

WORK SESSION AGENDA



**Casper City Council
City Hall, Council Meeting Room
Tuesday, May 14, 2019, 4:30 p.m.**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time	
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
Plains RFP (postponed to May 22)				
1.	Visit Casper Video		5 min	4:30
2.	Council Meeting Follow-up		5 min	4:35
3.	Parade/Special Event Permit Discussion	Information Only	40 min	4:40
4.	Food Trailer Amendment	Move Forward for Approval	20 min	5:20
5.	CATC (John Jones)	Direction Requested	20 min	5:40
6.	Municipal Court Update (Judge Lund)	Information Only	10 min	6:00
7.	Annual Audit	Information Only	30 min	6:10
8.	Draft Budget Distribution	Information Only	10 min	6:40
9.	Wage & Compensation Discussion	Direction Requested	60 min	6:50
10.	Agenda Setting		20 min	7:50
11.	Legislative Review		10 min	8:10
12.	Council Around the Table		10 min	8:20
Approximate Ending				8:30



City of Casper Special Event Application
Attn: Carla Mills-Laatsch
200 North David Street Room 104
Casper, WY 82601
307-235-7568
Email: camills@casperwy.gov

Event Name _____ Date or Dates (for reoccurring events please include all dates) _____

Park/Facility/Area _____ Specific Rental Area Requested _____

Type of Event _____

Hours Requested _____ Set up time _____ Event Time _____ Clean up time _____
**CLEAN UP MUST BE COMPLETED TO RECEIVE FULL REFUND OF DEPOSIT*

of attendees _____ Crowd Activity (stay or come/go) _____

Applicant Name _____ Phone _____

Address _____ Email address _____

Organization Name _____ Address _____ Phone _____

Applicant's position within organization _____

On-Site Supervisor (During Event) _____ Name _____ Phone (mobile) _____

Event Activities

Describe the activities/event you are planning (attach additional sheets if needed)

*A detailed site map is required at the time of application – Site plan guidelines are attached to this application –

Proposed areas/equipment for entertainment or activities (including rentable shelters, tables, or athletic courts/fields?)

Facility Equipment

Are you bringing any of your own equipment for activities? Yes ____ No ____

If yes, please explain: _____

Will these require stakes, tie downs? Yes ____ No ____
Any staking/tie down system must be approved to avoid possible damage to utility & irrigation systems.

Will you be utilizing any tents/canopies? Yes ____ Setup Time: _____ No ____

If yes, please explain: _____
Tents over 400 square feet and canopies over 400 square feet require a permit from the Fire Department

What are your electrical needs? _____
Electrical availability varies among park sites.

Will a stage be used? Yes ____ No ____
(If yes, the location must be noted on the site plan)

What type of sound system will you be utilizing? _____

Alcohol

Will your event have alcohol? Yes ____ No ____
If yes, you will need one of the following permits (catering or malt beverage)

Catering Permit (Retail Liquor License Holders only):

Name of License Holder _____ *Event:* _____

Event Date: _____

Event Address: _____

Outside event: _____ Yes _____ No _____

If yes, please fill out "open container portion of this application"

Street Closure: _____ Yes _____ No _____

Signature of RETAIL Liquor License Holder: _____

Malt Beverage Permit (any individual or organization):

Applicant Name: _____ *Address:* _____

Phone Number: _____ *Official Sponsor of the Event:* _____

Charitable/Non-profit or for profit: _____

Location of Event (please include address): _____

Lease or own Space: _____

***If you LEASE – please attach lease or letter stating you are allowed to serve alcoholic beverages on the premise.*

Date of the Event _____

Licensed distributor malt beverage will be purchased from: _____

Wyoming Sales tax ID number: _____

Open Container Permit (Outside events only):

Name of Applicant: _____ *Physical Address:* _____

Event address/landmark/streets: _____

Phone Number: _____ *Email address:* _____

Event date: _____ *Event Times:* _____

Are you going to check identifications and issue wristbands to verify persons are 21 years of age and older? Yes _____ No _____
Identification check and wristbands to verify all persons consuming alcohol are 21 years of age and older is required within the open container permit boundary.

The Event must abide by all noise regulations; do you understand the City of Casper Noise ordinance? Yes _____ No _____

Do you have adequate signage?
The boundaries of the open container must be clearly marked with signage stating that any alcoholic beverages taken outside of the licensed area will be open container violations of the Casper Municipal Code.
Please describe the open container area:

Are you requesting a minimum of two contract police officers (this will result in extra cost to the organizer)? Yes _____ No _____
Large or open to the public day events with open containers on public property may require a minimum of four contract police officers.

Is your event at night? (This may require a minimum of four contract police officers) * Yes _____ No _____
Due to increased risk, large or open to the public night events on public property with open containers may require a minimum of four contract police officers.

Has the sole responsible person or organization taken out permits, signage & contract police officers? Yes _____ No _____
The person or organization requesting the open container permit is solely responsible for the cost of the malt beverage or catering permit, the contract police officers, the signage costs and all other compliance costs with this policy.

Have you read and agree to comply with the above policy of the open container permit? Yes _____ No _____
Failure to abide by this policy will result in the revocation of the open container permit and malt beverage or catering permit. The open container permit can be revoked at any time on the discretion of the Chief of Police or his or her designee if the event poses a risk to the public safety or welfare. Upon revocation, all sales of liquor must end and no open containers will be allowed. Any past revocations or violations will be considered in the issuance of any permits in the future.

The City Manager and/or the Chief of Police may require additional arrangements or precautions including additional contract police officers at his or her sole discretion.

**Events held at night may incur extraordinary costs that are the event organizers responsibility.*

Restrooms

If your event is in an area where restrooms are not available or your event may overwhelm available restroom facilities, organizer may be required to provide portable restrooms at their own expense.

Please note that number of restrooms needed is determined by the number of participants and type of event.

Standard units ____ Handicap Accessible units ____

Please indicate what company you have contracted with: _____

Waste Management plan

Any event will need to submit a plan for garbage clean up. Please include how you will handle garbage pickup during your event and clean up after your event.

The event organizer will need to make sure that cans are emptied once every four hours or as often as needed. Trash bags will not be provided by the City of Casper.

Please indicate what company you have contracted with: _____

Parking & Traffic

Will your activities access or cross any roadway or trail at any time? Yes ____ No ____
If yes, please attach a map of your proposed route and an explanation.

Street Closure/Parade Permits

Location of Street Closure/Parade/Run: _____ Date of Event: _____

Start time (include set up time): _____ End time: _____

Contact person: _____ Address: _____ Phone: _____

Will alcohol be involved? Yes _____ No _____

If yes, have you applied for open container permit? _____

If applicable has the Downtown Development Authority been notified? Yes _____ No _____

Have all residents affected by the street closure been notified? Yes _____ No _____

What is the anticipated attendance of your event? _____

Is this event open to the public? Yes _____ No _____

If yes, and on City of Casper property, General Liability Insurance will have to be secured.

Have you provided for emergency services? _____

Will you be requesting law enforcement presence or escort (this may incur additional costs to the organizer)? Yes _____ No _____

Have you arranged for private security? _____ Please provide contact information: _____

Amusement/Carnival

Will your event include amusement rides? Yes ____ No ____

If yes, an inspection with City of Casper Fire, Building and Code Enforcement will need to be scheduled. The owner of the property on which the event takes place shall ensure that all permits are obtained and operators/owners of the equipment have passed inspection before allowing that equipment to be operated on their property. Please see Municipal Code 15.28.440 for requirements.

Loud Sound Restrictions

It is against City Ordinance to have loud music/noise beyond 10:00 P.M. If your event goes beyond this, you will need to submit a letter of request with this application.

Public Notification Plan

Certain events will have an impact on nearby homes and businesses. This includes loud music, street closures and parking restrictions. The Event Organizer will need to notify everyone affected well in advance of your event. Please refer to policy guide for more information.

Vendors – Merchandise

Will you be having any type of merchandise being sold? Yes ____ No ____

If yes, vendors may have to secure a permit for this event.
Completed list must be submitted to City of Casper two weeks before event date.

Please list all merchandise vendors:

Vendors – Food

Are you using food vendors or caterers? * Yes ____ No ____

**Please note – it is the responsibility of the event organizer to make sure all food vendors are licensed through the City of Casper and Natrona County Health Department.*
Completed list must be submitted to City of Casper two weeks before event date.

Please list all food vendors:

Emergency Action Plan (may use separate piece of paper) ** Required**

Security

High Impact and Medium Impact events are required to include a security plan with their event application. This will be the event organizer's responsibility.

Please explain your security plan:

Cancellation policies

In the event of cancellation, how will participants and the City of Casper be notified?

Questions/Comments:

STOP!

Before you turn in your application, make sure you have ALL files in order otherwise we may return your application without approval.

Please attach to the application:

- ___ Completed Application
- ___ Application Fee
- ___ Complete Site Plan
- ___ Restroom Plan
- ___ Waste management plan
- ___ Emergency Response Plan

Applicant's acknowledgments:

The undersigned applicant(s), both personally and on behalf of the organization or members, in consideration of being issued a license for long term or multiple use of a City park, facility, or street agree and understand as follows:

The applicant and its agents, members, participants, and invitee shall indemnify, defend and hold harmless City, its officers and agents, and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from this application, that results in any claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused in whole or in part by the intentional or negligent act or omission of the applicant, owner, or anyone for whose acts any of them may be liable. This indemnification shall not include damages or injuries to the City, its officers, agents, and employees caused solely by the negligence of the City, its officers, agents and employees. This provision shall survive termination of the license.

The applicant and its agents, members, participants and invitee shall fully comply with this application, as well as all applicable statutes, municipal ordinances, rules and regulations. Failure to fully comply as set forth therein may result in immediate termination of the license.

The applicant shall maintain public liability insurance for the duration of the permit with a minimum combined single limit of \$1,000,000 aggregate for any one occurrence, naming the City of Casper as an additional insured. The applicant shall file a certificate of insurance with the Licensing Specialist at the time of making application showing this policy issued by an insurance company authorized to do business in the State of Wyoming.

No alcohol is permitted on park property, subject to exceptions by City ordinance.

_____ **INITIAL** I acknowledge that I have the authority to sign on behalf of the organization

_____ **INITIAL** I have submitted this application with the Special Event application fee (Non-refundable).

_____ **INITIAL** I understand that this application must be reviewed by multiple staff departments prior to approval for use of city facilities. I also understand that insurance is required for use of city property.

_____ **INITIAL** I understand that a certificate of liability insurance naming the City of Casper as an additionally insured, must be submitted At least 2 (two) weeks before event date.

_____ **INITIAL** I understand that for our event, a detailed map must be submitted at the time the application is made. If there are route /site plan changes, the updated map must be submitted no later than four (4) weeks prior to the beginning date of use.

_____ **INITIAL** I understand that additional costs for shelter rentals or other lost revenue sources may be applicable for a "special use" of the park facility, and must be paid when the Special Use Permit is submitted.

_____ **INITIAL** I understand and have read the noise ordinance and understand that events cannot go beyond 10:00 P.M. without prior approval from the City Manager or his designee.

_____ **INITIAL** I have read all of the above information and initialed each bullet item indicating that I fully understand what is required at the time of application for this application to be processed and approved. This application shall not be determined as an immediate authorization for use of park property or facility. Authorization is given only when all necessary information is provided and reviews are completed and approval is granted. At that time the applicants will be notified upon approval or denial of this application.

APPLICANT PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY: Date Received: _____ Fee's Paid: _____

SITE PLAN GUIDELINES FOR SPECIAL EVENTS

The site plan you provide for your event is a visual representation of the infrastructure and operational elements that are described in your permit application.

Technical Specifications should include–

- A Google map or equivalent with a map view of the exact area you are going to be using.
- Should be submitted on a minimum 8 ½” x 11” piece of paper.
- An Arrow indicating north.

Boundaries and Routes should include-

- The names of streets/areas that are part of the proposed event.
- The direction of travel and all proposed lane closures for parade, run, cycling, etc. Include turn by turn routes.
- The location of Aid Stations.
- The location of fencing, barriers and barricades.
 - Material that will be used as fences, barriers or barricades.
- All vehicle and pedestrian entrances and exits must be clearly identified.

Event/Site operations should include –

- The location of stage(s) and entertainment areas.
- The location of inflatables, tents, canopies, and booths – Size and dimensions.
- The location of Food vendors – booth/mobile unit identification of all vendors cooking with flammable gases, open flames or barbecue grills.
 - Cooking area configuration with all fire extinguisher locations identified.
 - Storage of fuel and refueling plan.
- Names of all food vendors.
- The location of Portable restrooms and sinks.
- The location of trash cans/dumpsters
- The location of Generators and other sources of electricity. Include fuel storage locations.
- The location of tables and chairs. Indicate the number of tables and chairs in each area.
- The Parking plan, including drop off areas, limo/taxi zones, and shuttle locations, if applicable.
- The location of fire extinguishers.
- The dimensions/spacing between structures and tents.
- The emergency vehicle access/Fire lanes.

Please include a short narrative along with your site plan.

If your event is open to the public, you will need to secure General Liability Insurance naming the City of Casper as additionally insured. If you are going to have alcohol you may have to secure Liquor Liability Insurance naming the City of Casper as additionally insured as well. Please use this as the wording on the Certificate of insurance: **City of Casper, its employees, agents, officers, officials, and volunteers as additional insureds.**

Please note that some of the items on this list will not be applicable to certain events.

Minimum requirements for fire extinguishers, health stations, and similar facilities shall be approved by Casper Fire EMS Fire Inspector. Additional drawings and/or information may be required.

If you have any questions, please contact the Licensing Specialist for the City of Casper – Carla Mills-Laatsch at 307-235-7568 or email at camills@casperwy.gov.

2019



CITY OF CASPER SPECIAL EVENTS PLANNING GUIDE AND POLICY

Version 16

City of Casper
Special Event Planning Guide and Policy

City of Casper
**Special Event
Planning Guide and Policy**

Dear Customer:

Welcome to Casper! We are excited that you have chosen Casper as your event location. This Special Event Planning Guide and Policy (Guide and Policy) provides the information, policies, process, procedures, resources, and permits for you to apply for a Special Event Authorization. This guide will help you determine which permit(s) you may require.

The City of Casper's Licensing Specialist will be your point of contact throughout the process; please feel free to contact the Licensing Specialist at any time. The success of your event relies heavily upon you providing complete, thorough, and detailed information. The following contact information is provided for your assistance as you complete the application:

- **City of Casper Website:** www.casperwy.gov
- **City of Casper Special Event Application:** www.casperwy.gov/SpecialEventPlanning
- **Licensing Specialist:**

Carla Mills-Laatsch
camills@casperwy.gov
(307) 235-7568

We look forward to working with you to ensure that your Special Event is fun, safe, and successful.

Purpose and Definitions

PURPOSE

In an effort to treat all persons and groups uniformly, the City has established regulations concerning the use of streets, sidewalks, greenways, and other public facilities and thoroughfares in the City for all organized special events with the purpose of protecting the health and public safety of citizens; limiting the inconvenience to residents, businesses, places of worship and learning, and other regular users of these facilities; establishing a straightforward and accountable process for customers; and enabling public agencies to manage these events in a cost-effective and well-coordinated way.

DEFINITIONS

➤ **Special Event**

A *special event* is generally defined as an organized activity that occurs outdoors on City property. More specifically, in order to meet the criteria of this policy, a Special Event:

- Occurs on City property, but not on property that is already under lease to another entity. “City property” includes any City owned park, trail, street, parking lot, alley, lawn, sports field, or similar outdoor place. Property is “already under lease” to another entity if that other entity has day to day control of the property.

If your event meets the criteria of an *outdoor event* that occurs *on City property*, then your event is a Special Event. If it is not a Special Event, then this Guide does not apply to you, but please be aware that some activities still might need special permits from the City of Casper.

➤ **Extra Municipal Services**

The term *Extra Municipal Service* refers to any reasonably required service above and beyond the normal services provided by the City government on a non-event day. Examples of Extra Municipal Services may include police services, traffic control, dedicated EMS presence, delivery and collection of extra trash containers, site preparation at City parks and facilities, and other such services. Since the City must pay a cost to provide these services, the Customer will be asked to pay the City for any Extra Municipal Services provided.

A Price List for Extra Municipal Services is available if extra services are requested or necessary.

➤ **Special Event Application, and Special Event Authorization**

In general, the Customer requests the right to hold an event by filling out a Special Event Application. The Special Event Application is then used to create a Special Event Authorization and any other permits which may be necessary.

The *Special Event Application* is a form that each Customer must submit in order to receive permission to hold their event, though certain very small events are exempt from this requirement.

The *Special Event Authorization* is a document that is issued to the Customer. It describes the event in general terms, it lays out restrictions and requirements in regards to the execution of the event, and it serves as evidence that the Special Event has been authorized.

➤ **ALCOHOL SERVICE PERMIT(S)– (Not applicable to all events)**

If the event will involve the possession or consumption of alcoholic beverages then the event organizer must apply for the proper permits. Please be aware that having alcohol at an event may result in additional insurance and security requirements. If your event is outdoors in any open space, or certain structures in the City you must obtain an open container permit. If there are multiple open container permits adjacent to one another then the open container permit will extend to events which are next to each other. Catering permits may be applied for by a Retail Liquor License holder only. Malt Beverage permits can be applied for by any individual or organization; rented facilities will require a lease or an agreement showing that alcoholic beverages are allowed on the premises.

Large Events or high impact events may apply for a waiver from the open container restrictions. A letter requesting the waiver must be given to the City Manager or his designee with the requested area and event.

Event Impact Classifications

The City categorizes special events into one of three classifications. Events that are large and/or complicated will be classified as “High Impact” events. Smaller or less complicated events will be classified as “moderate” or “low” impact events.

This classification affects when the application is due, because City staff will need more time to prepare for a large or complicated event, and it affects the amount of the application fee.

Important Note: During the review process, the City has the right to change the classification of your special event if it has been deemed to meet different criteria.

EVENT IMPACT CHART

How to Use This Chart: Events that match the criteria of more than one classification will be assigned to the more restrictive level (for example: if an event meets criteria of both Low Impact and Moderate Impact events, the event will be classified as having a Moderate Impact). Also, please remember that this chart is only applicable to “Special Events.” A “Special Event” is an activity that occurs *outdoors* and which occurs *on City property*.

