		898,989		922,508	-13%
Materials & Supplies		125,316		282,250		192,778		277,500	-2%
Other		749,999		1,733,740		1,807,862		1,423,545	-18%
Capital		7,064,465		3,339,733		2,908,360		2,160,500	-35%
Total Expenditures	\$	9,866,710	\$	7,568,358	\$	6,969,724	\$	5,976,246	-21%
Net Wastewater Treatment Plant Fund	\$	(3,069,714)	\$	(3,919,408)	\$	(3,454,247)	\$	(2,632,775)	-33%
		Projec	ted	Reserves or	ı Ju	ıne 30, 2009	\$	5,057,639	
		Projec	ted	Reserves or	ı Ju	ıne 30, 2010	\$	3,174,864	

	FY 2008 ACTUAL	FY 2009 EVISED	TY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues					
Charges For Services					
Septic Waste Charges	\$ 99,221	\$ 116,845	\$ 107,887	\$ 114,000	-2%
Commercial Sump Waste Charges	50,485	43,445	81,022	90,000	107%
Intergovernmental User Charges	2,471,790	2,855,285	2,861,773	2,840,820	-1%
Other Charges	275	-	-	-	0%
Total Charges For Services	\$ 2,621,771	\$ 3,015,575	\$ 3,050,682	\$ 3,044,820	1%
Miscellaneous Revenue					
Administrative Fees	\$ 25,799	\$ 28,375	\$ 28,375	\$ 28,651	1%
Interest Income	382,332	295,000	251,889	120,000	-59%
Gain/Loss On Investments	78,936	-	5,331	-	0%
Total Miscellaneous Revenue	\$ 487,067	\$ 323,375	\$ 285,595	\$ 148,651	-54%
Total Operating Revenue	\$ 3,108,838	\$ 3,338,950	\$ 3,336,277	\$ 3,193,471	-4%
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 771,368	\$ 833,464	\$ 833,464	\$ 832,524	0%
Overtime	 35,844	 40,500	 40,500	 40,500	0%
Total Salaries & Wages	\$ 807,212	\$ 873,964	\$ 873,964	\$ 873,024	0%
Other Pay					
Standby Time	\$ 8,442	\$ 7,731	\$ 7,731	\$ 7,850	2%
Supplemental Pay	7,500	-	-	15,000	100%
Disability Leave Buy-Back	7,387	7,838	7,957	8,875	13%
Accrued Leave Payoff	-	-	3,891	-	0%
Other Allowances	239	1,440	1,492	1,440	0%
Clothing Allowance	-	2,250	2,250	2,250	0%
Total Other Pay	\$ 23,568	\$ 19,259	\$ 23,321	\$ 35,415	84%
Benefits					
Health Insurance	\$ 120,381	\$ 122,761	\$ 122,761	\$ 141,636	15%
Other Insurance Benefits	6,077	7,542	7,542	7,583	1%
FICA/Medicare Tax	59,784	68,333	68,333	70,575	3%
Retirement Contributions	46,319	50,525	50,525	50,295	0%
Workers' Compensation	 14,177	 15,289	 15,289	 13,665	-11%
Total Benefits	\$ 246,738	\$ 264,450	\$ 264,450	\$ 283,754	7%
Total Personnel	\$ 1,077,518	\$ 1,157,673	\$ 1,161,735	\$ 1,192,193	3%

		FY 2008 ACTUAL		FY 2009 REVISED	Y 2009 STIMATE	Y 2010 DOPTED	% ▲
Contractual Services							
Investment Management	\$	21,731	\$	17,000	\$ 8,418	\$ 12,000	-29%
Other Purchased Services		23,821		24,055	19,234	19,500	-19%
Refuse Collection		30,347		58,000	42,427	35,000	-40%
Energy - Electricity		279,517		365,220	262,451	335,000	-8%
Energy - Natural Gas		65,119		50,000	25,511	50,000	0%
Maintenance Agreements		100		11,600	11,600	19,600	69%
Insurance & Bonds		36,304		39,934	39,934	39,934	0%
Telecommunications		22,720		22,500	19,624	21,500	-4%
Postage/Shipping		762		1,600	680	1,350	-16%
Printing/Reproduction		2,033		3,500	1,780	3,500	0%
Travel & Training		10,798		18,000	12,039	13,000	-28%
Interdepartmental Services		47,486		69,161	69,161	72,578	5%
Admin/Mgmt Fees		250,596		271,599	271,599	258,046	-5%
Other Contractual		47,767		90,293	103,210	29,000	-68%
Laundry & Towel Service		10,311		12,500	11,321	12,500	0%
Total Contractual Services	\$	849,412	\$	1,054,962	\$ 898,989	\$ 922,508	-13%
Materials & Supplies							
Chemicals	\$	24,497	\$	161,000	\$ 62,500	\$ 150,000	-7%
Other Materials & Supplies		50,761		56,250	61,509	62,500	11%
Instrumentation		7,326		15,000	8,526	10,000	-33%
Booster/Lift Station Supplies		7,273		15,000	15,000	15,000	0%
Other Structures		35,459		35,000	45,243	40,000	14%
Total Materials & Supplies	\$	125,316	\$	282,250	\$ 192,778	\$ 277,500	-2%
Other Expenses							
Debt Service - Principal Payments	\$	-	\$	363,740	\$ 411,045	\$ 421,321	16%
Interest Expense	•	_	•	620,000	646,817	252,224	-59%
Depreciation		749,999		750,000	750,000	750,000	0%
Total Other Expenses	\$	749,999	\$	1,733,740	\$ 1,807,862	\$ 1,423,545	-18%
Total Operating Expenses	\$	2,802,245	\$	4,228,625	\$ 4,061,364	\$ 3,815,746	-10%
Operating Income (Loss)	\$	306,593	\$	(889,675)	\$ (725,087)	\$ (622,275)	-30%

	FY 2008 ACTUAL	ı	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 ADOPTED	% ▲
Capital Revenue						
Grants						
State/Grants Loans	\$ 814,520	\$	-	\$ -	\$ -	0%
Federal Grants	 2,587,581		-	 -	 -	0%
Total Grants	\$ 3,402,101	\$	-	\$ -	\$ -	0%
Development Charges						
System Development Charges	\$ 286,057	\$	310,000	\$ 179,200	\$ 150,000	-52%
Total Development Charges	\$ 286,057	\$	310,000	\$ 179,200	\$ 150,000	-52%
Total Capital Revenue	\$ 3,688,158	\$	310,000	\$ 179,200	\$ 150,000	-52%
Capital Expenditures Capital - New						
Improve Other Than Buildings	\$ -	\$	75,000	\$ 75,000	\$ 200,000	167%
Light Equipment	991		5,500	4,500	2,500	-55%
Technologies	-		5,000	4,000	-	-100%
Intangibles	 -		-	-	200,000	100%
Total Capital - New	\$ 991	\$	85,500	\$ 83,500	\$ 402,500	371%
Capital - Replacement						
Buildings	\$ -	\$,	\$ 63,260	\$,	33%
Improve Other Than Buildings	6,735,352		3,063,416	2,645,000	1,590,000	-48%
Light Equipment	184,946		124,817	114,000	75,000	-40%
Heavy Equipment	140,926		-	-	-	0%
Technologies	 2,250		6,000	2,600	13,000	117%
Total Capital - Replacement	\$ 7,063,474	\$	3,254,233	\$ 2,824,860	\$ 1,758,000	-46%
Total Capital Expenditures	\$ 7,064,465	\$	3,339,733	\$ 2,908,360	\$ 2,160,500	-35%
Net Capital	\$ (3,376,307)	\$	(3,029,733)	\$ (2,729,160)	\$ (2,010,500)	-34%
Net Fund	\$ (3,069,714)	\$	(3,919,408)	\$ (3,454,247)	\$ (2,632,775)	-33%

Refuse Collection

Income Statement

(Budget Basis) FY 2010

	FY 2008	FY 2009	FY 2009	FY 2010	04 4
	ACTUAL	REVISED	ESTIMATE	ADOPTED	% ▲
Operating Activity					
Revenues					
Charges for Services	\$ 3,863,318	\$ 4,325,090	\$ 4,395,812	\$ 4,573,712	6%
Administration/Management Fees	24,500	26,200	26,500	49,200	88%
Recycling Revenue	132,840	84,000	56,727	15,000	-82%
Total Revenues	4,020,658	4,435,290	4,479,039	4,637,912	5%
Expenses					
Personnel Services	1,033,571	1,160,985	1,119,025	1,165,186	0%
Contractual	2,189,155	2,414,528	2,392,149	2,429,316	1%
Materials & Supplies	39,679	35,445	33,706	32,535	-8%
Depreciation	469,908	491,126	491,126	490,383	0%
Debt Service & Interest	-	-	-	-	0%
Total Expenses	3,732,313	4,102,084	4,036,006	4,117,420	0%
	000.045	200 000	440.000	500.400	F00/
Operating Income (Loss)	288,345	333,206	443,033	520,492	56%
Non anaustina Astivitu					
Non-operating Activity Revenues					
Interest	66,000	44,000	40,802	44 000	0%
Gain/ Loss on Sale of Investments	13,626	44,000	1,032	44,000	0% 0%
Contributions -Platte River Revival	39,122	33,000	58,390	92,000	
Total Revenues	118,748	77,000	100,224	136,000	179% 77%
Total Revenues	110,740	77,000	100,224	130,000	11/0
Expenses					
Bad Debt Expense	19,002	-	-	-	0%
Keep Casper Beautiful	76,514	94,891	46,992	163,600	72%
Program and Projects	-	-	-	-	0%
Total Expenses	95,516	94,891	46,992	163,600	72%
	00.000	(47.004)	50.000	(07.000)	F 40/
Non-operating Income (Loss)	23,232	(17,891)	53,232	(27,600)	54%
Capital Activity					
Sources					
Capital Grants & Loans	6,282	-	5,633	4,500	100%
Transfers In	210,200	-	-,	-	0%
Total Sources	216,482	-	5,633	4,500	100%
Uses					
New Capital	67,500	128,800	116,800	617,450	379%
Replacement Capital	1,012,407	470,200	448,850	342,700	-27%
Total Uses	1,079,907	599,000	565,650	960,150	60%
	(0.5.5	/=== ===	/=	(0	000/
Capital Income (Loss)	(863,425)	(599,000)	(560,017)	(955,650)	60%
Net Income (Loss)	\$ (551,848)	\$ (283,685)	\$ (63,752)	\$ (462,758)	63%

Refuse Collection

Refuse Collection provides commercial and residential solid waste collection and transportation of waste to the Casper Regional Balefill facility.

Mission Statement: To provide a high level of service in collection of residential and commercial solid waste.

1. Goal: Increase efficiency in collection of residential and commercial solid waste.

Objective: Decrease the amount of missed pick ups by 10%, by June 30, 2010.

Objective: Increase the number of solid waste containers with serial numbers by 200, by June 30, 2010.

Objective: Increase route efficiency, such that five routes are maintained in FY10.

2. Goal: Increase public awareness of refuse collection and diversion efforts, including diversion of materials from the landfill.

<u>Objective</u>: Increase information available on the web site to include 100% of the solid waste rules, information, and diversion programs, by August 30, 2009.

<u>Objective</u>: Increase compliance with solid waste rules by issuing 30% more non-compliance notices during FY10.

Objective: Increase diversion of materials from the landfill by 2%, by June 30, 2010.

Highlights from FY09: The collection routes for Thursday and Friday were changed, in an effort to equalize daily route loads. Each of the five daily routes now contains approximately 346 customers.

City Council approved funding for adding containers for plastics at each of the community recycling depots, compacting plastics on-site, baling at night, and storing in trailer purchased and owned by Wyoming Iron and Steel.

Several cleanups were held including adopt-a-streets and the Platte River Parkway cleanup. Several graffiti cleanups of buildings that had been a particular issue were organized and successfully executed. The pesticides free disposal event occurred on May 31.

The second Platte River Revival was held on September 20, 2008. 508 volunteers removed 282,580 pounds of branches, 175,840 pounds of debris, and planted 100 trees. This compares to the 2007 event that had 336 volunteers who collected 381,480 pounds of branches and debris and planted 11 trees.

Increased commercial trash customer accounts by 8.3% and commercial cardboard recycling customers by 48.9%.

Highlights for FY10: Several small miscellaneous line items were combined into materials and supplies.

A chart dumper for recycling trucks will be purchased to automate pickup of recycling commodities such as white paper for commercial customers. Also to be purchased is a side loader and 2,000 ninety gallon green containers to implement curbside grass and leaf pickup for FY11.

The plastics recycling program will be implemented, including an educational campaign with a utility bill flier, visual pictures on containers at the recycling depots, and other media distribution of information.

The third annual Platte River Revival will be conducted. Also, it is anticipated that funding will be acquired to assist in the preparation of a Master Plan for river bank restoration and debris removal.

Refuse Collection Fund

Refuse Collection FY 2010 Highlights

FY 2010 Highlights: \$390,000 in capital is to fund a new Yard Waste Program if approved. This can only be spent if this program is approved.

Refuse C	olled	tion FY 20	10 Capital Summary				
Replacement Capital			New Capital				
Commercial Bins and Parts	\$	45,000	Route Efficiency Software	\$	85,000		
Replace Recycling Depot Steps		12,000	Commercial Bins (53)		40,500		
Replacement of Bins		40,000	Cardboard Recycling Bins		31,450		
Recycling Depot Asphalt and Concrete		90,000	White Paper Recycling Bins		20,000		
Roll-off Truck		150,000	Residential Bins (100)		30,000		
Computers and Printers		5,700	Oil Storage Tank		20,500		
			Side loader Truck**		240,000		
Total	\$	342,700	Yard Waste Containers**		150,000		
			Total	\$	617,450		
			** This capital is related to the \$390,000 budgeted for the Yard Waste program.				

Construction Maint Worker I 1 1 1 Sanitation Equipment Oper II 5 5 5 Secretary II 1 1 1 1 Senior Sanitation Equip Oper 5 5 5 SW Coll Route/ Vehicle Maintenance Co 1 1 1 1			
	FY 2008	FY 2009	FY 2010
Full Time Positions			
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	1	1
Total	15	15	15
Part Time Employees (Budget)	\$ 42,854	\$ 65,285	\$ 48,000

Refuse Collection Budget Summary								
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲
\$	3,863,318	\$	4,325,090	\$	4,395,812	\$	4,573,712	6%
	276,088		187,200		183,451		200,200	7%
	210,200		-		-		-	0%
	6,282		-		5,633		4,500	100%
\$	4,355,888	\$	4,512,290	\$	4,584,896	\$	4,778,412	6%
\$	1,033,571	\$	1,160,985	\$	1,119,025	\$	1,165,186	0%
	2,189,155		2,414,528		2,392,149		2,429,316	1%
	39,679		35,445		33,706		32,535	-8%
	565,424		586,017		538,118		653,983	12%
	1,079,907		599,000		565,650		960,150	60%
\$	4,907,736	\$	4,795,975	\$	4,648,648	\$	5,241,170	9%
\$	(551,848)	\$	(283,685)	\$	(63,752)	\$	(462,758)	63%
	Projec	ted	Reserves or	n Ju	ine 30, 2009	\$	2,072,925	
	Projec	ted	Reserves or	n Ju	ne 30, 2010	\$	2,100,550	
	\$ \$ \$	\$ 3,863,318 276,088 210,200 6,282 \$ 4,355,888 \$ 1,033,571 2,189,155 39,679 565,424 1,079,907 \$ 4,907,736 \$ (551,848) Project	FY 2008 ACTUAL \$ 3,863,318 \$ 276,088 210,200 6,282 \$ 4,355,888 \$ \$ 1,033,571 \$ 2,189,155 39,679 565,424 1,079,907 \$ 4,907,736 \$ \$ (551,848) \$ Projected	FY 2008 REVISED \$ 3,863,318 \$ 4,325,090 276,088 187,200 210,200 - 6,282 - \$ 4,355,888 \$ 4,512,290 \$ 1,033,571 \$ 1,160,985 2,189,155 2,414,528 39,679 35,445 565,424 586,017 1,079,907 599,000 \$ 4,907,736 \$ 4,795,975 \$ (551,848) \$ (283,685) Projected Reserves or	FY 2008 ACTUAL \$ 3,863,318 \$ 4,325,090 \$ 276,088 187,200	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 3,863,318 \$ 4,325,090 \$ 4,395,812 276,088 187,200 183,451 210,200 - - 6,282 - 5,633 \$ 4,355,888 \$ 4,512,290 \$ 4,584,896 \$ 1,033,571 \$ 1,160,985 \$ 1,119,025 2,189,155 2,414,528 2,392,149 39,679 35,445 33,706 565,424 586,017 538,118 1,079,907 599,000 565,650 \$ 4,907,736 \$ 4,795,975 \$ 4,648,648 \$ (551,848) \$ (283,685) \$ (63,752) Projected Reserves on June 30, 2009	FY 2008	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE FY 2010 ADOPTED \$ 3,863,318 \$ 4,325,090 \$ 4,395,812 \$ 4,573,712 276,088 187,200 183,451 200,200 210,200 - - - 6,282 - 5,633 4,500 \$ 4,355,888 \$ 4,512,290 \$ 4,584,896 \$ 4,778,412 \$ 1,033,571 \$ 1,160,985 \$ 1,119,025 \$ 1,165,186 2,189,155 2,414,528 2,392,149 2,429,316 39,679 35,445 33,706 32,535 565,424 586,017 538,118 653,983 1,079,907 599,000 565,650 960,150 \$ 4,907,736 \$ 4,795,975 \$ 4,648,648 \$ 5,241,170 \$ (551,848) \$ (283,685) \$ (63,752) \$ (462,758)

	Y 2008 CTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Operations								
Operating Revenues								
Grants								
State Grants/Loans \$	6,282	\$	-	\$	5,633	\$	4,500	100%
Total Grants \$	6,282	\$	-	\$	5,633	\$	4,500	100%
Charges For Services								
Commercial Charges \$	1,019,007	\$	1,200,000	\$	1,185,736	\$	1,239,187	3%
Residential Charges	2,844,311		3,125,090		3,210,076		3,334,525	7%
Total Charges For Services \$	3,863,318	\$	4,325,090	\$	4,395,812	\$	4,573,712	6%
Miscellaneous Revenue								
Recycle Revenue \$	132,840	\$	84,000	\$	56,727	\$	15,000	-82%
Interest On Investments	66,000		44,000		40,802		44,000	0%
Gain/Loss On Sale Of Investments	13,626		· -		1,032		, -	0%
Contributions	39,122		33,000		58,390		92,000	179%
Admin/Mgmt Fees	24,500		26,200		26,500		49,200	88%
Total Miscellaneous \$	276,088	\$	187,200	\$	183,451	\$	200,200	7%
Transfers								
Transfers In \$	210,200	\$	-	\$	-	\$	-	0%
Total Transfers \$	210,200	\$	-	\$	-	\$	•	0%
Total Operating Revenue \$	4,355,888	\$	4,512,290	\$	4,584,896	\$	4,778,412	6%
Operating Expenses								
Personnel								
Salaries & Wages								
Full Time \$	672,274	\$	729,326	\$	721,492	\$	732,574	0%
Part Time	42,854		65,285		41,030		48,000	-26%
Overtime	67,857		75,200		75,200		75,200	0%
Total Salaries & Wages \$	782,985	\$	869,811	\$	837,722	\$	855,774	-2%
Other Pay								
Supplemental Pay \$	7,750	\$	750	\$	_	\$	16,000	2033%
Disability Leave Buy-Back	1,971	•	2,290	,	2,569	•	2,700	18%
Accrued Leave Payoff	-,		_,		292		_,	0%
Other Allowances	200		1 600		1,680		1,680	0%
Total Other Pay \$	200		1,680		000,1		1,000	U70

		Y 2008 CTUAL	FY 2009 REVISED		TY 2009 STIMATE		FY 2010 DOPTED	% ▲
Benefits								
Health Insurance	\$	120,383	\$ 145,668	\$	145,669	\$	146,916	1%
Other Insurance Benefits		5,516	7,347		6,029		7,032	-4%
FICA/Medicare Tax		57,696	67,260		61,772		70,508	5%
Retirement Contributions		42,074	45,827		45,456		43,635	-5%
Unemployment Compensation		-	2,000		-		2,000	0%
Workers' Compensation		14,145	15,652		15,136		14,461	-8%
Clothing Allowance		851	2,700		2,700		4,480	66%
Total Benefits	\$	240,665	\$ 286,454	\$	276,762	\$	289,032	1%
Total Personnel	\$	1,033,571	\$ 1,160,985	\$	1,119,025	\$	1,165,186	0%
Contractual Services								
Investment Fees	\$	3,767	\$ 2,910	\$	1,455	\$	1,455	-50%
Office Machine Repairs		750	750		-		750	0%
Insurance & Bonds		19,652	21,617		21,617		21,617	0%
Telecommunications		2,087	2,000		2,000		2,000	0%
Radio		-	1,200		600		1,200	0%
Postage/Shipping		362	350		200		350	0%
Advertising		8,641	7,550		3,324		7,550	0%
Printing/Reproduction		2,468	3,000		1,000		3,000	0%
Travel & Training		6,068	9,800		3,100		5,500	-44%
Interdepartmental Services		583,382	743,236		743,236		727,164	-2%
Admin/Mgmt Fees		194,000	198,600		198,600		198,600	0%
Balefill		1,239,385	1,334,600		1,314,311		1,333,500	0%
Other Contractual		76,577	33,415		34,548		38,130	14%
Association Dues		313	1,000		350		350	-65%
Recycling Services		51,703	54,500		67,808		88,150	62%
Total Contractual Services	\$	2,189,155	\$ 2,414,528	\$	2,392,149	\$	2,429,316	1%
Materials & Supplies								
Office Supplies	\$	1,429	\$ 2,000	\$	1,900	\$	2,000	0%
Operating Supplies	•	14,872	20,000	·	20,000	·	20,000	0%
Other Materials & Supplies		3,062	3,000		2,500		3,000	0%
Uniforms		2,115	2,230		1,091		1,100	-51%
Safety Equipment/Supplies		7,159	6,215		6,215		4,435	-29%
Infectious Waste Disposal Supplies		9,918	, -		, -		-	0%
Small Tools & Supplies		1,124	2,000		2,000		2,000	0%
Total Materials & Supplies	\$	39,679	\$ 35,445	\$	33,706	\$	32,535	-8%

	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Other Expenses					
Depreciation	\$ 469,908	\$ 491,126	\$ 491,126	\$ 490,383	0%
Bad Debt Expense	19,002	-	-	-	0%
Keep Casper Beautiful	76,514	94,891	46,992	163,600	72%
Total Other Expenses	\$ 565,424	\$ 586,017	\$ 538,118	\$ 653,983	12%
Capital					
Capital - New					
Intangibles	\$ -	\$ 12,000	\$ -	\$ 85,000	608%
Heavy Equipment	-	-	-	240,000	100%
Light Equipment	67,500	116,800	116,800	292,450	150%
Total Capital - New	\$ 67,500	\$ 128,800	\$ 116,800	\$ 617,450	379%
Capital - Replacement					
Light Equipment	\$ 169,976	\$ 97,000	\$ 60,113	\$ 97,000	0%
Improvements Other Than Bldgs.	-	-	-	90,000	100%
Heavy Equipment	839,849	370,000	386,887	150,000	-59%
Technologies	2,582	3,200	1,850	5,700	78%
Total Capital - Replacement	\$ 1,012,407	\$ 470,200	\$ 448,850	\$ 342,700	-27%
Total Capital	\$ 1,079,907	\$ 599,000	\$ 565,650	\$ 960,150	60%
Total Expenses	\$ 4,907,736	\$ 4,795,975	\$ 4,648,648	\$ 5,241,170	9%
Net Fund	\$ (551,848)	\$ (283,685)	\$ (63,752)	\$ (462,758)	63%



Balefill

Balefill Income Statement

(Budget Basis) FY 2009

		FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Operating Activity						
Revenues						
Charges for Services		\$ 4,102,420	\$ 4,377,625	\$ 4,270,848	\$ 4,189,248	-4%
Administration/Managemen	t Fees	194,000	198,600	198,600	198,600	0%
	Total Revenues	4,296,420	4,576,225	4,469,448	4,387,848	-4%
Expenses						
Personnel Services		1,174,341	1,344,385	1,350,061	1,409,191	5%
Contractual		1,487,807	2,500,623	2,464,952	1,569,621	-37%
Materials & Supplies		438,797	611,075	597,756	586,360	-4%
Depreciation		393,756	551,374	551,374	592,176	7%
Sales tax		609	425	834	850	100%
Landfill Closure/Post-closur	·e	105,000	105,000	105,000	105,000	0%
	Total Expenses	3,600,310	5,112,882	5,069,977	4,263,198	-17%
Operating Income (Loss)	•	696,110	(536,657)	(600,529)	124,650	-123%
Non-operating Activity						
Revenues		400 577	400.000	400.000	404.000	00/
Interest		128,577	130,000	133,360	134,000	3%
Miscellaneous	Total Davis	39,485	8,500	20,100	56,800	568%
	Total Revenues	168,062	138,500	153,460	190,800	38%
Expenses						
Bad Debt		11,243	_	_	_	0%
Principal and Interest Paym	nents	, <u>-</u>	-	140,543	140,172	100%
,	Total Expenses	11,243	-	140,543	140,172	100%
Non-operating Income (Lo	oss)	156,819	138,500	12,917	50,628	-63%
	,	,	,	,	•	
Capital Activity						
Sources		0.070.750	4.4.4.0.400	40.054.040	0.400.550	700/
Grants & Loans	Total Courses	2,270,750	14,416,400	10,951,942	3,499,556	-76%
	Total Sources	2,270,750	14,416,400	10,951,942	3,499,556	-76%
Uses						
New Capital		5,646,637	12,042,400	6,033,413	3,677,613	-69%
Replacement Capital		323,351	3,304,900	5,417,971	521,100	-84%
	Total Uses	5,969,988	15,347,300	11,451,384	4,198,713	-73%
Capital Income (Loss)	•	(3,699,238)	(930,900)	(499,442)	(699,157)	-25%
Net Income (Loss)	•	\$ (2,846,309)	\$ (1,329,057)	\$ (1,087,054)	\$ (523,879)	-61%

Balefill

The regional Balefill facility processes and disposes of solid waste brought to the facility by regional users. The name "balefill" is derived from the process of compressing solid waste into bales prior to disposal in order to save landfill space.

Mission Statement: To dispose of municipal solid waste.

1. Goal: Increase environmental compliance with regard to solid waste permitting.

Objective: Decrease the number of DEQ violations to zero, by December 31, 2009.

2. Goal: Increase City's partnerships with community groups and citizens to combat litter.

Objective: Increase the number of litter cleanups by 4 over 2009 totals, by June 30, 2010.

<u>Objective</u>: Increase the number of volunteer participants by 50 over 2009 totals, by June 30, 2010.

3. Goal: Decrease the amount of graffiti throughout the City.

<u>Objective</u>: Increase the City's ability to have graffiti removed from non-City-owned property within 48 hours, by December 31, 2009.

Highlights from FY09: During FY09, a Balefill Operations and Maintenance Coordinator was hired. This position is dedicated to ensuring operational landfill permit compliance. Design/build contracts were awarded for replacement of the baler equipment and renovation of the baler building, as well as for the new construction and demolition residential drop off area. With the award of contracts for earthwork, liner purchase, liner installation, liner leak detection and construction QA/QC oversight, the old landfill is in the process of closure. A design contract for the new Special Waste Facility and new landfill equipment storage building was awarded.

An excavator, haul trucks, and bagging system were purchased, and acceptance of bagged bales in the new landfill has begun.

Electronics, metals and fluorescent light bulbs were banned on December 16, 2008. Council approved free electronics recycling for residents at the Casper Solid Waste Facility. A \$1 a ton increase in the balefill tipping fee and a 12 cent monthly increase in City sanitation costs, both effective January 1, 2009, were associated with the free residential electronics waste drop off program.

A Monday through Saturday household hazardous waste (HHHW) drop off program was implemented, along with a Friday appointment program for commercial business hazardous waste drop off program.

Economic analysis of solid waste alternatives for all operating landfill owners in Casper's planning area were completed in January 2009. Several tours of the Casper Regional Solid Waste Facility were conducted with Council Advisory Committee members and elected officials and staff of communities who may deliver trash to Casper.

A new truck was purchased, and will be dedicated to environmental spill response and special waste customer collection activities.

Highlights for FY10: Several small miscellaneous line items were combined into materials and supplies.

The new construction and demolition materials residential drop off area will be constructed, and at the Solid Waste Facility and year-round part-time workers will be assisting customers with segregation of wastes including construction and demolition materials, yard, metal, cardboard, and other recyclable materials.

The new Special Waste Facility and new landfill equipment storage building should be completed in FY10. Also, the old landfill should be completely closed, and the baler replacement project completed. A pole barn building will be constructed to store compost equipment to protect it against the weather, thereby extending the life of the equipment. The entrance to the Casper Regional Solid Waste Facility will be widened and repaved, and an overhead monorail signage system will be installed in an effort to improve customer traffic flow.

A yard waste program is currently being designed by Solid Waste staff and will be proposed to City Council during FY 2010.