Event Characteristics	CATEGORY
Anticipated attendance at the event will exceed 2,500 people and or event is expected to require more than \$1,000 worth of Extra Municipal Services	HIGH Impact Event Application Fee \$50
Anticipated attendance at the event exceeds 300 people and will require Extra Municipal Services or cause an impediment/closure to a Public Right of Way (i.e., street, sidewalk, trail, or similar thoroughfare) or anticipated attendance at the event exceeds 100 people and will involve the consumption, selling, or serving of alcohol	MODERATE Impact Event Application fee \$40
Anticipated attendance at the event is less than 100 people but the event will require Extra Municipal Services or cause an impediment/closure to a Public Right of Way (i.e., street, sidewalk, trail, alley, or similar thoroughfare), or anticipated attendance at the event is more than 50 people and the event will involve the serving or consumption of alcohol.	LOW Impact Event Application fee \$30
Anticipated attendance is <i>less than</i> 100 people, there will be no impediment to a Public Right of Way (i.e., street, sidewalk, trail, or similar thoroughfare), no Extra Municipal Services will be needed from the City (see page 2), and no alcohol will be consumed at the event.	Negligible Impact – No event application needed
Anticipated attendance is <i>less than</i> 50 people, there will be no impediment to a Public Right of Way (i.e., street, sidewalk, trail, or similar thoroughfare), and no Extra Municipal Services will be needed from the City (see page 2).	Negligible Impact – No event application needed

APPLICATION DEADLINES

Event applications must be submitted according to the deadlines for each specific event type as outlined below, and will be accepted no more than one (1) year prior to the date of the event. If the Licensing Specialist believes that an expedited review is possible, then the Licensing Specialist shall accept a late application provided that it is accompanied by a late fee in addition to the regular application fee. The City does not guarantee that any event will be fully reviewed if it is submitted after the deadline.

- High Impact Events

Applications for High Impact events must be received at least **35 business days** prior to the proposed date of the event.

- Moderate Impact Events

Applications for Moderate Impact events must be received at least **25 business days** prior to the proposed date of the event.

- Low Impact Events

Applications for Low Impact events must be received at least **10 business days** prior to the proposed date of the event.

<u>Schedule of Late Fees</u>	
Application Submitted 1 – 14 days late	\$25
Application Submitted 15 – 30 days late	\$75

APPLICATION, AUTHORIZATION, and PERMITTING PROCESS

An application is not considered complete until the application form and the non-refundable application fee have been received. The review process will determine whether the event is to be authorized, it will identify which associated permits will be required, and it will help to determine if any Extra Municipal Services from the City will be required (for a definition of “Extra Municipal Service,” see page 2).

As the City begins processing the application, the Licensing Specialist will contact the Customer with updates and requests to facilitate the approval process. Please be aware that the City may deny any type of event if it is deemed not to be in the best interest of the City or if the event will create an undue burden on a particular geographic area, to include abutting residents or businesses.

Following a thorough review, the Licensing Specialist, with input and recommendations from the affected City departments, will make an application ruling consisting of one of the following:

- *Approved, No Conditions.* Special Event Authorization and any corresponding Permit(s) approved and issued as requested without conditions;
- *Approved, Subject to Conditions.* Special Events Authorization and any Permit(s) approved and issued subject to certain conditions deemed reasonable and necessary;
- *Denied.* Special Event Authorization denied.

APPLICATION PROCESS OVERVIEW

➤ **Step 1: Filling out the Application**

- Customer fills out the Special Event Application, including any required permits.
- Every Special Event Application will need to be accompanied by, at a minimum:
 1. Application
 2. Recurring Events Schedule (if applicable)
 3. Application Fee (and Late Fees, if applicable)
 4. Site Plan/Route Map
 5. Public Notification Plan
 6. Restroom Plan
 7. Waste Management Plan
 8. Emergency Action Plan

➤ **Step 2: Submitting the Application**

- Customer delivers the completed application to the Licensing Specialist, along with the Application Fee.

- Licensing Specialist goes through a preliminary review of the Special Event Application for completeness and clarity. The Licensing Specialist may request revisions or additions from the Customer; if this is the case, then the revisions will be required before the processing of the application can begin.

➤ **Step 3: Reviewing the Special Event Application**

- Licensing Specialist, or designee will provide receipt of application within 5 business days of submittal.
- Licensing Specialist sends the application materials to applicable City departments for their review.
- Regarding the issuance of Permits: Officials from various City departments will review permit forms and work with Licensing Specialist to obtain more information from the customer or to request modifications to the application when necessary. Certain types of permits can be approved or denied in advance of the event, but other permits cannot be issued until the site has been inspected and/or other final arrangements have been made by the Customer. Additionally, an event with recurring dates may require multiple permits; however, this will all be covered under one application.
- Regarding the provision of Extra Municipal Services: Officials from the various City Departments that might need to provide Extra Municipal Services will determine the scope of the Extra Municipal Services needed. From there, these officials will determine if the Extra Municipal Services are available, and if so, what the cost would be to provide those services and will provide documentation detailing these services.

➤ **Step 4: Public Notification**

- Public Notification Plan: The Customer will develop a Public Notification Plan. The Licensing Specialist will approve a plan that addresses the needs of the public.
- Customer executes the approved Public Notification Plan. Any feedback received by the Customer will be forwarded on to the Licensing Specialist. All feedback will be compiled and reviewed by City Staff and conditions may be placed upon the Event Authorization.

➤ **Step 5: Pulling it All Together**

- Licensing Specialist compiles all prepared documentation and permits and calculates the total fee to provide all permits and Extra Municipal Services. This compiled packet of information is summarized in the Event Authorization document.
 - *Important:* The Event Authorization may include special restrictions or requirements on the event so as to limit negative impacts on area residents or businesses, or to provide for greater public safety.
- High Impact events will also require review and approval by the City Manager.

➤ **Step 6: Timing of Authorization**

- The City of Casper's goal is to promote events in Casper and to authorize all applications. However, in order to ensure permit authorization, the City may require various changes to your event.
- Therefore, authorization timeline will depend on many factors such as event size, whether more information is needed, and whether any changes will be required.

➤ **Step 7: Issuance of the Special Event Authorization**

- Customer pays the calculated fee for permits.
- Customer provides the Licensing Specialist with certificates of insurance.
- Customer signs the Event Authorization.

➤ **Step 8: After the Authorization, but Prior to the Event**

- Customer follows the payment plan in regards to Extra Municipal Services. Depending on the services needed, this might entail paying for all or a portion of the services prior to the event. Vendor list must be submitted to the Licensing Specialist two weeks before the event date.

➤ **Step 9: Day of the Event**

A copy of the Special Event Authorization and all event permits are on site and will be produced for inspection upon the request of any City official.

➤ **Step 10: After the Event**

If applicable, Licensing Specialist sends invoices to the Customer for uncovered services and damages. Payments are due thirty (30) days after issuance.

APPLICATION CONDITIONS and DENIALS

An authorization may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such an event. Prior experience of the applicant in holding any event, or in holding the Special Event which is the subject of the application, will be considered and may impact the issuance of Special Event authorizations and/or permits.

Additionally, the City may base its denial decision on one or more of the following grounds:

- The application is not complete;
- Required forms and/or documents were not submitted;
- The application fee and/or permit fee(s) have not been paid;
- Required insurance has not been obtained;
- Goods or services will be sold at the event but the applicant has not produced any sales tax permits for itself or vendors for the event;
- The Customer cannot or will not pay the cost for any determined Extra Municipal Services;
- The application and/or its supporting forms contain a material falsehood or misrepresentation;
- It is reasonably believed that the event would cause undo harm or inconvenience to the participants, community or the surrounding neighborhood.
- The Customer and/or its organizational leaders have on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously authorized, permitted, or requested;

- The Customer and/or its organizational leaders violated the terms of a prior authorizations or permits issued to or on behalf of the applicant and/or its officers;
- The Customer is not legally competent to sign a contract or to be held responsible for its actions;
- The Customer has, on prior occasions, been required to pay for Extra Municipal Services or damages to City property and has not paid in full for such expenses or damages;
- City resources that would be necessary for the proper and safe conduct of the event are unlikely to be available at the time of the event.
- The special event use or activities intended by the Customer would conflict with previously planned events and programs which have been organized by others either through the use of City facilities or the unavailability of sufficient City resources for the proposed event;

The City reserves the right to revoke a previously issued Event Authorization if any violation of law is reasonably believed to have occurred in conjunction with this event or the preparation for said event, or if the Customer is reasonably believed to have violated any City rule or policy in regards to his or her preparation for this event, and/or if the Customer has failed to meet his or her obligations as described under the Event Authorization and/or the associated documents therewith.

FEES

- *Application Fees* and *Late Fees* (if applicable) are due upon the submission of the Event Application. This fee is non-refundable, and the application will not be reviewed until the application fee has been received. Payment of the application fee does not guarantee event approval; however, Customers will have the option to modify dates, locations, and other aspects of the event in order to win approval.
 - The Licensing Specialist will attempt to assess the Event Impact Level for each event when the application is submitted. The Event Impact Level is used to calculate the application fee, and it will be used to determine whether the Event Application was submitted on time. If the application was submitted late (see page 10), then appropriate late fees will apply. Like Application Fees, late fees must be paid before the Application will be processed.

Event Type	Application Fee
❖ High Impact Event	❖ \$50
❖ Moderate Impact Event	❖ \$40
❖ Low Impact Event	❖ \$30

- It can be the case that a new classification will be assigned during application review, and this reclassification might affect the fees that would be due from the Customer.
- Payment of *Permit Fees* is due after the event application has been reviewed. The Event Authorization will not be issued until all Permit Fees have been paid.

- Payment for *Extra Municipal Services* is due upon invoice. The Customer shall be liable for and shall pay to the City the actual cost of all Extra Municipal Services provided by the City. Typical Extra Municipal Services include contracted police officers, dedicated EMT staffing, delivery and collection of trash containers, site preparation at City parks and facilities, and other such services.
- *Determining the Types, Amounts, and Costs of Extra Municipal Services*
 Prior to any approval of a Special Event Authorization, the City Departments potentially affected by the proposed Special Event shall review the application and report their respective findings to the Customer and to the Licensing Specialist. These findings may indicate that Extra Municipal Services are needed.

 If Extra Municipal Services are needed, officials from the impacted City Department will communicate this fact to the Customer, along with a cost estimate for the Extra Municipal Services to be provided. This communication will occur before the Event Authorization is issued.
- Refund Policy
 There is no reimbursement or refund of application fees or late fees except and unless the reimbursement would be due to a reclassification of the event from one Impact Level to another. Fees may be transferable toward future event applications and permits if the event is cancelled due to inclement weather or other emergency situations, at the discretion of the City Clerk.

PUBLIC NOTIFICATION PLAN

In an effort to improve communications and to keep citizens, businesses, and other establishments fully informed of all events that will potentially impact their area, the City requires all Customers to notify the affected public about their upcoming event. Notification requirements are done at the expense of the Customer. The Customer will need to submit a Public Notification Plan along with their application.

- Identifying Affected Parties

Customers must notify all reasonably affected community members, including residents, businesses, schools, and places of worship about the event, associated road closures, and other impacts. Additionally, any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood Partnerships and Homeowner Associations must also be notified, when applicable. Reasonably affected means if any disruption to a normal commute, accessibility to homes and businesses as well as loud noises must be notified of the closure.

- Notification Timeline

The following table outlines the number of calendar days in advance of the event that public notification must be made. Please note that the dates on this chart are the dates upon which the notification has been *completed* (i.e., the dates by which all notifications have been received by all affected parties):

Event Type	Notification Deadline
High Impact	30 Days
Moderate Impact	15 Days
Low Impact	5 Days

The Customer and the Licensing Specialist will keep records of any concerns or objections received about the event. The Customer will share any objections with the Licensing Specialist. Any concerns received will be reviewed, and they will be taken as a factor in the review of the application.

An event authorization will not be issued until the notification has occurred and objections, if any, have been reviewed.

➤ Notification Components

Information to include on all notifications is listed below:

1. Name of Event
2. Name of sponsoring organization (if applicable)
3. Date(s) of event, and for each day, the time it will begin and the time it will end
4. Description of associated road closures (if applicable) the times that these road closures will be in effect
5. Description of the event and the noise impacts of the event, such as music or fireworks, and their timeframe
6. Name and contact information of Customer (including phone number and email address)
7. Website associated with event (if applicable)

➤ Approved Notification Methods

A Public Notification Plan will typically include a mix of the following public notification methods:

- Option 1: Mailed Postcards.

Customers may mail standardized postcards to the affected community members. The goal of the postcard requirement is to build a notification pattern that is consistent, highly visible, and recognizable to the public.

- Option 2: Individual Communication.

The Customer may individually contact affected community members in person, over the phone, or via email. If this notification method is used, then a log of these interactions must be kept, and upon completion of this activity, the log must be submitted to the Licensing Specialist.

- Option 3: Apartment or Business Complex Notification.

The Customer may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex. Proof of this alternate form of notification must be submitted to the Licensing Specialist.

The Customer may utilize a combination of the above methods for notification, or may submit a suggested alternative method. For reoccurring events please provide a notification plan that takes its recurring nature into account.

The City of Casper encourages Customers to use additional notification means such as social and broadcast media, local calendars, and press releases as a way to supplement any notification already called for in the events guide.

INSURANCE REQUIREMENTS and INDEMNIFICATION

In order to receive an Event Authorization for an event that will occur on City property and 100 or more people will attend, the Customer will need to provide the City with a certificate of insurance, and the certificate will need to list the City of Casper as an additionally insured party. The required elements of the insurance policy will vary depending on the activities that your event will entail.

➤ Comprehensive General Liability - (Required for all events)

The Customer will need to provide Insurance Services Office Form CG 00 01 covering comprehensive general liability (CGL) on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$250,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

This CGL policy must specifically include the City of Casper as an additionally insured party. It is common for organizations such as non-profit and for-profit corporations to carry a comprehensive general liability insurance policy for that organization’s general activities, and it might be the case that events are already covered by that policy. If this is the case, then the Customer may want to contact their insurance provider to arrange for the issuance of a certificate of insurance that specifically lists the City of Casper as an additionally insured party.

Please use this as the wording on the certificate of insurance: *City of Casper, its employee, agents, officers, officials, and volunteers as additional insureds.*

➤ Indemnification – (Required for all events)

As a condition of Event Authorization, the Customer will need to indemnify the City of Casper, including its officers, officials, employees, agents, and contractors. An indemnification clause will be included in the Event Authorization.

➤ Third Party Insurance for High Risk Activities - (Not applicable to all events)

Certain kinds of safety sensitive activities will need to be specifically covered by the insurance policy. These activities are commonly excluded from standard CGL policies. Safety sensitive activities include, but are not limited to activities such as:

- Inflatables (such as bouncy houses)
- Amusement houses (such as fun houses or haunted houses)
- Carnival-style rides

- Fireworks and pyrotechnics
- Bonfires and open flames

If the event will feature this sort of activity, then the Customer will be required to provide the City with a certificate of insurance that specifically includes coverage for that activity. The City of Casper reserves the right to require additional insurance for events based on the specific activities that will occur as a part of that event.

Coverage of this sort should be on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. The certificate of insurance may be held by the Customer or by the vendor that is specifically managing this portion of the event, but in either case, the certificate must include the City of Casper as an additionally insured party.

➤ Liquor Liability - (Not applicable to all events)

If the responsible organization will be supplying alcoholic beverages, then the general liability insurance must specifically include host liquor liability coverage. If the responsible organization is using a caterer or other vendor to supply alcohol, then that vendor must have liquor liability coverage in addition to the Customer’s host liquor liability coverage. If the responsible party intends to *sell* alcohol, then either the responsible party or the vendor providing the alcohol for sale must have a valid liquor sales license, and the vendor’s liquor liability coverage will need to specifically include coverage for the sale of alcohol. The limits for each of these coverages shall be no less than \$1,000,000.

➤ Automobile Liability - (Not applicable to all events)

If the event will involve motorized transportation (such as shuttle bussing, or valet parking) then the Customer will need to have automotive insurance. If the vehicles are owned by the host organization, then the Customer will need to provide Insurance Services Office Form Number CA 0001 covering Code 1 (any auto). If the vehicles are not owned by the host organization, then the Customer will need to provide Insurance Services Office Form Number CA 0001 covering Code 8 (hired) and Code 9 (non-owned). All auto coverage must have a limit of no less than \$1,000,000 per accident for bodily injury and property damage, and all auto coverage will need to list the City of Casper as an additionally insured party.

In Closing...

Again, thank you for choosing Casper to hold your event. Please contact the Licensing Specialist throughout the process with any questions you may have. We look forward to helping you conduct a safe, successful, and fun event!

May 9, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tom Solberg, Fire Chief *TS*
Mark Harshman, Deputy Chief *MH*

SUBJECT: Non-enclosed food stands, pushcarts or trailers.

Meeting Type & Date:

Council Work Session, May 14, 2019

Action Type:

Information requested by Council

Summary:

Section 607 of the 2018 International Fire Code Commentary, does not require exhaust hoods for cooking equipment or appliances installed outdoors where grease-laden vapors, etc. discharge directly to the outside atmosphere.

Non-enclosed food stands, pushcarts or trailers would not need to comply with the exhaust hood and exhaust hood fire protection provisions of the 2018 International Fire Code, Section 319, Mobile Food Preparation Vehicles.

I would propose the following:

Section 15.40.080 shall be amended to add a new section "E" which shall read:

E. Chapter 319.1 General to be amended to read:

"Mobile food preparation vehicles, food stands, push carts or trailers that are equipped with appliances that produce smoke or grease laden vapors shall comply with this section. However, non-enclosed mobile food preparation vehicles, food stands, push carts or trailers are not required to install an exhaust hood and/or an exhaust hood fire protection system."

Examples of non-enclosed food stands, pushcarts and trailers:






Financial Considerations:

None.

Oversight/Project Responsibility:

Casper Fire-EMS, Community Risk Reduction Officers.

May 9, 2019

MEMO TO: J. Carter Napier, City Manager 
FROM: Thomas Solberg, Fire Chief 
Ryan Neff, CRR Officer II 
SUBJECT: Blackbird Pizza Correspondence

Meeting Type & Date

Council Work Session, May 14, 2019

Action type

Informational

Summary

Blackbird Pizza Correspondence

March 27, 2018 – Mr. Barhaug sent an e-mail with the specs for his mobile food trailer.

March 28, 2018 – The Fire Department sent a reply e-mail stating he would be required to have a type 1 hood with fire protection.

Through a chain of e-mails with Mr. Barhaug and researching the fire code, it was determined that a type 1 hood was required. Inspector Neff requested an interpretation from the International Code Council and they replied stating that a Type 1 hood is required for a solid fuel pizza oven as it is an extra heavy-duty cooking appliance.

Mr. Barhaug asked about Racca's Pizzeria Napoletana having a solid fuel pizza oven in their establishment and why they were not required to install a type I hood. Racca's has a fire sprinkler system installed throughout the building. The fire inspector at the time did not require them to have a Type I hood installed. If there were a fire, the fire sprinkler would extinguish the fire.

Firehouse Pizza has a pizza oven but their oven is a gas oven with wood as flavoring. The fire inspector at the time did not require a Type I hood. If there was a fire in the oven, the fuel can be shut off to the appliance.

There were numerous phone conversations with Mr. Barhaug as well.

April 6, 2018- The final correspondence through e-mail. The Fire Department stated a type 1 hood with a suppression system is required for the mobile food trailer.

June 8, 2018- A grey slip inspection for the Natrona County Health Department was scheduled for a mobile food trailer. Inspector Parks went to the inspection and called Inspector Neff to

come over, as he knew I had been dealing with Mr. Barhaug. Inspector Neff arrived to find the Blackbird Pizza trailer did not have a type 1 hood with suppression installed. The Fire Department did not sign the grey slip.

The Fire Department consulted with the City attorney and he advised the Fire Department to sign the grey slip and put “Provisional” after the signature. Inspector Neff contacted Mr. Barhaug on July 6, 2018 and signed the grey slip with “Provisional” after the signature.

Solid fuel Pizza Oven Code research

The spec sheet from Mugnaini pizza ovens Mr. Barhaug sent the fire department states. “Note: The oven should be installed in accordance with all relevant local and national codes and in a manner acceptable to the authority having jurisdiction.” Casper Fire-EMS is the authority having jurisdiction.

2015 International Fire Code

Section 609 Commercial Cooking Hoods

Section 609.1 **General.** Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code.

Section 609.2 **Where Required.** A Type I hood shall be installed at or above all commercial cooking appliances used for commercial purposes that produce grease vapors.

Exception: A type I hood shall not be required for an electric cooking appliance where an approved testing agency provides documentation that the appliance effluent contains 5 mg/mm³ or less of grease when tested at an exhaust flow rate of 500 cfm (0.236 m³/s) in accordance with UL 710B.

Section 904.12 Commercial Cooking Systems.

The automatic fire-extinguishing system for commercial cooking systems shall be of a type recognized for protection of commercial cooking equipment and exhaust systems of the type and arrangement protected. Preengineered automatic dry- and wet-chemical extinguishing systems shall be tested in accordance with UL 300 and listed and labeled for the intended application. Other types of automatic fire-extinguishing systems shall be listed and labeled for specific use as protection for commercial cooking operations. The system shall be installed in accordance with this code, NFPA 96, its listing and the manufacturer’s installation instructions. Automatic fire-extinguishing systems of the following types shall be installed in accordance with the referenced standard indicated, as follows:

1. Carbon dioxide extinguishing systems, NFPA 12.
2. Automatic sprinkler systems, NFPA 13.
3. Automatic water mist systems, NFPA 750.
4. Foam-water sprinkler system or foam-water spray systems, NFPA 16.
5. Dry-chemical extinguishing systems, NFPA 17.

6. Wet-chemical extinguishing systems, NFPA 17A.

Exception: Factory-built commercial cooking recirculating systems that are tested in accordance with UL 710B and listed, labeled and installed in accordance with Section 304.1 of the International Mechanical Code.

2015 International Mechanical Code

Section 202 General Definitions

Extra-Heavy Duty Cooking Appliance. - Extra-heavy duty cooking appliances are those utilizing open flame combustion of solid fuel at any time.

Section 304 Installation

Section 304.2 **Conflicts.** Where conflicts between this code and the conditions of listing or the manufacture's installation instructions occur, the provisions of this code shall apply.

Exceptions: Where a code provision is less restrictive than the conditions of the listing of the equipment or appliance or the manufacture's installation instructions, the conditions of the listing and the manufacture's installation instructions shall apply.

Section 507 Commercial Kitchen Hoods

Section 507.2 **Type I Hoods.** Type I hoods shall be installed where cooking appliances produce grease or smoke as a result of the cooking process. Type I hoods shall be installed over medium-duty, heavy-duty and extra-heavy-duty cooking appliances.

Exceptions: A type I hood shall not be required for an electric cooking appliance where an approved testing agency provides documentation that the appliance effluent contains 5 mg/mm³ or less of grease when tested at an exhaust flow rate of 500 cfm (0.236 m³/s) in accordance with UL 710B.

Section 509 Fire Suppression Systems

Section 509.1 **Where required.** Commercial cooking appliances required by Section 507.2 to have a Type I hood shall be provided with approved automatic fire suppression system complying with the International Building Code and the International Fire Code.

Financial Considerations

None.

Oversight/Project Responsibility

Casper Fire-EMS, Community Risk Reduction Officers.

Attachments

Available upon request

ORDINANCE NO. 11-19

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 15.40 –
INTERNATIONAL FIRE CODE OF THE CASPER MUNICIPAL CODE

WHEREAS, the current Casper Municipal Code regarding The International Fire Code requires a technical correction and amendment for consistency;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That Sections 15.40.010 and 15.40.080 of the Casper Municipal Code are hereby amended as follows:

Section 15.40.010, shall have inserted after the phrase “amended by Section 15.40.70” the phrase “and 15.40.080”.

Therefore, Section 15.40.010 shall state:

“Pursuant to the authority granted by Wyoming Statutes Section 15-1-119, as amended, there is adopted by the city, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the International Fire Code, published by the International Code Council being particularly the 2018 Edition thereof, including B, C, D, F, H, and I, save and except such portions are hereinafter deleted, modified, or amended by Section 15.40.070 and 15.40.080 of this chapter, hereinafter referred to as the International Fire Code. A copy of the International Fire Code is on file in the office of the city clerk and the office of the fire chief of the city.”

Section 15.40.080 shall be amended to add a new section “E.” which shall read:

E. Chapter 319.1 General to be amended to read:

“Mobile food preparation vehicles, food stand, push carts or trailers that are equipped with appliances that produce smoke or grease-laden vapors shall comply with this section.”

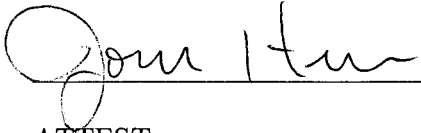
This Ordinance shall be effective _____, 2019.

PASSED on 1st reading the 7th day of May, 2019

PASSED on 2nd reading the ____ day of _____, 2019

PASSED, APPROVED, AND ADOPTED on third and final reading the _____ day of _____, 2019.

APPROVED AS TO FORM:

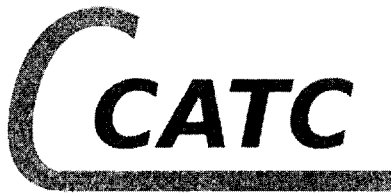


ATTEST:

Fleur D. Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Charles Powell
Mayor



CATC – 307-265-1313



The Bus – 307-237-4287

MEMORANDUM

DATE: May 6, 2019
TO: Casper City Council
FROM: John Jones, CATC Executive Director
RE: FY 2018 - 2019 Operating Deficit

At the beginning of FY18-19, the CATC operations budget projected a shortfall of \$255,697. The projected amount was based primarily on a decrease in the City of Casper local match from \$313,000 to \$155,000 and the resulting decrease in the amount of federal funding available from the FTA. The shortfall also included the additional cost of an increase in City garage fees to maintain and repair the buses from \$58 to \$85 an hour.

To address the potential shortfall, several steps were taken by CATC, the MPO and the Casper City Council:

1. The Casper City Council increased the city's local match to \$313,000, which resulted in an increase in available federal funds.
2. CATC and the MPO began exploring route efficiencies on The Bus. The identified route changes will be implemented June 2019. The anticipated savings for FY19-20 will be \$7,083.
3. The fee increase at the City garage was delayed until the FY19-20 fiscal year.
4. An accounting review of how the local match and federal funding are applied to the cost of operations.

WYDOT, the towns of Evansville, Mills, Bar Nunn and Natrona County, two local non-profits that have service contracts and any specified donations are combined with the City of Casper's General Fund and One-Cent commitments to make up a portion of the total needed for local match to draw down federal funds. CATC collects the match amounts and remits them to the MPO. The matching federal funds then come back to CATC as program revenue to cover the cost of operations.

During a recent accounting review, we discovered that the Quick Books software CATC uses was not correctly accounting for the local match being returned into the CATC operations budget nor did the MPO's expense spreadsheet correctly account for these transactions. We have successfully resolved this issue and as such are happy to report that because of the steps taken in the last year along with these corrections, CATC's FY18-19 budget will not have a shortfall as was earlier communicated.



**Presentation to Casper
City Council
May 14, 2019**



In 1982, the Casper City Council's efforts brought three separate transportation providers together to form one public, non-profit transit provider called the Casper Area Transportation Coalition (CATC).

- **With the formation of the non-profit, the City of Casper became eligible for Federal Transit Administration (FTA) grant funding.**
 - **The City of Casper is the only designated recipient eligible to receive FTA operating funds.**
 - **FTA Operating funds are population formula based and the amount of available FTA operating funds varies from year to year based on the federal budget.**
 - **In order to draw down the federal funding, a local match is required.**

CATC/The Bus Today

- **CATC is still a public non-profit 501(c)3 corporation.**
- **CATC has no physical assets of its own, and derives no income for providing the community's transit service.**
- **CATC's sole mission continues to be to provide transportation to members of the general public including the elderly, disabled, individuals using mobility aide devices, youth and transportation disadvantaged.**
- **The current system combines CATC dial-a-ride and The Bus fixed route deviation transportation.**
- **Anyone in the community who needs transportation can pay a fare and access either or both parts of the system.**
- **The combined CATC/The Bus system provides more than 200,000 rides annually, approximately 4 million rides to date.**

CATC/The Bus Scope of Service

- **The scope of service within the City of Casper and the urbanized areas of Mills, Evansville, Bar Nunn and parts of Natrona County are determined by the City of Casper, and the Towns of Mills and Evansville.**
- **Fares and hours of operation are set by the City of Casper.**
- **The City of Casper and the Towns of Mills and Evansville own the fleet. The buses are maintained and repaired by the City of Casper.**
- **CATC's door-to-door buses provide service to passengers who call at least two days ahead for pick-up in Casper, Mills, Evansville, Bar Nunn and parts of the County.**
- **The six scheduled Bus routes serve Casper, Mills and Evansville.**
- **The CATC/The Bus system operates from 6:30 a.m. to 6:30 p.m. on weekdays. Saturday hours are 7:30 a.m. to 3:30 p.m. The system is closed on Sundays and holidays.**

How CATC is Funded

- **The federal funding to the City of Casper through the MPO provides 50% of the operating funding for the CATC / Bus system.**
- **FTA funding requires a local match. The local match needed is based on the amount of FTA funding the MPO identifies as available.**
- **The FTA funds provide a 50% match for operating expenses and an 80% match for vehicle maintenance and capital.**
- **Casper, Mills, Evansville, WYDOT, Bar Nunn, Natrona County, and service contracts are current sources of local match.**
- **Mills and Evansville pay the full cost of their service and contribute to the local match.**
- **The City of Casper's local match portion comes from both One-Cent and General Fund allocations approved annually by the City Council.**
- **Fares are not considered eligible as a local match by the FTA. Fares are directly applied to operational expenses.**

The CATC Budget

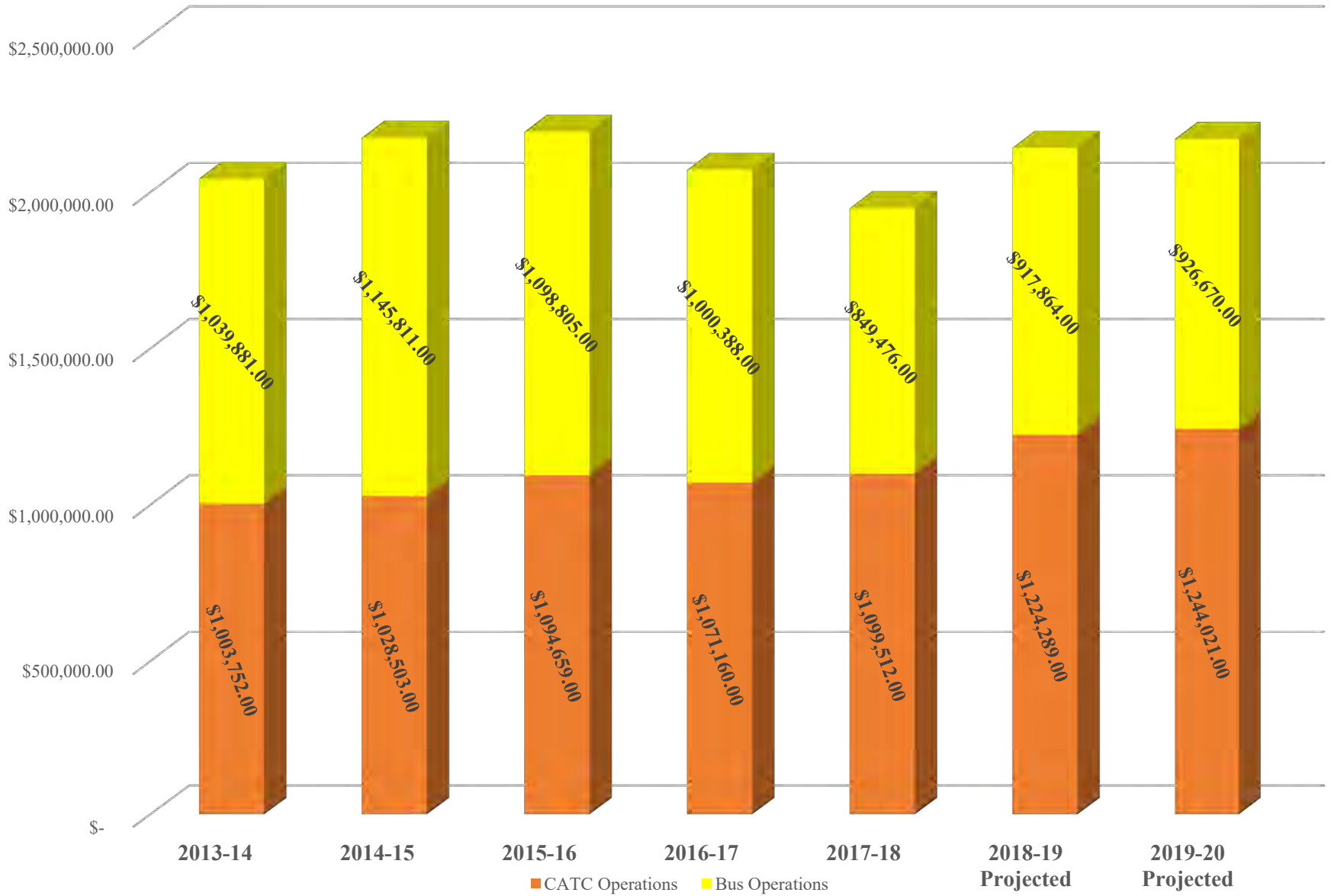
- **CATC adopts new operating and capital budgets each year. The budgets set out the projected costs of providing the anticipated scope of service.**
- **The CATC budget includes all costs for operations and administration, including personnel, bus repair and maintenance, equipment, liability insurance, tires, fuel, office rent and other costs such as an annual financial audit.**
- **CATC pays the City of Casper the fees the city sets for maintenance and repairs of the buses, fuel and tires.**
- **CATC has no separate income stream. CATC Foundation funds of approximately \$161,000 are invested. The bylaws restrict the fund's use to interest only. Approximately \$43,000 is unencumbered (*as of 5/1/2019*).**
- **Historically, CATC has worked to maintain a total budget based on the total amount of federal and local match available annually.**

CATC's Contract with City of Casper

CATC and the City of Casper have had a professional services contract since 1982.

- **The annual contract outlines the scope of service CATC will meet for the demand-response and fixed route service for the general public in Casper, Mills, Evansville, Bar Nunn and the urbanized areas of Natrona County.**
- **The annual contract sets out the City's financial commitment to transit.**
 - **The contract total includes the FTA grant amount available to the city through the MPO, \$1,008,960.00 for FY 2018-19.**
 - **The contract total also includes the amount of the local match commitment from General Fund and One-Cent of the City of Casper, \$513,672.00 in FY 2018-19.**
- **The annual contract sets out CATC's financial obligation.**
 - **CATC commits to return all matching funds provided by WYDOT, Mills, Evansville, Bar Nunn, Natrona County and service contracts to the city. In FY 2018-19 this is \$362,654.00.**
 - **CATC and the City of Casper have separate annual lease agreements for the rent of the City-owned buildings which house CATC Operations and the vehicles.**

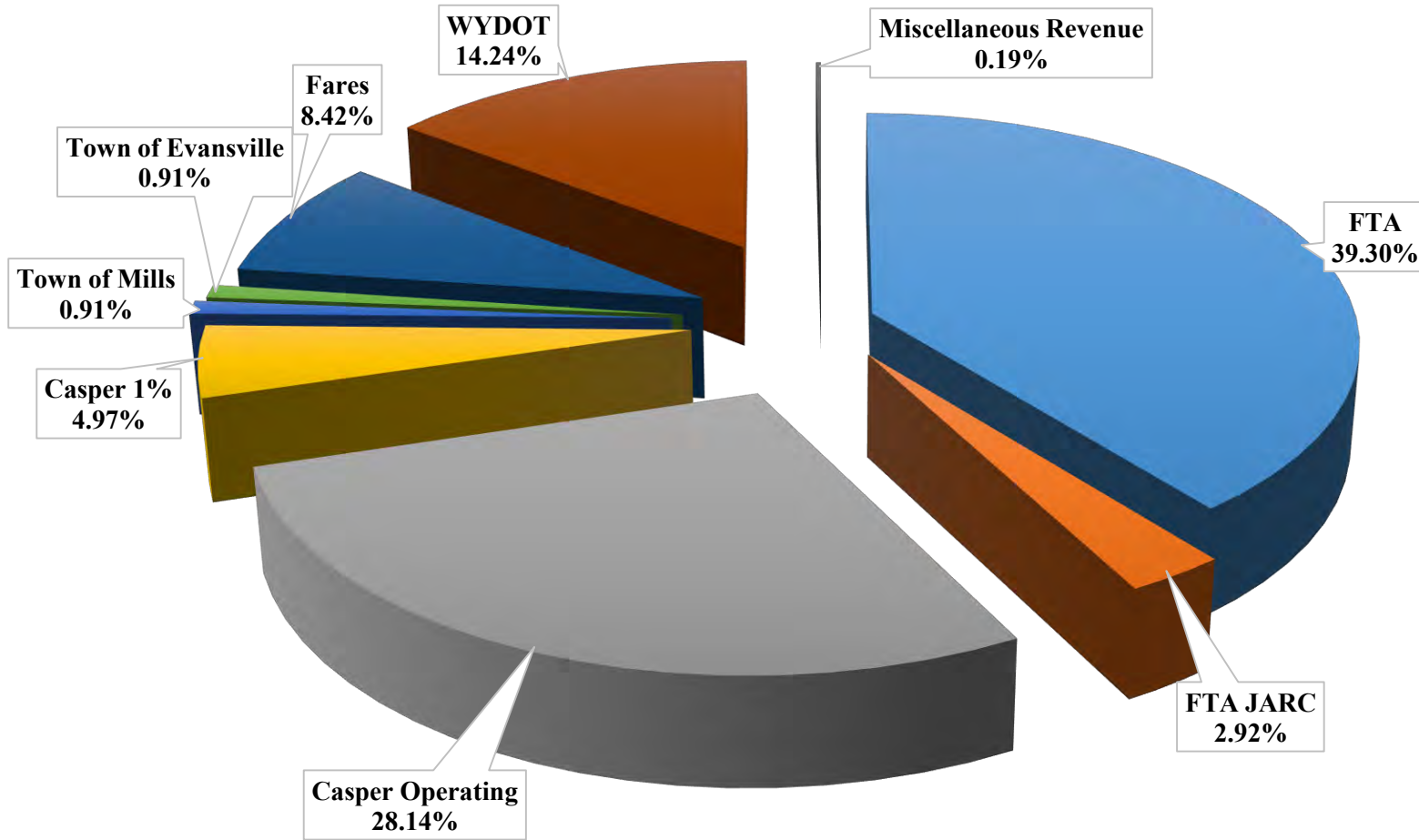
CATC / The Bus Summary of Overall Expenses 2013-2019