Balefill Fund

Balefill FY 2010 Capital Summary									
Replacement Capital		I	New Capital						
Baler Building Locker Room Floor	\$	8,000	Pole Barn - Equip. Storage	\$	80,000				
Waterline Materials for Compost Area	\$	4,500	Entrance Road Improve.		165,000				
Baler Building Roof Repairs	\$	18,000	Auto Sampler for Leachate		8,000				
Baler Building Forklift	\$	39,500	Electronic Waste Container		23,000				
Special Waste Facility Operations Forklift	\$	35,000	Roll-off Containers (2)		23,200				
Water Tank and Truck	\$	125,000	800 mg HZ Radio		5,000				
Dozer	\$	265,000	Wireless System		5,000				
Computers, Printers, Copier, VoIP	\$	26,100	Diversion Building		2,504,992				
			Equipmment & Storage Bld		863,421				
Total	\$	521,100	•						
			Total	\$	3,677,613				

Balefill Staffing	Summary		
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Balefill Clerk	2	2	2
Balefill Supervisor	1	1	1
Baler Operator	4	4	4
Environmental Safety Technician	1	1	1
Equipment Operator II	5	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
Baler Operations Coordinator	-	1	1_
Total	17	18	18
Part Time Employees (Budget)	\$ 40,448	\$ 39,266	\$ 50,628

	Bale	fill Budget	Sı	ımmary					
		Y 2008 CTUAL		FY 2009 REVISED	E	FY 2009 ESTIMATE	A	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Service	\$	4,102,420	\$	4,377,625	\$	4,270,848	\$	4,189,248	-4%
Miscellaneous		362,062		337,100		352,060		389,400	16%
Grants		2,270,750		14,416,400		10,951,942		3,499,556	-76%
Total Revenues	\$	6,735,232	\$	19,131,125	\$	15,574,850	\$	8,078,204	-58%
Expenditures									
Personnel	\$	1,174,341	\$	1,344,385	\$	1,350,061	\$	1,409,191	5%
Contractual Services		1,487,807		2,500,623		2,464,952		1,569,621	-37%
Materials & Supplies		438,797		611,075		597,756		586,360	-4%
Other		510,608		656,799		797,751		838,198	28%
Capital		5,969,988		15,347,300		11,451,384		4,198,713	-73%
Total Expenditures	\$	9,581,541	\$	20,460,182	\$	16,661,904	\$	8,602,083	-58%
Net Balefill Fund	\$ (2,846,309)	\$	(1,329,057)	\$	(1,087,054)	\$	(523,879)	-61%
		Projec	ted	Reserves or	ı Ju	ıne 30, 2009	\$	4,477,230	
		Projec	ted	Reserves or	ı Ju	une 30, 2010	\$	4,650,527	

FY 2010 Budget (Budget Basis) Balefill

		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Operations									
Operating Revenues									
Grants									
State Grants/Loans including County									
Consensus	\$	76,815	\$	14,416,400	\$	10,950,261	\$	3,499,556	-76%
State Loan - New Landfill		2,193,935		-		1,681		-	0%
Total Grants	\$	2,270,750	\$	14,416,400	\$	10,951,942	\$	3,499,556	-76%
Charges For Services									
Commercial Charges	\$	377,360	\$	364,400	\$	364,200	\$	378,500	4%
Residential Charges		882,583		970,200		972,700		980,000	1%
Private Commercial Charges		2,684,865		2,797,300		2,720,700		2,615,000	-7%
Contaminated Soil		82,807		150,000		85,000		85,000	-43%
Other Charges		74,805		95,725		128,248		130,748	37%
Total Charges For Services	\$	4,102,420	\$	4,377,625	\$	4,270,848	\$	4,189,248	-4%
Miscellaneous Revenue									
Sales - Compost/Tarps/Woodchips	\$	11,939	\$	8,500	\$	16,700	\$	16,000	88%
Credit Card Service Fees	\$, -	\$	´ -	\$	· -	\$	40,800	100%
Interest On Investments	·	128,577		130,000		133,360	·	134,000	3%
Gain/Loss On Sale Of Investments		26,546		· -		3,400		, -	0%
Contributions		1,000		-		-		-	0%
Admin/Mgmt Fees		194,000		198,600		198,600		198,600	0%
Total Miscellaneous	\$	362,062	\$	337,100	\$	352,060	\$	389,400	16%
Total Operating Revenue	\$	6,735,232	\$	19,131,125	\$	15,574,850	\$	8,078,204	-58%
Operating Expenses									
Personnel									
Salaries & Wages	\$	700.005	Φ	000 007	Φ	000 007	Φ	000 000	00/
Full Time Part Time	Ф	783,025	\$	922,967	\$	922,967	\$	923,926	0%
Overtime		40,448		39,266		38,135 66,696		50,628	29%
		46,836		56,000		00,090		56,000 9,500	0%
Standby Time Total Salaries & Wages	\$	870,309	\$	1,018,233	\$	1,027,798	\$	1,040,054	100% 2%
Total Salaries & Wages	Φ	670,309	Φ	1,010,233	Ф	1,027,790	Φ	1,040,054	270
Other Pay	_		_				_		
Supplemental Pay	\$	8,000	\$	750	\$	<u>-</u>	\$	20,500	2633%
Disability Leave Buy-Back		5,258		5,300		6,968		7,300	38%
Accrued Leave Payoff		40		5,500		4,439		-	-100%
Other Allowances	Φ.	3,450	Φ.	5,700	_	7,992	Φ.	7,200	26%
Total Other Pay	\$	16,748	\$	17,250	\$	19,399	\$	35,000	103%

FY 2010 Budget (Budget Basis) Balefill

	Y 2008 CTUAL	FY 2009 EVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Benefits					
Health Insurance	\$ 149,614	\$ 141,960	\$ 141,960	\$ 162,756	15%
Other Insurance Benefits	6,099	8,578	7,202	8,720	2%
FICA/Medicare Tax	64,867	79,552	76,086	83,395	5%
Retirement Contributions	47,372	55,905	54,760	56,415	1%
Unemployment Compensation	3,097	3,200	3,200	3,200	0%
Workers' Compensation	15,818	18,507	18,456	16,931	-9%
Clothing Allowance	417	1,200	1,200	2,720	127%
Total Benefits	\$ 287,284	\$ 308,902	\$ 302,864	\$ 334,137	8%
Total Personnel	\$ 1,174,341	\$ 1,344,385	\$ 1,350,061	\$ 1,409,191	5%
Contractual Services					
Investment Fees	\$ 9,609	\$ 9,800	\$ 4,000	\$ 4,000	-59%
Medical Testing Services	1,676	3,200	3,200	2,500	-22%
Engineering Services	298,913	1,077,237	1,062,436	236,850	-78%
Other Testing	41,461	66,940	66,940	61,980	-7%
Water	8,922	11,200	10,800	10,800	-4%
Energy - Electricity	55,033	49,350	51,820	54,411	10%
Energy - Natural Gas	33,704	54,600	40,000	40,000	-27%
Alarm	929	1,200	800	800	-33%
Equipment Rental	115,225	90,600	90,600	27,600	-70%
Insurance & Bonds	16,322	17,954	17,954	17,954	0%
State Landfill Assurance Prg	2,767	13,135	13,135	3,000	-77%
Telecommunications	9,339	2,000	7,580	7,600	280%
Radio	-	1,200	1,200	1,200	0%
Postage/Shipping	-	300	300	300	0%
Advertising	974	2,250	2,100	2,250	0%
Printing/Reproduction	2,861	3,000	1,500	3,000	0%
Travel & Training	16,578	17,000	10,950	11,900	-30%
Interdepartmental Services	687,999	833,177	833,177	744,115	-11%
Admin/Mgmt Fees	24,500	26,200	26,200	49,200	88%
Other Contractual	160,240	219,000	219,000	289,000	32%
Association Dues	755	1,280	1,260	1,161	-9%
Total Contractual Services	\$ 1,487,807	\$ 2,500,623	\$ 2,464,952	\$ 1,569,621	-37%

FY 2010 Budget (Budget Basis) Balefill

		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	0/ A
Materials & Supplies		ACTUAL		KEVISED		STIMATE	A	DOPTED	% ▲
Office Supplies	\$	3,035	\$	3,000	\$	3,000	\$	3,000	0%
Operating Supplies	Ψ	205,533	Ψ	359,100	Ψ	347,450	Ψ	347,600	-3%
Other Materials & Supplies		4,059		6,200		4,500		4,500	-27%
Uniforms		4,112		4,675		3,706		3,660	-22%
Safety Equipment/Supplies		13,909		18,000		15,000		11,500	-36%
Cover Materials		4,636		20,000		20,000		20,000	0%
Building Supplies		6,981		7,000		7,000		3,000	-57%
Infectious Waste Disposal Supplies		-		10,000		10,000		10,000	0%
Paint & Sign Supplies		1,000		7,100		7,100		7,100	0%
Small Tools & Supplies		1,247		2,500		2,500		2,500	0%
Bulk Fuel		194,285		173,500		177,500		173,500	0%
Total Materials & Supplies	\$	438,797	\$	611,075	\$	597,756	\$	586,360	-4%
Other Expenses									
Depreciation	\$	393,756	\$	551,374	\$	551,374	\$	592,176	7%
Landfill Closure/Post Closure Costs		105,000	·	105,000	·	105,000		105,000	0%
Principal Payments		-		-		86,117		88,240	100%
Interest Expense		-		-		54,426		51,932	100%
Bad Debt Expense		11,243		-		-		-	0%
Sales Tax		609		425		834		850	100%
Total Other Expenses	\$	510,608	\$	656,799	\$	797,751	\$	838,198	28%
Capital									
Capital - New									
Buildings	\$	-	\$	3,300,000	\$	315,008	\$	3,448,413	4%
Light Equipment		111,694		142,780		139,843		59,200	-59%
Improv Other Than Buildings		5,515,343		8,429,620		5,405,533		165,000	-98%
Heavy Equipment		-		170,000		170,000		-	-100%
Technologies		19,600		_		3,029		5,000	100%
Total Capital - New	\$	5,646,637	\$	12,042,400	\$	6,033,413	\$	3,677,613	-69%
Capital - Replacement									
Improve Other Than Buildings	\$	-	\$	78,900	\$	80,741	\$	12,500	-84%
Buildings		7,700		1,100,000		-		18,000	-98%
Light Equipment		60,800		20,000		20,000		74,500	273%
Heavy Equipment		248,851		2,100,000		5,309,520		390,000	-81%
Technologies		6,000		6,000		7,710		26,100	335%
Total Capital - Replacement	\$	323,351	\$	3,304,900	\$	5,417,971	\$	521,100	-84%
Total Capital	\$	5,969,988	\$	15,347,300	\$	11,451,384	\$	4,198,713	-73%
Total Expenses	\$	9,581,541	\$	20,460,182	\$	16,661,904	\$	8,602,083	-58%
Net Fund	\$	(2,846,309)	\$	(1,329,057)	\$	(1,087,054)	\$	(523,879)	-61%



<u>Leisure</u> <u>Enterprise Funds</u>

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

Leisure Enterprise Funds Consolidated

Leisu	re Ente	rprise Fund	s B	udget Sumi	mar	у			
		FY 2008 ACTUAL	ļ	FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Service	\$	4,868,620	\$	5,018,250	\$	4,613,217	\$	4,995,311	0%
Miscellaneous		422,633		482,836		444,751		455,632	-6%
Transfer In		2,212,458		2,474,282		2,474,282		2,501,540	1%
Total Revenues	\$	7,503,711	\$	7,975,368	\$	7,532,250	\$	7,952,483	0%
Expenditures									
Personnel	\$	4,139,707	\$	4,645,431	\$	4,429,898	\$	4,681,038	1%
Contractual Services		2,391,615		2,331,974		2,198,187		2,284,848	-2%
Materials & Supplies		709,368		713,756		709,347		716,211	0%
Other		255,023		265,693		257,231		281,595	6%
Capital		107,251		282,200		254,090		198,251	-30%
Total Expenditures	\$	7,602,964	\$	8,239,054	\$	7,848,753	\$	8,161,943	-1%
Net All Leisure Enterprise Funds	\$	(99,253)	\$	(263,686)	\$	(316,503)	\$	(209,460)	-21%

Casper Events Center

Casper Events Center Income Statement

(Budget Basis) FY 2010

		Y 2008 CTUAL	FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲
Operating Activity								
Revenues								
Charges for Services		\$ 2,212,598	\$ 2,102,300	\$	1,932,200	\$	2,102,700	0%
Administration/Management	nt Fees	210,342	269,059		269,059		274,077	2%
	Total Revenues	2,422,940	2,371,359		2,201,259		2,376,777	0%
Expenses								
Personnel Services		1,739,795	2,061,384		1,968,566		2,088,359	1%
Contractual		962,106	802,059		747,931		783,895	-2%
Materials & Supplies		314,505	329,426		318,100		323,450	-2%
Other		-	-		-		-	0%
	Total Expenses	3,016,406	3,192,869		3,034,597		3,195,704	0%
Operating Income (Loss)	•	(593,466)	(821,510)		(833,338)		(818,927)	0%
Non-operating Activity Revenues								
Interest		15,851	9,985		4,000		4,000	-60%
Miscellaneous		32,592	17,000		9,500		14,500	-15%
Transfers In		607,273	839,825		839,825		854,427	2%
	Total Revenues	655,716	866,810		853,325		872,927	1%
Non-operating Income (L	.oss)	655,716	866,810		853,325		872,927	1%
Capital Activity Uses								
Capital		13,932	33,500		33,574		54,000	61%
•	Total Uses	13,932	33,500		33,574		54,000	61%
Capital Income (Loss)		(13,932)	(33,500)		(33,574)		(54,000)	61%
Net Income (Loss)	•	\$ 48,318	\$ 11,800	\$	(13,587)	\$	-	-100%

Casper Events Center

The Casper Events Center is a 9,800 seat multi-purpose facility utilized for activities such as concerts, tournaments, conventions, trade shows, and indoor rodeos.

Mission Statement: 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.

1. Goal: Increase the gross revenue at the Casper Events Center.

Objective: Increase the number of country concerts to 4, by June 30, 2010.

Objective: Increase the number of total event days to 240, by June 30, 2010.

Objective: Increase the turnstile number of customers to 250,000, by June 30, 2010.

2. Increase the profitability of the food and beverage operation.

Objective: Decrease the cost of sales (concession, catering and alcohol) to 40% of goods sold by June 30, 2010.

Objective: Decrease payroll costs (total cost of labor) to 35% of goods sold, by June 30, 2010.

Objective: Decrease the prime costs (food, labor and alcohol), by June 30, 2010.

Highlights from FY09: Rocky Mountain Power completed a high voltage power upgrade at the Casper Events Center and the surrounding City facilities. A new stage was purchased, the membrane flat roof was replaced, two sections of the red metal roof were repaired, and new water fountains and ticketing system software were installed.

Highlights for FY10: The Casper Events Center will complete an upgrade of the four main concession stands, including roll-up doors, electrical systems, grease traps and lighting. Attention will be focused to the replacement of the red metal roof and upgrades of the restrooms. Paving of parking lot #11, resurfacing the road to the back of the Casper Events Center, and resurfacing of the back lot are all scheduled to be completed near the beginning of FY10.

Casper Events Center Fund

Casper Events Center Staffing Summary									
	FY 2008	FY 2009	FY 2010						
Full Time Positions									
Leisure Services Director	1	1	1						
Events Center Manager	1	1	1						
Accounting Technician	1	1	1						
CEC Office Coordinator	1	1	1						
Audio Visual Technician	1	1	1						
Assistant Box Office Manager	1	1	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						
Food & Beverage Service Coordinator	-	1	1						
Food & Beverage Kitchen Supervisor	-	1	1						
Total	16	18	18						
Part Time Employees (Budget)	\$ 584,938	\$ 652,106	\$ 645,791						

Cas	sper Eve	ents Center	Bu	dget Summ	ary				
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Charges for Service	\$	2,212,598	\$	2,102,300	\$	1,932,200	\$	2,102,700	0%
Miscellaneous		258,785		296,044		282,559		292,577	-1%
Transfer In		607,273		839,825		839,825		854,427	2%
Total Revenues	\$	3,078,656	\$	3,238,169	\$	3,054,584	\$	3,249,704	0%
Expenditures									
Personnel	\$	1,739,795	\$	2,061,384	\$	1,968,566	\$	2,088,359	1%
Contractual Services		962,106		802,059		747,931		783,895	-2%
Materials & Supplies		314,505		329,426		318,100		323,450	-2%
Capital		13,932		33,500		33,574		54,000	61%
Total Expenditures	\$	3,030,338	\$	3,226,369	\$	3,068,171	\$	3,249,704	1%
Net Casper Events Center Fund	\$	48,318	\$	11,800	\$	(13,587)	\$	-	-100%
								90,244	
								90,244	

Casper Events Center

			FY 2009 REVISED	FY 2009 ESTIMATE			FY 2010 DOPTED	% ▲	
Revenues									
Charges For Services									
ATM Fees	\$	4,930	\$	4,000	\$	5,700	\$	5,700	43%
Catering		243,929		313,000		261,000		275,000	-12%
Gratuities - Service Fee		27,878		36,900		30,500		36,000	-2%
Building Rental		247,704		200,000		190,000		195,000	-3%
Equipment Fees		71,961		42,000		40,000		42,000	0%
Concessions		362,777		380,000		324,000		370,000	-3%
Alcohol Sales		333,550		350,000		320,000		360,000	3%
Parking Income		103,610		78,000		95,000		100,000	28%
Exhibitor Services		19,224		21,000		21,000		21,000	0%
Service Fees		271,796		279,400		255,000		259,000	-7%
Reimbursable Wages		498,519		369,000		355,400		414,000	12%
Lease Fees		26,720		29,000		34,600		25,000	-14%
Total Charges For Services	\$	2,212,598	\$	2,102,300	\$	1,932,200	\$	2,102,700	0%
Miscellaneous									
Interest on Investments	\$	15,851	\$	9,985	\$	4,000	\$	4,000	-60%
Administrative Fees	•	210,342	•	269,059	•	269,059	,	274,077	2%
Unclassified Miscellaneous		32,592		17,000		9,500		14,500	-15%
Total Miscellaneous	\$	258,785	\$	296,044	\$	282,559	\$	292,577	-1%
Transfers									
Transfers In	¢.	607,273	\$	839,825	\$	839,825	\$	054 407	20/
	<u>\$</u> \$		\$		\$		\$	854,427	2%
Total Transfers	Ψ	607,273	φ	839,825	φ	839,825	Φ	854,427	2%
Total Revenue	\$	3,078,656	\$	3,238,169	\$	3,054,584	\$	3,249,704	0%
Expenses									
Personnel									
Salaries & Wages									
Full Time	\$	748,024	\$	950,169	\$	856,986	\$	942,254	-1%
Part Time		584,938		652,106		662,418		645,791	-1%
Overtime		46,595		30,075		35,558		32,927	9%
Holiday Pay		70		852		129		-	-100%
Total Salaries & Wages	\$	1,379,627	\$	1,633,202	\$	1,555,091	\$	1,620,972	-1%
Other Pay									
Supplemental Pay	\$	34,812	\$	36,345	\$	27,153	\$	56,328	55%
Disability Leave Buy-Back	•	6,386	•	10,000	•	7,888	,	10,800	8%
Accrued Leave Payoff		-,		- ,		971		-,	0%
Other Allowances		13,130		17,700		20,400		20,400	15%
Total Other Pay	\$	54,328	\$	64,045	\$	56,412	\$	87,528	37%
•		•		•		•		•	

FY 2010 Budget (Budget Basis) Casper Events Center

Health Insurance \$118,080 \$135,924 \$135,924 \$149,484 70% Other Insurance Benefits 5,763 7,901 7,565 7,863 0% FICA/Medicare Tax 107,234 129,848 125,430 133,959 3% Retirement Contributions 48,388 60,322 56,795 59,976 -1% Unemployment Compensation 3,159 2,000 3,000 2,000 0% 0% 0% 0% 0% 0% 0%		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Other Insurance Benefits 5,763 7,901 7,565 7,863 0% FICA/Medicare Tax 107,234 129,848 125,430 13,3959 3% Retirement Contributions 48,388 60,322 56,795 59,976 -1% Unemployment Compensation 3,159 2,000 3,000 2,000 0% Workers' Compensation 23,216 28,142 28,349 26,577 -6% Total Benefits \$ 305,840 \$ 364,137 \$ 357,663 \$ 379,859 4% Total Personnel \$ 1,739,795 \$ 2,061,384 \$ 1,968,566 \$ 2,088,359 1% Total Personnel \$ 1,739,795 \$ 2,061,384 \$ 1,968,566 \$ 2,088,359 1% Total Personnel \$ 1,739,795 \$ 2,061,384 \$ 1,968,566 \$ 2,088,359 1% Total Personnel \$ 1,739,795 \$ 2,061,384 \$ 1,968,566 \$ 2,088,359 1% Total Personnel \$ 1,739,795 \$ 2,061,300 \$ 2,000 \$ 24,000 \$ 24,000										
FICA/Medicare Tax	Health Insurance	\$	118,080	\$	135,924	\$	135,924	\$	149,484	10%
Retirement Contributions Maissail Mais	Other Insurance Benefits				7,901		7,565		7,863	0%
Unemployment Compensation Workers' Compensation 3,159 2,000 3,000 2,000 0% workers' Compensation Total Benefits 305,840 364,137 357,063 379,859 4% Total Personnel 1,739,795 2,061,384 1,968,566 2,088,359 1% Contractual Services *** 100 300 20,088,359 1% Medical Testing Services *** 100 3,000 24,000 24,000 0% Water 18,389 24,000 24,000 24,000 0% Energy - Electricity 175,138 170,000 160,000 180,000 6% Energy - Natural Gas 662,196 80,000 55,000 180,000 6% Energy - Natural Gas 662,196 80,000 55,000 65,000 19% Energy - Natural Gas 662,196 80,000 55,000 65,000 11% Insurance & Bonds 35,218 37,000 24,000 15,000 11% Insurance & Bonds 35,218 38	FICA/Medicare Tax		107,234		129,848		125,430		133,959	3%
Workers Compensation 23,216 28,142 28,349 26,577 -6% Total Benefits 305,840 364,137 357,063 379,859 4% Total Personnel 1,739,795 2,061,384 1,968,566 2,088,359 1% Contractual Services Services 100 300 300 200% Water 18,389 24,000 24,000 24,000 24,000 20,000 40% Refuse Collection 30,000 5,000 3,000 3,000 40% Energy - Electricity 175,138 170,000 160,000 180,000 6% Energy - Natural Gas 62,196 80,000 55,000 65,000 19% Equipment Repairs 11,858 17,600 13,496 15,600 11% Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 38,740 38,740 38,740 38,740 38,740 38,740	Retirement Contributions		48,388		60,322		56,795		59,976	-1%
Total Personnel \$ 305,840 \$ 364,137 \$ 357,063 \$ 379,859 4% Total Personnel \$ 1,739,795 \$ 2,061,384 \$ 1,968,566 \$ 2,088,359 1% Contractual Services Medical Testing Services \$ - \$ 100 \$ 300 \$ 24,000 0.00 <td< td=""><td>Unemployment Compensation</td><td></td><td>3,159</td><td></td><td>2,000</td><td></td><td>3,000</td><td></td><td>2,000</td><td>0%</td></td<>	Unemployment Compensation		3,159		2,000		3,000		2,000	0%
Total Personnel \$1,739,795 \$2,061,384 \$1,968,566 \$2,088,359 1%	Workers' Compensation		23,216		28,142		28,349		26,577	-6%
Contractual Services Medical Testing Services \$ - \$ 100 \$ 300 \$ 300 200% Water 18,389 24,000 24,000 24,000 24,000 0% Refuse Collection 30,000 5,000 3,000 3,000 3,000 6% Energy - Electricity 175,138 170,000 160,000 180,000 65,000 65,000 65,000 19% Energy - Natural Gas 62,196 80,000 55,000 65,000 19,000 113,496 15,600 11% Equipment Repairs 11,858 17,600 13,496 15,600 11% Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 38,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 27 Production Service	Total Benefits	\$	305,840	\$	364,137	\$	357,063	\$	379,859	4%
Medical Testing Services \$ - \$ 100 \$ 300 \$ 24,000 \$ 24,000 \$ 0% Water 18,389 \$ 24,000 \$ 24,000 \$ 24,000 \$ 0% Refuse Collection 30,000 \$ 5,000 \$ 3,000 \$ 3,000 \$ -40% Energy - Electricity 175,138 \$ 170,000 \$ 160,000 \$ 180,000 \$ 6% Energy - Natural Gas 62,196 \$ 80,000 \$ 55,000 \$ 65,000 \$ -19% Equipment Repairs 11,858 \$ 17,600 \$ 13,496 \$ 15,600 \$ -11% Maintenance Agreements 95,313 \$ 99,800 \$ 99,667 \$ 101,000 \$ 1% Insurance & Bonds 35,218 \$ 38,740 \$ 38,740 \$ 38,740 \$ 0% Telecommunications 28,315 \$ 27,000 \$ 24,000 \$ 18,000 \$ -33% Postage/Shipping 4,678 \$ 3,500 \$ 3,900 \$ 3,600 \$ 3% Advertising 16,030 \$ 25,500 \$ 27,344 \$ 26,400 \$ 4% Printing/Reproduction 5,538 \$ 5,900 \$ 6,500 \$ 6,500 \$ 6,600 \$ 2% Travel & Training 6,020 \$ 16,400 \$ 14,661 \$ 14,900 \$ -9% Interdepartmental Services 25,491 \$ 28,951 \$ 28,951 \$ 30,913 \$ 7% Admin/Mgmt Fees 26,160 \$ 27,221 \$ 27,221 \$ 28,992 \$ 7% Other Contractual 262,218 \$ 119,867 \$ 127,836 \$ 119,900 \$ 0% Association Dues 603 \$ 1,900 \$ 1,549 \$ 2,550 \$ 34% Credit Card Service Charges 85,549 \$ 88,580 \$ 81,766 \$ 83,000 \$ 70 Production Ser	Total Personnel	\$	1,739,795	\$	2,061,384	\$	1,968,566	\$	2,088,359	1%
Water 18,389 24,000 24,000 24,000 0% Refuse Collection 30,000 5,000 3,000 3,000 -40% Energy - Electricity 175,138 170,000 160,000 180,000 -6% Energy - Natural Gas 62,196 80,000 55,000 65,000 -11% Equipment Repairs 11,858 17,600 13,496 15,600 -11% Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9 <	Contractual Services									
Refuse Collection 30,000 5,000 3,000 3,000 -40% Energy - Electricity 175,138 170,000 160,000 180,000 6% Energy - Natural Gas 62,196 80,000 55,000 65,000 -19% Equipment Repairs 11,858 17,600 13,496 15,600 -11% Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 328,951 3	Medical Testing Services	\$	-	\$	100	\$	300	\$	300	200%
Energy - Electricity 175,138 170,000 160,000 180,000 6% Energy - Natural Gas 62,196 80,000 55,000 65,000 -19% Equipment Repairs 11,858 17,600 13,496 15,600 -11% Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 38,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,	Water		18,389		24,000		24,000		24,000	0%
Energy - Natural Gas 62,196 80,000 55,000 65,000 -19% Equipment Repairs 11,888 17,600 13,496 15,600 -11% Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% <td>Refuse Collection</td> <td></td> <td>30,000</td> <td></td> <td>5,000</td> <td></td> <td>3,000</td> <td></td> <td>3,000</td> <td>-40%</td>	Refuse Collection		30,000		5,000		3,000		3,000	-40%
Equipment Repairs 11,858 17,600 13,496 15,600 -11% Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34%	Energy - Electricity		175,138		170,000		160,000		180,000	6%
Maintenance Agreements 95,313 99,800 99,667 101,000 1% Insurance & Bonds 35,218 38,740 38,740 38,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6%	Energy - Natural Gas		62,196		80,000		55,000		65,000	-19%
Insurance & Bonds 35,218 33,740 38,740 33,740 0% Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services 962,106 802,059 747,931 783,895 -2% Materials & Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%	Equipment Repairs		11,858		17,600		13,496		15,600	-11%
Telecommunications 28,315 27,000 24,000 18,000 -33% Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Materials & Supplies 962,106 802,059 747,931 783,895 -2%	Maintenance Agreements		95,313		99,800		99,667		101,000	1%
Postage/Shipping 4,678 3,500 3,900 3,600 3% Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 \$ 802,059 747,931 783,895 -2% Materials & Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750	Insurance & Bonds		35,218		38,740		38,740		38,740	0%
Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 \$ 802,059 \$ 747,931 \$ 783,895 -2% Materials & Supplies Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 </td <td>Telecommunications</td> <td></td> <td>28,315</td> <td></td> <td>27,000</td> <td></td> <td>24,000</td> <td></td> <td>18,000</td> <td>-33%</td>	Telecommunications		28,315		27,000		24,000		18,000	-33%
Advertising 16,030 25,500 27,344 26,400 4% Printing/Reproduction 5,538 5,900 6,500 6,000 2% Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 \$ 802,059 \$ 747,931 \$ 783,895 -2% Materials & Supplies Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 </td <td>Postage/Shipping</td> <td></td> <td>4,678</td> <td></td> <td>3,500</td> <td></td> <td>3,900</td> <td></td> <td>3,600</td> <td>3%</td>	Postage/Shipping		4,678		3,500		3,900		3,600	3%
Travel & Training 6,020 16,400 14,661 14,900 -9% Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 802,059 747,931 783,895 -2% Materials & Supplies Office Supplies \$ 15,517 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 <td></td> <td></td> <td>16,030</td> <td></td> <td>25,500</td> <td></td> <td>27,344</td> <td></td> <td>26,400</td> <td>4%</td>			16,030		25,500		27,344		26,400	4%
Interdepartmental Services 25,491 28,951 28,951 30,913 7% Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services 962,106 802,059 747,931 783,895 -2%	Printing/Reproduction		5,538		5,900		6,500		6,000	2%
Admin/Mgmt Fees 26,160 27,221 27,221 28,992 7% Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$962,106 802,059 747,931 783,895 -2% Materials & Supplies \$15,517 \$12,150 \$14,800 \$14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000	Travel & Training		6,020		16,400		14,661		14,900	-9%
Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 \$ 802,059 747,931 783,895 -2% Materials & Supplies Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 79,605	Interdepartmental Services		25,491		28,951		28,951		30,913	7%
Other Contractual 262,218 119,867 127,836 119,900 0% Association Dues 603 1,900 1,549 2,550 34% Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 \$ 802,059 747,931 783,895 -2% Materials & Supplies Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 79,605	Admin/Mgmt Fees		26,160		27,221		27,221		28,992	7%
Credit Card Service Charges 85,549 88,580 81,766 83,000 -6% Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 802,059 747,931 783,895 -2% Materials & Supplies \$ 15,517 12,150 14,800 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%			262,218		119,867		127,836		119,900	0%
Production Service 73,392 22,000 10,000 22,000 0% Total Contractual Services \$ 962,106 \$ 802,059 \$ 747,931 \$ 783,895 -2% Materials & Supplies Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%	Association Dues		603		1,900		1,549		2,550	34%
Materials & Supplies \$ 962,106 \$ 802,059 \$ 747,931 \$ 783,895 -2% Materials & Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%	Credit Card Service Charges		85,549		88,580		81,766		83,000	-6%
Materials & Supplies Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%	Production Service		73,392		22,000		10,000		22,000	0%
Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%	Total Contractual Services	\$	962,106	\$	802,059	\$	747,931	\$	783,895	-2%
Office Supplies \$ 15,517 \$ 12,150 \$ 14,800 \$ 14,750 21% Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%	Materials & Supplies									
Operating Supplies 99,529 100,000 104,400 99,000 -1% Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%		\$	15,517	\$	12,150	\$	14,800	\$	14,750	21%
Other Materials & Supplies 3,547 5,700 5,700 3,000 -47% Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%			99,529		100,000		104,400		99,000	-1%
Uniforms 2,497 3,300 3,300 3,300 0% Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%										
Safety Equipment/Supplies 2,623 2,200 1,900 2,400 9% Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%	• •									
Alcohol Supplies 77,117 77,076 80,000 77,000 0% Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%										
Building Supplies 34,070 22,000 27,000 26,000 18% Concession Supplies 79,605 107,000 81,000 98,000 -8%										
Concession Supplies 79,605 107,000 81,000 98,000 -8%										
	•									
		\$		\$	329,426	\$		\$		