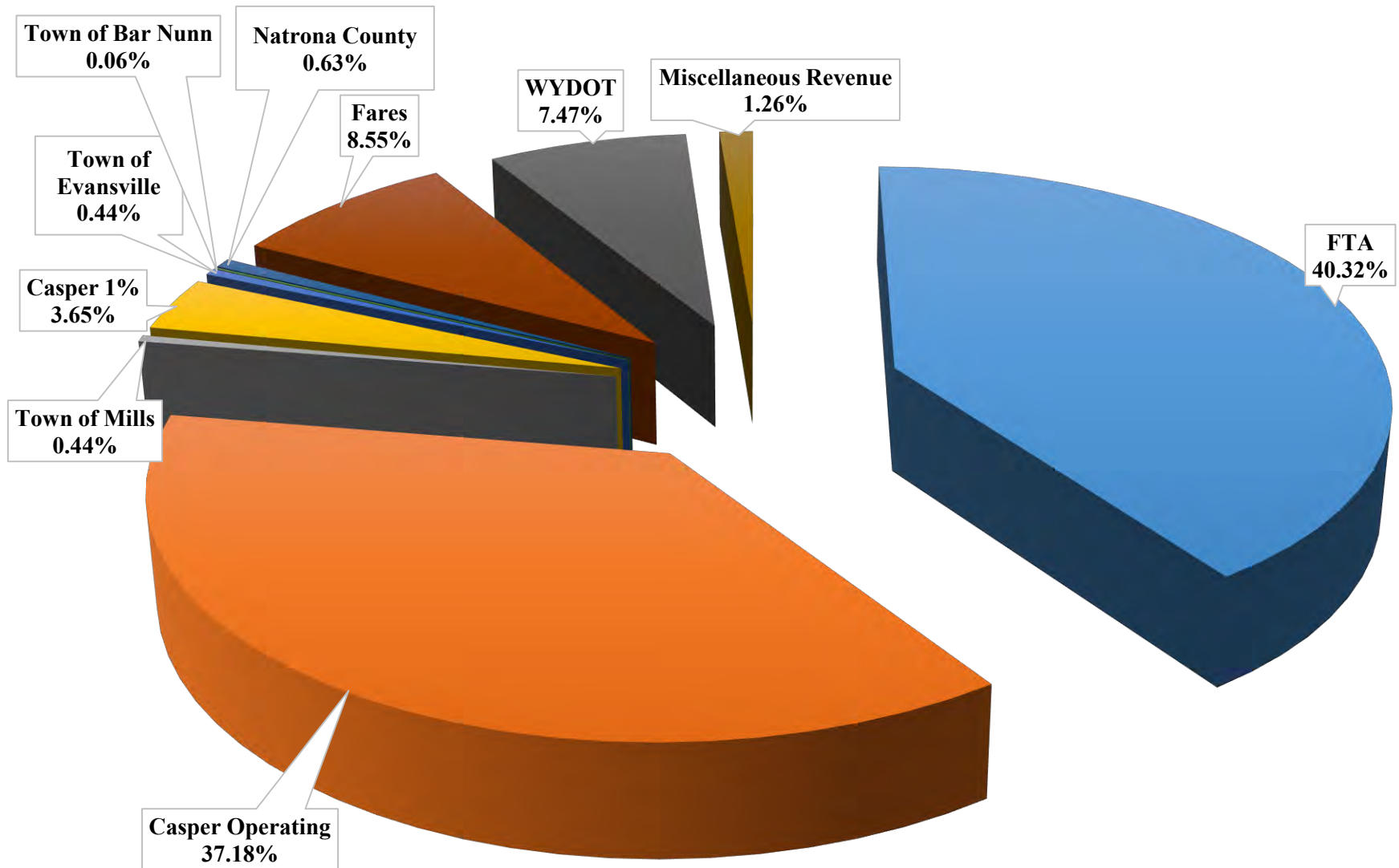
CATC / The Bus Summary of Revenue Contributions 2013-2019

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19 Projected	2019-20 Projected
Casper General Fund	\$ 659,042.00	\$ 769,878.00	\$ 772,033.00	\$ 646,419.00	\$ 638,909.00	\$ 200,000.00	\$ 243,000.00
Casper One Cent	\$ 162,235.00	\$ 178,233.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 313,972.00	\$ 365,000.00
FTA Operating	\$ 962,744.00	\$ 1,057,730.00	\$ 1,081,882.00	\$ 1,064,358.00	\$ 918,531.00	\$ 1,024,312.00	\$ 1,024,464.00
Evansville-Mills Fixed Route	\$ 84,122.00	\$ 84,122.00	\$ 84,122.00	\$ 84,122.00	\$ 84,122.00	\$ 84,122.00	\$ 84,122.00
Evansville - CATC	\$ 7,840.00	\$ 7,840.00	\$ 7,840.00	\$ 7,840.00	\$ 7,840.00	\$ 7,840.00	\$ 7,840.00
Mills - CATC	\$ 8,040.00	\$ 8,040.00	\$ 8,040.00	\$ 8,040.00	\$ 8,040.00	\$ 8,040.00	\$ 8,040.00
Bar Nunn	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
WYDOT - Bus	\$ 109,529.00	\$ 109,529.00	\$ 109,529.00	\$ 109,529.00	\$ 109,529.00	\$ 109,529.00	\$ 109,529.00
WYDOT - CATC	\$ 111,423.00	\$ 111,423.00	\$ 111,423.00	\$ 111,423.00	\$ 111,423.00	\$ 111,423.00	\$ 111,423.00
Natrona County	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 20,000.00
Service Contracts	\$ 27,200.00	\$ 27,200.00	\$ 27,200.00	\$ 27,200.00	\$ 27,200.00	\$ 27,200.00	\$ 27,200.00
Annual Totals	\$ 2,146,675.00	\$ 2,368,495.00	\$ 2,416,569.00	\$ 2,273,431.00	\$ 2,120,094.00	\$ 1,900,938.00	\$ 2,001,618.00

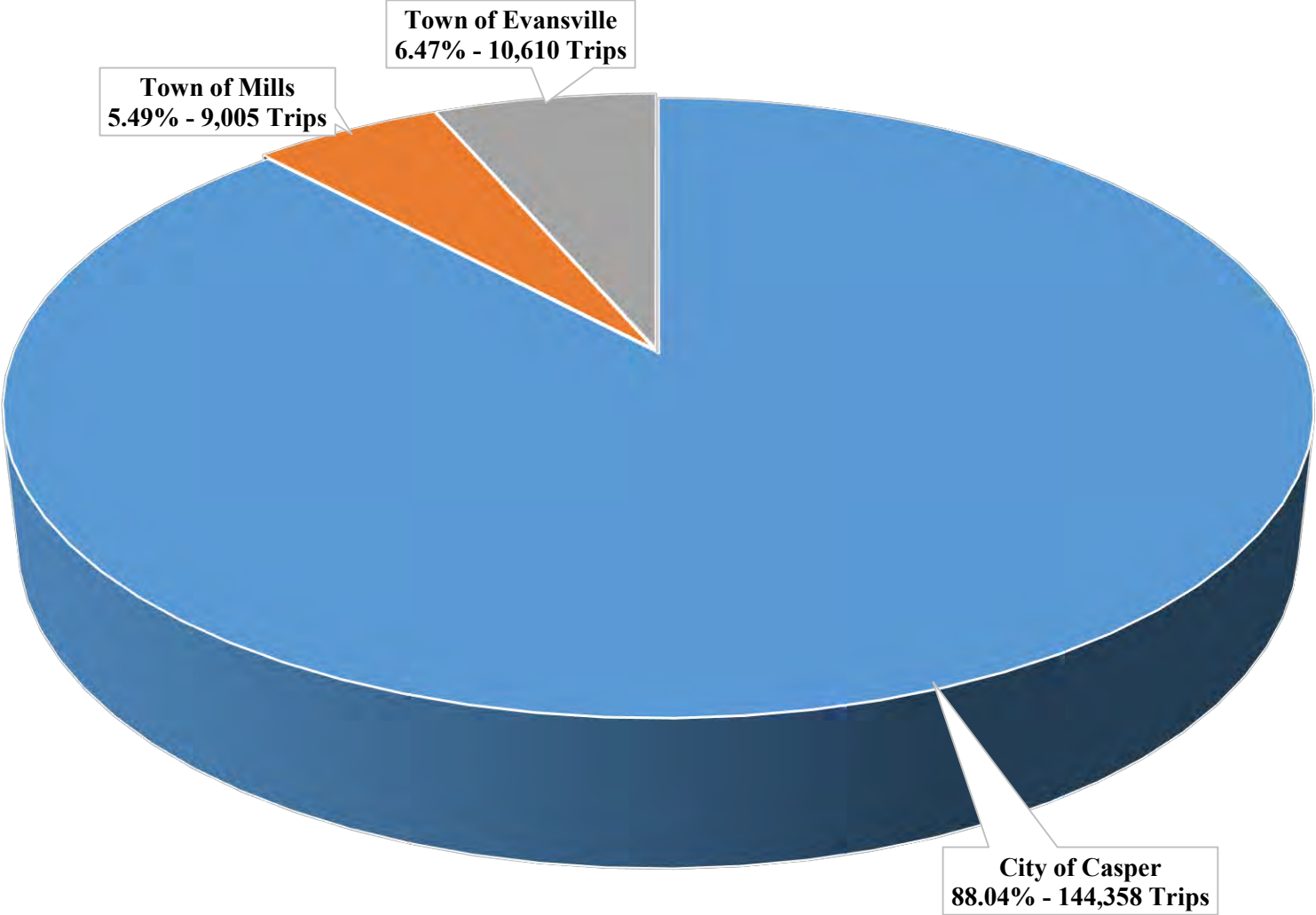
The Bus Fixed Route Revenues 2005 - 2019



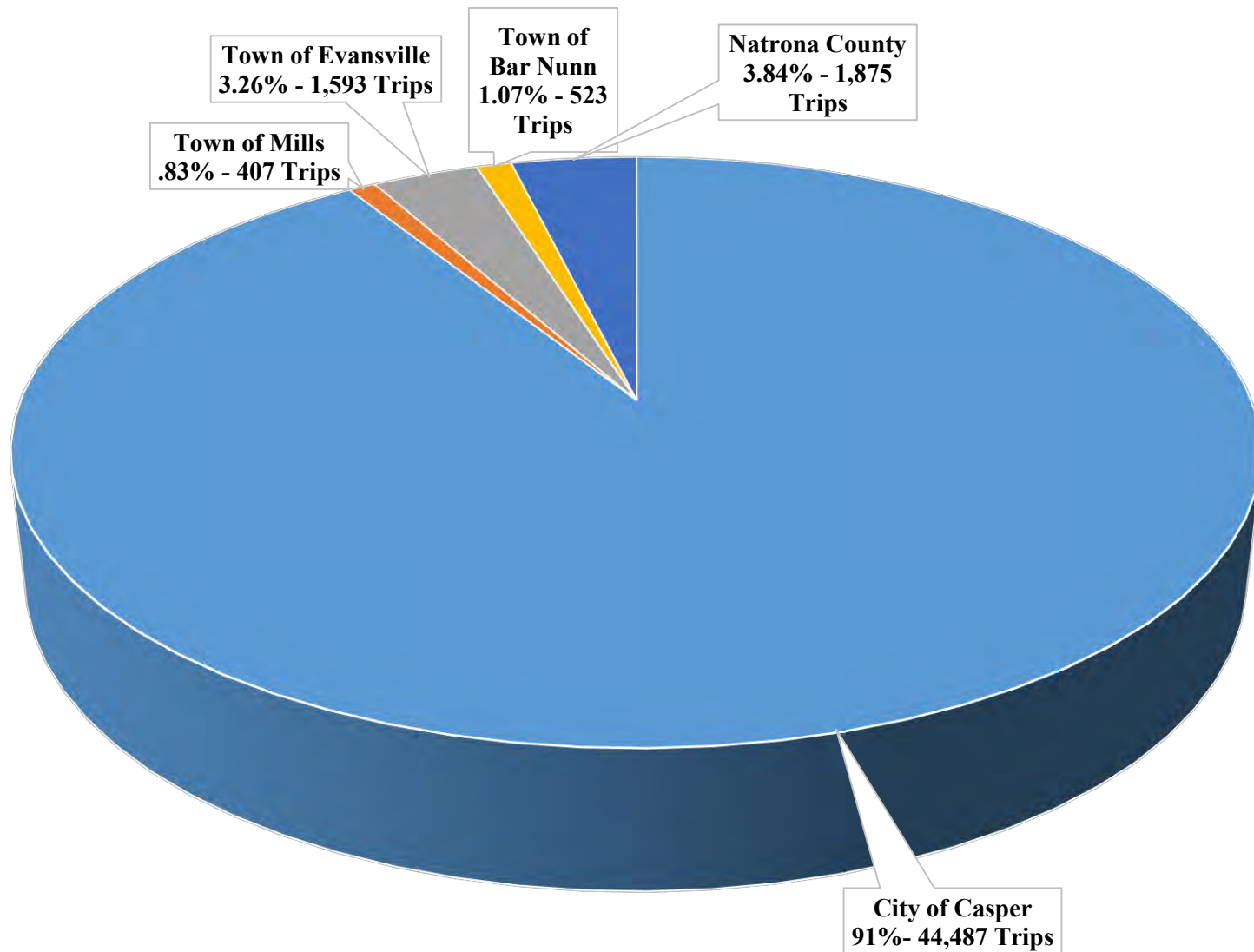
CATC Dial-a-Ride Revenues 2005-2019



The Bus Fixed Route Passenger Trips Calendar Year 2018



CATC Dial-a-Ride Passenger Trips Calendar Year 2018



May 7, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tom Pitlick, Financial Services Director *TP*
SUBJECT: City of Casper Fiscal Year Ended June 30, 2018 Audit.

Meeting Type & Date
Council Work Session
May 14, 2019

Action Type
Information Only

Summary

In accordance with Wyoming Statute 16-4-121, municipalities shall cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the municipality each fiscal year. The City of Casper engaged the firm of Porter, Muirhead, Cornia & Howard (PMCH), Certified Public Accountants, to conduct the fiscal year ended June 30, 2018, annual audit in accordance with this statutory requirement.

The official Independent Auditor's Report was issued by the auditing firm on March 4, 2019. The report included an "Unqualified Opinion" meaning the auditors had no reservation in declaring that the City presented fairly its financial position, results of operation, and changes in cash flows and that our financial statements are in conformity with generally accepted accounting principles. The audit report was subsequently reviewed with the City of Casper Finance Committee on April 17, 2019. Cindy Larralde, CPA, with PMCH, was present at this meeting to discuss the audit in detail. The report did include four areas that, in the opinion of the auditor's, were considered a "Material Weakness". These are identified in the audit report beginning on page 134. Steps are currently underway to address these findings.

Financial Considerations
None

Oversight/Project Responsibility
Tom Pitlick, Financial Services Director

Attachments:
Audit Report For Fiscal Year Ended June 30, 2018

City of Casper, Wyoming

**FINANCIAL AND COMPLIANCE REPORT
FISCAL YEAR ENDED JUNE 30, 2018**



CITY OF CASPER, WYOMING
FINANCIAL AND COMPLIANCE REPORT
FISCAL YEAR ENDED JUNE 30, 2018

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CONTENTS

Financial Section	1
Independent Auditor’s Report	2
Management’s Discussion and Analysis (Unaudited)	5
Basic Financial Statements	17
Government-wide Financial Statements	
Statement of Net Position	18
Statement of Activities	19
Fund Financial Statements	
Balance Sheet - Governmental Funds	22
Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position	23
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	25
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds to the Statement of Activities	26
Statement of Net Position - Proprietary Funds	29
Reconciliation of the Statement of Net Position – Proprietary Funds to the Statement of Net Position	33
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds	34
Reconciliation of the Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds to the Statement of Activities	36
Statement of Cash Flows - Proprietary Funds	37
Statement of Fiduciary Net Position – Fiduciary Fund	41
Combining Statement of Net Position – Component Units	42
Combining Statement of Activities – Component Units	43
Notes to Financial Statements	45
Required Supplementary Information	97
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual on Budgetary Basis – (Non-GAAP) General Fund (Unaudited)	98
Schedule of Changes in Net Pension Liability and Related Ratios (Unaudited)	99
Schedule of Pension Contributions (Unaudited)	101
Schedule of Changes in the City’s Total OPEB Liability and Related Ratios (Unaudited)	103
Notes to Required Supplementary Information	105

CONTENTS (CONTINUED)

Other Supplementary Information	109
Nonmajor Governmental Funds – Other Governmental Funds	110
Combining Balance Sheet - Other Governmental Funds	111
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Other Governmental Funds	112
Nonmajor Governmental Funds - Special Revenue Funds	113
Combining Balance Sheet - Nonmajor Governmental Funds - Special Revenue Funds	114
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds - Special Revenue Funds	116
Nonmajor Proprietary Funds - Internal Service Funds	118
Combining Statement of Net Position - Internal Service Funds	118
Combining Statement of Revenues, Expenses and Changes in Fund Net Position – Internal Service Funds	120
Combining Statement of Cash Flows - Internal Service Funds	121
 Compliance Section	 123
Schedule of Expenditures of Federal Awards	124
Notes to Schedule of Expenditures of Federal Awards	126
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards - Independent Auditor’s Report	128
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance - Independent Auditor’s Report	130
Schedule of Findings and Questioned Costs	133
Summary Schedule of Prior Audit Findings	
 Addendum: Corrective Action Plan	

FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor, Members of the City Council
and City Manager
City of Casper, Wyoming

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Casper, Wyoming, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City of Casper, Wyoming's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Central Wyoming Regional Water System Joint Powers Board nor the Economic Development Joint Powers Board; both are discretely presented component units of the City. These component units represent 94%, 88%, and 70%, respectively, of the assets, net position, and revenues of the aggregate discretely presented component units. Those financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinion, insofar as it relates to the amounts included for the Central Wyoming Regional Water System Joint Powers Board and the Economic Development Joint Powers Board is based on the reports of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.



MAIL: PO Box 2750
Casper, WY 82602-2750



PHONE: (307) 265-4311
FAX: (307) 265-5180



LOCATION: 600 East 1st Street
Casper, WY 82601

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

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

Opinions

In our opinion, based on our audit and the reports of other auditors, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Casper, Wyoming, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information, the pension plan schedules, and the schedule of changes in total liability for the post-employment healthcare plan as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Casper, Wyoming's basic financial statements. The other supplementary information as listed in the table of contents and schedule of expenditures of federal awards as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The other supplementary information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated March 4, 2019, on our consideration of the City of Casper, Wyoming's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Casper, Wyoming's internal control over financial reporting and compliance.



Porter, Muirhead, Cornia & Howard
Certified Public Accountants

Casper, Wyoming
March 4, 2019

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CITY OF CASPER

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

As management of the City of Casper (City), we present to readers of the City's basic financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with additional information furnished in the letter of transmittal and the basic financial statements following this section.

Financial Highlights

Government-wide

The restricted and unrestricted assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$381.38 million (*net position*). Of this amount, \$26.76 million (*unrestricted*) may be used to meet the government's ongoing general fund, grant funds, capital project and business-type activity obligations to citizens and creditors. Specific expenditure restrictions apply to the grant funds and much of the capital project funds. The City's total net position, including all funds, decreased by \$14.75 million. This includes the effects of a restatement of the prior year's net position resulting in a decrease of \$1,032,484 and the recognition of additional pension liability of \$10.46 million. Also included is a new liability to the State of Wyoming to acknowledge a \$1.7 million overpayment of sales tax due to a distribution error over several fiscal years but not discovered until fiscal year 2018.

The City's total net liabilities increased by \$7 million or 5%, during the current fiscal year. The increase includes a \$10.46 million increase in net pension liability. Other increases were due to the payable established for the sales tax distribution error of \$1.7 million. The Landfill closure and post closure liability increased by a net \$386,000 as the City continued to monitor costs of the former Balefill and consumed capacity in the new Landfill. There was a decrease in the net accrual of \$4.35 million for Other Post-Employment Benefits (OPEB). The City decreased its notes payable by a net \$1.19 million or 7.25% mainly due to principle payments to the State Loan and Investment Board. Other changes were due to decreases in various other payables in the amount of approximately \$500,000.

Fund Basis

As of June 30, 2018, the General Fund had an unassigned fund balance of \$2.17 million net of transfers. The City of Casper has committed operating reserves of \$15.26 million as allowed by City Council's Reserve Policy. Inventory of \$114,512, and noncurrent notes receivable from the Central Wyoming Regional Water System and the Casper Housing Authority for \$6.85 million, are classified as non-spendable.

For reporting purposes, under GASB 54, the City has combined the Perpetual Care, Redevelopment Land, Special Reserves, Opportunity, Variable Services, and Metro Animal Services into the General Fund. The total fund balance, inclusive of the funds mentioned, was \$62.78 million. The corpus of the Perpetual Care Fund is committed to hold the principal balance to generate interest income to support facilities developed by the optional one cent sales tax.

As of June 30, 2018, all other governmental funds reported combined ending fund balances of \$41.7 million. The majority of this amount, \$38.0 million, consists of balances in the capital projects funds, with special revenue funds of \$1.17 million, primarily committed for specific program expenditures and debt service fund of \$2.53 million.

CITY OF CASPER

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: government-wide financial statements, fund financial statements, and notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. The statement of net position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods such as revenues pertaining to uncollected taxes or expenses pertaining to earned but unused vacation and sick leave. Government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues, such as grant revenue (governmental activities), from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

Governmental activities of the City include those related to legislative and legal, general government, public safety, public health, community and cultural, public works, and direct assistance to other entities.

Business-type activities of the City include those related to water, sewer, and solid waste management utility services, various park & recreation services, and parking operations.

The government-wide financial statements include not only the City of Casper itself (known as the primary government), but also includes the legally separate entities of the Downtown Development Authority, Economic Development Joint Powers Board, and the Central Wyoming Regional Water System Joint Powers Board. Due to the appointment of the board members of these entities or the level of funding the City provides, the City has authority to affect these entities. Financial information for these component units are reported separately from the financial information presented for the primary government itself.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

CITY OF CASPER

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains several individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and the Capital Projects Fund, each considered to be major funds. An important item to note again is that for operational purposes, the City maintains a Perpetual Care Fund separately, but for reporting purposes, the Perpetual Care Fund was combined into the General Fund.

Data from the remaining governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements, located in the other supplementary information section of this report.

The City adopts an annual appropriated budget for its funds. A budgetary comparison summary is provided for the City as a whole demonstrate compliance with this budget. The budgetary comparison statement is located in the required supplementary information section of this report.

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 are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, and wastewater utilities, solid waste management operations, leisure services facilities operations and parking. The City reports enterprise operations for the Utilities, Solid Waste and Recreation as major funds. The City reports Parking as a non-major enterprise funds. Data from the remaining enterprise fund is presented as a single, aggregated presentation.

Internal service funds are accounting mechanisms used to accumulate and allocate costs among the City's various functions. The City of Casper uses internal service funds to account for: operations of the City's Information Management Services, maintenance of the City's fleet of vehicles, to finance and account for the City's property insurance program, maintenance of the City's buildings, and the Employee Health Insurance function. Because these services predominantly benefit governmental rather than business-type functions, they are incorporated into governmental activities in the government-wide financial statements. Internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of combining statements in the other supplementary information section of this report.

CITY OF CASPER, WYOMING

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Notes to the Financial Statements

The Notes to the Financial Statements provide additional information and narrative disclosures that are essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's budgetary compliance of the general fund. The combining statements referred to earlier in connection with governmental funds and internal service funds are presented immediately following the required supplementary information.

Non-major governmental funds and internal service funds are presented immediately following the required supplementary information.

Government-Wide Financial Analysis

Analysis of Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following analysis focuses on the net position, as reported on the Statement of Net Position and the changes in net position, as reported on the Statement of Activities.

In total, the City's net position decreased by \$14.75 million, or 3.72%, from FY 2017 to FY 2018. Unrestricted net position decreased \$11.45 million or 29.97% primarily due to the combination of the recognition of additional pension liability and the increase of investments in capital assets. Investments in capital assets increased \$2.92 million, or .82%. Restricted net position decreased by \$382,803 or 29.94% of the City's total restricted net position.

Total Net Position

By far the largest portion of the City's net position (92.75%) reflects the net investment of \$353.72 million in capital assets (for example, land, buildings, infrastructure, machinery, and equipment), net of outstanding debt used to acquire those assets. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. For implementation of GASB 34, the City opted to only capitalize infrastructure under the twenty year option.

As of June 30, 2018, the City was able to report positive balances in all three categories of net position, for the government as a whole. These categories are: net investment in capital assets, restricted net position, and unrestricted net position.

CITY OF CASPER, WYOMING

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Governmental Net Position

Total net position of the City's governmental activities decreased by \$23.68 million (in chart on the following page), or 11.16%, during the current fiscal year. This decrease was comprised of a decrease in net capital assets of \$7.86 million or 4.14%, a decrease in unrestricted net position of \$15.4 million or 72.53%, and a decrease in restricted net position of \$415,303 or 45.21%, for governmental activities. The decrease in unrestricted net position is primarily due to the recognition of additional pension liability. The decrease in capital assets is mainly due to transfers of assets previously held in governmental accounts to business type activities as well as \$683,917 in asset disposals.

Business-type Activities Net Position

Total net position of the City's business-type activities increased \$8.92 million (in chart on the following page), or 4.85%, during the current fiscal year. The increase was mainly due to an increase in transferred assets from governmental funds and reductions in long term liabilities.

**City of Casper
Comparative Statement of Net Position
June 30, 2018 and 2017**

	Governmental Activities		Business-type Activities		Total	
	2018	2017	2018	2017	2018	2017
Assets						
Current and other assets	\$ 119,067,172	\$ 115,381,118	\$ 44,381,058	\$ 40,878,936	\$ 163,448,230	\$ 156,260,054
Capital assets	182,172,087	190,034,346	186,397,155	182,589,078	368,569,242	372,623,424
Total assets	<u>301,239,259</u>	<u>305,415,464</u>	<u>230,945,078</u>	<u>223,468,014</u>	<u>532,184,337</u>	<u>528,883,478</u>
Deferred outflows of resources	<u>20,806,837</u>	<u>14,638,021</u>	<u>3,528,846</u>	<u>2,569,146</u>	<u>24,335,683</u>	<u>17,207,167</u>
Liabilities						
Current liabilities	5,216,257	5,525,815	3,875,595	4,131,249	9,091,852	9,657,064
Long-term liabilities	104,818,521	93,871,492	32,601,730	36,541,399	137,420,251	130,412,891
Total liabilities	<u>110,034,778</u>	<u>99,397,307</u>	<u>36,477,325</u>	<u>40,672,648</u>	<u>146,512,103</u>	<u>140,069,955</u>
Deferred inflows of resources	<u>23,504,954</u>	<u>8,474,417</u>	<u>5,124,619</u>	<u>1,415,992</u>	<u>28,629,573</u>	<u>9,890,409</u>
Net Position						
Net investment in capital assets	182,172,087	190,034,346	171,548,906	166,602,062	353,720,993	356,636,408
Restricted	503,301	918,604	392,500	360,000	895,801	1,278,604
Unrestricted	5,830,976	21,228,811	20,930,574	16,986,458	26,761,550	38,215,269
Total net position	<u>\$ 188,506,364</u>	<u>\$ 212,181,761</u>	<u>\$ 192,871,980</u>	<u>\$ 183,948,520</u>	<u>\$ 381,378,344</u>	<u>\$ 396,130,281</u>

CITY OF CASPER, WYOMING

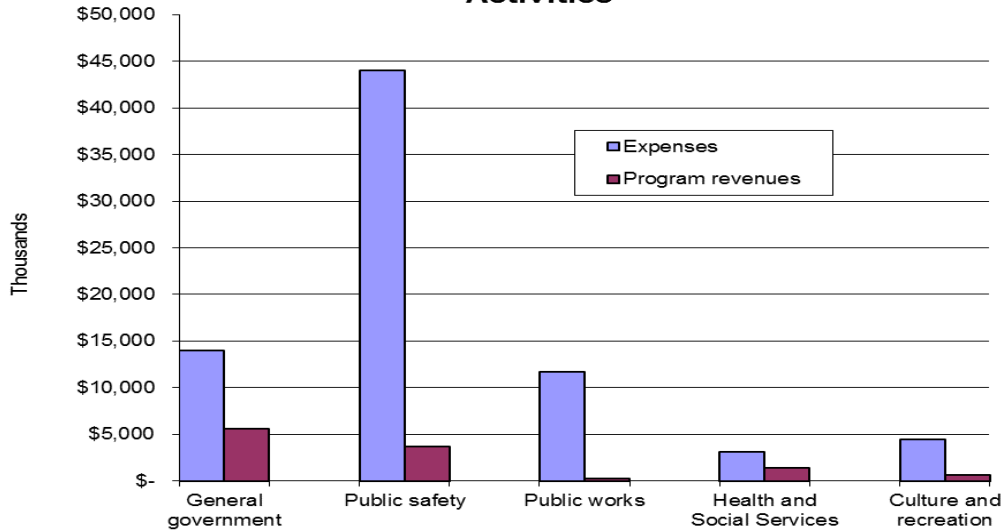
MANAGEMENT’S DISCUSSION AND ANALYSIS

June 30, 2018

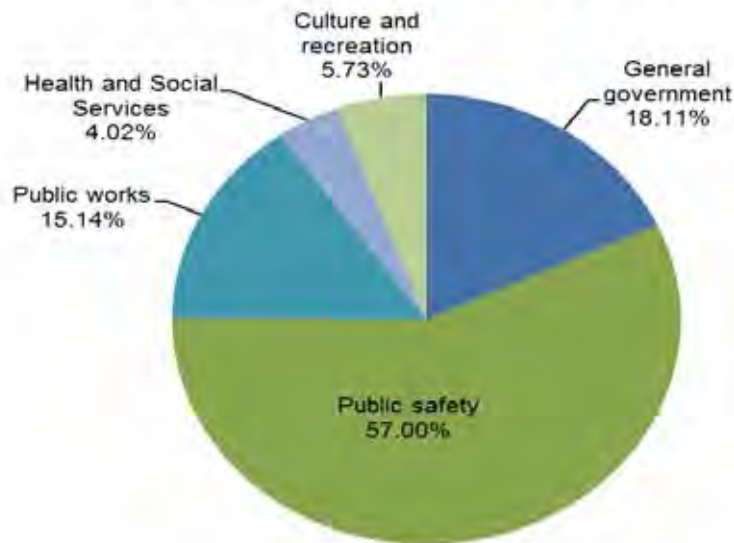
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Governmental-type Activities

Program Revenues and Expenses - Governmental Activities



Expenses / Government Activities



The governmental activities charts above illustrate operating expenses and program revenues by function and revenues by source. Public Safety is the largest function at 57.00% of total governmental operating expense, followed by General Government at 18.11%, Public Works at 15.14%, Culture and Recreation at 5.73% and Health and Social Services at 4.02%.

CITY OF CASPER, WYOMING

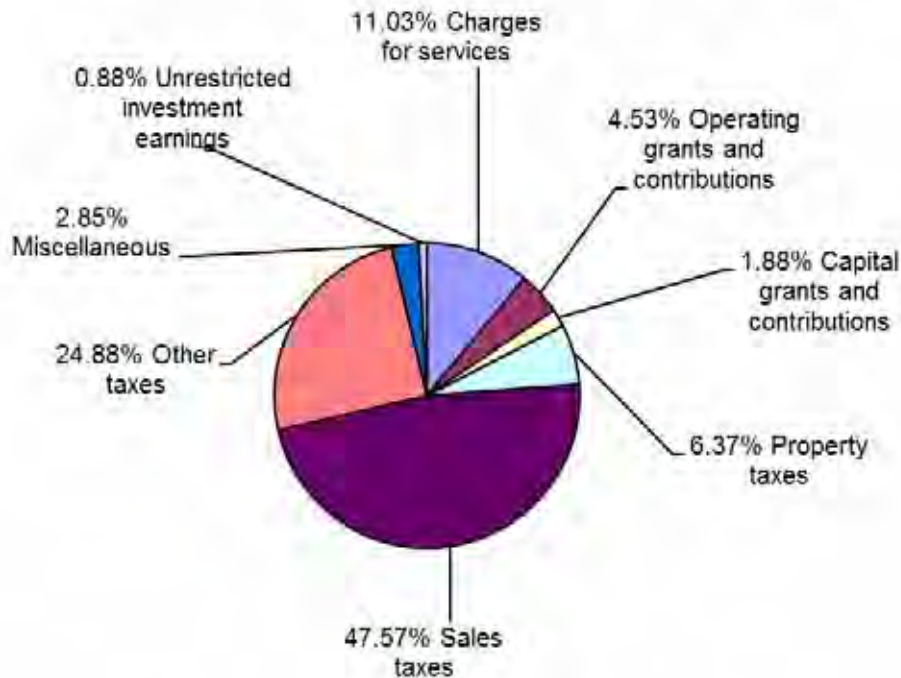
MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Mineral taxes, sales taxes, property taxes, franchise fees and other taxes are general revenues used to support overall government functions; therefore, these are not shown as program revenues. Sales taxes make up 47.57% of revenues, other taxes 24.88% (including gasoline, franchise, 911, mineral, cigarette, and automobile taxes), capital grants and contributions are 1.88%, charges for services 11.03%, property taxes 6.37%, operating grants and contributions are 4.53%, and unrestricted investment earnings are .88% of total revenues.

Revenues By Source - Governmental Activities



Governmental activities, including transfers, decreased the City's net position by \$22.95 million. Key factors of this change in governmental activities include the following based on the government-wide statement of activities:

- Expenses for governmental activities increased by \$15.04 million or 23.89% mainly due to increases of expenses in the General government area of \$5.31 million and in the Public Safety area of \$11.25 million. The increases are primarily pension related. Culture and Recreation saw a minor increase in reported expenses while Public Works and Health and Social Services saw a combined \$1.76 million decrease.
- General government revenue increased by \$83,387 or 1.15%.
- Operating grants and contributions revenue decreased by \$979,833 or 24.5%.
- Capital Grants and Contributions increased by \$382,576 or 43.8%.
- Sales tax revenue increased by \$2.83 million or 9.81%.
- Other tax revenue also increased by \$724,226 or 4.56%.

CITY OF CASPER, WYOMING

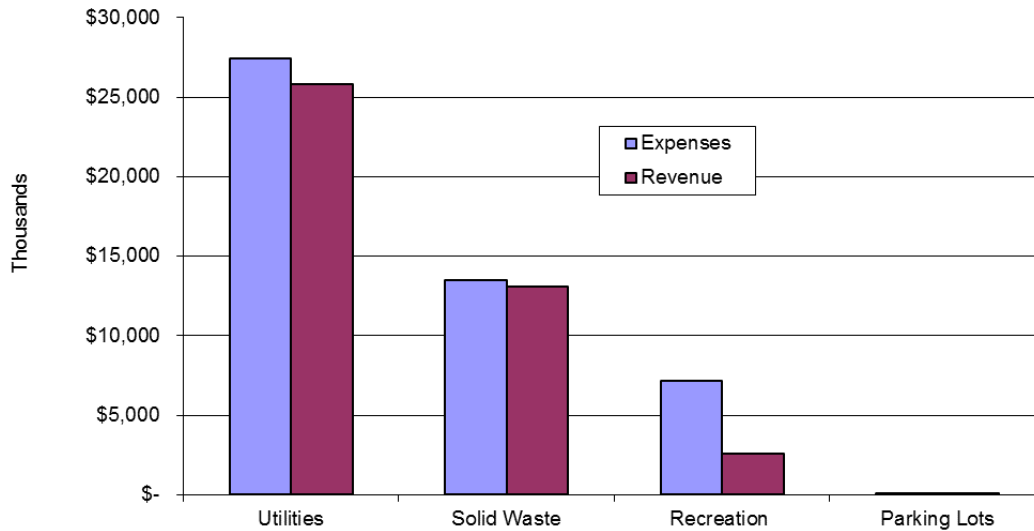
MANAGEMENT’S DISCUSSION AND ANALYSIS

June 30, 2018

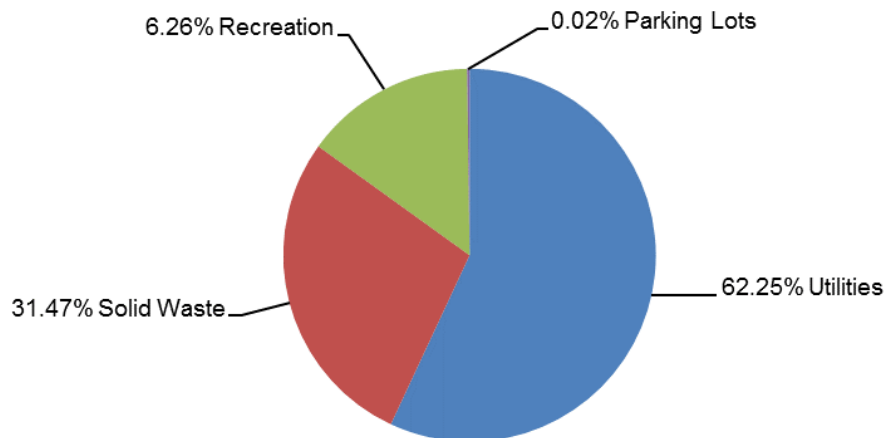
(Unaudited)

Business-type Activities

Expenses and Program Revenues - Business-type Activities



Revenue by Source - Business-type Activities



The previous charts illustrate expenses and revenues, and revenues by source for the City’s Business-type activities. The utilities are mainly funded by fees for services, including the contract operation of the Water Treatment Plant for which the Central Wyoming Regional Water System’s Joint Powers Board is charged for the direct cost of operating the plant on their behalf. The recreation operations collect user fees, and their operations are also subsidized by the general tax dollars and interest income from the Perpetual Care Fund.