FY 2010 Budget (Budget Basis)

Casper Events Center

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Capital									
Capital New Improve Other Than Buildings	\$	13,932	\$	1,500	\$	1,574	\$	-	-100%
Total Capital New	\$	13,932	\$	1,500	\$	1,574	\$	-	-100%
Capital Replacement									
Improve Other Than Buildings	\$		\$	32,000	\$	32,000	\$	44,000	38%
Technologies		19,901		12,800		12,100		10,000	-22%
Total Capital Replacement	\$	-	\$	32,000	\$	32,000	\$	54,000	69%
Total Capital	\$	13,932	\$	33,500	\$	33,574	\$	54,000	61%
Total Expenses	\$	3,030,338	\$	3,226,369	\$	3,068,171	\$	3,249,704	1%
Net Fund	\$	48,318	\$	11,800	\$	(13,587)	\$	-	-100%



Municipal Golf Course

Golf Course Income Statement

(Budget Basis) FY 2010

		FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	ļ	FY 2010 ADOPTED	% ▲
Operating Activity							
Revenues							
Charges for Services		\$ 907,070	\$ 1,095,600	\$ 991,193	\$	1,054,285	-4%
Administration/Management	nt Fees	21,509	20,778	20,778		23,113	11%
	Total Revenues	928,579	1,116,378	1,011,971		1,077,398	-3%
Expenses							
Personnel Services		416,784	465,257	437,214		448,347	-4%
Contractual		372,664	397,137	349,139		384,395	-3%
Materials & Supplies		176,870	151,580	164,411		162,661	7%
Depreciation		138,000	138,000	138,000		138,000	0%
Debt Service & Interest		26,005	26,037	26,007		51,007	96%
Other	_	7,518	9,000	9,000		9,000	0%
	Total Expenses	1,137,841	1,187,011	1,123,771		1,193,410	1%
Operating Income (Loss)	•	(209,262)	(70,633)	(111,800)		(116,012)	64%
Non-operating Activity							
Revenues							
Interest		19,811	17,000	15,000		13,000	-24%
Miscellaneous		15,659	21,000	5,500		4,500	-79%
	Total Revenues	35,470	38,000	20,500		17,500	-54%
Non-operating Income (L	oss)	35,470	38,000	20,500		17,500	-54%
Capital Activity							
Uses							4000/
New Capital		2,777	15,000	-		-	-100%
Replacement Capital	T-1-111	38,100	118,000	112,300		39,500	-67%
	Total Uses	40,877	133,000	112,300		39,500	-70%
Capital Income (Loss)	•	(40,877)	(133,000)	(112,300)		(39,500)	-70%
Net Income (Loss)	•	\$ (214,669)	\$ (165,633)	\$ (203,600)	\$	(138,012)	-17%

Municipal Golf Course

The Casper Municipal Golf Course is a twenty-seven hole golf facility with cart rental, lessons, a driving range, a Pro Shop, and food and beverage services.

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

1. Goal: Increase gross revenue at the Municipal Golf Course.

Objective: Increase the number of season passes sold by \$5,000, by June 30, 2010.

Objective: Maintain the FY09 level of daily green fees revenue, by June 30, 2010.

Objective: Increase the golf cart rental revenue by \$5,000, by June 30, 2010.

2. Increase the profitability of the food and beverage operation.

Objective: Decrease the cost of sales (concession, catering and alcohol) to 40% of goods sold by June 30, 2010.

Objective: Decrease payroll costs (total cost of labor) to 35% of goods sold, by June 30, 2010.

Objective: Decrease the prime costs (food, labor and alcohol), by June 30, 2010.

Highlights from FY09: For the second year in a row, the Municipal Golf Course saved a significant amount of expense by not having to purchase water.

The 19th Hole Restaurant, now a non-smoking facility, received a face-lift consisting of new carpet, tile and paint.

Highlights for FY10: The light equipment capital line item includes the replacement of three greens mowers. The Technologies Capital line item includes funds for wireless intranet connectivity. And, the user groups' requests for cart path improvements will continue in FY10.

Golf Course Fund

Golf Cou	rse Staffing S	Summary				
	F	Y 2008	FY 20	009	FY 2010	
Full Time Positions						
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)	\$	112,978	\$ 13	0,519	\$ 111,364	ļ

Golf Course Budget Summary										
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲	
Revenues										
Charges for Service	\$	907,070	\$	1,095,600	\$	991,193	\$	1,054,285	-4%	
Miscellaneous		56,979		58,778		41,278		40,613	-31%	
Total Revenues	\$	964,049	\$	1,154,378	\$	1,032,471	\$	1,094,898	-5%	
Expenditures										
Personnel	\$	416,784	\$	465,257	\$	437,214	\$	448,347	-4%	
Contractual Services		372,664		397,137		349,139		384,395	-3%	
Materials & Supplies		176,870		151,580		164,411		162,661	7%	
Other		171,523		173,037		173,007		198,007	14%	
Capital		40,877		133,000		112,300		39,500	-70%	
Total Expenditures	\$	1,178,718	\$	1,320,011	\$	1,236,071	\$	1,232,910	-7%	
Net Golf Course Fund	\$	(214,669)	\$	(165,633)	\$	(203,600)	\$	(138,012)	-17%	
		Projec	ted	Reserves or	ı Ju	ine 30, 2009	\$	464,441		
		Projec	ted	Reserves or	ı Ju	ıne 30, 2010	\$	464,429		

FY 2010 Budget (Budget Basis) Golf Course

	FY 2008 ACTUAL		FY 2009 EVISED	FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Operations								
Operating Revenues								
Charges For Services								
Catering	\$	11,474	\$ 15,000	\$	16,825	\$	17,285	15%
Gratuities		6,006	4,500		4,500		4,500	0%
Golf Cart Rental		202,467	275,600		250,000		275,000	0%
Concessions		52,729	69,000		59,976		55,000	-20%
Alcohol Sales		77,499	89,700		89,392		92,000	3%
Other Charges		9,487	500		500		500	0%
Season Passes		252,079	307,400		240,000		260,000	-15%
Green Fees		295,329	333,900		330,000		350,000	5%
Total Charges For Services	\$	907,070	\$ 1,095,600	\$	991,193	\$	1,054,285	-4%
Miscellaneous Revenue								
Gift Certificates	\$	7,149	\$ 16,000	\$	-	\$	-	-100%
Interest		19,811	17,000		15,000		13,000	-24%
Administrative Fees		21,509	20,778		20,778		23,113	11%
Gain/Loss On Sale Of Investments		4,090	-		1,000		-	0%
Miscellaneous Revenue		4,420	5,000		4,500		4,500	-10%
Total Miscellaneous	\$	56,979	\$ 58,778	\$	41,278	\$	40,613	-31%
Total Operating Revenue	\$	964,049	\$ 1,154,378	\$	1,032,471	\$	1,094,898	-5%
Expenses Personnel								
Salaries & Wages								
Full Time	\$	197,494	\$ 218,432	\$	219,049	\$	224,426	3%
Part Time		112,978	130,519		110,837		111,364	-15%
Overtime		14,024	16,605		15,605		15,500	-7%
Holiday Pay		438	533		600		500	-6%
Total Salaries & Wages	\$	324,934	\$ 366,089	\$	346,091	\$	351,790	-4%
Other Pay								
Supplemental Pay	\$	9,142	\$ 15,296	\$	7,588	\$	9,148	-40%
Disability Leave Buy-Back		1,515	1,800		2,150		2,200	22%
Accrued Leave Payoff		1,773	-		-		-	0%
Other Allowances		160	960		960		960	0%
Total Other Pay	\$	12,590	\$ 18,056	\$	10,698	\$	12,308	-32%

FY 2010 Budget (Budget Basis) Golf Course

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Benefits									
Health Insurance	\$	28,080	\$	30,036	\$	30,036	\$	33,036	10%
Other Insurance Benefits		1,578		1,971		1,971		2,068	5%
FICA/Medicare Tax		25,254		29,388		29,388		29,636	1%
Retirement Contributions		11,628		12,880		12,880		13,312	3%
Unemployment Compensation		6,716		-		-		-	0%
Workers' Compensation		6,004		6,837		6,150		6,197	-9%
Total Benefits	\$	79,260	\$	81,112	\$	80,425	\$	84,249	4%
Total Personnel	\$	416,784	\$	465,257	\$	437,214	\$	448,347	-4%
Contractual Services									
Investment Fees	\$	1,289	\$	1,400	\$	1,602	\$	1,600	14%
Contractual Supervisors		99,309		102,500		100,000		100,000	-2%
Water		53,526		60,000		15,000		50,000	-17%
Energy - Electricity		45,589		40,000		36,000		40,000	0%
Energy - Natural Gas		2,397		3,000		4,000		4,000	33%
Equipment Repairs		693		1,000		500		1,000	0%
Maintenance Agreements		932		500		400		500	0%
Insurance & Bonds		4,086		4,495		4,495		4,495	0%
Telecommunications		2,131		3,000		2,600		3,000	0%
Advertising		2,866		3,000		3,000		1,700	-43%
Travel & Training		5,521		5,250		4,950		5,000	-5%
Interdepartmental Services		44,301		43,494		43,494		41,984	-3%
Admin/Mgmt Fees		86,643		107,348		107,348		111,816	4%
Other Contractual		21,371		20,200		23,500		17,000	-16%
Association Dues		750		750		750		800	7%
Credit Card Service Charges		1,260		1,200		1,500		1,500	25%
Total Contractual Services	\$	372,664	\$	397,137	\$	349,139	\$	384,395	-3%

FY 2010 Budget (Budget Basis) Golf Course

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Materials & Supplies									
Office Supplies	\$	511	\$	650	\$	650	\$	900	38%
Operating Supplies		13,675		6,000		8,750		8,000	33%
Other Materials & Supplies		1,433		2,500		1,500		1,500	-40%
Uniforms		987		700		700		700	0%
Safety Equipment/Supplies		310		600		500		1,000	67%
Golf Course Supplies		8,646		5,000		4,975		5,000	0%
Alcohol Supplies		37,192		30,200		34,418		31,096	3%
Concession Supplies		32,824		24,930		19,918		23,465	-6%
Landscape Maintenance Supplies		39,998		42,000		52,000		52,000	24%
Irrigation Supplies		14,520		13,000		13,000		13,000	0%
Bulk Fuel		1,473		1,000		1,000		1,000	0%
Small Tools & Supplies		25,301		25,000		27,000		25,000	0%
Total Materials & Supplies	\$	176,870	\$	151,580	\$	164,411	\$	162,661	7%
Other Expenses									
Depreciation	\$	138,000	\$	138,000	\$	138,000	\$	138,000	0%
Principal Payments/Debt Service	•	6,093	*	6,338	*	6,338	*	31,591	398%
Interest Expense		19,912		19,699		19,669		19,416	-1%
Sales Tax		7,518		9,000		9,000		9,000	0%
Total Other Expenses	\$		\$	173,037	\$	173,007	\$	198,007	14%
Capital									
Capital - New									
Technologies	\$	_	\$	15,000	\$	_	\$	_	-100%
Light Equipment	Ψ	2,777	Ψ	-	Ψ	_	Ψ	_	0%
Total Capital - New	\$	2,777	\$	15,000	\$	-	\$	-	-100%
Osnitel Baulassans									
Capital - Replacement	Φ	44.400	Φ	20,000	Φ	20,000	Φ	0.500	000/
Buildings	\$	11,100	\$	20,000	Ф	20,000	Ф	2,500	-88%
Improvements Other Than Buildings		-		30,000		30,000		27,000	-10%
Light Equipment		27,000		9,000		8,350			-100%
Heavy Equipment		-		55,000		50,000			-100%
Technologies	\$	20.400	\$	4,000		3,950	Φ	10,000	150%
Total Capital - Replacement		38,100		118,000	\$	112,300	\$	39,500	-67%
Total Capital	\$	40,877	\$	133,000	\$	112,300	\$	39,500	-70%
Total Expenses	\$	1,178,718	\$	1,320,011	\$	1,236,071	\$	1,232,910	-7%
Net Fund	\$	(214,669)	\$	(165,633)	\$	(203,600)	\$	(138,012)	-17%



Recreation Center

Casper Recreation Center Income Statement

(Budget Basis) FY 2010

		FY 2008 ACTUAL	FY 2009 REVISED			FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Operating Activity Revenues Charges for Services	Total Revenues	\$ 575,476 575,476	\$	582,000 582,000	\$	569,847 569,847	\$ 583,025 583,025	<u>0%</u> 0%
Evnences		J. J,				220,2	,	
Expenses Personnel Services Contractual Materials & Supplies Promotional Expenses Sales Tax Debt Service & Interest		851,941 244,505 44,629 55 758 216		843,875 267,277 49,850 200 8,621 35		823,740 260,040 49,700 200 1,439 175	852,942 271,702 49,600 200 513 175	1% 2% -1% 0% -94% 400%
	Total Expenses	1,142,104		1,169,858		1,135,294	1,175,132	0%
Operating Income (Loss)		(566,628)		(587,858)		(565,447)	(592,107)	1%
Non-operating Activity Revenues Transfers In		669,380		593,558		593,558	605,258	2%
	Total Revenues	669,380		593,558		593,558	605,258	2%
Non-operating Income (L	.oss)	669,380		593,558		593,558	605,258	2%
Capital Activity Capital New Capital Replacement Capital	Total Uses	2,721 2,721		5,700 5,700		5,700 5,700	11,651 1,500 13,151	100% -74% 131%
Capital Income (Loss)	•	(2,721)		(5,700)		(5,700)	(13,151)	131%
Net Income (Loss)		\$ 100,031	\$	-	\$	22,411	\$ -	0%

Recreation Center

The Recreation Center is a large recreation facility featuring an exercise room, locker rooms, meeting rooms, racquetball courts, basketball courts and other recreation opportunities for dropin and membership use. The Recreation Center features classes in crafts, dance, special interest, sports, and fitness. The staff also coordinates Casper's extensive field sports programs.

Mission Statement: To 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 friendly and well-maintained environments.

1. Goal: Increase the gross revenue at the Casper Recreation Center.

Objective: Increase the total number of visits to 227,000, by June 30, 2010.

Objective: Increase the class revenue to \$295,000, by June 30, 2010.

Objective: Increase the season pass revenue to \$78,000, by June 30, 2010.

Highlights from FY09: Five pieces of weight equipment were replaced, an electronic visitor counting system has been installed, and several adventure camps have been held throughout the year.

Highlights for FY10: Significant additions for FY10 include: reconditioning the solar panel system; implementation of point-of-sale software system; and, leveling the gymnasium floor.

Casper Recreation Center Fund

Casper Recreation Center Staffing Summary										
	FY 2008	FY 2009	FY 2010							
Full Time Positions										
Custodial Maintenance Worker I	2	1	1							
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	9	8	8							
Part Time Employees (Budget)	\$ 263,425	\$ 294,735	\$ 294,736							

Casper	Recre	eation Cent	er E	Budget Sum	maı	ry			
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		,	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Service	\$	575,476	\$	582,000	\$	569,847	\$	583,025	0%
Transfers In		669,380		593,558		593,558		605,258	2%
Total Revenues	\$	1,244,856	\$	1,175,558	\$	1,163,405	\$	1,188,283	1%
Expenditures									
Personnel	\$	851,941	\$	843,875	\$	823,740	\$	852,942	1%
Contractual Services		244,505		267,277		260,040		271,702	2%
Materials & Supplies		44,629		49,850		49,700		49,600	-1%
Other		1,029		8,856		1,814		888	-90%
Capital		2,721		5,700		5,700		13,151	131%
Total Expenditures	\$	1,144,825	\$	1,175,558	\$	1,140,994	\$	1,188,283	1%
Net Casper Recreation Center Fund	\$	100,031	\$	-	\$	22,411	\$	-	0%
		Projec	ted	Reserves or	n Ju	ine 30, 2009	\$	135,132	
		Projec	ted	Reserves or	n Ju	ine 30, 2010	\$	135,132	

FY 2010 Budget (Budget Basis)

Casper Recreation Center

		FY 2008 ACTUAL		FY 2009 EVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Operations									
Operating Revenues									
Charges For Services									
Park User Fees	\$	13,804	\$	14,000	\$	14,000	\$	14,300	2%
Recreation Passes		76,409		80,000		77,600		78,000	-3%
Courts		5,022		5,000		4,700		5,000	0%
Classes		289,093		280,000		289,500		295,000	5%
Locker Rental		6,148		5,000		6,000		5,600	12%
Room Rental		25,178		21,000		19,000		21,000	0%
Towel Rental		948		1,000		1,100		1,100	10%
Equipment Fees		621		750		750		700	-7%
League User Fees		27,371		31,500		31,500		31,500	0%
Pro Shop Sales		4,538		4,300		4,300		4,300	0%
Foundation Contribution		3,134		8,300		6,000		6,000	-28%
Concessions		8,243		9,000		9,000		9,500	6%
Ball Field User Fees		63,806		68,000		68,000		68,500	1%
Admissions		44,118		45,000		37,897		42,000	-7%
Gift Certificates		6,421		8,500		-		-	-100%
Tennis Court User Fees		622		650		500		525	-19%
Total Charges For Services	\$	575,476	\$	582,000	\$	569,847	\$	583,025	0%
Transfers									
Transfers In	\$	669,380	\$	593,558	\$	593,558	\$	605,258	2%
Total Transfers	\$	669,380	\$	593,558	\$	593,558	\$	605,258	2%
Total Operating Revenue	\$	1,244,856	\$	1,175,558	\$	1,163,405	\$	1,188,283	1%
Expenses Personnel									
Salaries & Wages									
Full Time	\$	375,586	¢	377,044	¢	366,863	¢	380,206	1%
Part Time	Ψ	263,425	Ψ	294,735	Ψ	288,171	Ψ	294,736	0%
Overtime		7,791		8,750		8,750		8,750	0%
Total Salaries & Wages	\$	646,802	\$	680,529	\$	663,784	\$	683,692	0%
Total Salaries & Wages	Ψ_	040,002	Ψ	000,329	Ψ	003,704	Ψ	003,092	076
Other Pay	•	F 750	•		•		•	40.000	1000/
Supplemental Pay	\$	5,750	Ъ	- 750	\$	4.704	\$	10,000	100%
Disability Leave Buy-Back		4,394		5,750		4,761		5,750	0%
Accrued Leave Payoff		36,017		-		707		4.500	0%
Other Allowances		2,660	_	3,960	_	4,560	_	4,560	15%
Total Other Pay	\$	48,821	\$	9,710	\$	10,028	\$	20,310	109%

FY 2010 Budget (Budget Basis) Casper Recreation Center

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Benefits		J. 07.1 <u></u>							
Health Insurance	\$	68,592	\$	62,544	\$	60,708	\$	56,868	-9%
Other Insurance Benefits	•	2,927	•	3,267	*	3,199	•	3,269	0%
FICA/Medicare Tax		51,358		52,805		52,345		54,794	4%
Retirement Contributions		21,617		21,898		21,845		22,022	1%
Unemployment Compensation		74		1,446		1,446		1,446	0%
Workers' Compensation		11,750		11,676		10,385		10,541	-10%
Total Benefits	\$	156,318	\$	153,636	\$	149,928	\$	148,940	-3%
Total Personnel	\$	851,941	\$	843,875	\$	823,740	\$	852,942	1%
Contractual Services									
Water	\$	13,220	\$	12,000	\$	14,200	\$	14,500	21%
Office Equipment Repairs	•	457	•	700	•	700		700	0%
Maintenance Agreements		10,453		10,100		11,035		18,500	83%
Insurance & Bonds		11,837		13,021		13,021		13,021	0%
Energy - Electricity		48,210		54,000		54,000		54,500	1%
Energy - Natural Gas		17,911		22,000		18,000		19,000	-14%
Telecommunications		7,616		9,500		4,850		5,000	-47%
Postage/Shipping		2,363		2,500		2,500		2,500	0%
Advertising		9,080		7,500		7,000		7,500	0%
Printing/Reproduction		24,516		30,500		31,000		25,900	-15%
Travel & Training		7,812		7,250		5,500		7,250	0%
Interdepartmental Services		59,049		59,847		59,847		57,239	-4%
Admin/Mgmt Fees		23,427		29,409		29,409		29,527	0%
Other Contractual		7,891		8,000		8,000		15,500	94%
Association Dues		663		950		978		1,065	12%
Total Contractual Services	\$	244,505	\$	267,277	\$	260,040	\$	271,702	2%
Materials & Supplies									
Office Supplies	\$	4,732	\$	5,000	\$	5,000	\$	5,350	7%
Operating Supplies		19,534		20,500		20,500		20,000	-2%
Other Materials & Supplies		372		1,100		1,100		750	-32%
Uniforms		4,278		4,000		3,650		4,000	0%
Custodial Supplies		8,004		12,500		13,000		13,500	8%
Photo Supplies		1,071		1,000		700		1,000	0%
Safety Equipment/Supplies		1,711		750		750		-	-100%
Resale Supplies		4,718		4,500		4,500		4,500	0%
Small Tools & Supplies		209		500		500		500	0%
Total Materials & Supplies	\$	44,629	\$	49,850	\$	49,700	\$	49,600	-1%

FY 2010 Budget (Budget Basis)

Casper Recreation Center

	TY 2008 ACTUAL	FY 2009 EVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Other Expenses					
Promotional Expenses	\$ 55	\$ 200	\$ 200	\$ 200	0%
Principal Payments / Debt Service	758	8,621	1,439	513	-94%
Sales Tax	216	35	175	175	400%
Total Other Expenses	\$ 1,029	\$ 8,856	\$ 1,814	\$ 888	-90%
Capital - New					
Technologies	\$ -	\$ -	\$ -	\$ 11,651	100%
Total Capital - New	\$ -	\$ -	\$ -	\$ 11,651	100%
Capital - Replacement					
Technologies	\$ 2,721	\$ 5,700	\$ 5,700	\$ 1,500	-74%
Total Capital - Replacement	\$ 2,721	\$ 5,700	\$ 5,700	\$ 1,500	-74%
Total Capital	\$ 2,721	\$ 5,700	\$ 5,700	\$ 13,151	131%
Total Expenses	\$ 1,144,825	\$ 1,175,558	\$ 1,140,994	\$ 1,188,283	1%
Net Fund	\$ 100,031	\$ -	\$ 22,411	\$ -	0%



Aquatics

Aquatics Income Statement (Budget Basis) FY 2010

		FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Operating Activity						
Revenues						
Charges for Services		\$ 446,249	\$ 444,900	\$ 428,520	\$ 464,401	4%
Administration/Manageme	nt Fees	-	17,089	17,089	16,317	-5%
Miscellaneous Revenue		20,149	24,125	20,325	21,125	-12%
	Total Revenues	466,398	486,114	465,934	501,843	3%
Expenses						
Personnel Services		529,129	626,850	605,369	643,614	3%
Contractual		344,129	336,069	319,625	335,289	0%
Materials & Supplies		60,928	59,400	58,250	58,250	-2%
Other		848	1,150	1,110	1,150	0%
	Total Expenses	935,034	1,023,469	984,354	1,038,303	1%
Operating Income (Loss)		(468,636)	(537,355)	(518,420)	(536,460)	
		,	,	,	, ,	0%
Non-operating Activity Revenues						
Transfers In		482,890	532,355	532,355	539,960	1%
	Total Revenues	482,890	532,355	532,355	539,960	1%
Non-operating Income (L	.oss)	482,890	532,355	532,355	539,960	1%
Capital Activity Uses						
Capital - New		1,858	3,000	2,766	1,500	-50%
Capital - Replacement		 2,363	 2,000	 2,000	 2,000	0%
	Total Uses	4,221	5,000	4,766	3,500	-30%
Capital Income (Loss)	•	(4,221)	(5,000)	(4,766)	(3,500)	-30%
Net Income (Loss)	•	\$ 10,033	\$ (10,000)	\$ 9,169	\$ -	-100%

Aquatics

The Aquatics operation includes five outdoor swimming pools and the Casper Family Aquatics Center. The outdoor pools are located in neighborhoods throughout Casper, and are open from June through August. The Casper Family Aquatics Center includes two indoor pools and other water play areas and facilities, and is open year round.

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

1. Goal: Increase the gross revenue at all aquatics facilities.

Objective: Increase the total number of visits to 165,000, by June 30, 2010.

Objective: Increase the season pass revenue to \$85,000, by June 30, 2010.

Objective: Increase the lesson fees to \$110,000, by June 30, 2010.

Highlights from FY09: Throughout FY09, the aquatics programs have not encountered any lifeguard shortages. Through September, 2008, the Casper Family Aquatics Center participant numbers surpassed all previous periods since the opening of the facility. In March 2009, the Center set a monthly attendance record of 14,271 participants. As of April 22, 2009, the Center has met the FY09 projected revenues in season pass sales, special event admissions, and swim lessons.

Highlights for FY10: The new dual slide and the expanded grassy area are two additions that will be completed for the opening of the Paradise Valley pool in the spring of 2009. There will also be "floating toy" feature additions at some of the other outdoor pools. The Casper Family Aquatics Center will also be implementing a point-of-sale software system. All outdoor facilities will be compliant with the Virginia Graeme Baker Pool and Safety Act prior to the beginning of the 2009 season.