CITY OF CASPER, WYOMING

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Business-type activities increased the City's overall net position by \$8.92 million. The increase in the net position of business-type activities includes a net increase in the Utilities Funds of \$3.33 million primarily due to net contributions and transfers. The Solid Waste Funds had a net increase of net position of \$629,631 primarily due to grant revenues and contributions. The Recreation Funds had a net increase of \$6.07 million due to capital contributions and decreased personnel expenses. The allocation of certain internal service fund revenues and expense to business-type activities reduced the overall net position by \$1.03 million.

**City of Casper
Comparative Statement of Net Position
Years Ended June 30, 2018 and 2017**

	Governmental Activities		Business-type Activities		Total	
	2018	2017	2018	2017	2018	2017
Revenues						
Program Revenues						
Charges for services	\$ 7,355,026	\$ 7,271,639	41,486,816	\$ 40,569,921	\$ 48,841,842	\$ 47,841,560
Operating grants and capital contributions	3,019,665	3,999,498	-	-	3,019,665	3,999,498
Capital grants and contributions	1,255,976	873,400	3,355,989	2,029,066	4,611,965	2,902,466
Taxes						
Property	4,248,342	4,412,595	-	-	4,248,342	4,412,595
Sales	31,727,228	28,892,259	-	-	31,727,228	28,892,259
Other	16,594,099	15,869,873	-	-	16,594,099	15,869,873
Miscellaneous	2,586,442	1,867,127	283,944	305,397	2,870,386	2,172,524
Unrestricted interest earnings	587,308	362,704	54,474	80,362	641,782	443,066
Total revenues	<u>67,374,086</u>	<u>63,549,095</u>	<u>45,181,223</u>	<u>42,984,746</u>	<u>112,555,309</u>	<u>106,533,841</u>
Expenses						
General government	14,678,841	9,373,489	-	-	14,678,841	9,373,489
Public safety	44,058,110	32,801,667	-	-	44,058,110	32,801,667
Public works	11,697,798	12,438,036	-	-	11,697,798	12,438,036
Health and social services	3,108,573	4,133,170	-	-	3,108,573	4,133,170
Culture and recreation	4,429,214	4,188,449	-	-	4,429,214	4,188,449
Utilities fund	-	-	27,481,445	26,426,360	27,481,445	26,426,360
Solid waste fund	-	-	13,565,812	12,627,085	13,565,812	12,627,085
Recreation fund	-	-	7,158,555	8,204,997	7,158,555	8,204,997
Parking lot fund enterprise fund	-	-	96,414	111,535	96,414	111,535
Total expenses	<u>77,972,536</u>	<u>62,934,811</u>	<u>48,302,226</u>	<u>47,369,977</u>	<u>126,274,762</u>	<u>110,304,788</u>
Excess (deficiency) of revenues over expenses before transfers	(10,598,450)	614,284	(3,121,003)	(4,385,231)	(13,719,453)	(3,770,947)
Transfers	(12,355,506)	(14,613,960)	12,355,506	14,613,960	-	-
Change in net position	(22,953,956)	(13,999,676)	9,234,503	10,228,729	(13,719,453)	(3,770,947)
Net position - beginning	212,181,761	220,877,472	183,948,520	179,140,636	396,130,281	400,018,108
Prior period adjustment	(721,441)	5,303,965	(311,043)	(5,420,845)	(1,032,484)	(116,880)
Net position - restated	<u>211,460,320</u>	<u>226,181,437</u>	<u>183,637,477</u>	<u>173,719,791</u>	<u>395,097,797</u>	<u>399,901,228</u>
Total net position	<u>\$188,506,364</u>	<u>\$212,181,761</u>	<u>\$ 192,871,980</u>	<u>\$ 183,948,520</u>	<u>\$381,378,344</u>	<u>\$396,130,281</u>

CITY OF CASPER, WYOMING

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Government Funds Financial Analysis

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unrestricted fund balances may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At June 30, 2018, the City's governmental funds reported a combined ending fund balance of \$104.45 million, an increase of \$2.28 million. The major factors to the net increase are revenues in excess of expenditures in the amount of \$10.46 million. This is primarily due to an improvement in sales tax receipts and a significant decrease in capital outlay. Net transfers decreased the fund balance by \$7.75 million. A prior period adjustment also had a negative impact of \$433,619.

The General Fund is the City's main operating fund. For reporting purposes, under GASB 54, the City has consolidated the Perpetual Care Fund, Revolving Land Fund, Special Reserves Fund, Variable Services and Metro Animal Services Fund balances into the General Fund balance. The General Fund committed fund balance is \$53.65 million, \$6.96 million non-spendable, and \$2.17 million unassigned. The total fund balance in the General Fund for FY 2018 is \$62.78 million. General Fund sales tax revenues in FY 2018 were up \$1.51 million or 10.44% from those received in FY 2017. Expenditures in the General Fund were less than budgeted by \$2.02 million. All of the General Fund areas kept expenditures lower than their final budgets. The variance in expenditures for General Fund areas were under budget due to lower than anticipated personnel and contractual spending in a variety of departments.

The General Fund's \$62.78 million fund balance includes committed balances of \$15.26 million for operating reserves as set by Council's Reserve Policy. The committed balance also includes \$29.77 million GAAP based Perpetual Care corpus to fund Optional One Cent facilities ongoing maintenance, while the amount committed to planned land acquisitions is \$414,718 for projects utilizing Optional One Cent monies. The City also has \$33,528 committed to Special reserves, Opportunity projects of \$7.82 million, and Animal Control projects of \$329,824 have been allocated to be used. The non-spendable fund balance classification indicates that amounts are not in spendable form, which includes, general fund inventory of \$114,512 and the non-current notes receivable of \$6.85 million. These receivables are in the form of loans that the City of Casper issued to the Regional Water System's Joint Powers Board and the Casper Housing Authority. The fund balance of the capital projects funds decreased due to less capital project activity.

Enterprise Funds

Enterprise funds unrestricted net assets at June 30, 2018 amounted to \$16.74 million. Other factors concerning the finances of these funds are addressed in the discussion of the City's business-type activities. The Utilities, Solid Waste and Recreation funds reported unrestricted net assets of \$22.23 million, negative \$3.4 million, and negative \$2.57 million, respectively. Other non-major Enterprise funds reported unrestricted net assets of \$487,951.

CITY OF CASPER, WYOMING

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Internal Service Funds

The internal service funds, which are used to finance and account for goods and services provided internally among City departments, had a FY 2018 unrestricted net position of negative \$1.99 million. This is an improvement of \$173,613 from FY 2017. The improvement of the Internal Service Fund's net position was primarily caused by higher recovery of internal service charges.

Budgetary Highlights

The City Council adopts an annual budget for all funds. The City Council adopts budget adjustments during the year for supplemental appropriations which are generally contingent upon new or additional revenue sources or the spending of reserves.

General Fund

Consolidated General Fund appropriation adjustments, total expenditures and transfers out, were approved during FY 2018 which reduced the originally approved budgets by \$2.92. This included adjustments to expense line items as well as budgeted transfers. This was the result of a concentrated effort to balance the General Fund budget without the use of reserves. Adjustments by General Fund grouping were: \$1.65 million reduction in the General Fund; \$1.39 million reduction in transfers out, \$44,303 reduction in the Metro Animal Control Fund, and a \$167,700 increase in the Revolving Land Fund.

The General Fund reflects a net negative ending variance from final budget of \$662,687, which consists of a negative revenue to budget variance of \$1.55 million, a positive total expenditure to budget variance of \$2.01 million and a net negative transfers budget variance of \$1.13 million. General Fund actual revenues are lower than budgeted due to lower than anticipated miscellaneous revenues. The variances were offset by slightly higher than budgeted results for sales taxes.

On a budgetary basis General Fund expenditures were below budget, primarily due to lower than budgeted expenditures in General Government \$249,002, Public Safety \$1.11 million, Public Works \$531,906, Health and social services \$76,600, and Culture and recreation \$44,632.

General Fund transfers out exceeded budget by \$1.13 million. This is primarily due to transfers made to community support and the waste water treatment plant, originally budgeted from a capital fund, being changed mid-year to transfers out from the general fund.

Capital Projects Funds

Total Capital Projects Fund appropriation adjustments were \$318,900. This adjustment was to primarily fund expenses associated with an EPA Brownfield grant.

Capital Assets

The City's investment in capital assets for its governmental and business-type activities for the current fiscal year amounts to \$353.72 million (net of accumulated depreciation). This investment in capital assets includes land, buildings and related systems, improvements, machinery and equipment, park facilities, roads, highways, and bridges. The City has included in capital assets the cost of infrastructure acquired or constructed since 1983 and related depreciation. Compliance to the infrastructure provisions of GASB 34 was completed as of June 30, 2005.

CITY OF CASPER, WYOMING

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

(Unaudited)

Major capital projects completed or in progress during the year are as follows:

Street Improvements	\$	4,837,419.25
Platte River Restoration		2,953,819.77
Park Improvements		1,209,667.37
Pool Improvements		401,427.69
Fire Improvements		382,500.00
Police Improvements		147,991.53

Additional information on the City's capital assets can be found in Note 6 – Capital Assets, Note 17 – Construction Commitments, and Note 19 – Subsequent Events in the Notes to the Financial Statements – Summary of Significant Accounting Policies.

Long-term Debt

At the end of the current fiscal year, the City had total net long-term obligations outstanding of \$137.42 million. Of this amount, \$100.74 million is for pension liability, \$15.21 million for loans payable, \$11.41 million is for Other Post-Employment Benefits payable, \$6.20 million for Landfill closure/post closure care costs, \$1.70 million for sales tax overpayment, and \$2.15 million is for accrued compensated absences. During the year, \$10.47 million in additional pension liability was recognized, and the other post-employment benefit accrual was reduced by \$4.35 million.

Additional information about the City's debt can be found in Note 1 – Summary of Significant Accounting Practices – Long-Term Obligations and Note 9 – Long-Term Debt of this report.

Economic Factors and Next Year's Budgets and Rates

The City of Casper is maintaining a conservative approach to budgeting as tax revenues are heavily influenced by mineral activity. In fiscal year 2018 the City's economic condition improved slightly as there was increased activity in the energy sector and stabilization in associated workforces. Another encouraging sign was growth in retail sales and improvement in the housing industry. The FY 2019 Adopted Budget represents a continuation of adjusting costs to available resources. The challenge is that the service levels for a significant number of City services do not change appreciably unless there are changes in population. A corollary of that situation is that several services are geographically based, i.e. streets, parks, etc., for which services cannot be readily decreased because of the physical existence of these items. The volatility of an energy based economy highlights the necessity to shift focus to long term financial planning. Based on data from the Bureau of Labor statistics, the unemployment rate at the fiscal year end for Natrona County and the City of Casper was 4.7% which is higher than the State of Wyoming average unemployment rate of 3.7%. FY 2019 budgeted General Fund revenues have been established at a level consistent with FY 2018 actuals as no significant growth was assumed. FY 2019 budgeted expenses have been budgeted to track with budgeted revenues.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information should be addressed to the Financial Services Director, 200 North David, Casper, Wyoming 82601 (tpitlick@casperwy.gov).

BASIC FINANCIAL STATEMENTS

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CITY OF CASPER, WYOMING
STATEMENT OF NET POSITION
June 30, 2018

	Primary Government			Component Units
	Governmental Activities	Business-type Activities	Total	
ASSETS				
Cash and cash equivalents	\$ 9,337,393	\$ 1,898,448	\$ 11,235,841	\$ 5,974,535
Investments	83,653,658	38,821,808	122,475,466	198,262
Receivables, net of allowance	14,610,976	5,012,270	19,623,246	841,325
Due from primary government	-	-	-	435,733
Internal balances	2,022,608	(2,022,608)	-	-
Related party accounts receivable	-	166,865	166,865	-
Inventories	665,387	671,140	1,336,527	476,770
Prepaid items	-	-	-	23,105
Restricted cash	-	-	-	1,735,196
Notes receivable, current	1,466,768	-	1,466,768	1,288,916
Notes receivable, noncurrent	7,310,382	-	7,310,382	-
Capital assets, not being depreciated	24,821,890	17,262,684	42,084,574	15,921,274
Capital assets, net of depreciation	157,350,197	169,134,471	326,484,668	34,933,394
Total assets	<u>301,239,259</u>	<u>230,945,078</u>	<u>532,184,337</u>	<u>61,828,510</u>
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows of resources	<u>20,806,837</u>	<u>3,528,846</u>	<u>24,335,683</u>	<u>-</u>
LIABILITIES				
Accounts payable and other current liabilities	3,039,641	2,712,970	5,752,611	1,001,037
Accrued wages payable	772,533	193,402	965,935	61,022
Accrued interest payable	8,478	317,006	325,484	201,010
Due to component units	-	435,733	435,733	-
Related party accounts payable	-	117,115	117,115	-
Unearned revenue/customer deposits	193,753	99,369	293,122	-
Unearned interest on notes receivable	1,493	-	1,493	-
Claims payable	1,200,359	-	1,200,359	-
Noncurrent liabilities				
Due within one year	747,909	1,333,755	2,081,664	1,809,666
Due in more than one year	104,070,612	31,267,975	135,338,587	16,036,387
Total liabilities	<u>110,034,778</u>	<u>36,477,325</u>	<u>146,512,103</u>	<u>19,109,122</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows of resources	<u>23,504,954</u>	<u>5,124,619</u>	<u>28,629,573</u>	<u>201,701</u>
NET POSITION				
Net investment in capital assets	182,172,087	171,548,906	353,720,993	33,008,615
Restricted by contract				
Construction reserve	-	-	-	1,735,196
Rock Creek Dam rehabilitation Paradise Valley Pipeline project	-	100,000	100,000	-
Community development projects	29,470	-	29,470	-
Redevelopment loans	473,831	-	473,831	-
Unrestricted	<u>5,830,976</u>	<u>20,930,574</u>	<u>26,761,550</u>	<u>7,773,876</u>
Total net position	<u>\$ 188,506,364</u>	<u>\$ 192,871,980</u>	<u>\$ 381,378,344</u>	<u>\$ 42,517,687</u>

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

STATEMENT OF ACTIVITIES
Year Ended June 30, 2018

Function/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government				
Governmental activities				
General government	\$ 14,678,841	\$ 3,985,686	\$ 1,127,628	\$ 471,368
Public safety	44,058,110	2,933,666	784,362	-
Public works	11,697,798	17,905	-	231,189
Health and social services	3,108,573	313,644	1,052,675	27,881
Culture and recreation	4,429,214	104,125	55,000	525,538
Total governmental activities	<u>77,972,536</u>	<u>7,355,026</u>	<u>3,019,665</u>	<u>1,255,976</u>
Business-type activities				
Utilities fund	27,481,445	25,826,263	-	2,452,760
Solid waste fund	13,565,812	13,056,861	-	903,229
Recreation fund	7,158,555	2,595,880	-	-
Parking lot fund	96,414	7,812	-	-
Total business-type activities	<u>48,302,226</u>	<u>41,486,816</u>	<u>-</u>	<u>3,355,989</u>
Total primary government	<u>\$ 126,274,762</u>	<u>\$ 48,841,842</u>	<u>\$ 3,019,665</u>	<u>\$ 4,611,965</u>
Component units	<u>\$ 7,029,099</u>	<u>\$ 6,462,610</u>	<u>\$ 567,726</u>	<u>\$ 3,547,921</u>

See accompanying notes to the financial statements

Net (Expense) Revenue and Changes in Net Position

Primary Government

Governmental Activities	Business-type Activities	Total	Component Units
\$ (9,094,159)	\$ -	\$ (9,094,159)	\$ -
(40,340,082)	-	(40,340,082)	-
(11,448,704)	-	(11,448,704)	-
(1,714,373)	-	(1,714,373)	-
(3,744,551)	-	(3,744,551)	-
<u>(66,341,869)</u>	<u>-</u>	<u>(66,341,869)</u>	<u>-</u>
-	797,578	797,578	-
-	394,278	394,278	-
-	(4,562,675)	(4,562,675)	-
-	(88,602)	(88,602)	-
<u>-</u>	<u>(3,459,421)</u>	<u>(3,459,421)</u>	<u>-</u>
<u>(66,341,869)</u>	<u>(3,459,421)</u>	<u>(69,801,290)</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>3,549,158</u>
			(Continued)

CITY OF CASPER, WYOMING

STATEMENT OF ACTIVITIES (CONTINUED)

Year Ended June 30, 2018

	Primary Government			Component Units
	Governmental Activities	Business-type Activities	Total	
Changes in net position	\$ (66,341,869)	\$ (3,459,421)	\$ (69,801,290)	\$ 3,549,158
General revenues				
Property taxes	4,248,342	-	4,248,342	164,392
Sales taxes	17,275,151	-	17,275,151	-
Optional 1% sales taxes	14,452,077	-	14,452,077	-
Gas taxes	1,835,240	-	1,835,240	-
Franchise taxes	4,323,687	-	4,323,687	-
911 telecommunication taxes	761,492	-	761,492	-
Mineral taxes	8,002,467	-	8,002,467	-
Cigarette taxes	278,645	-	278,645	-
Motor vehicle taxes	1,392,568	-	1,392,568	-
Miscellaneous	2,586,442	283,944	2,870,386	634,596
Unrestricted investment earnings	587,308	54,474	641,782	377,872
Transfers	(12,355,506)	12,355,506	-	-
Total general revenues and transfers	<u>43,387,913</u>	<u>12,693,924</u>	<u>56,081,837</u>	<u>1,176,860</u>
Change in net position	(22,953,956)	9,234,503	(13,719,453)	4,726,018
Net position - beginning of year, as previously stated	212,181,761	183,948,520	396,130,281	37,759,925
Prior period adjustment	(721,441)	(311,043)	(1,032,484)	31,744
Net position - beginning of year, as restated	<u>211,460,320</u>	<u>183,637,477</u>	<u>395,097,797</u>	<u>37,791,669</u>
Net position - end of year	<u>\$ 188,506,364</u>	<u>\$ 192,871,980</u>	<u>\$ 381,378,344</u>	<u>\$ 42,517,687</u>

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

**BALANCE SHEET
GOVERNMENTAL FUNDS**

June 30, 2018

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and cash equivalents	\$ 643,057	\$ 5,426,573	\$ 858,519	\$ 6,928,149
Investments	49,682,144	30,872,737	2,181,743	82,736,624
Taxes receivable	8,546,973	2,576,540	-	11,123,513
Other receivables, net of allowance	1,229,808	136,556	731,718	2,098,082
Interest receivable	172,790	39,753	93,713	306,256
Inventories	114,512	-	-	114,512
Due from other governments	312,158	180,400	528,526	1,021,084
Due from other funds	681,752	-	3,196	684,948
Notes receivable, current	1,406,959	8,873	50,936	1,466,768
Notes receivable, noncurrent	6,845,660	124,855	339,867	7,310,382
	<u>\$ 69,635,813</u>	<u>\$ 39,366,287</u>	<u>\$ 4,788,218</u>	<u>\$ 113,790,318</u>
LIABILITIES				
Accounts payable	\$ 930,520	\$ 1,317,672	\$ 447,050	\$ 2,695,242
Accrued wages payable	740,841	-	37,473	778,314
Compensated absences	59,613	-	-	59,613
Unearned revenue and customer deposits	193,753	-	-	193,753
Unearned special assessments	-	-	24,915	24,915
Unearned development recapture fees	-	25,000	-	25,000
Unearned interest on notes receivable	1,493	-	-	1,493
Due to other funds	5,679	-	634,217	639,896
Total liabilities	<u>1,931,899</u>	<u>1,342,672</u>	<u>1,143,655</u>	<u>4,418,226</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable property tax revenue	4,434,885	-	-	4,434,885
Unearned revenue	486,600	-	-	486,600
Total deferred inflows of resources	<u>4,921,485</u>	<u>-</u>	<u>-</u>	<u>4,921,485</u>
FUND BALANCES				
Nonspendable	6,960,172	124,855	339,867	7,424,894
Restricted	-	-	188,349	188,349
Unrestricted				
Committed	53,656,378	37,898,760	3,374,697	91,555,138
Unassigned (deficit)	2,165,879	-	(258,350)	1,907,529
Total fund balances	<u>62,782,429</u>	<u>38,023,615</u>	<u>3,644,563</u>	<u>104,450,607</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 69,635,813</u>	<u>\$ 39,366,287</u>	<u>\$ 4,788,218</u>	<u>\$ 113,790,318</u>

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION**

June 30, 2018

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances, governmental funds		\$ 104,450,607
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Total capital assets, governmental funds	\$ 182,172,087	
Less capital assets, internal service funds	<u>(308,794)</u>	181,863,293
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds.		
Unavailable property taxes - governmental funds	4,434,885	
Unavailable property taxes - governmental activities	(4,355,111)	
Unearned special assessments - governmental funds	24,915	
Unearned development recapture fees - governmental funds	<u>25,000</u>	129,689
Deferred outflows and inflows of resources are not available revenue or available to pay for current period expenditures, and therefore, the underlying resources are not reported in the governmental funds.		
Deferred outflows - pension plan items	17,447,167	
Less internal service fund deferred outflows - pension plan items	(762,583)	
Deferred outflows - other postemployment benefits items	3,359,670	
Less internal service fund deferred outflows - other postemployment benefits items	(362,527)	
Deferred inflows - pension plan items	(9,544,949)	
Less internal service fund deferred inflows - pension plan items	611,508	
Deferred inflows - other postemployment benefits items	(9,118,294)	
Less internal service fund deferred inflows - other postemployment benefits items	<u>983,913</u>	2,613,905

(Continued)

CITY OF CASPER, WYOMING

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION (CONTINUED)**

June 30, 2018

Internal service funds are used by management to charge the costs of certain activities to individual funds. Certain assets and liabilities of internal service funds are included in governmental activities in the statement of net position.		\$	328,428
Long-term liabilities, including compensated absences, are not due and payable in the current period and therefore, are not reported in the governmental funds.			
Interest payable - governmental activities	\$		(8,482)
Note payable			(364,000)
Repayment of sales tax due to incorrect distribution			(1,701,143)
Compensated absences			(1,699,383)
Less compensated absences recorded in governmental and internal service funds			219,159
Net pension liability			(92,752,835)
Less net pension liability in internal service funds			2,673,763
Other post-employment benefits payable			(8,301,160)
Less other post-employment benefits payable in internal service funds			1,054,523
		<u> </u>	<u>(100,879,558)</u>
Net position of governmental activities			<u><u>\$ 188,506,364</u></u>

See accompanying notes to the financial statements

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CITY OF CASPER, WYOMING

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
Year Ended June 30, 2018**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues				
Taxes and special assessments	\$ 4,379,667	\$ 14,452,077	\$ -	\$ 18,831,744
Licenses and permits	1,096,136	-	-	1,096,136
Intergovernmental	33,260,498	1,109,619	3,265,932	37,636,049
Charges for services	4,849,065	5,115	690,690	5,544,870
Fines	787,344	-	-	787,344
Investment earnings	152,418	358,589	67,371	578,378
Miscellaneous revenues	2,285,215	162,703	644,812	3,092,730
Total revenues	<u>46,810,343</u>	<u>16,088,103</u>	<u>4,668,805</u>	<u>67,567,251</u>
Expenditures				
Current				
General government	7,410,347	1,433,385	393,479	9,237,211
Public safety	22,692,662	-	2,863,362	25,556,024
Public works	5,050,433	-	610,690	5,661,123
Health and social services	1,051,931	-	1,903,519	2,955,450
Culture and recreation	2,879,697	-	-	2,879,697
Debt service				
Principal	-	-	50,000	50,000
Interest	-	-	24,760	24,760
Capital outlay	342,764	10,193,489	207,656	10,743,909
Total expenditures	<u>39,427,834</u>	<u>11,626,874</u>	<u>6,053,466</u>	<u>57,108,174</u>
Excess (deficiency) of revenues over (under) expenditures	<u>7,382,509</u>	<u>4,461,229</u>	<u>(1,384,661)</u>	<u>10,459,077</u>
Other financing sources (uses)				
Transfers in	3,077,680	8,001,774	1,569,215	12,648,669
Transfers out	<u>(9,950,797)</u>	<u>(10,216,249)</u>	<u>(229,442)</u>	<u>(20,396,488)</u>
Total other financing sources (uses)	<u>(6,873,117)</u>	<u>(2,214,475)</u>	<u>1,339,773</u>	<u>(7,747,819)</u>
Net change in fund balances	509,392	2,246,754	(44,888)	2,711,258
Fund balances - beginning of year as previously stated	62,273,037	36,010,353	3,889,578	102,172,968
Prior period adjustment	<u>-</u>	<u>(233,492)</u>	<u>(200,127)</u>	<u>(433,619)</u>
Fund balances - beginning of year as restated	<u>62,273,037</u>	<u>35,776,861</u>	<u>3,689,451</u>	<u>101,739,349</u>
Fund balances - end of year	<u>\$ 62,782,429</u>	<u>\$ 38,023,615</u>	<u>\$ 3,644,563</u>	<u>\$ 104,450,607</u>

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES

Year Ended June 30, 2018

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds		\$ 2,711,258
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital additions exceeded depreciation and transfer of assets to enterprise funds in the current period.</p>		
Total additions to capital assets	\$ 8,009,237	
Less internal service fund additions to capital assets	(96,918)	
Less transfers to enterprise and internal service funds	(6,366,820)	
Depreciation expense	(8,062,421)	
Less internal service fund depreciation	120,044	(6,396,878)
<p>The disposal of capital assets that results in a loss (cost of the assets is greater than the accumulated depreciation and proceeds) does not provide current financial resources to governmental funds. Thus, that difference is not recorded in the governmental funds. However, it is recognized in the statement of activities. This is the net effect of this difference in the treatment of the disposition of capital assets.</p>		
Cost basis of assets disposed	(1,696,919)	
Accumulated depreciation on assets disposed	1,013,002	(683,917)
<p>The issuance of long-term debt (e.g. capital leases) provides current financial resources to governmental funds, while the repayment or principal consumes the current financial resources of governmental funds.</p>		
Payment of principal on note payable	50,000	
Repayment of sales tax due to incorrect distribution	(1,701,143)	(1,651,143)
<p>Long-term liabilities for compensated absences and interest payable are not due and payable in the current period and therefore are not reported in the governmental funds.</p>		
Total accrued compensated absences prior year	1,739,479	
Less amount recorded in governmental funds in prior year	(163,639)	
Total accrued compensated absences current year	(1,699,383)	
Less amounts recorded in governmental funds in current year	219,159	
Unearned accrued interest on note payable prior year	9,643	
Unearned accrued interest on note payable current year	(8,482)	96,777

(Continued)

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES (CONTINUED)

Year Ended June 30, 2018

Pension expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Pension liability prior year	\$ 77,170,161	
Pension liability current year	(90,079,072)	
Deferred outflows - pension plan items prior year	(13,891,831)	
Deferred outflows - pension plan items current year	16,684,584	
Deferred inflows - pension plan items prior year	1,258,584	
Deferred inflows - pension plan items current year	<u>(8,933,441)</u>	\$(17,791,015)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds.

Unearned special assessments revenue prior year	(59,170)	
Unearned special assessments revenue current year	24,915	
Development recapture fees prior year	(5,517)	
Development recapture fees current year	25,000	
Unavailable property taxes in governmental funds prior year	(4,576,253)	
Unavailable property taxes in governmental activities prior year	4,365,156	
Unavailable property taxes in governmental funds current year	4,434,885	
Unavailable property taxes in governmental activities current year	<u>(4,355,111)</u>	(146,095)

Other post-employment benefit expenses reported in the statement of activities do not require the use of current financial resources, and therefore, are not reported as expenditures in the governmental funds.

Other post-employment benefits payable prior year	10,190,752	
Other post-employment benefits payable current year	(7,246,637)	
Deferred outflows - other postemployment benefits items current year	2,997,143	
Deferred inflows - other postemployment benefits items prior year	2,391,100	
Deferred inflows - other postemployment benefits items current year	<u>(8,134,381)</u>	197,977

(Continued)

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CITY OF CASPER, WYOMING

**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES (CONTINUED)**

Year Ended June 30, 2018

Internal service funds are used by management to charge the costs of certain activities, such as health insurance, garage services, buildings and grounds and management information systems, to individual funds.

Total net revenue (expense) of internal service funds	\$	(320,031)	
A portion of net revenue (expense) of internal service funds is included with business-type activities - prior year		(982,192)	
A portion of net revenue (expense) of internal service funds is included with business-type activities - current year		<u>2,011,303</u>	<u>\$ 709,080</u>
Change in net position of governmental activities			<u><u>\$(22,953,956)</u></u>

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

**STATEMENT OF NET POSITION
PROPRIETARY FUNDS**

June 30, 2018

	<u>Business-type Activities - Enterprise Funds</u>		
	Utilities	Solid Waste	Recreation
	Fund	Fund	Fund
ASSETS			
Current assets			
Cash and cash equivalents	\$ 1,072,731	\$ 338,680	\$ 442,336
Investments	26,187,787	12,192,287	-
Interest receivable	94,281	42,503	-
Customer receivables, net of allowance	2,966,700	890,383	90,239
Due from other governments	281,905	644,619	-
Due from other funds	279,532	161,489	750
Related party accounts receivable	-	-	166,865
Inventories	671,140	-	-
Total current assets	<u>31,554,076</u>	<u>14,269,961</u>	<u>700,190</u>
Capital assets, not being depreciated	12,045,275	4,701,909	515,500
Capital assets, net of depreciation	<u>98,546,895</u>	<u>26,371,859</u>	<u>43,256,824</u>
Net capital assets	<u>110,592,170</u>	<u>31,073,768</u>	<u>43,772,324</u>
Total assets	<u>142,146,246</u>	<u>45,343,729</u>	<u>44,472,514</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows of resources	<u>1,756,687</u>	<u>1,127,628</u>	<u>644,531</u>
LIABILITIES			
Current liabilities			
Notes payable, current	1,202,295	131,460	-
Accounts payable and other accrued liabilities	1,214,855	1,024,921	473,068
Accrued interest payable	291,892	25,114	-
Related party accounts payable	-	-	117,115
Unearned revenue and refundable customer deposits	98,287	-	1,082
Accrued wages payable	79,086	58,608	55,708
Claims payable	-	-	-
Due to other funds	288,407	158,557	6,114
Due to component units	435,733	-	-
Total current liabilities	<u>3,610,555</u>	<u>1,398,660</u>	<u>653,087</u>
Noncurrent liabilities, net of current maturities			
Compensated absences	200,451	177,391	70,806
Landfill closure and post closure	-	6,201,490	-
Other postemployment benefits payable	1,410,338	910,659	792,583
Notes payable	11,992,164	1,522,330	-
Net pension liability	4,097,104	2,342,278	1,550,381
Total noncurrent liabilities	<u>17,700,057</u>	<u>11,154,148</u>	<u>2,413,770</u>
Total liabilities	<u>21,310,612</u>	<u>12,552,808</u>	<u>3,066,857</u>

See accompanying notes to the financial statements

<u>Business-type Activities - Enterprise Funds</u>		<u>Governmental Activities</u>	
<u>Other Nonmajor Enterprise Fund</u>		<u>Internal Service Funds</u>	
<u>Parking Lot</u>	<u>Totals</u>		
\$ 44,701	\$ 1,898,448	\$ 2,409,244	
441,734	38,821,808	917,034	
1,642	138,426	8,094	
-	3,947,322	53,948	
-	926,524	-	
-	441,771	29,247	
-	166,865	-	
-	671,140	550,874	
<u>488,077</u>	<u>47,012,304</u>	<u>3,968,441</u>	
-	17,262,684	-	
<u>958,893</u>	<u>169,134,471</u>	<u>308,794</u>	
<u>958,893</u>	<u>186,397,155</u>	<u>308,794</u>	
<u>1,446,970</u>	<u>233,409,459</u>	<u>4,277,235</u>	
-	3,528,846	1,125,110	
-	1,333,755	-	
126	2,712,970	344,291	
-	317,006	-	
-	117,115	-	
-	99,369	-	
-	193,402	39,559	
-	-	1,200,359	
-	453,078	62,992	
-	435,733	-	
<u>126</u>	<u>5,662,428</u>	<u>1,647,201</u>	
-	448,648	114,312	
-	6,201,490	-	
-	3,113,580	1,054,523	
-	13,514,494	-	
-	7,989,763	2,673,763	
-	31,267,975	3,842,598	
<u>126</u>	<u>36,930,403</u>	<u>5,489,799</u>	

(Continued)

CITY OF CASPER, WYOMING

STATEMENT OF NET POSITION (CONTINUED)
 PROPRIETARY FUNDS
 June 30, 2018

	Business-type Activities - Enterprise Funds		
	Utilities Fund	Solid Waste Fund	Recreation Fund
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources	\$ 2,575,021	\$ 1,699,543	\$ 850,055
NET POSITION			
Net investment in capital assets	97,397,711	29,419,978	43,772,324
Restricted			
Rock Creek Dam rehabilitation	100,000	-	-
Paradise Valley Pipeline project	292,500	-	-
Unrestricted	22,227,089	(3,402,462)	(2,572,191)
Committed			
Landfill closure and post closure - W.S. 35-11-532	-	6,201,490	-
Total net position (deficit)	\$ 120,017,300	\$ 32,219,006	\$ 41,200,133

See accompanying notes to the financial statements

<u>Business-type Activities - Enterprise Funds</u>		<u>Governmental</u>
<u>Other Nonmajor</u>		<u>Activities</u>
<u>Enterprise Fund</u>		<u>Internal</u>
<u>Parking Lot</u>	<u>Totals</u>	<u>Service Funds</u>
\$ -	\$ 5,124,619	\$ 1,595,421
958,893	171,548,906	308,794
-	100,000	-
-	292,500	-
487,951	16,740,387	(1,991,669)
-	6,201,490	-
<u>\$ 1,446,844</u>	<u>\$ 194,883,283</u>	<u>\$ (1,682,875)</u>

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CITY OF CASPER, WYOMING

**RECONCILIATION OF THE STATEMENT OF NET POSITION - PROPRIETARY FUNDS
TO THE STATEMENT OF NET POSITION**

June 30, 2018

Amounts reported for business-type activities in the statement of net position are different because:

Total net position, proprietary funds	\$ 194,883,283
Certain internal service fund assets and liabilities are included with business-type activities.	<u>(2,011,303)</u>
Net position of business-type activities	<u><u>\$ 192,871,980</u></u>

CITY OF CASPER, WYOMING

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
Year Ended June 30, 2018**

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Utilities Fund</u>	<u>Solid Waste Fund</u>	<u>Recreation Fund</u>
Operating revenues			
Charges for services	\$ 25,826,263	\$ 13,056,861	\$ 2,595,880
Other revenues	104,715	71,206	108,025
Total operating revenues	<u>25,930,978</u>	<u>13,128,067</u>	<u>2,703,905</u>
Operating expenses			
Personnel expenses	4,927,872	3,640,096	1,634,546
Contractual	8,506,359	4,724,545	2,614,954
Materials and supplies	8,133,574	2,211,412	308,808
Landfill closure and post closure costs	-	386,000	-
Other expenses	23,938	16,031	9,355
Depreciation expense	5,228,399	2,210,272	2,096,479
Total operating expenses	<u>26,820,142</u>	<u>13,188,356</u>	<u>6,664,142</u>
Operating income (loss)	<u>(889,164)</u>	<u>(60,289)</u>	<u>(3,960,237)</u>
Nonoperating revenues (expenses)			
Investment earnings	31,210	21,736	373
Interest	(318,499)	(39,050)	-
Loss on sale of capital assets	(64,926)	(92,226)	-
Total nonoperating revenues (expenses)	<u>(352,215)</u>	<u>(109,540)</u>	<u>373</u>
Income (loss) before contributions and transfers	<u>(1,241,379)</u>	<u>(169,829)</u>	<u>(3,959,864)</u>
Grants and contributions	2,452,760	903,229	6,528,401
Transfers in	2,500,000	-	3,527,070
Transfers out	(106,477)	(64,310)	(29,178)
Net contributions and transfers	<u>4,846,283</u>	<u>838,919</u>	<u>10,026,293</u>
Change in net position	3,604,904	669,090	6,066,429
Net position (deficit) - beginning of year as previously stated	116,683,980	31,589,375	35,133,704
Prior period adjustment	(271,584)	(39,459)	-
Net position - beginning of year, as restated	<u>116,412,396</u>	<u>31,549,916</u>	<u>35,133,704</u>
Net position (deficit) - end of year	<u>\$ 120,017,300</u>	<u>\$ 32,219,006</u>	<u>\$ 41,200,133</u>