Aquatics Fund

Aquatics Staffing Summary										
	F	Y 2008	F	Y 2009	FY 201	10				
Full Time Positions										
Recreation Coordinator		1		1		1				
Recreation Supervisor		1		1		1				
Custodial Maintenance Worker I		-		1		1				
Senior Custodial Maint Worker		1		1		1				
Total		3		4		4				
Part Time Employees (Budget)	\$	314,455	\$	372,830	\$ 365	,331				

Aquatics Budget Summary										
·	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲		
\$	446,249	\$	444,900	\$	428,520	\$	464,401	4%		
	20,149		41,214		37,414		37,442	-9%		
	482,890		532,355		532,355		539,960	1%		
\$	949,288	\$	1,018,469	\$	998,289	\$	1,041,803	2%		
\$	529,129	\$	626,850	\$	605,369	\$	643,614	3%		
	344,129		336,069		319,625		335,289	0%		
	60,928		59,400		58,250		58,250	-2%		
	848		1,150		1,110		1,150	0%		
	4,221		5,000		4,766		3,500	-30%		
\$	939,255	\$	1,028,469	\$	989,120	\$	1,041,803	1%		
\$	10,033	\$	(10,000)	\$	9,169	\$	-	-100%		
	Projec	ted	Reserves or	า Jui	ne 30, 2009	\$	11,684			
	Projec	ted	Reserves or	n Jui	ne 30, 2010	\$	11,684			
	\$ \$ \$	FY 2008 ACTUAL \$ 446,249 20,149 482,890 \$ 949,288 \$ 529,129 344,129 60,928 848 4,221 \$ 939,255 \$ 10,033 Project	FY 2008 ACTUAL \$ 446,249 \$ 20,149 482,890 \$ 949,288 \$ \$ 529,129 \$ 344,129 60,928 848 4,221 \$ 939,255 \$ \$ 10,033 \$ Projected	FY 2008 FY 2009 REVISED \$ 446,249 \$ 444,900 20,149 41,214 482,890 532,355 349,288 \$ 1,018,469 \$ 529,129 \$ 626,850 344,129 336,069 60,928 59,400 848 1,150 4,221 5,000 3939,255 \$ 1,028,469 \$ 10,033 \$ (10,000) Projected Reserves or	FY 2008 FY 2009 ACTUAL REVISED ES \$ 446,249 \$ 444,900 \$ 20,149 41,214 482,890 532,355 \$ 949,288 \$ 1,018,469 \$ \$ 529,129 \$ 626,850 \$ 344,129 336,069 60,928 59,400 848 1,150 4,221 5,000 \$ 939,255 \$ 1,028,469 \$ \$ 10,033 \$ (10,000) \$ Projected Reserves on June	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 446,249 \$ 444,900 \$ 428,520 20,149 41,214 37,414 482,890 532,355 532,355 \$ 949,288 \$ 1,018,469 \$ 998,289 \$ 529,129 \$ 626,850 \$ 605,369 344,129 336,069 319,625 60,928 59,400 58,250 848 1,150 1,110 4,221 5,000 4,766 \$ 939,255 \$ 1,028,469 \$ 989,120 \$ 10,033 \$ (10,000) \$ 9,169 Projected Reserves on June 30, 2009	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE A \$ 446,249 \$ 444,900 \$ 428,520 \$ 20,149 41,214 37,414 482,890 532,355 532,355 532,355 \$ 998,289 \$ 998,289 \$ \$ 529,129 \$ 626,850 \$ 605,369 \$ 344,129 336,069 319,625 60,928 59,400 58,250 848 1,150 1,110 4,221 5,000 4,766 \$ 939,255 \$ 1,028,469 \$ 989,120 \$	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE FY 2010 ADOPTED \$ 446,249 \$ 444,900 \$ 428,520 \$ 464,401 20,149 41,214 37,414 37,442 482,890 532,355 532,355 539,960 \$ 949,288 \$ 1,018,469 \$ 998,289 \$ 1,041,803 \$ 529,129 \$ 626,850 \$ 605,369 \$ 643,614 344,129 336,069 319,625 335,289 60,928 59,400 58,250 58,250 848 1,150 1,110 1,150 4,221 5,000 4,766 3,500 \$ 939,255 \$ 1,028,469 \$ 989,120 \$ 1,041,803 \$ 10,033 \$ (10,000) \$ 9,169 \$ - Projected Reserves on June 30, 2009 \$ 11,684		

FY 2010 Budget (Budget Basis) Aquatics

	Y 2008 CTUAL	FY 2009 EVISED	Y 2009 TIMATE	FY 2010 DOPTED	% ▲
Revenues					
Operations					
Charges For Services					
Daily Admissions	\$ 211,625	\$ 230,000	\$ 197,000	\$ 220,000	-4%
Special Events - Admission	4,835	2,500	8,000	8,000	220%
Lesson Fees	111,585	100,000	106,000	109,500	10%
Season Passes	73,709	72,000	79,250	85,000	18%
Locker Rental	4,181	3,300	3,270	3,550	8%
Pool Rentals	26,236	24,500	22,100	24,801	1%
Building Rent - Party	9,397	9,000	9,000	9,200	2%
Pro Shop Sales	4,681	3,600	3,900	4,350	21%
Total Charges For Services	\$ 446,249	\$ 444,900	\$ 428,520	\$ 464,401	4%
Miscellaneous Revenue					
Concessions	\$ 18,844	\$ 21,125	\$ 20,325	\$ 21,125	0%
Gift Certificates	1,305	3,000	-	-	-100%
Admin Fees	-	17,089	17,089	16,317	-5%
Total Miscellaneous Revenue	\$ 20,149	\$ 41,214	\$ 37,414	\$ 37,442	-9%
Transfers					
Transfer In	\$ 482,890	\$ 532,355	\$ 532,355	\$ 539,960	1%
Total Transfers	\$ 482,890	\$ 532,355	\$ 532,355	\$ 539,960	1%
Total Operating Revenue	\$ 949,288	\$ 1,018,469	\$ 998,289	\$ 1,041,803	2%
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 109,024	\$ 156,960	\$ 156,960	\$ 163,508	4%
Part Time	314,455	372,830	347,507	365,331	-2%
Overtime	23,212	7,000	12,150	14,500	107%
Total Salaries & Wages	\$ 446,691	\$ 536,790	\$ 516,617	\$ 543,339	1%
Other Pay					
Supplemental Pay	\$ 5,690	\$ 2,500	\$ 1,000	\$ 9,000	260%
Disability Leave Buy-Back	782	500	500	500	0%
Accrued Leave Payoff	6,153	-	-	-	0%
Other Allowances	80	 480	 672	 480	0%
Total Other Pay	\$ 12,705	\$ 3,480	\$ 2,172	\$ 9,980	187%

FY 2010 Budget (Budget Basis) Aquatics

	Y 2008 CTUAL	FY 2009 REVISED	Y 2009 TIMATE	FY 2010 DOPTED	% ▲
Benefits			 	 	<i>7</i> =
Health Insurance	\$ 19,103	\$ 25,236	\$ 25,236	\$ 27,756	10%
Other Insurance Benefits	879	1,392	1,392	1,453	4%
FICA/Medicare Tax	34,738	41,333	41,333	42,937	4%
Retirement Contributions	6,839	9,000	9,000	9,400	4%
Workers' Compensation	8,174	9,619	9,619	8,749	-9%
Total Benefits	\$ 69,733	\$ 86,580	\$ 86,580	\$ 90,295	4%
Total Personnel	\$ 529,129	\$ 626,850	\$ 605,369	\$ 643,614	3%
Contractual Services					
Water	\$ 14,993	\$ 19,250	\$ 19,675	\$ 20,500	6%
Equipment Repairs	476	950	950	750	-21%
Insurance & Bonds	12,960	14,256	14,256	15,004	5%
Energy - Electricity	62,567	59,000	61,000	62,250	6%
Energy - Natural Gas	164,246	133,000	120,000	119,500	-10%
Telecommunications	3,529	3,400	2,325	2,000	-41%
Postage & Shipping	339	1,000	500	500	-50%
Advertising	7,362	27,000	24,000	17,000	-37%
Travel & Training	5,037	3,800	2,450	3,800	0%
Interdepartmental Services	58,778	56,958	56,958	76,221	34%
Admin/Mgmt Fees	7,809	14,705	14,705	14,764	0%
Other Contractual	6,033	2,750	2,806	3,000	9%
Total Contractual Services	\$ 344,129	\$ 336,069	\$ 319,625	\$ 335,289	0%
Materials & Supplies					
Office Supplies	\$ 1,365	\$ 2,500	\$ 1,700	\$ 1,800	-28%
Operating Supplies	42,216	35,000	35,000	35,300	1%
Other Materials & Supplies	748	1,000	1,000	1,000	0%
Uniforms	2,069	3,600	3,600	3,600	0%
Books, Periodicals, Maps	287	650	650	-	-100%
Custodial Supplies	3,088	4,300	4,200	4,200	-2%
Photo Supplies	-	1,500	1,250	1,500	0%
Safety Equipment/Supplies	2,749	1,750	1,750	1,750	0%
Resale Supplies	1,856	1,600	1,600	1,600	0%
Concession Supplies	6,550	7,500	7,500	7,500	0%
Total Materials & Supplies	\$ 60,928	\$ 59,400	\$ 58,250	\$ 58,250	-2%
Other Expenses					
Sales Tax	\$ 848	\$ 1,150	\$ 1,110	\$ 1,150	0%
Total Other Expenses	\$ 848	\$ 1,150	\$ 1,110	\$ 1,150	0%

FY 2010 Budget (Budget Basis) Aquatics

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲	
Capital										
Capital - New										
Technologies	\$	1,858	\$	3,000	\$	2,766	\$	1,500	-50%	
Total Capital - New	\$	1,858	\$	3,000	\$	2,766	\$	1,500	-50%	
Capital - Replacement										
Light Equipment	\$	2,363	\$	2,000	\$	2,000	\$	2,000	0%	
Total Capital - Replacement	\$	2,363	\$	2,000	\$	2,000	\$	2,000	0%	
Total Capital	\$	4,221	\$	5,000	\$	4,766	\$	3,500	-30%	
Total Expenses	\$	939,255	\$	1,028,469	\$	989,120	\$	1,041,803	1%	
Net Fund	\$	10,033	\$	(10,000)	\$	9,169	\$	-	-100%	



Ice Arena

Ice Arena Income Statement

(Budget Basis) FY 2010

	<u>.</u>	Y 2008 ACTUAL	FY 2009 REVISED	Y 2009 STIMATE	FY 2010 DOPTED	% ▲
Operating Activity Revenues						
Charges for Services		\$ 213,519	\$ 238,450	\$ 229,525	\$ 241,700	1%
Miscellaneous Revenue	-	63,271	73,800	64,500	74,000	0%
	Total Revenues	276,790	312,250	294,025	315,700	1%
Expenses Personnel Services		258,828	291,973	265,788	299,372	3%
Contractual		135,561	176,021	162,891	156,993	-11%
Materials & Supplies		37,495	40,000	42,146	44.500	11%
Other		2,981	3,500	2,500	2,750	-21%
Other	Total Expenses	434,865	511,494	473,325	503,615	-2%
	Total Expenses	434,003	311,434	470,020	303,013	-2 /0
Operating Income (Loss)	·	(158,075)	(199,244)	(179,300)	(187,915)	-6%
Non-operating Activity Revenues						
Transfers	<u>-</u>	159,810	200,744	200,744	189,415	-6%
	Total Revenues	159,810	200,744	200,744	189,415	-6%
Non-operating Income (L	.oss)	159,810	200,744	200,744	189,415	-6%
Capital Activity Uses						
Replacement Capital	_	1,717	1,500	1,500	1,500	0%
	Total Uses	1,717	1,500	1,500	1,500	0%
Capital Income (Loss)	-	(1,717)	(1,500)	(1,500)	(1,500)	0%
Net Income (Loss)	-	\$ 18	\$ -	\$ 19,944	\$ -	0%

Ice Arena

The Casper ice Arena features public skating, figure skating, and hockey, and provides equipment rental and lessons.

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

1. Goal: Increase the gross revenue at all aquatics facilities.

Objective: Increase the total number of visits to 124,000, by June 30, 2010.

Objective: Increase the ice time revenue to \$140,000, by June 30, 2010.

Objective: Increase the season pass revenue to \$6,000, by June 30, 2010.

Highlights from FY09: The ceiling and rafters of the Casper Ice Arena were re-surfaced and painted white, significantly brightening the arena. Two of the dressing rooms were remodeled after being flooded during the summer closure.

Highlights for FY10: The replacement of the dasher boards and plexiglass systems are scheduled to occur during the summer closure of 2009. Staff is investigating the possibility of lowering the ceiling and installing a new lighting system as energy efficiency projects for FY10. A point-of-sale software system will also be installed.

Ice Arena Fund

Ice Arena Staffing Summary										
	F`	Y 2008	FY	2009	F	Y 2010				
Full Time Positions										
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)	\$	93,694	\$	108,574	\$	108,573				

	Ice A	rena Budge	et Su	ımmary					
		FY 2008 ACTUAL		FY 2009 REVISED	FY 2009 ESTIMATE		A	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Service	\$	213,519	\$	238,450	\$	229,525	\$	241,700	1%
Miscellaneous		63,271		73,800		64,500		74,000	0%
Transfer In		159,810		200,744		200,744		189,415	-6%
Total Revenues	\$	436,600	\$	512,994	\$	494,769	\$	505,115	-2%
Expenditures									
Personnel	\$	258,828	\$	291,973	\$	265,788	\$	299,372	3%
Contractual Services		135,561		176,021		162,891		156,993	-11%
Materials & Supplies		37,495		40,000		42,146		44,500	11%
Other		2,981		3,500		2,500		2,750	-21%
Capital		1,717		1,500		1,500		1,500	0%
Total Expenditures	\$	436,582	\$	512,994	\$	474,825	\$	505,115	-2%
Net Ice Arena Fund	\$	18	\$	-	\$	19,944	\$	-	0%
		Projec	ted	Reserves o	n Jui	ne 30, 2009	\$	67,911	
		Projec	ted	Reserves o	n Jui	ne 30, 2010	\$	67,911	

FY 2010 Budget (Budget Basis) Ice Arena

		Y 2008 CTUAL		Y 2009 EVISED		Y 2009 TIMATE		Y 2010 DOPTED	% ▲
Operations									
Operating Revenues									
Charges For Services									
Daily Admissions	\$	16,751	\$	24,000	\$	20,250	\$	22,000	-8%
Special Events Admissions		1,012		800		1,500		1,000	25%
Group User Fees		126,390		138,000		140,000		145,000	5%
School Group Instructions		5,500		4,500		4,100		4,500	0%
Season Passes		5,958		8,000		4,500		6,000	-25%
Skating Classes		31,897		33,000		31,200		33,000	0%
Locker Rental		1,806		1,750		1,500		1,600	-9%
Party Rentals		12,897		11,500		13,000		13,000	13%
Skate Rentals		6,412		9,200		8,125		8,100	-12%
Service Fees		4,845		6,000		5,400		6,000	0%
Gift Certificates		51		200		-		-	-100%
Other Charges		-		1,500		(50)		1,500	0%
Total Charges For Services	\$	213,519	\$	238,450	\$	229,525	\$	241,700	1%
Miscellaneous Revenue									
Concessions	\$	61,561	\$	72,000	\$	62,500	\$	72,000	0%
Pro Shop Sales	•	1,710	*	1,800	•	2,000	•	2,000	11%
Total Miscellaneous	\$	63,271	\$	73,800	\$	64,500	\$	74,000	0%
Transfers									
Transfers In	\$	159,810	\$	200,744	\$	200,744	\$	189,415	-6%
Total Transfers In	\$	159,810	\$	200,744	\$	200,744	\$	189,415	-6%
Total Operating Revenue	\$	436,600	\$	512,994	\$	494,769	\$	505,115	-2%
Expenses									
Personnel									
Salaries & Wages									
Full Time	\$	106,250	\$	127,911	\$	116,150	\$	128,252	0%
Part Time		93,694		108,574		97,320		108,573	0%
Overtime		1,918		2,750		200		2,750	0%
Total Salaries & Wages	\$	201,862	\$	239,235	\$	213,670	\$	239,575	0%
Other Pay									
Supplemental Pay	\$	2,000	\$	500	\$	-	\$	4,000	700%
Disability Leave Buy-Back	•	301		-	-	-		-	0%
Accrued Leave Payoff		3,826		_		_		-	0%
Other Allowances		80		480		360		480	0%
Total Other Pay	\$	6,207	\$	980	\$	360	\$	4,480	357%
•								,	

FY 2010 Budget (Budget Basis) Ice Arena

	Y 2008 CTUAL		Y 2009 EVISED		Y 2009 TIMATE		Y 2010 OOPTED	% ▲
Benefits								
Health Insurance	\$ 24,743	\$	20,436	\$	20,436	\$	23,832	17%
Other Insurance Benefits	803		1,317		1,317		1,157	-12%
FICA/Medicare Tax	15,387		18,378		18,378		19,046	4%
Retirement Contributions	6,125		7,351		7,351		7,440	1%
Workers' Compensation	 3,701		4,276		4,276		3,842	-10%
Total Benefits	\$ 50,759	\$	51,758	\$	51,758	\$	55,317	7%
Total Personnel	\$ 258,828	\$	291,973	\$	265,788	\$	299,372	3%
Contractual Services								
Water	\$ 6,449	\$	12,000	\$	10,250	\$	11,000	-8%
Energy - Electricity	50,485		53,500		48,000		46,000	-14%
Energy - Natural Gas	13,346		22,000		16,500		17,000	-23%
Equipment Repairs	1,982		2,875		2,875		2,750	-4%
Insurance & Bonds	5,207		5,727		5,727		5,727	0%
Telecommunications	1,071		1,300		950		880	-32%
Advertising	5,901		6,000		5,000		5,750	-4%
Promotional Expenses	637		1,500		750		1,250	-17%
Travel & Training	2,417		2,600		2,600		2,600	0%
Interdepartmental Services	35,685		37,152		37,152		33,396	-10%
Admin/Mgmt Fees	7,809		28,117		28,117		27,390	-3%
Other Contractual	3,842		2,500		4,250		2,500	0%
Association Dues	 730		750		720		750	0%
Total Contractual Services	\$ 135,561	\$	176,021	\$	162,891	\$	156,993	-11%
Materials & Supplies								
Office Supplies	\$ 1,838	\$	1,500	\$	1,500	\$	1,500	0%
Other Materials & Supplies	1,791	•	2,500	•	2,500	•	2,500	0%
Uniforms	801		900		1,196		1,000	11%
Custodial Supplies	3,551		4,500		4,000		4,000	-11%
Photo Supplies	-		250		250		250	0%
Concession Supplies	23,035		22,000		24,000		25,000	14%
Operating Supplies	6,479		8,350		8,700		10,250	23%
Total Materials & Supplies	\$ 37,495	\$	40,000	\$	42,146	\$	44,500	11%

FY 2010 Budget (Budget Basis) Ice Arena

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Other Expenses									,
Sales Tax	\$	2,981	\$	3,500	\$	2,500	\$	2,750	-21%
Total Other Expenses	\$	2,981	\$	3,500	\$	2,500	\$	2,750	-21%
Capital - Replacement									
Technologies	\$	1,717	\$	1,500	\$	1,500	\$	1,500	0%
Total Capital - Replacement	\$	1,717	\$	1,500	\$	1,500	\$	1,500	0%
Total Capital	\$	1,717	\$	1,500	\$	1,500	\$	1,500	0%
Total Expenses	\$	436,582	\$	512,994	\$	474,825	\$	505,115	-2%
Net Fund	\$	18	\$	-	\$	19,944	\$	-	0%



Hogadon Ski Area

Hogadon Ski Area Income Statement

(Budget Basis) FY 2010

		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Operating Activity										
Revenues		•		•		•	404.000	•	= 40.000	40/
Charges for Services	T	\$	513,708	\$	555,000	\$	461,932	\$	549,200	-1%
	Total Revenues		513,708		555,000		461,932		549,200	-1%
Expenses										
Personnel Services			343,230		356,092		329,221		348,404	-2%
Contractual			332,650		353,411		358,561		352,574	0%
Materials & Supplies			74,941		83,500		76,740		77,750	-7%
Depreciation			75,000		75,000		75,000		75,000	0%
Sales Tax			3,642		4,150		3,800		3,800	-8%
	Total Expenses		829,463		872,153		843,322		857,528	-2%
Operating Income (Loss)		(315,755)		(317,153)		(381,390)		(308,328)	-3%
Non-operating Activity Revenues										
Interest			18,052		12,000		16,000		10,000	-17%
Gain/Loss on Sale of Investments			3,727		-		2,000		-	0%
Building Rent			1,670		1,000		1,000		1,000	0%
Transfer In			293,105		307,800		307,800		312,480	2%
	Total Revenues		316,554		320,800		326,800		323,480	1%
Non-operating Income (I	_oss)		316,554		320,800		326,800		323,480	1%
Capital Activity Uses										
Replacement Capital			43,783		103,500		96,250		86,600	-16%
•	Total Uses		43,783		103,500		96,250		86,600	-16%
Capital Income (Loss)			(43,783)		(103,500)		(96,250)		(86,600)	-16%
Net Income (Loss)	•	\$	(42,984)	\$	(99,853)	\$	(150,840)	\$	(71,448)	-28%

Hogadon Ski Area

Hogadon Ski Area offers downhill skiing and snowboarding. It utilizes two chair lifts and also offers lessons, equipment rental, and food service.

Mission Statement: 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 skiers and snowboarders.

1. Goal: Increase the gross revenue at the Hogadon Ski Area.

Objective: Increase "Early Bird" season passes sold by \$10,000, by June 30, 2010.

Objective: Increase the "Pre-Season" passes sold by \$10,000, by June 30, 2010.

Objective: Maintain the FY09 level of daily lift ticket revenues, by June 30, 2010.

Objective: Increase the number of "Learn to Ski/Snowboard" participants by 20, by June 30, 2010.

2. Increase the profitability of the food and beverage operation.

Objective: Decrease the cost of sales (concession, catering and alcohol) to 40% of goods sold by June 30, 2010.

Objective: Decrease payroll costs (total cost of labor) to 35% of goods sold, by June 30, 2010.

Objective: Decrease the prime costs (food, labor and alcohol), by June 30, 2010.

Highlights from FY09: Staff implemented a new season pass promotion that resulted in an increase in the number of passes sold. However, the price of the passes was reduced, and a lower than anticipated level of revenue was received. Hogadon had a banner closing day, reaching, for the first time in April, a revenue level of \$4,800.

Highlights for FY10: Three sections of the snow-making water line will be replaced during the summer/fall of 2009. The City Engineering Division will be working with consultants and Rocky Mountain Power on the high voltage power system analysis and refurbish recommendation. A point-of-sale software system will also be installed.

Hogadon Ski Area Fund

Hogadon	Staffing Sur	nmary			
	F	Y 2008	FY 2009	FY 2010	
Full Time Positions					_
Ski Area Manager		1	1	1	
Ski Area Mechanic		1	1	1	
Ski Area Operations Technician		1	1	1	
Ski Area Operations Supervisor		1	1	1	
Total		4	4	4	
Part Time Employees (Budget)	\$	70,069	\$ 67,640	\$ 53,713	

Hogadon Budget Summary											
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲		
Revenues											
Charges for Service	\$	513,708	\$	555,000	\$	461,932	\$	549,200	-1%		
Miscellaneous		23,449		13,000		19,000		11,000	-15%		
Transfer In		293,105		307,800		307,800		312,480	2%		
Total Revenues	\$	830,262	\$	875,800	\$	788,732	\$	872,680	0%		
Expenditures											
Personnel	\$	343,230	\$	356,092	\$	329,221	\$	348,404	-2%		
Contractual Services		332,650		353,411		358,561		352,574	0%		
Materials & Supplies		74,941		83,500		76,740		77,750	-7%		
Other		78,642		79,150		78,800		78,800	0%		
Capital		43,783		103,500		96,250		86,600	-16%		
Total Expenditures	\$	873,246	\$	975,653	\$	939,572	\$	944,128	-3%		
Net Hogadon Fund	\$	(42,984)	\$	(99,853)	\$	(150,840)	\$	(71,448)	-28%		
		Projec	ted	Reserves or	ı Ju	ne 30, 2009	\$	429,891			
		Projec	ted	Reserves or	ı Ju	ne 30, 2010	\$	433,443			

FY 2010 Budget (Budget Basis) Hogadon

		Y 2008 CTUAL		FY 2009 EVISED		Y 2009 TIMATE		Y 2010 DOPTED	% ▲
Operations									
Operating Revenues									
Charges for Services									
Catering	\$	3,299	\$	3,000	\$	3,000	\$	3,500	17%
Lift Tickets - Half Day		59,483		55,000		50,000		60,000	9%
Lift Tickets - Adult		54,603		50,000		45,000		55,000	10%
Lift Tickets - Student		30,188		35,000		34,000		38,000	9%
Lift Tickets - Child		23,114		22,000		20,000		21,500	-2%
Lift Tickets - POMA		4,837		4,000		5,000		5,500	38%
Group User Fees		15,669		20,000		17,500		20,000	0%
Ski School		4,399		4,000		3,800		4,000	0%
Season Passes		224,160		255,000		211,132		250,000	-2%
Ski Rentals		12,425		12,500		12,000		12,500	0%
Concessions		73,186		88,000		60,000		78,200	-11%
Gift Certificates		2,042		5,000		-		-	-100%
Other Charges		6,303		1,500		500		1,000	-33%
Total Charges For Services	\$	513,708	\$	555,000	\$	461,932	\$	549,200	-1%
Miscellaneous Revenue									
Building Rent	\$	1,670	\$	1,000	\$	1,000	\$	1,000	0%
Interest Income		18,052		12,000		16,000		10,000	-17%
Gain/Loss on Sale of Investments		3,727		-		2,000		-	0%
Total Miscellaneous	\$	23,449	\$	13,000	\$	19,000	\$	11,000	-15%
Transfers									
Transfer In	\$	293,105	\$	307,800	\$	307,800	\$	312,480	2%
Total Transfers	\$	293,105	\$	307,800	\$	307,800	\$	312,480	2%
Total Operating Revenue	\$	830,262	\$	875,800	\$	788,732	\$	872,680	0%
Expenses									
Personnel									
Salaries & Wages									
Full Time	\$	183,822	\$	200,092	\$	191,092	\$	203,696	2%
Part Time	•	70,069	•	67,640	*	55,662	•	53,713	-21%
Overtime		15,139		13,163		11,763		11,263	-14%
Holiday Pay		1,601		1,065		1,500		1,500	41%
Total Salaries & Wages	\$	270,631	\$	281,960	\$	260,017	\$	270,172	-4%
Other Pay									
Supplemental Pay	\$	1,750	¢	2,000	\$	_	\$	4,000	100%
Disability Leave Buy-Back	Ψ	2,464	Ψ	3,000	Ψ	1,500	Ψ	3,000	0%
Other Allowances		2,404		480		480		480	0%
Total Other Pay	\$	4,294	¢	5,480	\$	1,980	\$	7,480	36%
iolai Olliei Fay	Ψ	4,294	Ψ	3,400	Ψ	1,900	Ψ	7,400	30%

FY 2010 Budget (Budget Basis) Hogadon

	Y 2008 CTUAL	Y 2009 EVISED	Y 2009 TIMATE	Y 2010 DOPTED	% ▲
Benefits					
Health Insurance	\$ 29,232	\$ 25,236	\$ 25,236	\$ 27,756	10%
Other Insurance Benefits	1,413	1,808	1,808	1,796	-1%
FICA/Medicare Tax	20,567	21,986	21,986	22,570	3%
Retirement Contributions	11,092	12,005	12,005	12,052	0%
Unemployment Compensation	1,111	2,500	1,500	2,000	-20%
Workers' Compensation	4,890	5,117	4,689	4,578	-11%
Total Benefits	\$ 68,305	\$ 68,652	\$ 67,224	\$ 70,752	3%
Total Personnel	\$ 343,230	\$ 356,092	\$ 329,221	\$ 348,404	-2%
Contractual Services					
Investment Fees	\$ 975	\$ 500	\$ 490	\$ 500	0%
Other Professional Services	2,862	3,000	2,900	3,000	0%
Refuse Collection	668	1,100	1,000	1,100	0%
Energy - Electricity	55,650	50,000	48,100	50,000	0%
Energy - Natural Gas	8,752	10,000	9,450	10,000	0%
Equipment Repairs	10,201	5,000	6,900	6,400	28%
Water System Repairs	30	800	500	500	-38%
Maintenance Agreements	365	400	500	500	25%
Insurance & Bonds	30,239	33,263	33,263	33,263	0%
Telecommunications	3,089	2,750	3,250	3,000	9%
Advertising	35,107	25,000	23,370	22,500	-10%
Printing/Reproduction	3,400	2,000	1,590	2,000	0%
Travel & Training	5,621	7,000	7,250	7,700	10%
Interdepartmental Services	49,731	83,956	83,956	79,995	-5%
Admin/Mgmt Fees	98,353	112,642	112,642	115,246	2%
Other Contractual	27,202	15,000	22,500	15,870	6%
Association Dues	95	600	500	500	-17%
Credit Card Service Charges	 310	400	400	500	25%
Total Contractual Services	\$ 332,650	\$ 353,411	\$ 358,561	\$ 352,574	0%

FY 2010 Budget (Budget Basis) Hogadon

		Y 2008	I	FY 2009	F	FY 2009		FY 2010	
	A	CTUAL	F	REVISED	E	STIMATE	Α	DOPTED	% ▲
Materials & Supplies									
Office Supplies	\$	2,738	\$	3,400	\$	2,500	\$	2,500	-26%
Operational Supplies		8,526		9,500		6,500		6,500	-32%
Other Materials & Supplies		2,055		3,500		3,000		3,000	-14%
Uniforms		1,858		2,000		1,930		2,100	5%
Custodial Supplies		256		500		3,560		350	-30%
Safety Equipment/Supplies		721		1,100		950		1,000	-9%
Concession Supplies		29,566		28,000		22,800		25,800	-8%
Landscape Maintenance Supplies		-		1,000		1,000		1,000	0%
Snowmaking Supplies		2,177		5,000		3,500		4,000	-20%
Small Tools & Supplies		2,003		2,500		3,000		2,500	0%
Bulk Fuel		25,041		27,000		28,000		29,000	7%
Total Materials & Supplies	\$	74,941	\$	83,500	\$	76,740	\$	77,750	-7%
Other Expenses									
Depreciation	\$	75,000	\$	75,000	\$	75,000	\$	75,000	0%
Sales Tax	•	3,642	•	4,150	,	3,800	•	3,800	-8%
Total Other Expenses	\$	78,642	\$	79,150	\$	78,800	\$	78,800	0%
Capital									
Capital - Replacement									
Improve Other Than Buildings	\$	11,746	\$	66,600	\$	63,500	\$	24,000	-64%
Light Equipment		27,070		28,900		25,000		25,100	-13%
Technologies		4,967		8,000		7,750		37,500	369%
Total Capital - Replacement	\$	43,783	\$	103,500	\$	96,250	\$	86,600	-16%
Total Capital	\$	43,783	\$	103,500	\$	96,250	\$	86,600	-16%
Total Expenses	\$	873,246	\$	975,653	\$	939,572	\$	944,128	-3%
Net Fund	\$	(42,984)	\$	(99,853)	\$	(150,840)	\$	(71,448)	-28%



Other Enterprise Funds

LifeSteps Campus
Parking Lots



LifeSteps Campus

LifeSteps Campus Income Statement

(Budget Basis) FY 2010

		_	Y 2008 CTUAL	_	Y 2009 EVISED	FY 2009 STIMATE	_	FY 2010 DOPTED	% ▲
Operating Act Expenses	tivity								
Contractual			\$ 197,384	\$	199,539	\$ 221,978	\$	232,065	16%
	•	Total Expenses	197,384		199,539	221,978		232,065	16%
C	perating	Income (Loss)	(197,384)		(199,539)	(221,978)		(232,065)	16%
Non-operating Revenues	g Activity	,							
Building Rent			149,852		206,169	196,234		237,108	15%
Transfer In		_	50,000		-	26,000		-	0%
	•	Total Revenues	199,852		206,169	222,234		237,108	15%
Non-operating	g Income	(Loss)	199,852		206,169	222,234		237,108	15%
Capital Activit	ty								
Replacement 0	Capital		21,083		-	-		-	0%
	•	Total Uses	21,083		-	-		-	0%
Capital Incom	e (Loss)	-	(21,083)		-	-		-	0%
Net Income (L	.oss)	-	\$ (18,615)	\$	6,630	\$ 256	\$	5,043	-24%

LifeSteps Campus

LifeSteps Campus is a multi-building facility, including residential space, that the City leases to local non-profits.

Mission Statement: Account for revenues and expenditures incurred through the management of the LifeSteps campus property in order to ensure that it successfully supports its tenants and the non-profit community.

1. Goal: Establish LifeSteps as a successful, sustainable resource that supports the non-profit service community, as well as low-income citizens.

Objective: Be financially self-supporting in 2010 with a small, positive cash flow.

Highlights from FY09: This fund was established in FY07 to account for the operations of the LifeSteps Campus. The facility is managed by the Community Development Department. The Council met to discuss the future of LifeSteps and established a task force to recommend property and financial management strategies for the campus.

During FY09, CDBG funds were used to supplement capital needs such as sprinkler system repair, remodeling to create a more suitable kitchen and family room environment for transitional housing, and the installation of security lighting. A number of tenant changes have taken place that support the Council's direction that the campus be an option for housing and non-profit service needs.

Highlights for FY10: The upcoming fiscal year will include implementation of any recommendations accepted by the City Council from the LifeSteps Task Force.

The LifeSteps fire suppression system is antiquated. Upgrades to the system are required, and this project is budgeted in the American Recovery & Reinvestment Act Fund.

LifeSteps Campus

LifeSteps Campus Highlights

No major changes in this fund are planned.

	LifeSte	os Campus	Bu	dget Sumn	nary			
	_	Y 2008 CTUAL		FY 2009 REVISED		FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues								
Charges for Service	\$	149,852	\$	206,169	\$	196,234	\$ 237,108	15%
Transfer In		50,000		-		26,000	-	0%
Total Revenues	\$	199,852	\$	206,169	\$	222,234	\$ 237,108	15%
Expenditures								
Contractual Services	\$	197,384	\$	199,539	\$	221,978	\$ 232,065	16%
Capital		21,083		-		-	-	0%
Total Expenditures	\$	218,467	\$	199,539	\$	221,978	\$ 232,065	16%
Net LifeSteps Campus Func	\$	(18,615)	\$	6,630	\$	256	\$ 5,043	-24%
		Projec	ted	Reserves o	n Ju	ne 30, 2009	\$ 1,631	
		Projec	ted	Reserves o	n Ju	ne 30, 2010	\$ 6,674	

FY 2010 Budget (Budget Basis) LifeSteps Campus

	Y 2008 CTUAL	Y 2009 EVISED	-	FY 2009 STIMATE	Y 2010 DOPTED	% ▲
Revenues						
Charges for Service						
Building Renta	\$ 149,852	 206,169	\$	196,234	237,108	15%
Total Charges for Service	\$ 149,852	\$ 206,169	\$	196,234	\$ 237,108	15%
Transfers						
Transfers In	\$ 50,000	\$ -	\$	26,000	\$ -	0%
Total Transfers	\$ 50,000	\$ -	\$	26,000	\$ -	0%
Total Revenue	\$ 199,852	\$ 206,169	\$	222,234	\$ 237,108	15%
Expenses						
Contractual Services						
Water	\$ 24,719	\$ 30,000	\$	25,706	\$ 27,000	-10%
Energy - Electricity	12,014	13,000		20,157	24,000	85%
Energy - Natural Gas	42,723	40,200		59,308	62,500	55%
Maintenance Agreements	19,173	13,456		12,672	13,680	2%
Insurance & Bonds	5,007	5,508		5,508	5,508	0%
Admin/Mgmt Fees	8,117	32,535		32,535	35,273	8%
Other Contractua	85,631	64,500		65,752	63,764	-1%
Alarm	-	340		340	340	0%
Total Contractual Services	\$ 197,384	\$ 199,539	\$	221,978	\$ 232,065	16%
Capital - Replacement						
Buildings	\$ 21,083	\$ -	\$	-	\$ -	0%
Total Capital - Replacement	\$ 21,083	\$ -	\$	-	\$ -	0%
Total Capital	\$ 21,083	\$ -	\$	-	\$ -	0%
Total Expenses	\$ 218,467	\$ 199,539	\$	221,978	\$ 232,065	16%
Net Fund	\$ (18,615)	\$ 6,630	\$	256	\$ 5,043	-24%



Parking Lots

Parking Income Statement

(Budget Basis) FY 2010

	-	Y 2008 CTUAL	Y 2009 EVISED	Y 2009 TIMATE	Y 2010 DOPTED	% ▲
Operating Activity						
Revenues						
Charges for Services		\$ 3,021	\$ 3,500	\$ 3,500	\$ 3,500	0%
Miscellaneous Revenue	-	17,797	16,110	16,110	16,110	0%
	Total Revenues	20,818	19,610	19,610	19,610	0%
Expenses						
Contractual		15,272	19,516	18,516	18,516	-5%
Depreciation	_	18,000	18,000	18,000	18,000	0%
	Total Expenses	33,272	37,516	36,516	36,516	-3%
Operating Income (Los	ss)	(12,454)	(17,906)	(16,906)	(16,906)	-6%
Non-operating Activity Revenues						
Gain/Loss on Sale of Inv	estments/	3,913	_	193	_	0%
Interest		18,955	12,000	12,000	12,000	0%
	Total Revenues	22,868	12,000	12,193	12,000	0%
Non-operating Income	(Loss)	22,868	12,000	12,193	12,000	0%
Capital Activity Uses						
Capital		36,974	18,000	18,000	18,000	0%
-	Total Uses	36,974	18,000	18,000	18,000	0%
Capital Income (Loss)	-	(36,974)	(18,000)	(18,000)	(18,000)	0%
Net Income (Loss)	-	\$ (26,560)	\$ (23,906)	\$ (22,713)	\$ (22,906)	-4%

Parking

The Parking Lots fund accounts for the revenue and expenditures associated with the City's parking garage, and the parking lots located at East 1st and Center Streets and at Beech and Collins Drive.

Mission Statement: To effectively maintain City-owned parking facilities.

1. Goal: To support the ongoing effort of businesses and property owners in downtown Casper to provide convenient and attractive parking facilities.

<u>Objective</u>: Implement the recommendations from the parking consultant regarding improved signage for the parking garage by November 30, 2009.

<u>Objective</u>: Address drainage issues which cause standing water in the alley adjacent to the parking garage by September 30, 2009.

Highlights from FY09: The Council allocated one-time monies to be used to fund replacement of the elevators in the parking garage. The project was designed to include improvements to the stairwells to address safety and appearance concerns identified by the parking consultant hired by the Downtown Development Authority (DDA). The consultants report was received in March 2009. Additional capital investments included replacing the ticket dispensers.

Highlights for FY10: The remaining funds from the one-time monies allocated for the parking garage are budgeted in the Capital Projects Fund to replace and/or upgrade the signage in the structure, as recommended by the parking consultant hired by DDA. Another request was received from the manager of the parking garage to replace the sidewalk adjacent to the facility on Wolcott Street, to help address problems of standing water. The garage manager also requested funding to install additional security cameras in the facility.

Parking Fund

Parking Fund Highlights

Capital for FY 2009 includes replacement light ballasts (\$4,000), repainting striping on roof (\$4,000), and replacing ticket dispensers (\$10,000).

Capital for FY 2010 includes additional security cameras (\$8,000) and sidewalk replacement in an area that is causing drainage problems for the elevator shaft (\$10,000).

	Par	king Budg	et S	ummary				
	_	Y 2008 CTUAL	_	FY 2009 REVISED	-	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues								
Charges for Service	\$	3,021	\$	3,500	\$	3,500	\$ 3,500	0%
Miscellaneous		40,665		28,110		28,303	28,110	0%
Total Revenues	\$	43,686	\$	31,610	\$	31,803	\$ 31,610	0%
Expenditures								
Contractual Services	\$	15,272	\$	19,516	\$	18,516	\$ 18,516	-5%
Other		18,000		18,000		18,000	18,000	0%
Capital		36,974		18,000		18,000	18,000	0%
Total Expenditures	\$	70,246	\$	55,516	\$	54,516	\$ 54,516	-2%
Net Parking Fund	\$	(26,560)	\$	(23,906)	\$	(22,713)	\$ (22,906)	-4%
		Projec	ted f	Reserves or) Jur	ne 30, 2009	\$ 498,169	
		Projec	ted F	Reserves or	l Jur	ne 30, 2010	\$ 493,263	

FY 2010 Budget (Budget Basis) Parking

		Y 2008 CTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Revenues									
Charges For Services									
Parking Permits	\$	3,021	\$	3,500	\$	3,500	\$	3,500	0%
Total Charges For Services	\$	3,021	\$	3,500	\$	3,500	\$	3,500	0%
Miscellaneous Revenue									
Rent - Chamber Of Commerce	\$	17,797	\$	16,110	\$	16,110	\$	16,110	0%
Interest Income		18,955		12,000		12,000		12,000	0%
Gain/ Loss on Sale of Invest		3,913		-		193		-	0%
Total Miscellaneous	\$	40,665	\$	28,110	\$	28,303	\$	28,110	0%
Total Revenue	\$	43,686	\$	31,610	\$	31,803	\$	31,610	0%
Expenses									
Contractual Services									
Investment Fees	\$	1,108	\$	600	\$	600	\$	600	0%
Insurance & Bonds		11,719		12,891		12,891		12,891	0%
Energy - Electricity		164		2,500		2,500		2,500	0%
Interdepartmental Services		525		525		525		525	0%
Other Contractual		1,756		3,000		2,000		2,000	-33%
Total Contractual Services	\$	15,272	\$	19,516	\$	18,516	\$	18,516	-5%
Other Expenses									
Depreciation	\$	18,000	\$	18,000	\$	18,000	\$	18,000	0%
Total Other Expenses	\$	18,000	\$	18,000	\$	18,000	\$	18,000	0%
Total Operating Expenses	\$	33,272	\$	37,516	\$	36,516	\$	36,516	-3%
Operating Income (Loss)	\$	10,414	\$	(5,906)	\$	(4,713)	\$	(4,906)	-17%
Capital - Replacement									
Improve Other Than Buildings	\$	11,846	\$	18,000	\$	18,000	\$	18,000	0%
Light Equipment	*	25,128	*	-	*	-	7	- 3,000	0%
Total Capital Expenditures	\$	36,974	\$	18,000	\$	18,000	\$	18,000	0%
Total Expenses	\$	70,246	\$	55,516	\$	54,516	\$	54,516	-2%
Net Fund	\$	(26,560)	\$	(23,906)	\$	(22,713)	\$	(22,906)	-4%



Special Revenue Funds

Weed & Pest

Transit Services

Community Development

Block Grant

Police Grants

Special Fire Assistance

Redevelopment Loan

Revolving Land

Special Revenue Funds Consolidated

Sp	Special Revenue Funds Budget Summary										
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲		
Revenues											
Taxes	\$	430,722	\$	560,000	\$	500,000	\$	500,000	-11%		
Miscellaneous		228,094		1,591,736		420,858		468,961	-71%		
Transfers In		2,495,811		459,714		459,714		505,221	10%		
Grants		1,742,180		1,904,390		1,853,671		2,446,521	28%		
Total Revenues	\$	4,896,807	\$	4,515,840	\$	3,234,243	\$	3,920,703	-13%		
Expenditures											
Personnel	\$	350,706	\$	508,121	\$	447,536	\$	491,850	-3%		
Contractual Services		1,455,350		1,483,066		1,433,780		1,533,986	3%		
Materials and Supplies		171,277		218,100		135,639		166,289	-24%		
Other		522,149		1,841,829		616,802		820,811	-55%		
Capital		306,474		2,482,004		546,828		2,870,000	16%		
Total Expenditures	\$	2,805,956	\$	6,533,120	\$	3,180,585	\$	5,882,936	-10%		
Net All Special Revenue Funds	\$	2,090,851	\$	(2,017,280)	\$	53,658	\$	(1,962,233)	-3%		

Weed and Pest Control

Weed and Pest Control

Weed & Pest Districts in the state, associated with the boundaries of each county were created by the Wyoming Weed & Pest Control Act of 1973 under W.S. 11-5-102.

The county commissioners annually levy a tax on all property in the Natrona County Weed & Pest Control district and shall not exceed one (1) mill on each one dollar (\$1.00) of assessed valuation. The tax is not part of the general county or city mill levies. All taxes levied and collected are remitted to the district, which can only be used to carry out weed & pest control activities. The Natrona County Weed & Pest Control District allocates funding within Natrona County, with the City of Casper being allocated a portion of this mill levy.

Mission Statement: To enhance the community's livability by providing noxious weed, pest and mosquito control.

1. Goal: To decrease the amount of land infected by the most common noxious weeds in the community by reducing the size of Canadian thistle and Russian knapweed infestation areas by 20% by November 2010, and eliminate Dalmatian toadflax along the North Platte River by December 2011.

Objective: Reduce the number of acres affected by invasive and noxious weeds.

<u>Objective</u>: Increase soil additives that will reduce water consumption.

Highlights from FY09: 217 acres of a total 356 acres were treated for invasive and noxious weeds during FY09. Over 43 acres of open parks and athletic fields were treated with soil amendments to reduce necessary irrigation, fertilizers and herbicides. This is the second year of a pilot project to reduce irrigation demands. The infestation areas were reduced of 5 key noxious weeds. Weed control in dry land areas such as the Rail/Trail and I-25 corridor was improved.

Highlights for FY10: This budget is a status quo budget that is essentially unchanged from FY09. Several small miscellaneous line items were combined into materials and supplies. Efforts will begin to eliminate Canada Thistle at the Hogadon Ski Area; Dalmatian Toadflax in the North Platte Park; and, reduce Houndstongue and Common Burdock at Rotary Park. Also, rodent control efforts in key City parks, Highland Park Cemetery and LifeSteps Campus will be increased.

Weed & Pest Fund

	Weed & Pest St	affing	Summar	у				
		FY	2008	FY	2009	FY	2010	
Full Time Positions Municipal Service Worker II			1		2		2	
·	Total		1		2		2	
Part Time Employees (Budget)		\$	13,838	\$	35,560	\$	35,561	

Weed & Pest Budget Summary											
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲		
Revenues											
Taxes	\$	430,722	\$	560,000	\$	500,000	\$	500,000	-11%		
Total Revenues	\$	430,722	\$	560,000	\$	500,000	\$	500,000	-11%		
Expenditures											
Personnel	\$	74,981	\$	153,807	\$	155,379	\$	160,397	4%		
Contractual Services		237,704		257,082		232,231		264,418	3%		
Materials & Supplies		79,134		104,500		64,747		74,500	-29%		
Capital		-		1,500		81,153		-	-100%		
Total Expenditures	\$	391,819	\$	516,889	\$	533,510	\$	499,315	-3%		
Net All Weed & Pest Fund	\$	38,903	\$	43,111	\$	(33,510)	\$	685	-98%		
		Projec	ted	Reserves o	n Jui	ne 30, 2008	\$	258,823			
		Projec	ted	Reserves o	n Jui	ne 30, 2009	\$	259,508			

FY 2010 Budget (Budget Basis) Weed And Pest

		Y 2008 CTUAL	FY 2009 REVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Revenues								
Taxes								
Property Taxes	\$	430,722	\$ 560,000	\$	500,000	\$	500,000	-11%
Total Taxes	\$	430,722	\$ 560,000	\$	500,000	\$	500,000	-11%
Total Revenue	\$	430,722	\$ 560,000	\$	500,000	\$	500,000	-11%
Expenses								
Personnel								
Salaries & Wages								
Full Time	\$	40,188	\$ 80,789	\$	82,318	\$	82,691	2%
Part Time		13,838	35,560		35,325		35,561	0%
Overtime		1,906	2,000		2,278		2,000	0%
Total Salaries & Wages	\$	55,932	\$ 118,349	\$	119,921	\$	120,252	2%
Other Pay								
Supplemental Pay	\$	740	\$ 720	\$	720	\$	2,720	278%
Disability Leave Buy-Back	-	-	1,200	•	1,200	•	1,200	0%
Other Allowances		-	480		480		480	0%
Total Other Pay	\$	740	\$ 2,400	\$	2,400	\$	4,400	83%
Benefits								
Health Insurance	\$	10,128	\$ 15,636	\$	15,636	\$	17,196	10%
Other Insurance Benefits	-	330	770	•	770	•	782	2%
FICA/Medicare Tax		3,964	9,273		9,273		9,807	6%
Retirement Contributions		2,333	4,771		4,771		4,879	2%
Workers' Compensation		1,008	2,158		2,158		1,981	-8%
Clothing Allowance		546	450		450		1,100	144%
Total Benefits	\$	18,309	\$ 33,058	\$	33,058	\$	35,745	8%
Total Personnel	\$	74,981	\$ 153,807	\$	155,379	\$	160,397	4%

FY 2010 Budget (Budget Basis) Weed And Pest

	_	Y 2008 CTUAL	_	FY 2009 REVISED	FY 2009 STIMATE	_	FY 2010 DOPTED	% ▲
Contractual Services								
Insurance & Bonds	\$	1,676	\$	1,843	\$ 1,843	\$	1,843	0%
Travel & Training		3,520		4,000	1,150		5,500	38%
Interdepartmental Services		84,834		79,239	79,238		89,075	12%
Admin/Mgmt Fees		54,999		65,000	65,000		65,000	0%
Other Contractual		92,675		107,000	85,000		103,000	-4%
Total Contractual Services	\$	237,704	\$	257,082	\$ 232,231	\$	264,418	3%
Materials & Supplies								
Operating Supplies	\$	66,683	\$	90,000	\$ 52,000	\$	60,000	-33%
Other Materials & Supplies		12,451		14,500	12,747		14,500	0%
Total Materials & Supplies	\$	79,134	\$	104,500	\$ 64,747	\$	74,500	-29%
Capital - New								
Technologies	\$	-	\$	1,500	\$ 1,500	\$	-	-100%
Total Capital - New	\$	-	\$	1,500	\$ 1,500	\$	-	-100%
Capital - Replacement								
Light Equipment	\$	-	\$	-	\$ 79,653	\$	-	0%
Total Capital - Replacement	\$	-	\$	-	\$ 79,653	\$	-	0%
Total Capital	\$	-	\$	1,500	\$ 81,153	\$	-	-100%
Total Expenses	\$	391,819	\$	516,889	\$ 533,510	\$	499,315	-3%
Net Fund	\$	38,903	\$	43,111	\$ (33,510)	\$	685	-98%



Transit Services

Transit Services

The City of Casper contracts with the Casper Area Transportation coalition (CATC), a private nonprofit organization, to operate a mass transit bus system in the Casper Metro Area. The Transit Service Fund is used to account for the annual grant the City receives from the United States Department of Transportation (US DOT). The Federal government currently provides 50% of the operating costs, and 80-90% of the capital cost for the operations of the system. Only the City and Federal related share of the costs are present in this fund, with the CATC operation preparing a separate independent agency budget to account for all costs.

Mission Statement: 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.

1. Goal: Increase access to transit.

<u>Objective</u>: Increase accessibility to transit for key populations and/or neighborhoods thereby increasing ridership by 20% on *The Bus*.

Highlights from FY09: As with many agencies, the spike in gas prices during the summer of 2008 impacted the month to month budget of CATC and *The Bus*. The subsequent falling gas prices may bring the fuel costs into better alignment with the budgeted amounts.

Ridership on *The Bus* continues to grow. The FY09 goal for ridership required a 20% increase. As of this writing, and for comparable periods, the ridership has increased 20%, or 41,947 passengers versus 50,538 passengers.

Highlights for FY10: This budget does not anticipate any large changes in services in FY10, pending the findings of the transit development plan. Capital items for FY 2010 are budgeted in the American Recovery & Reinvestment Act Fund.

Transit Fund

Transit Highlights

Highlights from FY 2010: No capital is budgeted in this fund due to American Recovery & Reinvestment Act funding being used for capital purposes.

	FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲
Revenues								
Transfers In	\$ 415,811	\$	397,658	\$	397,658	\$	419,185	5%
Grants	 768,558		876,640		876,640		738,254	-16%
Total Revenues	\$ 1,184,369	\$	1,274,298	\$	1,274,298	\$	1,157,439	-9%
Expenditures								
Contractual Services	\$ 1,107,749	\$	1,041,248	\$	1,040,351	\$	1,156,939	11%
Materials & Supplies	383		550		315		500	-9%
Capital	 76,594		361,960		361,270		-	-100%
Total Expenditures	\$ 1,184,726	\$	1,403,758	\$	1,401,936	\$	1,157,439	-18%
Net Transit Fund	\$ (357)	\$	(129,460)	\$	(127,638)	\$	-	-100%
	Projec	ted	Reserves or	ı Ju	ıne 30, 2009	\$	(152,547)	
	Projec	ted	Reserves or	n Ju	ıne 30, 2010	\$	(152,547)	

FY 2010 Budget (Budget Basis)

CATC- Transit Services

	TY 2008 ACTUAL	-	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues						
Intergovernmental						
Federal Grants	\$ 768,558	\$	876,640	\$ 876,640	\$ 738,254	-16%
Total Intergovernmental	\$ 768,558	\$	876,640	\$ 876,640	\$ 738,254	-16%
Transfers In						
Transfers In	\$ 415,811	\$	397,658	\$ 397,658	\$ 419,185	5%
Total Transfers	\$ 415,811	\$	397,658	\$ 397,658	\$ 419,185	5%
Total Revenue	\$ 1,184,369	\$	1,274,298	\$ 1,274,298	\$ 1,157,439	-9%
Expenses						
Contractual Services						
Telecommunications	\$ 82	\$	200	\$ 185	\$ 200	0%
Association Dues	-		150	150	150	0%
Other Contractual	763		1,275	824	1,325	4%
Travel & Training	2,000		2,000	1,569	2,000	0%
Interdepartmental Services	2,727		2,573	2,573	3,137	22%
Admin/Mgmt Fees	6,972		7,000	7,000	7,000	0%
Programs & Projects	1,095,205		1,028,050	1,028,050	1,143,127	11%
Total Contractual Services	\$ 1,107,749	\$	1,041,248	\$ 1,040,351	\$ 1,156,939	11%
Materials & Supplies						
Office Supplies	\$ 308	\$	300	\$ 148	\$ 500	67%
Books, Periodicals, Maps	75		250	167	-	-100%
Total Materials & Supplies	\$ 383	\$	550	\$ 315	\$ 500	-9%
Capital - Replacement						
Light Equipment	\$ 76,594	\$	361,960	\$ 361,270	\$ -	-100%
Total Capital - Replacement	\$ 76,594	\$	361,960	\$ 361,270	\$ -	-100%
Total Expenses	\$ 1,184,726	\$	1,403,758	\$ 1,401,936	\$ 1,157,439	-18%
Net Fund	\$ (357)	\$	(129,460)	\$ (127,638)	\$ -	-100%

Community Development Block Grant

Community Development Block Grant

This fund accounts for the funding received from the U.S. Department of Housing and urban Development (HUD). Each year, the City receives a Community Development Block Grant (CDBG) from HUD that is used to assist low and moderate income individuals.

Mission Statement: 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.

1. Goal: Reduce or eliminate chronic homelessness in the City of Casper.

Objective: Obtain approval of a chronic homelessness elimination plan by January 1, 2010.

<u>Objective</u>: Measure the effectiveness of homelessness elimination strategies on an annual basis.

2. Goal: Improve the living conditions of low-income citizens.

<u>Objective</u>: Implement the rehabilitation of 10 multiple family rental units for low-income tenants by June 30, 2010, through the rental rehabilitation program.

<u>Objective</u>: Develop an innovative CDBG or compatible program that initiates the construction of one infill housing or mixed-use development by June 30, 2010.

Highlights from FY09: The Housing and Community Development Division has been active in the rehabilitation of housing for low-income residents through the World Changers and other programs. Workload prevented the completion of the chronic homelessness plan, but working with staff from the City Manager's office has allowed preliminary data collection to begin.

Highlights for FY10: In FY10, a major project will be assisting homeowners in the Fort Casper neighborhood local assessment district. When Council established the District, they also assured residents that some level of assistance would be made available as grants to pay for the homeowner's share of the infrastructure improvements.

Staff is completing the policies and procedures for the rental rehabilitation loan program. A target of two rental rehabilitation loans for the renovation of multiple residential units has been set for FY10.

Community Development Block Grant (CDBG) Fund

as follows:
74,162
50,000
125,000
106,402
100,000
20,000
75,000
550,564

	Community Developm	nent Block Gran	t Staffi	ng Summary	
		FY 20	80	FY 2009	FY 2010
Full Time Positions					
H & CD Manager			1	1	
Secretary II			1	1	
•	Total		2	2	
Part Time Employees (E	Budget)	\$	_	\$ -	\$

	FY 2008 ACTUAL	_	FY 2009 REVISED	_	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues							
Grants	\$ 512,564	\$	665,437	\$	608,804	\$ 638,267	-4%
Miscellaneous	104,644		84,835		108,233	87,573	3%
Total Revenues	\$ 617,208	\$	750,272	\$	717,037	\$ 725,840	-3%
Expenditures							
Personnel	\$ 133,293	\$	142,602	\$	142,602	\$ 145,752	2%
Contractual Services	10,719		12,579		10,270	12,883	2%
Materials & Supplies	2,093		1,200		1,200	1,200	0%
Other	483,000		598,861		534,987	568,345	-5%
Total Expenditures	\$ 629,105	\$	755,242	\$	689,059	\$ 728,180	-4%
Net CDBG Fund	\$ (11,897)	\$	(4,970)	\$	27,978	\$ (2,340)	-53%
	Projec	ted I	Reserves or	n Jur	ne 30, 2009	\$ 7,992	
	Proiec	ted I	Reserves or	n Jur	ne 30. 2010	\$ 5,652	

Community Development Block Grant

		Y 2008 CTUAL		Y 2009 EVISED	_	Y 2009 STIMATE	-	Y 2010 DOPTED	% ▲
Revenues				_					
Intergovernmental Revenues									
Federal Grants	\$	512,564	\$	665,437	\$	608,804	\$	638,267	-4%
Total Intergovernmental	\$	512,564	\$	665,437	\$	608,804	\$	638,267	-4%
Miscellaneous									
Administrative Fees	\$	8,117	\$	32,535	\$	32,535	\$	35,273	8%
Interest On Rehab Loans		4,163		2,300		7,698		2,300	0%
Principal Payments - Loans		46,492		20,000		46,000		20,000	0%
Miscellaneous		45,872		30,000		22,000		30,000	0%
Total Miscellaneous	\$	104,644	\$	84,835	\$	108,233	\$	87,573	3%
Total Revenue	\$	617,208	\$	750,272	\$	717,037	\$	725,840	-3%
Expenses Personnel									
Salaries & Wages	•	404057	Φ.	440.007	•	440.007	Φ.	440.004	00/
Full Time	\$	104,057	\$	110,987	\$	110,987	\$	110,994	0%
Total Salaries & Wages	\$	104,057	\$	110,987	\$	110,987	\$	110,994	0%
Other Pay									
Supplemental Pay	\$	1,000	\$	-	\$	-	\$	2,000	100%
Other Allowances		3,160		4,560		4,560		4,560	0%
Total Other Pay	\$	4,160	\$	4,560	\$	4,560	\$	6,560	44%
Benefits									
Health Insurance	\$	8,976	\$	9,600	\$	9,600	\$	10,560	10%
Other Insurance Benefits		818		867		867		867	0%
FICA/Medicare Tax		8,072		8,839		8,839		9,180	4%
Retirement Contributions		5,910		6,304		6,304		6,305	0%
Workers' Compensation		1,300		1,445		1,445		1,286	-11%
Total Benefits	\$	25,076	\$	27,055	\$	27,055	\$	28,198	4%
Total Personnel	\$	133,293	\$	142,602	\$	142,602	\$	145,752	2%

FY 2010 Budget (Budget Basis) Community Development Block Grant

	Y 2008 CTUAL	Y 2009 EVISED		Y 2009 TIMATE	_	Y 2010 DOPTED	% ▲
Contractual Services							
Insurance & Bonds	\$ 1,117	\$ 1,183	\$	1,183	\$	1,183	0%
Telecommunications	314	2,500		140		2,500	0%
Postage/Shipping	-	500		174		500	0%
Advertising	302	500		500		500	0%
Printing/Reproduction	234	500		338		500	0%
Travel & Training	1,634	2,500		2,941		2,500	0%
Interdepartmental Services	6,138	3,921		3,921		4,127	5%
Association Dues	980	975		1,073		1,073	10%
Total Contractual Services	\$ 10,719	\$ 12,579	\$	10,270	\$	12,883	2%
Materials & Supplies							
Office Supplies	\$ 2,093	\$ 1,200	\$	1,200	\$	1,200	0%
Total Materials & Supplies	\$ 2,093	\$ 1,200	\$	1,200	\$	1,200	0%
Other Expenses							
Programs & Projects	\$ 3,427	\$ 20,179	\$	8,454	\$	17,781	-12%
CDBG Projects	479,519	578,682		526,533		550,564	-5%
Total Other Expenses	\$ 483,000	\$ 598,861	\$	534,987	\$	568,345	-5%
	 		_				
Total Expenses	\$ 629,105	\$ 755,242	\$	689,059	\$	728,180	-4%
Net Fund	\$ (11,897)	\$ (4,970)	\$	27,978	\$	(2,340)	-53%

Police Grants

Police Grants Fund

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.

Police Grants Highlights

Highlights from FY 2009: This budget reflects the expansion of the Weed & Seed Program, staffed by a part-time Weed & Seed program coordinator and a new full-time code enforcement officer added during mid year FY 2008.

Highlights from FY 2010: The major change in this fund is that an \$800,000 Wyolink Police Communication System is budgeted for FY 2010. This capital project will create a state-wide interoperable communication system

	Police Grants S	taffing	Summar	у			
		FY	2008	F`	Y 2009	ı	FY 2010
Full Time Positions Code Enforcement Inspector			1		1		1
·	Total		1		1		1
Part Time Employees (Budget)		\$	14,618	\$	212,283	\$	90,500

Polic	Police Grants Budget Summary											
		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲				
\$	340,222	\$	245,300	\$	174,914	\$	975,000	297%				
	14,618		212,283		66,000		90,500	-57%				
	80,000		62,056		62,056		86,036	39%				
\$	434,840	\$	519,639	\$	302,970	\$	1,151,536	122%				
\$	142,432	\$	211,712	\$	149,555	\$	185,701	-12%				
	56,061		107,157		83,500		69,746	-35%				
	89,667		111,850		69,377		90,089	-19%				
	2,729		1,000		-		1,000	0%				
	122,960		66,531		45,920		805,000	1110%				
\$	413,849	\$	498,250	\$	348,352	\$	1,151,536	131%				
\$	20,991	\$	21,389	\$	(45,382)	\$	-	-100%				
	Projec	ted	Reserves o	n Jur	ne 30, 2009	\$	98,796					
	Projec	ted	Reserves o	n Jur	ne 30, 2010	\$	98,796					
	\$ \$ \$	\$ 340,222 14,618 80,000 \$ 434,840 \$ 142,432 56,061 89,667 2,729 122,960 \$ 413,849 \$ 20,991 Project	FY 2008 ACTUAL \$ 340,222 \$ 14,618 80,000 \$ 434,840 \$ \$ 142,432 \$ 56,061 89,667 2,729 122,960 \$ 413,849 \$ \$ 20,991 \$ Projected	FY 2008 FY 2009 REVISED \$ 340,222 \$ 245,300	FY 2008 ACTUAL \$ 340,222 \$ 245,300 \$ 14,618 212,283 80,000 62,056 \$ 434,840 \$ 519,639 \$ \$ \$ 142,432 \$ 211,712 \$ 56,061 107,157 89,667 111,850 2,729 1,000 122,960 66,531 \$ 413,849 \$ 498,250 \$ \$ 20,991 \$ 21,389 \$ Projected Reserves on June 20,900 121,000 121,000 122,000	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE \$ 340,222 \$ 245,300 \$ 174,914 14,618 212,283 66,000 80,000 62,056 62,056 \$ 434,840 \$ 519,639 \$ 302,970 \$ 142,432 \$ 211,712 \$ 149,555 56,061 107,157 83,500 89,667 111,850 69,377 2,729 1,000 - 122,960 66,531 45,920 \$ 413,849 \$ 498,250 \$ 348,352 \$ 20,991 \$ 21,389 \$ (45,382) Projected Reserves on June 30, 2009	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE A \$ 340,222 \$ 245,300 \$ 174,914 \$ 14,618 212,283 66,000 60,000 62,056 62,056 62,056 \$ 302,970 \$ 302,970 \$ \$ 142,432 \$ 211,712 \$ 149,555 \$ 56,061 107,157 83,500 89,667 111,850 69,377 2,729 1,000 - 122,960 66,531 45,920 \$ 413,849 \$ 498,250 \$ 348,352 \$ 348,352 \$ 348,352 \$ \$ 348,352 \$ \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,352 \$ 348,35	FY 2008 ACTUAL FY 2009 REVISED FY 2009 ESTIMATE FY 2010 ADOPTED \$ 340,222 \$ 245,300 \$ 174,914 \$ 975,000 \$ 14,618 \$ 212,283 \$ 66,000 \$ 90,500 \$ 80,000 \$ 62,056 \$ 86,036 \$ 434,840 \$ 519,639 \$ 302,970 \$ 1,151,536 \$ 142,432 \$ 211,712 \$ 149,555 \$ 185,701 \$ 56,061 \$ 107,157 \$ 33,500 \$ 69,746 \$ 89,667 \$ 111,850 \$ 69,377 \$ 90,089 \$ 2,729 \$ 1,000 \$ 1,000 \$ 22,960 \$ 66,531 \$ 45,920 \$ 805,000 \$ 413,849 \$ 498,250 \$ 348,352 \$ 1,151,536 \$ 20,991 \$ 21,389 \$ (45,382) \$ - Projected Reserves on June 30, 2009 \$ 98,796				

FY 2010 Budget (Budget Basis) Police Grants

		Y 2008 CTUAL		Y 2009 EVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Revenues	A	CTUAL	К	EVISED		STIMATE	A	DOPTED	70 ▲
Intergovernmental Revenue									
State Grants	\$	26,350	\$	19,600	\$	850	\$	800,000	3982%
Federal Grants	Ψ	313,872	Ψ	225,700	Ψ	174,064	Ψ	175,000	-22%
Total Intergovernmental	\$	340,222	\$	245,300	\$	174,914	\$	975,000	297%
Miscellaneous	Φ.	477	Φ	500	Φ	500	Φ		4000/
Interest Income	\$	177	\$	500	\$	500	\$	-	-100%
Contributions		14,441		108,783		-		-	-100%
Miscellaneous	•	- 4 4 0 4 0	Φ.	103,000	Φ	65,500	Φ.	90,500	-12%
Total Miscellaneous	\$	14,618	\$	212,283	\$	66,000	\$	90,500	-57%
Transfers									
Transfer In	\$	80,000		62,056	\$	62,056	\$	86,036	39%
Total Transfers In	\$	80,000	\$	62,056	\$	62,056	\$	86,036	39%
Total Revenue	\$	434,840	\$	519,639	\$	302,970	\$	1,151,536	122%
Expenses									
Personnel									
Salaries & Wages									
Full Time	\$	15,486	\$	48,140	\$	26,245	\$	52,480	9%
Part Time	•	50,982	*	89,191	•	67,200	*	81,083	-9%
Overtime		69,001		65,845		49,802		24,776	-62%
Total Salaries & Wages	\$	135,469	\$	203,176	\$	143,247	\$	158,339	-22%
Benefits									
Health Insurance	\$	_	\$	_	\$	_	\$	11,136	100%
Other Insurance Beneifts	Ψ		Ψ		Ψ		Ψ	640	100%
Retirement Contributions		5,637		6,948		5,117		10,218	47%
FICA/Medicare Tax		5,057		0,540		5,117		2,991	100%
Workers' Compensation		1,326		1,588		1,191		2,377	50%
Total Benefits	\$	6,963	\$	8,536	\$	6,308	\$	27,362	221%
Total Personnel	\$	142,432	\$	211,712	\$	149,555	\$	185,701	-12%
Total I Gloomio	Ψ	1 12, 102	Ψ	211,712	Ψ_	1 10,000	Ψ_	100,101	1270
Contractual Services									
Travel & Training	\$	2,038	\$	19,928	\$	11,500	\$	2,994	-85%
Other Contractual		54,023		87,229		72,000		66,752	-23%
Total Contractual Services	\$	56,061	\$	107,157	\$	83,500	\$	69,746	-35%
Materials & Supplies									
Operating Supplies	\$	89,667	\$	111,850	\$	69,377	\$	90,089	-19%
Total Materials & Supplies	\$	89,667	\$	111,850		69,377	\$	90,089	-19%
• • • • • • • • • • • • • • • • • • • •		•		•		•		•	

FY 2010 Budget (Budget Basis) Police Grants

	_	Y 2008		FY 2009	ı	FY 2009	ı	FY 2010	
	A	CTUAL	F	REVISED	E	STIMATE	Α	DOPTED	% ▲
Other Expenses									
Programs & Projects	\$	2,729	\$	1,000	\$	-	\$	1,000	0%
Total Other Expenses	\$	2,729	\$	1,000	\$	-	\$	1,000	0%
Capital									
Light Equipment	\$	7,000	\$	13,000	\$	5,944	\$	4,500	-65%
Technologies		46,215		7,637		1,500		500	-93%
Light Equipment		69,745		45,894		38,476		800,000	1643%
Total Capital	\$	122,960	\$	66,531	\$	45,920	\$	805,000	1110%
Total Expenses	\$	413,849	\$	498,250	\$	348,352	\$	1,151,536	131%
Net Fund	\$	20,991	\$	21,389	\$	(45,382)	\$	-	-100%

Special Fire Assistance

Special Fire Assistance Fund

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.

Spe	cial Fi	re Assistan	ice l	Budget Sur	nma	ıry			
		FY 2008 ACTUAL	FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Grants and Intergovernmental	\$	120,836	\$	117,013	\$	193,313	\$	95,000	-19%
Total Revenues	\$	120,836	\$	117,013	\$	193,313	\$	95,000	-19%
Expenditures									
Contractual Services	\$	43,117	\$	65,000	\$	67,428	\$	30,000	-54%
Capital		106,920		52,013		58,485		65,000	25%
Total Expenditures	\$	150,037	\$	117,013	\$	125,913	\$	95,000	-19%
Net Special Fire Assistance Fund	\$	(29,201)	\$	-	\$	67,400	\$	-	0%
		Projec	ted	Reserves o	n Jui	ne 30, 2009	\$	110,879	
		Projec	ted I	Reserves o	n Jui	ne 30, 2010	\$	110,879	

Special Assistance - Fire Assistance

	Y 2008 CTUAL	_	Y 2009 EVISED	_	Y 2009 STIMATE	-	Y 2010 DOPTED	% ▲
Revenues								
Intergovernmental								
Federal Grants	\$ 106,550	\$	92,013	\$	92,013	\$	65,000	-29%
Miscelleneous	-		-		11,300		-	0%
Reimbursements - Fire Services	14,286		25,000		90,000		30,000	20%
Total Intergovernmental	\$ 120,836	\$	117,013	\$	193,313	\$	95,000	-19%
Total Revenues	\$ 120,836	\$	117,013	\$	193,313	\$	95,000	-19%
Expenses								
Contractual Services								
Fire Services	\$ -	\$	-	\$	2,600	\$	-	0%
Operating Supplies	43,117		65,000		64,828		30,000	-54%
Total Contractual Services	\$ 43,117	\$	65,000	\$	67,428	\$	30,000	-54%
Capital								
Light Equipment - Fire	\$ 106,920	\$	52,013	\$	58,485	\$	65,000	25%
Total Capital	\$ 106,920	\$	52,013	\$	58,485	\$	65,000	25%
Total Expenses	\$ 150,037	\$	117,013	\$	125,913	\$	95,000	-19%
Net Fund	\$ (29,201)	\$	-	\$	67,400	\$	-	0%



Redevelopment Loan Fund

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.

Redevelopment Loan Highlights

Highlights for FY 2009: This fund has been expanded to account for additional HUD 108 loans. A \$44,500 loan was disbursed to the Dsasumo Restaurant for economic development.

R	edevelo	pment Loa	an E	Budget Sum	mar	у			
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Miscellaneous	\$	43,474	\$	1,249,618	\$	201,248	\$	255,888	-80%
Total Revenues	\$	43,474	\$	1,249,618	\$	201,248	\$	255,888	-80%
Expenditures									
Other Expenses	\$	35,467	\$	1,241,468	\$	80,315	\$	250,466	-80%
Total Expenditures	\$	35,467	\$	1,241,468	\$	80,315	\$	250,466	-80%
Net Redevelopment Loan Fund	\$	8,007	\$	8,150	\$	120,933	\$	5,422	-33%
		Projec	ted	Reserves or	n Ju	ne 30, 2009	\$	257,891	
		Projec	ted	Reserves or	n Ju	ne 30, 2010	\$	263,313	

Redevelopment Loan

		/ 2008 CTUAL	_	FY 2009 REVISED	_	Y 2009 STIMATE	_	Y 2010 DOPTED	% ▲
Revenues									
Miscellaneous Revenue									
Loan Payments	\$	43,383	\$	49,468	\$	156,589	\$	40,506	
Interest Income		91		150		159		382	155%
HUD 108 Proceeds		-		1,200,000		44,500		215,000	-82%
Total Revenue	\$	43,474	\$	1,249,618	\$	201,248	\$	255,888	-80%
Expenses									
Loan Expenses	•	05.405	•	07.000	•	05.045	•	0= 400	
Debt Service - Interest Expense	\$	35,467	\$	37,068	\$	35,815	\$	35,466	-4%
Principal Payments		-		4,400		-		-	-100%
HUD 108 Loans Disbursements		-		1,200,000		44,500		215,000	-82%
Total Expenses	\$	35,467	\$	1,241,468	\$	80,315	\$	250,466	-80%
Net Fund	\$	8,007	\$	8,150	\$	120,933	\$	5,422	-33%



Revolving Land Fund

Revolving Land Fund

This fund accounts for the acquisition and resale of real property. This was a new fund established in FY 2008 to acquire and resell land for redevelopment.

	Revolving	Land Staffing S	ummary		
		FY 20	008 FY	2009 FY	2010
Full Time Positions None			_	-	_
	Total		-	-	-
Part Time Employees (B	udget)	\$	- \$	- \$	-

	Revo	Iving Land	Buc	dget Summa	ry				
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲
Revenues									
Miscellaneous	\$	65,358	\$	45,000	\$	45,377	\$	35,000	-22%
Transfers In		2,000,000		-		-		-	0%
Total Revenues	\$	2,065,358	\$	45,000	\$	45,377	\$	35,000	-22%
Expenditures									
Other Expenses	\$	953	\$	500	\$	1,500	\$	1,000	100%
Capital		-		2,000,000		-		2,000,000	0%
Total Expenditures	\$	953	\$	2,000,500	\$	1,500	\$	2,001,000	0%
Net Revolving Land Fund	\$	2,064,405	\$	(1,955,500)	\$	43,877	\$	(1,966,000)	1%
		Projec	ted	Reserves or	n Ju	ne 30, 2009	\$	2,108,282	
		Projec	ted	Reserves or	ı Ju	ne 30, 2010	\$	142,282	

FY 2010 Budget (Budget Basis) Revolving Land

	Y 2008 CTUAL	FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲
Revenues							
Miscellaneous Revenue							
Lease Fees	\$ 3,636	\$ 5,000	\$	5,000	\$	5,000	0%
Interest On Investments	60,415	40,000		40,000		30,000	-25%
Gain/Loss On Sale of Investments	1,307	-		377		-	0%
Total Miscellaneous	\$ 65,358	\$ 45,000	\$	45,377	\$	35,000	-22%
Transfers							
Transfers In	\$ 2,000,000	\$ -	\$	-	\$	-	0%
Total Transfers	\$ 2,000,000	\$ -	\$	-	\$	-	0%
Total Revenue	\$ 2,065,358	\$ 45,000	\$	45,377	\$	35,000	-22%
Expenses							
Other Expenses							
Investment Fees	\$ 953	\$ 500	\$	1,500	\$	1,000	100%
Total Other Expenses	\$ 953	\$ 500	\$	1,500	\$	1,000	100%
Capital Expenses							
Land	\$ -	\$ 2,000,000	\$	-	\$	2,000,000	0%
Total Capital Expenses	\$ -	\$ 2,000,000	\$	-	\$	2,000,000	0%
Total Expenses	\$ 953	\$ 2,000,500	\$	1,500	\$	2,001,000	0%
Net Fund	\$ 2,064,405	\$ (1,955,500)	\$	43,877	\$	(1,966,000)	1%



Debt Service Funds

Special Assessments

Local Assessment Districts Fund

Local Assessment Districts Highlights

FY 2009 Highlights: The Local Assessment District portion of the Fort Casper neighborhood project will be funded from this fund in FY 2009.

FY 2010 Highlights: Trevitt Lane developer repayment and the curb cut program are budgeted for FY 2010 in capital.

Local As	Local Assessment Districts Budget Summary											
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲			
Revenues												
Miscellaneous	\$	97,377	\$	492,988	\$	504,558	\$	18,500	-96%			
Total Revenues	\$	97,377	\$	492,988	\$	504,558	\$	18,500	-96%			
Expenditures												
Contractual Services	\$	4,430	\$	1,000	\$	1,500	\$	1,000	0%			
Other		-		-		-		-	0%			
Capital		298,987		470,859		-		362,813	-23%			
Transfers Out				1,858,488		834,274			-100%			
Total Expenditures	\$	303,417	\$	2,330,347	\$	835,774	\$	363,813	-84%			
Net Local Assessment District Fund	\$	(206,040)	\$	(1,837,359)	\$	(331,216)	\$	(345,313)	-81%			
		Projec	ted	Reserves or	ı Ju	ne 30, 2009	\$	1,369,527				
		Projec	ted	Reserves or	ı Ju	ne 30, 2010	\$	1,024,214				

Local Assessment Districts

	FY 2008			FY 2009		FY 2009 ESTIMATE		Y 2010	0/ 1
Bassassas	<u> </u>	CTUAL	ŀ	REVISED	E	SIIMAIE	A	DOPTED	% ▲
Revenues	Φ	40.550	Φ	40.000	Φ	4.4.405	Φ	40.000	00/
LAD Assessment Principal	\$	13,556	\$	10,000	\$	14,465	\$	10,000	0%
LAD Assessment Interest		5,140		4,000		3,000		3,000	-25%
LAD Assessment Penalties		1,799		500		1,263		500	0%
Interest On Investment		74,277		20,000		27,000		5,000	-75%
Gain/Loss On Sale of Investments		2,605		-		342		-	0%
Transfer In		-		458,488		458,488			-100%
Total Revenues	\$	97,377	\$	492,988	\$	504,558	\$	18,500	-96%
Expenses									
Contractual Services									
Investment Fees	\$	4,430	\$	1,000	\$	1,500	\$	1,000	0%
Total Contractual Services	\$	4,430	\$	1,000	\$	1,500	\$	1,000	0%
Capital - Replacement									
Improve Other Than Buildings	\$	298,987	\$	470,859	\$	-	\$	362,813	-23%
Total Capital - Replacement	\$	298,987	\$	470,859	\$	-	\$	362,813	-23%
• •		·		·				•	
Transfers									
Transfers Out	\$	_	\$	1,858,488	\$	834,274	\$	_	-100%
Total Transfers	\$	_	\$	1,858,488	\$	834,274	\$		-100%
				1,000,100					
Total Expenses	\$	303,417	\$	2,330,347	\$	835,774	\$	363,813	-84%
Net Fund	\$	(206,040)	\$	(1,837,359)	\$	(331,216)	\$	(345,313)	-81%



Internal Service Funds

Central Garage

Buildings & Grounds

City Campus

Property & Liability Insurance

Information Technology

Internal Service Funds Consolidated

Intern	al Se	ervice Fund	s B	udget Sumn	nary	у			
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Charges for Services/User Fees	\$	5,130,488	\$	5,559,981	\$	5,531,109	\$	5,515,674	-1%
Miscellaneous		148,964		82,800		150,520		83,500	1%
Transfers In		1,689,959		1,647,689		1,594,774		1,538,022	-7%
Grants		138,946		161,600		161,600		151,184	-6%
Total Revenues	\$	7,108,357	\$	7,452,070	\$	7,438,003	\$	7,288,380	-2%
Expenditures									
Personnel	\$	2,679,316	\$	3,091,770	\$	2,886,708	\$	3,029,518	-2%
Contractual Services		1,782,702		1,901,417		1,632,495		1,820,741	-4%
Materials and Supplies		1,982,069		2,155,143		1,995,166		2,160,743	0%
Other		10,778		55,700		35,700		30,000	-46%
Capital		333,776		256,795		452,956		273,960	7%
Total Expenditures	\$	6,788,641	\$	7,460,825	\$	7,003,025	\$	7,314,962	-2%
Net All Internal Service Funds	\$	319,716	\$	(8,755)	\$	434,978	\$	(26,582)	204%

Central Garage

Central Garage

The Central garage provides vehicle and equipment maintenance and replacement service for all City departments. The Central Garage Fund is an internal service fund that charges its costs back to the City departments utilizing its services, as well as outside users such as the Casper Area Transportation Coalition. Estimated garage costs are assessed to all City departments during the budget process based on prior utilization, with adjustments made for additions or reductions in vehicles and equipment.

Mission Statement: 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.

1. Goal: Increase the effectiveness of the current fleet maintenance program.

<u>Objective</u>: Maintain a more proactive fleet management program, thereby reducing unscheduled work orders, by September 2009.

<u>Objective</u>: Complete 90% of all automobile and light truck vehicle scheduled and unscheduled maintenance and mechanical repairs (excluding engine and transmission replacements and body work), within 24 hours of availability of parts.

Objective: Decrease fuel consumption by 3%, by June 30, 2010.

<u>Objective</u>: Decrease the fleet by 5 vehicles, or replace at least 5 vehicles with more energy-efficient vehicles by June 30, 2009.

Objective: Maintain at least 90% of the fleet available for daily operations.

<u>Objective</u>: Increase the accountability and productivity of mechanics by increasing "billable" hours to at least 70% of the total available hours, by May 1, 2010.

Objective: Decrease unscheduled work orders to less than 30% of the total work orders.

Highlights from FY09: The garage reduced the number of mechanics by 2, and hired a new supervisor. Internal and external repair costs have been reduced. Repairs that were previously sent out to other repair shops have been reduced. Strides were made to increase billable hours as a percentage of total hours. A new field service truck was purchased to provide better internal remote customer service. Shifts were modified to provide better service to operations that work hours outside the 8 am to 5 pm window on Monday to Friday. The garage invests nearly 1,200 hours per month fulfilling almost 320 work orders per month.

Highlights for FY10: Several smaller line items have been combined in the FY10 budget. The FY10 budget is \$156,000 less than the FY09 budget due to the reduction of two mechanics and other smaller changes.

Central Garage Fund

Central Gara	age Staffing Summary		
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Equipment Mechanic I	1	1	-
Equipment Mechanic II	8	9	9
Equipment Mechanic Supervisor	1	1	1
Equipment Service Worker	1	-	-
Equipment Tire Service Worker	1	1	1
Fleet Maintenance Manager	1	1	-
Secretary II	1	1	1
Warehouse Technician	2	2	2
Total	16	16	14
Part Time Employees (Budget)	\$ 18,211	\$ 18,451	\$ 18,451

Central Garage Budget Summary										
		FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲	
Revenues										
Charges for Services/ User Fees	\$	3,401,510	\$	3,633,700	\$	3,633,700	\$	3,531,090	-3%	
Miscellaneous		2,113		-		150		-	0%	
Transfers In		330,288		52,915		-		-	-100%	
Total Revenues	\$	3,733,911	\$	3,686,615	\$	3,633,850	\$	3,531,090	-4%	
Expenditures										
Personnel	\$	904,471	\$	1,066,991	\$	901,930	\$	965,856	-9%	
Contractual Services		585,327		550,824		419,130		467,569	-15%	
Materials and Supplies		1,874,552		2,037,300		1,894,400		2,047,000	0%	
Capital		37,421		31,500		151,500		66,460	111%	
Total Expenditures	\$	3,401,771	\$	3,686,615	\$	3,366,960	\$	3,546,885	-4%	
Net Central Garage Fund	\$	332,140	\$	-	\$	266,890	\$	(15,795)	100%	
		Projec	\$	492,854						
		Projec	\$	477,059						

Central Garage

		FY 2008 ACTUAL	FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Charges For Services									
Intergovernmental Services	\$	3,065,181	\$	3,394,700	\$	3,394,700	\$	3,261,090	-4%
Wyoming Medical Center	•	47,310	·	28,000	·	28,000	·	50,000	79%
CATC		289,019		211,000		211,000		220,000	4%
Total Charges For Services	\$	3,401,510	\$	3,633,700	\$	3,633,700	\$	3,531,090	-3%
Miscellaneous Revenue									
Miscellaneous Revenue	\$	2,113	\$	-	\$	150	\$	-	0%
Total Miscellaneous Revenue	\$	2,113	\$	-	\$	150	\$	-	0%
Transfers									
Transfers In	\$	330,288	\$	52,915	\$	-	\$	-	-100%
Total Transfers	\$	330,288	\$	52,915	\$	-	\$	-	-100%
Total Revenue	\$	3,733,911	\$	3,686,615	\$	3,633,850	\$	3,531,090	-4%
Expenses Personnel Salarios & Wagos									
Salaries & Wages Full Time	\$	613,629	\$	727,005	\$	612,606	\$	647,050	-11%
Part Time	Ψ	18,211	Ψ	18,451	Ψ	14,810	Ψ	18,451	0%
Standby Pay		5,653		5,325		5,056		10,000	88%
Overtime		27,621		35,000		20,000		25,000	-29%
Total Salaries & Wages	\$	665,114	\$	785,781	\$	652,472	\$	700,501	-11%
Other Pay									
Supplemental Pay	\$	7,250	\$	-	\$	-	\$	13,500	100%
Disability Leave Buy-Back		4,552		4,600		2,962		4,600	0%
Other Allowances		125		3,000		360		480	-84%
Total Other Pay	\$	11,927	\$	7,600	\$	3,322	\$	18,580	144%
Benefits									
Health Insurance	\$	122,568	\$	138,396	\$	138,396	\$	135,000	-2%
Accrued Leave Payoff		1,984		9,408		5,836		-	-100%
Other Insurance Benefits		5,042		6,927		5,218		5,997	-13%
FICA/Medicare Tax		49,177		61,411		48,860		56,274	-8%
Retirement Contributions		37,260		43,842		36,508		38,774	-12%
Workers' Compensation		11,399		13,626		11,318		10,730	-21%
Total Benefits	\$	227,430	\$	273,610	\$	246,136	\$	246,775	-10%
Total Personnel	\$	904,471	\$	1,066,991	\$	901,930	\$	965,856	-9%

Central Garage

	FY 2008		FY 2009		FY 2009		FY 2010		
	-	ACTUAL	F	REVISED	E	STIMATE	Α	DOPTED	% ▲
Contractual Services									
Other Testing	\$	5,117	\$	3,000	\$	750	\$	1,500	-50%
Water		10,867		13,000		13,000		13,500	4%
Energy - Electricity		41,720		42,000		36,000		45,000	7%
Energy - Natural Gas		40,257		52,000		45,000		45,000	-13%
Equipment Repairs		6,860		8,500		7,500		8,000	-6%
Insurance & Bonds		18,818		20,700		20,700		20,700	0%
Telecommunications		6,964		5,960		4,668		4,000	-33%
Printing/Reproduction		3,114		3,000		2,500		3,000	0%
Travel & Training		6,062		12,500		5,500		8,000	-36%
Interdepartmental Services		144,882		151,812		151,812		156,169	3%
Other Contractual		9,791		8,352		4,500		5,200	-38%
Laundry & Towel Service		6,793		10,000		7,200		7,500	-25%
Outside Services		284,082		220,000		120,000		150,000	-32%
Total Contractual Services	\$	585,327	\$	550,824	\$	419,130	\$	467,569	-15%
Materials & Supplies									
Office Supplies	\$	1,588	\$	2,000	\$	1,600	\$	2,000	0%
Operating Supplies		5,481		7,000		6,800		7,000	0%
Building Supplies		42,821		14,300		14,000		14,000	-2%
Vehicle Supplies		776,016		800,000		810,000		810,000	1%
Small Tools & Equipment		10,139		14,000		12,000		14,000	0%
Bulk Fuel		1,038,507		1,200,000		1,050,000		1,200,000	0%
Total Materials & Supplies	\$	1,874,552	\$	2,037,300	\$	1,894,400	\$	2,047,000	0%
Conital									
Capital	\$	13,010	ф	26,500	\$	26,500	\$		1000/
Light Equipment	Ф	5,211	\$	5,000	Φ	5,000	Ф		-100% 500%
Technologies		5,211		5,000		120,000		30,000	500% 0%
Heavy Equipment Buildings		10.200		-		120,000		26 460	
<u> </u>	\$	19,200	\$	31,500	\$	151,500	\$	36,460 66,460	100%
Total Capital	Φ	37,421	Φ	31,500	Φ	151,500	Φ	00,400	111%
Total Expenses	\$	3,401,771	\$	3,686,615	\$	3,366,960	\$	3,546,885	-4%
Net Fund	\$	332,140	\$	-	\$	266,890	\$	(15,795)	100%



Buildings and Grounds

Buildings and Grounds

Building and Grounds is an internal service fund that provides building and grounds maintenance for all City facilities. It also provides custodial maintenance for all City facilities that lack independent custodial staffs. Each cost center is assessed internal charges for the maintenance and custodial services that it receives from the Building & Grounds staff.

Mission Statement: To enhance community livability by providing stewardship of the Cityowned buildings, including energy use management, preventive maintenance, repair and renovation, grounds maintenance, and landscaping.

1. Goal: To increase the operational efficiency of existing City facilities.

Objective: To decrease energy consumption by 10% by June 2011.

Objective: To decrease potable water consumption by 3% by June 2010.

<u>Objective</u>: To increase staff's knowledge and use of energy efficient technologies by December 31, 2009.

Highlights from FY09: The use of eco-friendly cleaning supplies and green building materials like recycled carpeting was increased. The internal renovation work of the City Center Building has been completed and Buildings & Grounds has begun work on renovating the Brattis Building.

Highlights for FY10: This budget is a status quo budget that is essentially unchanged from FY09. Several small miscellaneous line items were combined into materials and supplies. The remodeling of the Brattis building will be completed and the entire Buildings & Grounds operation will be centralized in the Brattis Building. All manual plumbing fixtures with low water pressure in City buildings will be replaced with automated fixtures. Training on the use of ecofriendly cleaning supplies will be developed and provided to City staff.

Buildings and Grounds Fund

Buildings and Grounds Staffing Summary											
	FY	2008	FY 2009	FY 2010							
Full Time Positions											
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)	\$	23,385	\$ 50,545	\$ 61,332							

Buile	Building and Grounds Budget Summary										
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲		
Revenues	-										
Charges for Services/ User Fees	\$	603,894	\$	603,886	\$	603,886	\$	677,396	12%		
Transfers In		409,231		514,630		514,630		466,958	-9%		
Total Revenues	\$	1,013,125	\$	1,118,516	\$	1,118,516	\$	1,144,354	2%		
Expenditures											
Personnel	\$	768,514	\$	851,865	\$	836,722	\$	880,381	3%		
Contractual Services		148,454		159,628		140,374		168,837	6%		
Materials and Supplies		96,140		104,523		91,566		103,423	-1%		
Capital		-		2,500		2,500		2,500	0%		
Total Expenditures	\$	1,013,108	\$	1,118,516	\$	1,071,162	\$	1,155,141	3%		
Net Buildings and Grounds Fund	\$	17	\$	-	\$	47,354	\$	(10,787)	100%		
	Projected Reserves on June 30, 2009							112,586			
	Projected Reserves on June 30, 2010							101,799			
1											

Buildings And Grounds

	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues					
Charges For Services					
Intergovernmental Services	\$ 603,894	\$ 603,886	\$ 603,886	\$ 677,396	12%
Total Charges For Services	\$ 603,894	\$ 603,886	\$ 603,886	\$ 677,396	12%
Transfers					
Transfers In	\$ 409,231	\$ 514,630	\$ 514,630	\$ 466,958	-9%
Total Transfers	\$ 409,231	\$ 514,630	\$ 514,630	\$ 466,958	-9%
Total Revenue	\$ 1,013,125	\$ 1,118,516	\$ 1,118,516	\$ 1,144,354	2%
Expenses					
Personnel					
Salaries & Wages					
Full Time	\$ 537,923	\$ 580,579	\$ 573,201	\$ 573,340	-1%
Part Time	23,385	50,545	45,356	61,332	21%
Overtime	7,027	6,500	6,435	6,500	0%
Total Salaries & Wages	\$ 568,335	\$ 637,624	\$ 624,992	\$ 641,172	1%
Other Pay					
Supplemental Pay	\$ 6,720	\$ 2,400	\$ 480	\$ 13,500	463%
Disability Leave Buy-Back	5,965	6,500	6,175	10,000	54%
Accrued Leave Payoff	5,731	-	-	-	0%
Other Allowances	360	2,160	2,052	2,160	0%
Total Other Pay	\$ 18,776	\$ 11,060	\$ 8,707	\$ 25,660	132%
Benefits					
Health Insurance	\$ 93,336	\$ 99,852	\$ 99,852	\$ 109,812	10%
Other Insurance Benefits	4,308	5,011	5,011	5,012	0%
FICA/Medicare Tax	42,453	49,869	49,869	51,563	3%
Retirement Contributions	30,603	33,695	33,695	33,501	-1%
Workers' Compensation	10,444	11,604	11,604	10,361	-11%
Clothing Allowance	259	3,150	2,992	3,300	5%
Total Benefits	\$ 181,403	\$ 203,181	\$ 203,023	\$ 213,549	5%
Total Personnel	\$ 768,514	\$ 851,865	\$ 836,722	\$ 880,381	3%

Buildings And Grounds

	FY 2008			FY 2009		FY 2009		FY 2010	
		CTUAL	F	REVISED	E	STIMATE	Α	DOPTED	% ▲
Contractual Services									
Water	\$	1,033	\$	1,080	\$	1,550	\$	1,550	44%
Energy - Electricity		1,008		1,000		900		1,880	88%
Energy - Natural Gas		2,106		3,200		3,000		3,000	-6%
Building Maintenance		29,138		33,792		28,723		33,000	-2%
Maintenance Agreements		25,301		25,000		12,500		32,099	28%
Insurance & Bonds		7,104		7,104		7,104		7,104	0%
Telecommunications		1,048		900		765		750	-17%
Travel and Training		2,240		2,000		700		1,800	-10%
Interdepartmental Services		63,255		67,552		67,552		69,654	3%
Other Contractual		5,792		6,000		5,700		6,000	0%
Electrical Repairs		10,429		12,000		11,880		12,000	0%
Total Contractual Services	\$	148,454	\$	159,628	\$	140,374	\$	168,837	6%
Materials & Supplies									
Other Materials & Supplies	\$	22,000	\$	25,442	\$	24,200	\$	35,500	40%
Custodial Supplies		14,204		16,000		14,080		18,000	13%
Building Supplies		44,878		51,081		41,886		37,923	-26%
Electrical Supplies		15,058		12,000		11,400		12,000	0%
Total Materials & Supplies	\$	96,140	\$	104,523	\$	91,566	\$	103,423	-1%
Capital									
Light Equipment	\$	-	\$	2,500	\$	2,500	\$	2,500	0%
Total Capital	\$	-	\$	2,500	\$	2,500	\$	2,500	0%
Total Expenses	\$	1,013,108	\$	1,118,516	\$	1,071,162	\$	1,155,141	3%
Net Fund	\$	17	\$	-	\$	47,354	\$	(10,787)	100%



City Campus Fund

City Campus Buildings Fund

	City Campus Bu	ildings Staffin	g Summ	nary		
		FY 2	800	FY 2009	FY 201	0
Full Time Positions None			_		_	_
	Total		-		-	-
Part Time Employees (Bud	iget)	\$	-	\$	- \$	-

City C	ampı	ıs Building	s B	udget Sumr	nary	1			
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Charges for Services/ User Fees	\$	27,135	\$	49,800	\$	20,928	\$	15,000	-70%
Transfer In/ Operating Transfer		313,830		365,662		365,662		382,250	5%
Total Revenues	\$	340,965	\$	415,462	\$	386,590	\$	397,250	-4%
Expenditures									
Contractual Services	\$	337,544	\$	387,257	\$	337,012	\$	384,930	-1%
Materials and Supplies		3,412		5,320		1,200		2,320	-56%
Capital		-		22,885		10,500		10,000	-56%
Total Expenditures	\$	340,956	\$	415,462	\$	348,712	\$	397,250	-4%
Net City Campus Fund	\$	9	\$	-	\$	37,878	\$	-	0%
		Projec	ted	Reserves or	ո Jur	ne 30, 2009	\$	50,754	
		Projec	ted	Reserves or	ո Jur	ne 30, 2010	\$	50,754	

City Campus Buildings

				Y 2010 DOPTED	% ▲				
Revenues	,								
Charges For Services									
Building Rental	\$	27,135	\$	49,800	\$	20,928	\$	15,000	-70%
Total Charges For Services	\$	27,135	\$	49,800	\$	20,928	\$	15,000	-70%
Transfers									
Transfers In	\$	313,830	\$	365,662	\$	365,662	\$	382,250	5%
Total Transfers	\$	313,830	\$	365,662	\$	365,662	\$	382,250	5%
Total Revenue	\$	340,965	\$	415,462	\$	386,590	\$	397,250	-4%
Expenses									
Contractual Services									
Water	\$	14,677	\$	16,100	\$	15,600	\$	15,980	-1%
Energy - Electricity		61,979		77,750		55,000		56,999	-27%
Energy - Natural Gas		48,331		70,015		47,500		46,500	-34%
Alarm		296		700		300		300	-57%
Insurance & Bonds		11,291		12,420		12,420		12,420	0%
Telecommunications		7,121		7,000		4,866		5,566	-20%
Interdepartmental Services		191,522		195,317		195,317		246,210	26%
Other Contractual		2,327		7,955		6,009		955	-88%
Total Contractual Services	\$	337,544	\$	387,257	\$	337,012	\$	384,930	-1%
Materials & Supplies									
Operational Supplies	\$	166	\$	2,620	\$	500	\$	720	-73%
Other Materials & Supplies		711		1,200		700		100	-92%
Small Tools & Equipment		2,535		1,500		-		1,500	0%
Total Materials & Supplies	\$	3,412	\$	5,320	\$	1,200	\$	2,320	-56%
Total Operating Expenses	\$	340,956	\$	392,577	\$	338,212	\$	387,250	-1%
Operating Income (Loss)	\$	9	\$	22,885	\$	48,378	\$	10,000	-56%
Capital-New									
Improve Other Than Buildings	\$	-	\$	10,500	\$	10,500	\$	10,000	-5%
Total New Capital	\$	-	\$	10,500	\$	10,500	\$	10,000	-5%
Capital-Replacement									
Improve Other Than Buildings	\$	_	\$	5,000	\$	_	\$	_	-100%
Buildings	Ψ	_	Ψ	7,385	Ψ	_	Ψ		-100%
Total Replacement Capital	\$		\$	12,385	\$		\$		-100%
·						10.500			
Total Capital	\$		\$	22,885	\$	10,500	\$	10,000	-56%
Total Expenses	\$	340,956	\$	415,462	\$	348,712	\$	397,250	-4%
Net Fund	\$	9	\$	-	\$	37,878	\$	-	0%



Property and Liability Insurance Fund

Property and Liability Insurance Fund

The Property and Liability Insurance Fund is an internal service fund that handles the City's property and liability insurance coverage, claims, and replacement or repair of assets destroyed or damaged by casualty loss. The fund was established in FY 2003. The Fund derives its revenues from charges assessed to the operating cost centers of the City for insurance and bond costs. Group insurance coverage is then purchased by the fund to cover the entire City operation.

Mission Statement: 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.

1. Goal: Reduce the number of "at fault" accidents that result in property damage by City employees.

Objective: Create a cost allocation program by June 30, 2010.

Highlights from FY09: Risk Management started tracking data more consistently with each property and/or liability claim made. This is the first step towards receiving accurate information, which will determine losses and assessments for each Department. The next step is to create a cost allocation program based on actual cost.

Highlights for FY10: A cost allocation program will assess a higher percentage of premiums for property and liability coverage to City Departments with higher property loss and/or liability claims. The higher assessment will attempt to reduce accidents and claims, therefore, reducing premium rates for the City as a whole.

Property and Liability Insurance Fund

	Property and Liabilit	y Insurance Sta	affing Sun	nmary	
		FY 2	800	FY 2009	FY 2010
Full Time Positions None			_	_	_
THE IT	Total		-	-	-
Part Time Employees (Bu	dget)	\$	- \$	-	\$ -

Property a	and Li	ability Insu	ran	ce Budget S	Sum	mary			
	FY 2008 ACTUAL			FY 2009 REVISED	FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Charges for Services/ User Fees	\$	694,114	\$	763,525	\$	763,525	\$	763,525	0%
Miscellaneous		145,934		82,000		148,370		82,000	0%
Total Revenues	\$	840,048	\$	845,525	\$	911,895	\$	845,525	0%
Expenditures									
Contractual Services	\$	583,115	\$	640,525	\$	580,946	\$	640,525	0%
Other		1,731		30,000		10,000		30,000	0%
Capital		270,082		175,000		263,546		175,000	0%
Total Expenditures	\$	854,928	\$	845,525	\$	854,492	\$	845,525	0%
Net Property and Liability Fund	\$	(14,880)	\$	-	\$	57,403	\$	-	0%
		Projec	ted	Reserves or	n Jui	ne 30, 2009	\$	224,790	
		Projec	ted	Reserves or	n Jui	ne 30, 2010	\$	224,790	

Property & Liability Insurance

	Y 2008 CTUAL	FY 2009 REVISED		Y 2009 STIMATE	Y 2010 DOPTED	% ▲	
Revenues							
Interdepartmental Charges	\$ 694,114	\$ 763,525	\$	763,525	\$ 763,525	0%	
Interest Income	8,834	7,000		3,000	7,000	0%	
Insurance Reimbursements	136,806	75,000		145,344	75,000	0%	
Gain Loss on Sale of Investments	294	-		26	-	0%	
Total Revenue	\$ 840,048	\$ 845,525	\$	911,895	\$ 845,525	0%	
Expenses							
Contractual Services							
Investment Fees	\$ 431	\$ 400	\$	150	\$ 400	0%	
Insurance and Bonds	582,684	640,125		580,796	640,125	0%	
Total Contractual Services	\$ 583,115	\$ 640,525	\$	580,946	\$ 640,525	0%	
Other Expenses							
Claims	\$ -	\$ 30,000	\$	10,000	\$ 30,000	0%	
Bad Debt Expense	1,731	-		-	-	0%	
Total Other Expenses	\$ 1,731	\$ 30,000	\$	10,000	\$ 30,000	0%	
Capital							
Buildings	\$ 74,914	\$ 60,000	\$	126,246	\$ 60,000	0%	
Light Equipment	57,351	75,000		87,300	75,000	0%	
Heavy Equipment	137,817	40,000		50,000	40,000	0%	
Total Capital	\$ 270,082	\$ 175,000	\$	263,546	\$ 175,000	0%	
Total Expenses	\$ 854,928	\$ 845,525	\$	854,492	\$ 845,525	0%	
Net Fund	\$ (14,880)	\$ -	\$	57,403	\$ -	0%	

Information Technology

Information Technology

The Information Technology (IT) Division provides support services to all City departments for data processing, computer equipment, communication systems and software systems. A portion of the costs for maintaining this internal services operation is charged to the various divisions and departments with user charges calculated each budget year based on prior year utilization of services. Contractual service agreements between IT and the departments outline the amounts that will be charged. Any costs not assessed through interdepartmental charges are funded by a transfer from the General Fund.

The Geographic Information System (GIS) Fund was merged with the Information Technology Fund in FY 2009. The GIS fund had been used to account for the operation of the GIS system, which is data system that relates information spatially and is able to display complex information more simply as a "map". For presentation purposes, the revenue and expenditure history of the GIS Fund is merged with the IT Fund.

Mission Statement: 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.

1. Goal: Improve organizational data collaboration, retrieval, storage, and dissemination in actual practice.

Objective: Implement an e-mail retention system by December 31, 2009.

<u>Objective</u>: Develop standardized Performance Point Reports for three departments by September 30, 2009.

Objective: Migrate City departments to Knowledge Management system by June 30, 2010.

2. Goal: Improve and increase utilization of a City-wide wireless/mobile data network.

Objective: Define project deliverables for public safety implementation by July 31, 2009.

Objective: Implement first phase of mobile wireless network for public safety use, by February, 2010.

Objective: Define and implement one general government application by June 30, 2010.

<u>Objective</u>: Define project deliverables for backup network communications for remote City facilities by June 30, 2010.

3. Goal: Provide increased and interactive functionality on the City's website.

<u>Objective</u>: Define, design, and deploy three external mapping applications by June 30, 2010.

Objective: Investigate options for e-billing and e-payment functions by January 31, 2010.

Objective: Finalize the research on Loyalty/Reward points program by September 30, 2009.

<u>Objective</u>: Provide limited public access to one additional data base system (i.e., building permits, CRM, code enforcement, class registration, etc.)

4. Goal: Increase employee access to organizational resources and information.

Objective: Investigate the options for an employee portal solution by January, 2010.

Objective: Provide additional access to (web-based) information for City retirees by June 30, 2010.

<u>Objective</u>: Provide secure access to internal data in various databases for easy reference and distribution (ultimately for use in Call Center operation), by March, 2010.

Highlights from FY09: The budget included a consulting contract with Elert & Associates to develop recommendations for energy conservation improvements to the two main data centers – City Hall and the Public Safety Communications Center. The final report included several recommendations which will be implemented during the next year. In addition, a part-time intern has been hired to assist with the ongoing maintenance of the new website that has been moved into the City organization, where it will be hosted on the City's own web server.

Highlights for FY10: The intern position has been recommended for funding during FY10 to maintain the website and to assist with building the GIS database for the utility layer. Additional projects that will be part of the work plan for IT during FY10 are the implementation of the recommendations contained in the wireless network report; upgrades to the Geographical Information System, including making the maps accessible on the internet; and, implementation of an e-mail archiving system utilizing a new software product.

Information Technology (IT) & Geographic Information Services (GIS)

Information Technology and GIS Staffing Summary											
	FY	2008	FY 2009		FY 2010						
Full Time Positions											
Information Technology											
CAD Systems Technician		1	1		1						
Financial Systems Technician		1	1		1						
Management Inform Serv Manager		1	1		1						
Network Engineer		1	1		1						
Systems & Database Administrator		1	1		1						
User Support Technician		5	5	5	5						
WAN Network Administrator		1	1		1						
GIS											
GIS Coordinator		1		-	-						
GIS Technician		2	3	3	3						
Senior GIS Technician		1		-	-						
GIS Analyst		-	1		1						
Total		15	15	5	15						
Part Time Employees (Budget)	\$	5,846	\$ 22,152	2 \$	22,152						

Information T	ech	nology & G	IS F	und Budge	t Sı	ımmary			
		FY 2008 ACTUAL	ı	FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED	% ▲
Revenues									
Charges for Services/ User Fees	\$	403,835	\$	509,070	\$	509,070	\$	528,663	4%
Grants		138,946		161,600		161,600		151,184	-6%
Miscellaneous		917		800		2,000		1,500	88%
Transfers In		636,610		714,482		714,482		688,814	-4%
Total Revenues	\$	1,180,308	\$	1,385,952	\$	1,387,152	\$	1,370,161	-1%
Expenditures									
Personnel	\$	1,006,331	\$	1,172,914	\$	1,148,056	\$	1,183,281	1%
Contractual Services		128,262		163,183		155,033		158,880	-3%
Materials and Supplies		7,965		8,000		8,000		8,000	0%
Other		9,047		25,700		25,700		-	-100%
Capital		26,273		24,910		24,910		20,000	-20%
Total Expenditures	\$	1,177,878	\$	1,394,707	\$	1,361,699	\$	1,370,161	-2%
Net IT & GIS Fund	\$	2,430	\$	(8,755)	\$	25,453	\$	-	-100%
		Projec	ted	Reserves or	ı Ju	ne 30, 2009	\$	49,360	
		Projec	ted	Reserves or	ı Ju	ne 30, 2010	\$	49,360	

Information Services & GIS

		Y 2008 CTUAL		FY 2009 EVISED		FY 2009 STIMATE		FY 2010 DOPTED	% ▲
Revenues									
Grants and Loans									
Federal Grants	\$	138,946	\$	161,600	\$	161,600	\$	151,184	-6%
Total Grants and Loans	\$	138,946	\$	161,600	\$	161,600	\$	151,184	-6%
Charges For Services									
Intergovernmental Services	\$	403,835	\$	509,070	\$	509,070	\$	528,663	4%
Total Charges For Services	\$	403,835	\$	509,070	\$	509,070	\$	528,663	4%
Miscellaneous Revenue									
Unclassified Miscellaneous	\$	917	\$	800	\$	2,000	\$	1,500	88%
Total Miscellaneous Revenue	\$	917	\$	800	\$	2,000	\$	1,500	88%
Transfers									
Transfers In	\$	636,610	\$	714,482	\$	714,482	\$	688,814	-4%
Total Transfers	\$	636,610	\$	714,482	\$	714,482	\$	688,814	-4%
Total Revenue	\$	1,180,308	\$	1,385,952	\$	1,387,152	\$	1,370,161	-1%
Expenditures Personnel									
Salaries & Wages	•		•		•		•		
Full Time	\$	773,806	\$	892,480	\$	866,546	\$	871,827	-2%
Part Time		5,846		22,152		22,152		22,152	0%
Overtime		3,601		2,500	_	5,370	_	2,500	0%
Total Salaries & Wages	\$	783,253	\$	917,132	\$	894,068	\$	896,479	-2%
Other Pay									
Supplemental Pay	\$	6,000	\$	-	\$	-	\$	15,500	100%
Other Allowances		3,281		4,770		2,976		4,770	0%
Disability Leave Buy-Back		3,275		-		-		-	0%
Accrued Leave Payoff		250		1,500		1,500		1,500	0%
Total Other Pay	\$	12,806	\$	6,270	\$	4,476	\$	21,770	247%
Benefits									
Health Insurance	\$	88,848	\$	105,888	\$	105,888	\$	121,728	15%
Other Insurance Benefits		5,945		7,044		7,044		7,232	3%
FICA/Medicare Tax		58,600		70,640		70,640		71,694	1%
Retirement Contributions		44,156		51,105		51,105		49,933	-2%
Workers' Compensation		12,723		14,835		14,835		14,445	-3%
Total Benefits	\$	210,272	\$	249,512	\$	249,512	\$	265,032	6%
Total Personnel	\$	1,006,331	\$	1,172,914	\$	1,148,056	\$	1,183,281	1%

Information Services & GIS

	FY 2008 ACTUAL		FY 2009 REVISED	FY 2009 STIMATE	FY 2010 ADOPTED		% ▲
Contractual Services							
Consulting Fees	\$ 11,932	\$	16,700	\$ 16,700	\$	15,000	-10%
Maintenance Agreements	59,033		86,622	77,500		82,777	-4%
Insurance & Bonds	12,286		12,286	12,286		12,286	0%
Telecommunications	6,498		3,974	3,974		3,974	0%
Postage	256		300	572		600	100%
Printing/Reproduction	547		700	1,400		1,400	100%
Travel & Training	28,812		33,000	33,000		33,000	0%
Interdepartmental Services	2,433		1,951	1,951		2,193	12%
Other Contractual	1,195		2,000	2,000		2,000	0%
Association Dues	 5,270		5,650	5,650		5,650	0%
Total Contractual Services	\$ 128,262	\$	163,183	\$ 155,033	\$	158,880	-3%
Materials & Supplies							
Office Supplies	\$ 7,039	\$	6,700	\$ 6,700	\$	6,700	0%
Books, Periodicals, Maps	926		1,300	1,300		1,300	0%
Total Materials & Supplies	\$ 7,965	\$	8,000	\$ 8,000	\$	8,000	0%
Capital - New							
Light Equipment	\$ 4,000	\$	4,000	\$ 4,000	\$	4,000	0%
Technologies	22,273		20,910	20,910		16,000	-23%
Total Capital - New	\$ 26,273	\$	24,910	\$ 24,910	\$	20,000	-20%
Other							
Programs & Projects	\$ 9,047	\$	25,700	\$ 25,700	\$	-	-100%
Total Other	\$ 9,047	\$	25,700	\$ 25,700	\$	-	-100%
Total Expenditures	\$ 1,177,878	\$	1,394,707	\$ 1,361,699	\$	1,370,161	-2%
Net Fund	\$ 2,430	\$	(8,755)	\$ 25,453	\$	-	-100%

Trust and Agency Funds

Perpetual Care

Metro Animal Control

Public Safety
Communication Center

Employee Health Insurance Fund

Trust & Agency Funds Consolidated

Trus	t & A	gency Fund	s B	udget Sumn	nar	у		
		FY 2008 ACTUAL		FY 2009 REVISED	ı	FY 2009 ESTIMATE	FY 2010 ADOPTED	% ▲
Revenues								
Charges for Services/ User Fees	\$	6,237,603	\$	7,145,753	\$	6,937,864	\$ 7,458,066	4%
Taxes		855,470		900,000		950,000	1,000,000	11%
Miscellaneous		2,337,625		1,816,168		2,084,492	1,821,410	0%
Transfer In		2,727,615		2,996,758		2,996,758	3,884,464	30%
Licenses		24,376		22,000		24,500	24,500	11%
Total Revenues	\$	12,182,689	\$	12,880,679	\$	12,993,614	\$ 14,188,440	10%
Expenditures								
Personnel	\$	1,833,937	\$	2,175,752	\$	2,046,780	\$ 2,212,730	2%
Contractual Services		6,520,698		6,780,767		7,882,873	7,626,069	12%
Materials and Supplies		72,986		63,763		60,273	97,970	54%
Other		142,828		965,946		965,946	1,892,620	96%
Capital		188,637		255,866		240,201	385,750	51%
Transfers Out		1,673,409		1,690,325		1,690,325	1,677,968	-1%
Total Expenditures	\$	10,432,495	\$	11,932,419	\$	12,886,398	\$ 13,893,107	16%
Net All Trust & Agency Funds	\$	1,750,194	\$	948,260	\$	107,216	\$ 295,333	-69%

Perpetual Care

Perpetual Care Fund

Mission: The Perpetual Care Fund was established to account for funds set aside to support certain City facilities and operations. The principal dollars set aside are not to be expended, only the interest earnings are to be used. There are four sub-accounts in this 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 Once Cent Sales Tax funds. On June 30, 2009, there will be a projected \$4,142,733 of principal and \$56,643 of spendable interest in this account. Interest earned during FY 2010 is also budgeted to be expended. The budget includes the following expenditures for facility repair and improvements:

City Hall – Facility Improvements \$10,000	\$ 10,000
Hall of Justice – Capital Fund Payments \$25,000	25,000
Outdoor Pools – Boiler Replacement and Marion Kreiner Drain Replacement \$38,000	38,000
Recreation Center–Lobby Lighting (\$16,000) & Steam Room Tile (\$35,000)	51,000
Ice Arena – Infra-red Compressor and ADA Doors - \$40,000	40,000
Program & Projects- Emergency Building Repair	63,650
Investment Fees	4,790
Interdepartmental Services	1,923
	\$ 234,363

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 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. The motorcross area and horseback riding area are excluded due to provisions in those organizations' lease agreements. On June 30, 2009, there will be a projected \$1,221,399 principal balance and \$70,984 of spendable interest in this account. Expenditures for FY 2010 are budgeted to be \$125,504.

Operations Trust - The interest earnings from this account are used for operations and maintenance of facilities originally constructed or improved with Optional One Cent Sales Tax funds. On June 30, 2009, there will be a projected \$22,494,984 principal balance and no spendable interest in this account. The budget includes the following transfers and operating expenditures:

Ice Arena	\$ 189,415
Casper Events Center	854,427
City Campus	382,250
Buildings & Grounds	251,876
Investment Fees	 25,907
	\$ 1.703.875

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 Cityowned trees. On June 30, 2009, there will be a projected \$272,789 principal balance, and \$25,928 interest in this account. Expenditures for FY 2010 are budgeted to be \$38,688.

Perpetual Care Highlights for FY 2010

The Transfers In consist of:

A \$750,000 transfer of One Cent #13 funding that will be added to the non-spendable principal balances of the Building Trust Account (\$135,000) and the Operations Trust Account (\$615,000).

A \$747,925 transfer from the General Fund to the Operations Account to supplement the amount of interest earnings needed to support the operations based in facilities that were constructed with Optional Sales Tax revenue. The current interest rates do not generate enough interest on the available principal to fully fund the requirements of the Operations Account.

Pe	erpe	tual Care Bu	ıdg	et Summary	,				
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 STIMATE	,	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Services/ User Fees	\$	6,600	\$	7,200	\$	7,200	\$	7,200	0%
Interest Income		1,540,462		1,123,313		1,249,998		1,160,000	3%
Principal Repayment		-		9,400		2,160		2,160	-77%
Transfer In		1,441,378		1,639,525		1,639,525		1,529,515	-7%
Total Revenues	\$	2,988,440	\$	2,779,438	\$	2,898,883	\$	2,698,875	-3%
Expenditures									
Contractual Services	\$	76,341	\$	43,172	\$	34,510	\$	34,510	-20%
Materials and Supplies		18,736		11,523		11,523		38,330	233%
Other		37,831		260,948		260,948		187,622	-28%
Capital		132,897		132,366		132,366		164,000	24%
Transfers Out		1,673,409		1,690,325		1,690,325		1,677,968	-1%
Total Expenditures	\$	1,939,214	\$	2,138,334	\$	2,129,672	\$	2,102,430	-2%
Net Perpetual Care	\$	1,049,226	\$	641,104	\$	769,211	\$	596,445	-7%
	Р	rojected Inte	rest	Reserves or	n Ju	ne 30, 2009	\$	153,555	
	Ρ	rojected Inte	rest	Reserves or	n Ju	ne 30, 2010	\$	-	
	Th	e interest res	serv	es exclude n	on-	spendable pi	rinci	ipal amounts.	
	Pro	ojected Princ	ipal	Reserves or	n Ju	ne 30, 2009	\$	28,137,667	
	Pro	ojected Princ	ipal	Reserves or	n Ju	ne 30, 2010	\$	28,887,667	
	Th	e interest res	serv	es exclude n	on-	spendable pi	rinci	ipal amounts.	

FY 2010 Budget (Budget Basis) Perpetual Care

North Platte Park Trust

	_	Y 2008 CTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues						
Gain or Loss On Investments	\$	8,971	\$ -	\$ (615)	\$ -	0%
N Platte Park Interest		42,561	54,470	59,245	54,520	0%
Total Revenues	\$	51,532	\$ 54,470	\$ 58,630	\$ 54,520	0%
Expenditures						
Investment Fees	\$	2,685	\$ 1,820	\$ 1,532	\$ 1,532	-16%
Programs & Projects		3,186	71,000	71,000	123,972	75%
Total Expenditures	\$	5,871	\$ 72,820	\$ 72,532	\$ 125,504	72%
Total North Platte Park Trust	\$	45,661	\$ (18,350)	\$ (13,902)	\$ (70,984)	287%

Building Trust

	FY 2008		FY 2009	ı	FY 2009		FY 2010	
	ACTUAL	F	REVISED	E	STIMATE	Α	DOPTED	% ▲
Revenues								
Building Trust Gain/(Loss) On Inv	\$ 68,153	\$	-	\$	(3,219)	\$	-	0%
Building Trust Interest	323,338		180,828		185,296		170,520	-6%
Senior Citizens Building Rent	6,600		7,200		7,200		7,200	0%
Transfers In	115,000		115,000		115,000		115,000	0%
Total Revenues	\$ 513,091	\$	303,028	\$	304,277	\$	292,720	-3%
Expenditures								
Buildings	\$ 132,897	\$	132,366	\$	132,366	\$	164,000	24%
Interdepartmental Services	1,572		1,923		1,923		2,427	26%
Investment Fees	19,214		6,031		4,790		4,286	-29%
Programs & Projects	34,645		189,948		189,948		63,650	-66%
Total Expenditures	\$ 188,328	\$	330,268	\$	329,027	\$	234,363	-29%
Total Building Trust	\$ 324,763	\$	(27,240)	\$	(24,750)	\$	58,357	-314%

FY 2010 Budget (Budget Basis) Perpetual Care Urban Forestry

	Y 2008 CTUAL	FY 2009 REVISED	TY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues					
Gain/(Loss) On Investments	\$ 883	\$ -	\$ (101)	\$ -	0%
Interest Income	4,192	11,921	13,865	12,760	7%
Contributions - Urban Forestry	 2,185	-	5,420	-	0%
Total Urban Forestry Revenues	\$ 7,260	\$ 11,921	\$ 19,184	\$ 12,760	7%
Expenditures					
Investment Fees	\$ 91	\$ 398	\$ 358	\$ 358	-10%
Operating Supplies	 18,736	11,523	11,523	38,330	233%
Total Urban Forestry Expenditures	\$ 18,827	\$ 11,921	\$ 11,881	\$ 38,688	225%
Total for Urban Forestry	\$ (11,567)	\$ -	\$ 7,303	\$ (25,928)	100%

Operations Trust

	FY 2008 ACTUAL	FY 2009 REVISED	FY 2009 STIMATE	FY 2010 ADOPTED	% ▲
Revenues					,
Gain/(Loss) On Investments	\$ 189,786	\$ -	\$ (12,008)	\$ -	0%
Interest Income	900,393	876,094	1,002,115	922,200	5%
Debt Repayment - Interfund Advnc	-	9,400	2,160	2,160	-77%
Transfers In	1,326,378	1,524,525	1,524,525	1,414,515	-7%
Total Operations Revenues	\$ 2,416,557	\$ 2,410,019	\$ 2,516,792	\$ 2,338,875	-3%
Expenditures					
Investment Fees	\$ 52,779	\$ 33,000	\$ 25,907	\$ 25,907	-21%
Transfers Out	1,673,409	1,690,325	1,690,325	1,677,968	-1%
Total Operations Expenditures	\$ 1,726,188	\$ 1,723,325	\$ 1,716,232	\$ 1,703,875	-1%
Total for Operations Trust	\$ 690,369	\$ 686,694	\$ 800,560	\$ 635,000	-8%



Metro Animal Control

Metro Animal Control

The Metropolitan Animal Control Fund accounts for the operation of the animal control and shelter functions. The operation provides animal control services within the metropolitan area, under a Joint Powers Board agreement. The participating agencies include Casper, Evansville, Bar Nunn, Mills, and Natrona County. Each participating agency contributes based on its utilization of services during the prior year.

Mission Statement: To provide animal control service in a clean environment that includes: housing stray animals, abuse investigation, catching stray animals, dealing with complaints from the public, returning pets home to their owners, adoptions of stray animals, and euthanasia.

1. Goal: Increase the number of animals adopted for 2009

Objective: Increase the number of animal adoptions from 1,100 to 1,250 in 2009.

Highlights from FY09: Metro continues to expand its partnership with various animal rescue groups to aid in the placement of animals and avoid euthanasia in all but the most extreme cases.

The microchip program has also been instrumental in reuniting pets with their owners.

Highlights for FY10: No significant changes are planned for this cost center.

Metro Animal Control Fund

	Metro Animal Contro	ol Staffing Sum	mary	
		FY 2008	FY 2009	FY 2010
Full Time Positions				
Animal Protection Officer II		6	6	6
Kennel Technician		3	3	3
Lead Animal Protection Officer		1	1	1
Metro Animal Control Manager		1	1	1_
	Total	11	11	11
Part Time Employees (Budget)		\$ -	\$ 15,677	\$ 15,677

Met	ro Ani	mal Contro	l Bu	dget Summ	ary			
		FY 2008 ACTUAL	-	FY 2009 REVISED		FY 2009 STIMATE	FY 2010 DOPTED	% ▲
Revenues								
Licenses	\$	24,376	\$	22,000	\$	24,500	\$ 24,500	11%
Charges for Services/ User Fees		195,637		232,678		230,378	240,703	3%
Miscellaneous		13,320		9,500		7,100	9,000	-5%
Transfer In		588,584		630,721		630,721	642,261	2%
Total Revenues	\$	821,917	\$	894,899	\$	892,699	\$ 916,464	2%
Expenditures								
Personnel	\$	614,192	\$	679,565	\$	670,328	\$ 694,551	2%
Contractual Services		114,594		134,434		124,413	125,863	-6%
Materials and Supplies		45,211		44,250		40,900	52,150	18%
Other		12,150		12,150		12,150	12,150	0%
Capital		10,318		58,500		50,000	31,750	-46%
Total Expenditures	\$	796,465	\$	928,899	\$	897,791	\$ 916,464	-1%
Net Metro Animal Control	\$	25,452	\$	(34,000)	\$	(5,092)	\$ -	-100%
		Projec	cted I	Reserves or	ı Jur	ne 30, 2009	\$ 257,104	
		Projec	cted I	Reserves or	ı Jur	ne 30, 2010	\$ 269,254	

Metro Animal Control

	_	Y 2008 CTUAL	-	Y 2009 EVISED	_	Y 2009 TIMATE	Y 2010 DOPTED	% ▲
Revenues								
Licenses								
Pet Licenses	\$	24,376	\$	22,000	\$	24,500	\$ 24,500	11%
Total Licenses	\$	24,376	\$	22,000	\$	24,500	\$ 24,500	11%
Charges For Services								
Boarding Fees	\$	2,340	\$	3,500	\$	2,200	\$ 3,500	0%
Adoption Fees		38,516		41,000		40,000	41,000	0%
Intergovernmental User Charges		154,781		188,178		188,178	196,203	4%
Total Charges For Services	\$	195,637	\$	232,678	\$	230,378	\$ 240,703	3%
Miscellaneous Revenue								
Interest Income	\$	8,697	\$	6,000	\$	5,500	\$ 6,000	0%
Misc Revenue		305		500		100	-	-100%
Gain/Loss On Investments		4,318		3,000		1,500	3,000	0%
Total Miscellaneous	\$	13,320	\$	9,500	\$	7,100	\$ 9,000	-5%
Transfers								
Transfers In	\$	588,584	\$	630,721	\$	630,721	\$ 642,261	2%
Total Transfers	\$	588,584	\$	630,721	\$	630,721	\$ 642,261	2%
Total Operating Revenue	\$	821,917	\$	894,899	\$	892,699	\$ 916,464	2%
Expenses								
Personnel								
Salaries & Wages								
Full Time	\$	416,867	\$	467,320	\$	468,500	\$ 468,357	0%
Part Time		-		15,677		10,500	15,677	0%
Overtime		11,750		13,100		12,500	13,100	0%
Total Salaries & Wages	\$	428,617	\$	496,097	\$	491,500	\$ 497,134	0%
Other Pay								
Disability Leave Buy-Back	\$	4,710	\$	5,500	\$	4,678	\$ 5,500	0%
Accrued Leave Payoff		1,398		1,500		-	1,500	0%
Supplemental Pay		5,500		-		-	11,500	20%
Other Allowances		3,000		3,000		3,600	3,600	121%
Total Other Pay	\$	14,608	\$	10,000	\$	8,278	\$ 22,100	121%

FY 2010 Budget (Budget Basis) Metro Animal Control

	Y 2008 CTUAL		Y 2009 EVISED		Y 2009 STIMATE		Y 2010 OPTED	% ▲
Benefits		_		_		_		
Health Insurance	\$ 101,280	\$	91,488	\$	91,350	\$	93,972	3%
Other Insurance Benefits	3,372		4,361		4,200		4,242	-3%
FICA/Medicare Tax	32,109		38,876		38,500		40,912	5%
Retirement Contributions	24,327		27,598		27,500		27,743	1%
Unemployment Contributions	1,758		1,800		-			-100%
Workers' Compensation	7,836		9,045		9,000		8,148	-10%
Clothing Allowance	285		300		-		300	0%
Total Benefits	\$ 170,967	\$	173,468	\$	170,550	\$	175,317	1%
Total Personnel	\$ 614,192	\$	679,565	\$	670,328	\$	694,551	2%
Contractual Services								
Investment Fees	\$ 517	\$	300	\$	225	\$	300	0%
Medical Testing Services	1,600		1,700		500		800	-53%
Water	4,913		6,000		5,800		6,500	8%
Energy - Electricity	7,939		8,500		8,000		9,500	12%
Energy - Natural Gas	11,891		15,000		12,500		17,000	13%
Maintenance Agreements	2,880		3,300		2,880		3,300	0%
Insurance & Bonds	6,509		7,159		7,159		7,159	0%
Telecommunications	9,016		8,490		8,000		8,490	0%
Postage/Shipping	1,890		2,000		1,800		2,000	0%
Travel & Training	5,006		7,250		5,800		7,250	0%
Interdepartmental Services	36,894		41,349		41,349		42,330	2%
Dispatch Services	8,367		12,686		12,500		8,534	-33%
Other Contractual	17,172		20,700		17,900		12,700	-39%
Total Contractual Services	\$ 114,594	\$	134,434	\$	124,413	\$	125,863	-6%
Materials & Supplies								
Office Supplies	\$ 3,057	\$	7,000	\$	2,500	\$	4,500	-36%
Uniforms	1,571	-	2,500	-	1,300	•	2,500	0%
Other Materials & Supplies	40,583		34,750		37,100		45,150	30%
Total Materials & Supplies	\$ 45,211	\$	44,250	\$	40,900	\$	52,150	18%

Metro Animal Control

	F'	Y 2008	F	Y 2009	F	Y 2009	F	FY 2010	
	A	CTUAL	R	EVISED	ES	STIMATE	Α	DOPTED	% ▲
Other Expenses									
Depreciation	\$	12,150	\$	12,150	\$	12,150	\$	12,150	0%
Total Other Expenses	\$	12,150	\$	12,150	\$	12,150	\$	12,150	0%
Capital - Replacement									
Light Equipment	\$	4,765	\$	53,500	\$	48,000	\$	26,750	-50%
Technologies		5,553		5,000		2,000		5,000	0%
Total Capital - Replacement	\$	10,318	\$	58,500	\$	50,000	\$	31,750	-46%
Total Operating Expenses	\$	796,465	\$	928,899	\$	897,791	\$	916,464	-1%
Net Fund	\$	25,452	\$	(34,000)	\$	(5,092)	\$	-	-100%

Public Safety Communication Center

Public Safety Communications

The Public Safety Communications Center was established in 1989. It combined the Casper Police Department's Dispatch Center with the Sheriff's Department Dispatch Center. At the time of the consolidation, a separate cost center was created to account for the new operation.

In 1989, a county-wide 911 fee was enacted by the Natrona County Commissioners to help pay for the cost of operating the communications center. This fee is collected as a charge on local telephone bills, including cellular phones. Each entity receives a share of this fee based upon the number of telephone connections located within their jurisdiction.

The agencies utilizing the Center are assessed an annual fee based on their utilization of the Center's services for the portion of costs not covered by the county-wide 911 fee.

Mission Statement: To provide communication services to all user agencies and the public within Natrona County, as well as providing E-911 services.

1. Goal: Reach the level of two call takers, fifteen dispatchers and four lead dispatchers, augmented by part time dispatchers.

<u>Objective</u>: Reduce the annual average of resigning full-time trained employees from five to three.

Objective: Conduct testing and training of applicants to reach authorized strength.

Highlights from FY09: The PSCC is now Phase 2 wireless compliant, which means that when a cellular telephone call comes into the center, staff is able to determine the latitude/longitude location of the call to within 100 yards. This capability has already proved instrumental in saving lives.

The PSCC has also been busy recruiting potential dispatchers and call takers. It appears that by May of 2009, the Center will be at authorized strength with the last four dispatchers currently in training.

Highlights for FY10: No significant changes are planned for this cost center.

Public Safety Communications Center Fund

Public Safety Communicati	ons Center Staffing St	ummary	
	FY 2008	FY 2009	FY 2010
Full Time Positions			
Call Taker	2	2	2
Lead Communications Technician	4	4	4
PSCC Communications Supervisor	1	1	1
Public Safety Communications Tech	15	15	15
Total	22	22	22
Part Time Employees (Budget)	\$ 38,284	\$ 65,977	\$ 65,977

Public Safety Communications Center (PSCC) Budget Summary									
	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Taxes	\$	855,470	\$	900,000	\$	950,000	\$	1,000,000	11%
Charges for Service		309,906		399,479		387,000		470,249	18%
Miscellaneous		73,084		98,955		98,255		30,250	-69%
Transfers In		697,653		726,512		726,512		712,688	-2%
Total Revenues	\$	1,936,113	\$	2,124,946	\$	2,161,767	\$	2,213,187	4%
Expenditures									
Personnel	\$	1,219,745	\$	1,496,187	\$	1,376,452	\$	1,518,179	1%
Contractual Services		428,773		525,921		515,095		533,051	1%
Materials and Supplies		9,039		7,990		7,850		7,490	-6%
Other		92,847		92,848		92,848		92,848	0%
Capital		45,422		65,000		57,835		190,000	192%
Total Expenditures	\$	1,795,826	\$	2,187,946	\$	2,050,080	\$	2,341,568	7%
Net PSCC Fund	\$	140,287	\$	(63,000)	\$	111,687	\$	(128,381)	104%
		Projec	\$	1,394,973					
		Projected Reserves on June 30, 2010						1,359,440	

Public Safety Communications

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Revenues									
Charges For Services									
Interdepartmental Services	\$	-	\$	21,595	\$	-	\$	-	-100%
Intergovernmental User Charge		260,263		314,436		325,000		399,889	27%
Wyoming Medical Center		49,643		63,448		62,000		70,360	11%
Total Charges For Services	\$	309,906	\$	399,479	\$	387,000	\$	470,249	18%
Miscellaneous Revenue									
Administrative Fees	\$	30,914	\$	71,705	\$	71,705	\$	-	-100%
Interest Income		40,762		25,000		26,000		30,000	20%
Miscellaneous Revenue		108		250		200		250	0%
Gain/Loss On Investments		1,300		2,000		350		-	-100%
Total Miscellaneous	\$	73,084	\$	98,955	\$	98,255	\$	30,250	-69%
Taxes									
Telephone Service Charge	\$	855,470	\$	900,000	\$	950,000	\$	1,000,000	11%
Total Taxes	\$	855,470	\$	900,000	\$	950,000	\$	1,000,000	11%
Transfers In									
Transfers In	\$	697,653	\$	726,512	\$	726,512	\$	712,688	-2%
Total Transfers	\$	697,653	\$	726,512	\$	726,512	\$	712,688	-2%
Total Operating Revenue	\$	1,936,113	\$	2,124,946	\$	2,161,767	\$	2,213,187	4%
Expenses Personnel									
Salaries & Wages									
Full Time	\$	699,651	\$	965,778	\$	772,622	\$	931,948	-4%
Part Time		38,284		65,977		99,000		65,977	0%
Overtime		115,873		80,000		138,000		104,956	31%
Total Salaries & Wages	\$	853,808	\$	1,111,755	\$	1,009,622	\$	1,102,881	-1%
Other Pay									
Holiday Pay	\$	21,901	\$	25,560	\$	26,300	\$	25,560	0%
Supplemental Pay		9,500		-		-		20,500	100%
Disability Leave Buy-Back		2,402		2,700		1,900		2,700	0%
Accrued Leave Payoff		16,428		3,000		2,500		3,000	0%
Other Allowances		480		480		480		480	0%
Total Other Pay	\$	50,711	\$	31,740	\$	31,180	\$	52,240	65%

FY 2010 Budget (Budget Basis) Public Safety Communications

		Y 2008 ACTUAL	FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Benefits									
Health Insurance	\$	174,360	\$	162,396	\$	160,500	\$	173,316	7%
Other Insurance Benefits		5,380		10,038		4,150		11,253	12%
FICA/Medicare Tax		64,368		87,493		82,000		88,391	1%
Retirement Contributions		67,485		85,763		84,500		84,346	-2%
Unemployment Contributions		-		200		-		-	-100%
Workers' Compensation		3,633		6,802		4,500		5,752	-15%
Total Benefits	\$	315,226	\$	352,692	\$	335,650	\$	363,058	3%
Total Personnel	\$	1,219,745	\$	1,496,187	\$	1,376,452	\$	1,518,179	1%
Contractual Services									
Investment Fees	\$	2,338	\$	1,215	\$	1,215	\$	1,215	0%
Maintenance Agreements		121,522		209,926		175,000		210,000	0%
Building Rent		10,055		14,950		16,000		14,950	0%
Insurance & Bonds		7,307		8,038		8,038		8,038	0%
Telecommunications		139,768		125,000		128,000		140,000	12%
Travel and Training		6,769		10,500		9,200		10,500	0%
Interdepartmental Services		129,426		146,792		146,792		116,848	-20%
Other Contractual		11,588		9,500		30,850		31,500	232%
Total Contractual Services	\$	428,773	\$	525,921	\$	515,095	\$	533,051	1%
Materials & Supplies									
Office Supplies	\$	4,966	\$	3,500	\$	2,500	\$	2,500	-29%
Other Materials & Supplies		3,069		3,190		3,850		3,690	16%
Uniforms		1,004		1,300		1,500		1,300	0%
Total Materials & Supplies	\$	9,039	\$	7,990	\$	7,850	\$	7,490	-6%
Other Expenses									
Depreciation	\$	92,847	\$	92,848	\$	92,848	\$	92,848	0%
Total Other Expenses	\$	92,847	\$	92,848	\$	92,848	\$	92,848	0%
Capital - New									
Light Equipment	\$	128	\$	1,000	\$	-	\$	1,000	0%
Technologies	,	3,600	*	1,000	*	1,535	*	1,000	0%
Total Capital - New	\$	3,728	\$	2,000	\$	1,535	\$	2,000	0%

Public Safety Communications

	FY 2008 ACTUAL		FY 2009 REVISED		FY 2009 ESTIMATE		FY 2010 ADOPTED		% ▲
Capital - Replacement									
Light Equipment	\$	37,507	\$	5,000	\$	2,300	\$	5,000	0%
Buildings		-		-		-		125,000	100%
Technologies		4,187		58,000		54,000		58,000	0%
Total Capital - Replacement	\$	41,694	\$	63,000	\$	56,300	\$	188,000	198%
Total Operating Expenses	\$_	1,795,826	\$	2,187,946	\$	2,050,080	\$	2,341,568	7%
Net Fund	\$	140,287	\$	(63,000)	\$	111,687	\$	(128,381)	104%

Employee Health Insurance Fund

Employee Health Insurance Fund

This cost center accounts for the City's self-funded health benefit plan.

Mission Statement: To provide a quality medical and dental benefits plan to employees, retires, and their families through a fiscally responsible, self-funded program.

1. Goal: Decrease the number of claims paid by the health plan that are \$50,000 or more.

<u>Objective</u>: Implement a wellness program that will include a health risk assessment questionnaire and a blood draw, with 70% of health plan participants (employees, retires and spouses) who are primary on the City of Casper's health plan, completing the questionnaire by June 30, 2010.

<u>Objective</u>: Implement a disease management program with at least three eligible participants from the City's health plan enrolled by June 30, 2010.

Highlights from FY09: Human Resources facilitated a request for proposals and formed a committee to select a new Third Party Administrator (TPA) for the City's health plan. A new TPA was selected, and will begin administering the plan July 1, 2009. The number of claims over \$50,000 increased in FY09. Human Resources will receive better data from the new TPA, which information will be used to determine the causes of the highest frequency and severity of claims. This information will assist in developing programs to assist in reducing these costs.

Highlights for FY10: The health plan needs to maintain rate stability, while minimizing cost increases, without sacrificing benefits. The participants of the health plan will now receive wellness and disease management services, with all the information integrated with the new TPA. Reports will be provided to the City to analyze loss drivers. All of these efforts will help the City's health fund stay on a sustainable track.

Employee Health Insurance Fund

Employee Health Insurance Highlights

For FY 2010: This will be the first year with a new third party administrator for the health plan, with services such as disease management.

Employee Health Insurance Budget Summary									
		FY 2008 ACTUAL		FY 2009 REVISED	E	FY 2009 ESTIMATE	,	FY 2010 ADOPTED	% ▲
Revenues									
Charges for Service	\$	5,725,460	\$	6,506,396	\$	6,313,286	\$	6,739,914	4%
Miscellaneous		710,759		575,000		726,979		620,000	8%
Transfers In		-		-		-		1,000,000	
Total Revenues	\$	6,436,219	\$	7,081,396	\$	7,040,265	\$	8,359,914	18%
Expenditures									
Contractual Services	\$	5,900,990	\$	6,077,240	\$	7,208,855	\$	6,932,645	14%
Other		-		600,000		600,000		1,600,000	167%
Total Expenditures	\$	5,900,990	\$	6,677,240	\$	7,808,855	\$	8,532,645	28%
Net Employee Health Insurance Fund	\$	535,229	\$	404,156	\$	(768,590)	\$	(172,731)	-143%
Projected Reserves on June 30, 2009				\$	4,806,961				
Projected Reserves on June 30, 2010			\$	4,634,230					

FY 2010 Budget (Budget Basis) Employee Health Insurance

	FY 2008 ACTUAL	FY 2009 EVISED	_	FY 2009 STIMATE	_	FY 2010 DOPTED	% ▲
Revenues							
Miscellaneous Revenue							
Interest Income	\$ 207,519	\$ 175,000	\$	206,205	\$	120,000	-31%
Gain/Loss On Investments	42,845	-		20,774		-	0%
Insurance Reimbursements	460,395	400,000		500,000		500,000	25%
Transfers In For OPEB General Fund	-	_		_		1,000,000	
Total Miscellaneous	\$ 710,759	\$ 575,000	\$	726,979	\$	1,620,000	182%
Charges for Service							
Non-Employee Premiums	\$ 433,433	\$ 450,000	\$	491,157	\$	495,000	10%
Employee Contributions	1,173,309	1,511,349		1,268,239		1,367,791	-9%
Employer Contributions	4,108,836	4,534,047		4,534,047		4,866,123	7%
COBRA Contributions	9,882	11,000		19,843		11,000	0%
Total Charges for Service	\$ 5,725,460	\$ 6,506,396	\$	6,313,286	\$	6,739,914	4%
Total Revenue	\$ 6,436,219	\$ 7,081,396	\$	7,040,265	\$	8,359,914	18%
Expenses							
Plan Administration Fees	\$ 130,489	\$ 250,000	\$	94,708	\$	292,645	17%
Investment Fees	12,014	20,000		5,861		5,000	-75%
Medical Stop-Loss	399,686	450,000		386,950		500,000	11%
Dental Insurance	322,893	325,000		314,046		325,000	0%
Wellness Program Services	37,271	60,000		63,472		60,000	0%
Prescriptions	636,524	1,000,000		643,818		750,000	-25%
Claims	4,362,113	3,972,240		5,700,000		5,000,000	26%
OPEB Liability Funding	-	600,000		600,000		1,600,000	167%
Total Expenses	\$ 5,900,990	\$ 6,677,240	\$	7,808,855	\$	8,532,645	28%
Net Fund	\$ 535,229	\$ 404,156	\$	(768,590)	\$	(172,731)	-143%

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.

<u>Governmental Funds</u> – 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
- Community Development Block Grant
- Police Grants
- Special Fire Assistance
- Revolving Land Fund
- 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% #13
- American Recovery Act Fund

<u>Trust and Agency Funds</u> – 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.

<u>Proprietary Funds</u> – 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 Campus
- Information Technology
- Buildings and Grounds
- 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 2010 BUDGET CALENDAR				
Budgetary Preparation				
November 26, 2008	Capital Improvement Plan (CIP) process begins, includes capital projects and capital equipment for next five years.			
January 5—Jan 31, 2009	Salary & benefit projections by Human Resources. Finance calculates City-wide personnel costs.			
February 5– February 27	Department entry of estimated year- end expenditures and revenues for FY 2009, as well as budget entry for revenue and projected expenditures for FY 2010.			
March 1	CIP completed			
March 4—20	Budget review by Assistant City Manager, Administrative Services Director, and department heads and division supervisors			
April 1– April 17	Budget reviews with City Manager and department heads and division supervisors			
May 5	Summary Preliminary Budget to Council			
May 15	Budget Books to Council			
May 20, 21, 22	Council Budget Review Sessions			
June 16	Public Hearing on FY09 Budget Amendments			
June 16	Public Hearing on FY10 Budget Adoption			
Publication Dates May 5	Publication of Preliminary Budget (Published in Minutes Document)			
June 2, 9	Proposed Amendments of Funds			
June 2, 9	Notice of Hearing on City Budget			
June 16	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 2010 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 departmentscontractual 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 PROCDURES 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)

<u>City of Casper</u> **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.

<u>USE OF SURPLUS FUND EQUITY</u> <u>BALANCES</u>

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 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 <u>General Fund</u>, 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:

 $\underline{\text{General Fund}}$ – 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 <u>Building Account</u> 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.

<u>Internal Service Funds</u> – Except for the Health Insurance Fund, 8.3%, or thirty (30) days, of operating and maintenance expenditures for the ensuing fiscal year.

<u>Health Insurance Fund</u> - 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:

<u>General Fund</u> - 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.

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>TURITY</u> TATIONS	PERCENTAGE OF TOTAL INVESTED PRINCIPAL					
		Maximum <u>%</u>	Minimum <u>%</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>	MATURITY LIMITATIONS
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.

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

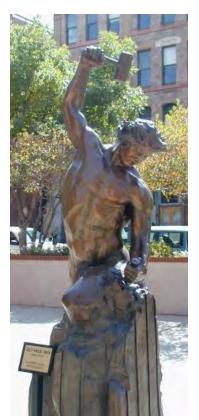
To protect against losses caused-by the collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent. For the City under the terms of a custody agreement. Any trade executed by a broker/dealer will settle 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.





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:

- 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;
- Bear interest at a rate designated by the governing body;
- State whether the interest is payable annually or semi-annually and the place of payment which can be ay 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.

<u>DUTIES OF MUNICIPAL CLERK AND</u> 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.





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 call 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% #13 Sales The thirteenth 4 year approval period by voters of an additional one cent sales tax.

Tax

ACH Automated Clearing House (ACH) is the name of an electronic network for financial transactions

in the United States.

ARRA American Recovery and Reinvestment Act. Approved by U.S. Congress in January of 2009.

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

CPM Center for Performance Measurement. A service provided by the International City/County

Management Association.

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

HR Human Resources

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 PICTURES OF THE CITY OF CASPER THROUGH THE SEASONS

FRONT COVER

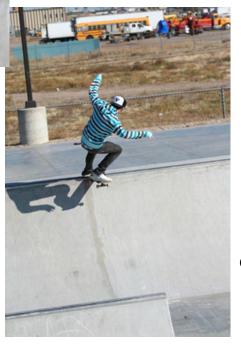
Hogadon Ski Area on a Saturday after a heavy spring snow on the final weekend of the ski season.

A float for the new downtown farmers market that began in Spring of 2008. Now, the City of Casper has two weekly farmers markets that take place in late summer and early fall. The picture was taken on Parade Day.

BACK COVER

The Municipal Golf Course has 27 holes of golf and is the perfect spring and summer spot. The golf enthusiast has four courses to choose from within City limits.

The new Skate park was completed and opened in Fall of 2008. The new park has additional features that were not previously available at the existing skate park or in the local area. Casper now has two skate parks that cater to a variety of skill levels.



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