See accompanying notes to the financial statements

<u>Business-type Activities - Enterprise Funds</u>		<u>Governmental</u>
<u>Other Nonmajor</u>		<u>Activities</u>
<u>Enterprise Fund</u>		<u>Internal</u>
<u>Parking Lot</u>	<u>Totals</u>	<u>Service Funds</u>
\$ 7,812	\$ 41,486,816	\$ 5,981,519
-	283,946	7,170,969
<u>7,812</u>	<u>41,770,762</u>	<u>13,152,488</u>
-	10,202,514	3,484,799
17,566	15,863,424	10,512,770
-	10,653,794	1,306,945
-	386,000	-
-	49,324	-
68,210	9,603,360	120,044
<u>85,776</u>	<u>46,758,416</u>	<u>15,424,558</u>
<u>(77,964)</u>	<u>(4,987,654)</u>	<u>(2,272,070)</u>
1,155	54,474	8,930
-	(357,549)	-
-	(157,152)	-
<u>1,155</u>	<u>(460,227)</u>	<u>8,930</u>
<u>(76,809)</u>	<u>(5,447,881)</u>	<u>(2,263,140)</u>
-	9,884,390	22,396
-	6,027,070	2,095,288
-	(199,965)	(174,575)
<u>-</u>	<u>15,711,495</u>	<u>1,943,109</u>
<u>(76,809)</u>	<u>10,263,614</u>	<u>(320,031)</u>
1,523,653	184,930,712	(1,833,362)
-	(311,043)	470,518
<u>1,523,653</u>	<u>184,619,669</u>	<u>(1,362,844)</u>
<u>\$ 1,446,844</u>	<u>\$ 194,883,283</u>	<u>\$ (1,682,875)</u>

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CITY OF CASPER, WYOMING

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENSES, AND CHANGES
IN FUND NET POSITION - PROPRIETARY FUNDS
TO THE STATEMENT OF ACTIVITIES**

June 30, 2018

Amounts reported for business-type activities in the statement of activities are different because:

Net change in net position - proprietary funds	\$ 10,263,614
Net revenue (expense) of certain internal service funds is reported with business-type activities - prior year.	982,192
Net revenue (expense) of certain internal service funds is reported with business-type activities - current year.	<u>(2,011,303)</u>
Change in net position of business-type activities	<u>\$ 9,234,503</u>

CITY OF CASPER, WYOMING

**STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
Year Ended June 30, 2018**

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Utilities Fund</u>	<u>Solid Waste Fund</u>	<u>Recreation Fund</u>
Cash flows from operating activities			
Cash received from customers	\$ 23,018,619	\$ 12,700,335	\$ 2,951,699
Cash receipts from interfund services provided	2,660,678	120,000	-
Cash payments to suppliers for goods and services	(13,787,756)	(5,236,470)	(2,174,830)
Claims paid	-	-	-
Cash payments for interfund services used	(2,660,678)	(1,591,983)	(347,612)
Cash payments to employees for services	(4,714,404)	(3,695,384)	(2,440,891)
Net cash provided (used) by operating activities	<u>4,516,459</u>	<u>2,296,498</u>	<u>(2,011,634)</u>
Cash flows from noncapital financing activities			
Operating subsidies and transfers from other funds	2,043,614	2,004	2,178,746
Transfers out	(106,477)	(64,310)	(29,178)
Net cash provided (used) by noncapital financing activities	<u>1,937,137</u>	<u>(62,306)</u>	<u>2,149,568</u>
Cash flows from capital and related financing activities			
Acquisition and construction of capital assets	(5,320,633)	(2,039,071)	(16,495)
Capital contributions	2,452,760	903,229	24,968
Proceeds from long-term financing	30,452	67,483	-
Principal paid	(1,127,605)	(109,097)	-
Interest paid	(314,898)	(31,076)	-
Net cash provided (used) by capital and related financing activities	<u>(4,279,924)</u>	<u>(1,208,532)</u>	<u>8,473</u>
Cash flows from investing activities			
Purchase of investment securities	(3,934,891)	(2,454,244)	(373)
Proceeds from the sale of investment securities	1,796,905	1,082,598	373
Interest on investments	350,049	146,949	373
Net cash provided (used) by investing activities	<u>(1,787,937)</u>	<u>(1,224,697)</u>	<u>373</u>
Net increase (decrease) in cash and cash equivalents	385,735	(199,037)	146,780
Cash and cash equivalents - beginning of year	<u>686,996</u>	<u>537,717</u>	<u>295,556</u>
Cash and cash equivalents - end of year	<u>\$ 1,072,731</u>	<u>\$ 338,680</u>	<u>\$ 442,336</u>

See accompanying notes to the financial statements

<u>Business-type Activities - Enterprise Funds</u>		<u>Governmental Activities</u>	
<u>Other Nonmajor Enterprise Fund</u>		<u>Internal Service Funds</u>	
<u>Parking Lot</u>	<u>Totals</u>		
\$ 7,812	\$ 38,678,465	\$ 1,538,104	
-	2,780,678	11,628,151	
(8,386)	(21,207,442)	(3,249,323)	
-	-	(7,351,269)	
(9,119)	(4,609,392)	(705,302)	
-	(10,850,679)	(3,369,993)	
<u>(9,693)</u>	<u>4,791,630</u>	<u>(1,509,632)</u>	
-	4,224,364	1,972,118	
-	(199,965)	-	
-	<u>4,024,399</u>	<u>1,972,118</u>	
-	(7,376,199)	(96,918)	
-	3,380,957	-	
-	97,935	-	
-	(1,236,702)	-	
-	(345,974)	-	
-	<u>(5,479,983)</u>	<u>(96,918)</u>	
(6,377)	(6,395,885)	(528,580)	
27,461	2,907,337	1,424,268	
6,730	504,101	14,329	
<u>27,814</u>	<u>(2,984,447)</u>	<u>910,017</u>	
18,121	351,599	1,275,585	
<u>26,580</u>	<u>1,546,849</u>	<u>1,133,659</u>	
<u>\$ 44,701</u>	<u>\$ 1,898,448</u>	<u>\$ 2,409,244</u>	

(Continued)

CITY OF CASPER, WYOMING

**STATEMENT OF CASH FLOWS (CONTINUED)
 PROPRIETARY FUNDS
 Year Ended June 30, 2018**

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Utilities</u>	<u>Solid Waste</u>	<u>Recreation</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
Reconciliation of operating income (loss) to net cash provided by operating activities			
Operating income (loss)	\$ (889,164)	\$ (60,289)	\$ (3,960,237)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities			
Depreciation expense	5,228,399	2,210,272	2,096,479
Amortization of pension plan items	686,701	508,084	448,552
Amortization of OPEB plan items	499,223	307,362	168,172
Increase (decrease) in cash and cash equivalents resulting from changes in operating assets, deferred outflows, liabilities, and deferred inflows			
Customer receivables	(260,187)	(307,732)	60,647
Due from management company	-	-	188,254
Inventories	(10,504)	-	-
Deferred outflows - pension plan items	74,301	35,977	20,555
Accounts payable and accrued liabilities	225,941	(104,588)	410,675
Accrued wages payable	11,147	6,786	-
Unearned revenues and refundable customer deposits	8,506	-	(1,107)
Claims payable	-	-	-
Compensated absences	(6,804)	23,239	12,026
Landfill closure and post closure care	-	386,000	-
Other postemployment benefits liability	(535,215)	(329,521)	(180,296)
Net pension liability	(515,885)	(379,092)	(1,275,354)
	<u>\$ 4,516,459</u>	<u>\$ 2,296,498</u>	<u>\$ (2,011,634)</u>
Net cash provided (used) by operating activities			
Noncash investing, capital and related financing activities			
Change in fair value of investments	\$ (346,594)	\$ (139,959)	\$ -
Capital assets contributed by governmental funds	-	-	6,503,431

See accompanying notes to the financial statements

<u>Business-type Activities - Enterprise Funds</u>		<u>Governmental Activities</u>	
<u>Other Nonmajor Enterprise Fund</u>		<u>Internal Service Funds</u>	
<u>Parking Lot</u>	<u>Totals</u>		
\$ (77,964)	\$ (4,987,654)	\$ (2,272,070)	
68,210	9,603,360	120,044	
-	1,643,337	357,847	
-	974,757	332,164	
-	(507,272)	13,767	
-	188,254	-	
-	(10,504)	(22,423)	
-	130,833	66,911	
61	532,089	89,480	
-	17,933	(2,574)	
-	7,399	-	
-	-	(23,754)	
-	28,461	(10,728)	
-	386,000	-	
-	(1,045,032)	114,405	
-	(2,170,331)	(272,701)	
<u>\$ (9,693)</u>	<u>\$ 4,791,630</u>	<u>\$ (1,509,632)</u>	
\$ (5,932)	\$ (492,485)	\$ (8,675)	
-	6,503,431	-	

CITY OF CASPER, WYOMING

STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUND - AMOCO REUSE JOINT POWERS BOARD INVESTMENTS
June 30, 2018

	<u>Agency Fund</u>
ASSETS	
Cash and cash equivalents	\$ 194,340
Investments	10,480,331
Total assets	<u>\$ 10,674,671</u>
LIABILITIES	
Amounts payable to Amoco Reuse Joint Powers Board	\$ 10,674,671
Total liabilities	<u>\$ 10,674,671</u>

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

COMBINING STATEMENT OF NET POSITION - COMPONENT UNITS
June 30, 2018

	Major	Nonmajor		Total Component Units
	Central Wyoming Regional Water System Joint Powers Board	Downtown Development Authority	Economic Development Joint Powers Board	
ASSETS				
Cash and cash equivalents	\$ 4,663,453	\$ 208,716	\$ 1,102,366	\$ 5,974,535
Investments	-	-	198,262	198,262
Receivables, net of allowance	324,713	516,612	-	841,325
Due from primary government	413,523	-	22,210	435,733
Inventories	476,770	-	-	476,770
Prepaid items	20,605	2,500	-	23,105
Restricted cash	1,000,000	735,196	-	1,735,196
Notes receivable, noncurrent	-	-	1,288,916	1,288,916
Capital assets, not being depreciated	10,192,993	5,728,281	-	15,921,274
Capital assets, net of depreciation	34,804,320	105,957	23,117	34,933,394
Total assets	<u>51,896,377</u>	<u>7,297,262</u>	<u>2,634,871</u>	<u>61,828,510</u>
LIABILITIES				
Accounts payable and other current liabilities	627,672	371,000	2,365	1,001,037
Accrued expenses	56,997	4,025	-	61,022
Accrued interest payable	201,010	-	-	201,010
Noncurrent liabilities				
Due within one year	1,809,666	-	-	1,809,666
Due in more than one year	16,036,387	-	-	16,036,387
Total liabilities	<u>18,731,732</u>	<u>375,025</u>	<u>2,365</u>	<u>19,109,122</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable property taxes	36,125	165,576	-	201,701
	<u>36,125</u>	<u>165,576</u>	<u>-</u>	<u>201,701</u>
NET POSITION				
Net investment in capital assets	27,151,260	5,834,238	23,117	33,008,615
Restricted				
Construction reserve	1,000,000	735,196	-	1,735,196
Unrestricted	4,977,260	187,227	2,609,389	7,773,876
Total net position	<u>\$ 33,128,520</u>	<u>\$ 6,756,661</u>	<u>\$ 2,632,506</u>	<u>\$ 42,517,687</u>

See accompanying notes to the financial statements

CITY OF CASPER, WYOMING

COMBINING STATEMENT OF ACTIVITIES - COMPONENT UNITS
Year Ended June 30, 2018

		Program Revenues		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Major component units				
Central Wyoming Regional Water System Joint Powers Board	\$ 5,812,541	\$ 6,289,269	\$ -	\$ 1,568,273
Nonmajor component units				
Downtown Development Authority	545,819	150,199	2,000	1,927,615
Economic Development Joint Powers Board	670,739	23,142	565,726	52,033
Total nonmajor component units	1,216,558	173,341	567,726	1,979,648
Total component units	\$ 7,029,099	\$ 6,462,610	\$ 567,726	\$ 3,547,921
			General revenues	
			Property taxes	
			Miscellaneous	
			Unrestricted investment earnings	
			Total general revenues	
			Change in net position	
			Net position - beginning of year as previously stated	
			Prior period adjustment	
			Net position - beginning of year, as restated	
			Net position - end of year	

Major	Nonmajor		
Central Wyoming Regional Water System Joint Powers Board	Downtown Development Authority	Economic Development Joint Powers Board	Total Component Units
\$ 2,045,001	\$ -	\$ -	\$ 2,045,001
-	1,533,995	-	1,533,995
-	-	(29,838)	(29,838)
-	1,533,995	(29,838)	3,549,158
-	164,392	-	164,392
-	634,596	-	634,596
69,940	32,741	275,191	377,872
69,940	831,729	275,191	1,176,860
2,114,941	2,365,724	245,353	4,726,018
31,013,579	4,359,193	2,387,153	37,759,925
-	31,744	-	31,744
31,013,579	4,390,937	2,387,153	37,791,669
\$ 33,128,520	\$ 6,756,661	\$ 2,632,506	\$ 42,517,687

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CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies

This summary of significant accounting policies of the City of Casper, Wyoming (the City), is presented to assist in understanding the City's financial statements. The financial statements and notes are representations of the City's management, which is responsible for their accuracy and completeness. These accounting policies conform to accounting principles generally accepted in the United States of America (GAAP) and have been consistently applied in the preparation of the financial statements. The following is a summary of the more significant policies.

Reporting Entity

The City (primary government) is a municipal corporation governed by nine elected council members. The City provides the following services as authorized by statute: public safety, street maintenance and operation, health and social services, culture-recreation, public improvements, planning and zoning, and general administrative services. As required by accounting principles generally accepted in the United States of America, these financial statements present the City and its component units. Component units are entities for which the City is considered to be financially accountable or entities which, if omitted, would materially distort the presentation of the City's financial position or activities. Blended component units, although legally separate entities, are, in substance, part of the City's operations and data from those units would be combined with data of the primary government; however, the City does not have any blended component units. Each discretely presented component unit, on the other hand, is reported in a separate column in the basic financial statements to emphasize it is legally separate from the City. Each component unit has a June 30 year end.

Discretely Presented Component Units

The *Central Wyoming Regional Water System Joint Powers Board* (CWRWS) primarily serves the City, but also provides services to the Wardwell Water and Sewer District, the Brooks Water and Sewer District, the Salt Creek Joint Powers Board, Natrona County and certain Special Improvement Districts. The CWRWS was established to provide an orderly, economical and efficient method of jointly developing, financing and administering a regional water system plan and the operation of a regional water system. Due to the nature and significance of its relationship with the City (the City purchases more than 90% of the services provided by the CWRWS and exercises significant control over its activities) the exclusion of the CWRWS would render the financial statements of the City incomplete or misleading. The CWRWS issues separate financial statements that can be obtained at the executive offices of the CWRWS in Casper, Wyoming.

The *Downtown Development Authority* (DDA) primarily serves the City and is comprised of a board that is appointed by the City Council. The DDA was established to account for all the revenues and expenditures associated with the activities of developing the Casper downtown area. Due to the nature and significance of its relationship with the City the exclusion of DDA would render the financial statements of the City incomplete or misleading. The DDA does not issue separate financial statements.

The *Economic Development Joint Powers Board* (the Board) primarily serves the City, provides some services to Natrona County and is governed by a board that is comprised of two members appointed by the City of Casper, two members appointed by Natrona County, and one jointly by both entities. The Board was established to provide an efficient, orderly, economical and feasible method of jointly financing and administering an economic development program. Due to the nature and significance of its relationship with the City (the City controls the Board and is financially accountable for its activities) the exclusion of this Board would render the financial statements of the City incomplete or misleading. The Board issues separate financial statements that can be obtained at the executive offices of the Board in Casper, Wyoming.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Related Organization

The *Housing Authority of the City of Casper, Wyoming* (the “Authority”) is a related organization to which the City appoints the board members. On the basis of these facts the Authority is not a component unit of the City of Casper. The City cannot impose its will on the Authority and has no significant financial responsibility for the Authority. All transactions with the Authority are conducted in the ordinary course of business.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of inter-fund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate *component units* for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. An allowance for doubtful accounts is maintained for municipal court and parking receivables as well as utility receivables.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. With regard to self-insurance claims and judgments, an additional expenditure may be recorded based on claims run-out estimates.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Measurement Focus, Basis of Accounting (Continued)

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Other revenue items, such as licenses, fines and permits are considered to be measurable and available only when cash is received by the government; as a result, they are not susceptible to accrual.

Financial Statement Presentation

The accounts of the City are organized and operated on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows, liabilities, deferred inflows, fund balance or net position, revenues and expenditures or expenses as appropriate. The various funds are summarized by type within the financial statements.

The City reports the following major governmental funds:

The *General Fund* is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

The *Capital Projects Fund* is used to account for collections of sales and use taxes for the acquisition or construction of capital projects and equipment.

The City reports the following major proprietary funds:

Utilities Fund – to account for operations associated with providing water, wastewater, sewer collection, and wastewater treatment services to the City of Casper residents and some county residents.

Solid Waste Fund – to account for operations associated with providing balefill and solid waste collection services to the City of Casper residents and some county residents.

Recreation Fund - to account for the operation of the Casper Municipal Golf Course, Hogadon Ski Area, Casper Events Center, outdoor pools and indoor aquatics center, indoor ice arena, recreation facility and various recreation and field programs of the City.

Additionally, the City reports the following fund types:

The internal service funds account for the garage, city hall, health insurance, management information services, buildings and structures, and property and liability insurance services provided to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

The fiduciary fund accounts for investments held by the City on behalf of the Amoco Reuse Joint Powers Board.

As a general rule the effect of inter-fund activity has been eliminated from the government-wide financial statements. Exceptions to this rule are the charges between the City's utility functions and various other functions. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Financial Statement Presentation (Continued)

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds and of the City's internal service funds are charges to customers for sales and services. The City also recognizes as operating revenue the system development fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Net Position/Fund Balance

Cash and Cash Equivalents and Restricted Cash

Except when required by trust agreements or City policy, the operating cash of certain funds are pooled into one bank account and/or investment not identified with any particular fund. The accounting records for each applicable fund reflect its portion of the pooled cash and/or investments or its actual cash balance. When a particular fund overdraws its share of the pooled cash or investment account, the deficit is recorded as a payable to the general fund and a corresponding entry is made in the general fund to reflect the receivable from the other fund.

For purposes of the statements of cash flows, the City considers cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition to be cash and cash equivalents. The City's cash accounts consist of demand deposits and a money market account at the Wyoming Government Investment Fund (WGIF), a governmental pool established in 1996 exclusively designed for Wyoming public entities. The WGIF Liquid Asset Series seeks to maintain a stable net asset value of \$1.00 and is managed to a maximum weighted average maturity of 60 days.

The Downtown Development Authority has cash restricted by donors and the Central Wyoming Regional Water System has cash restricted for their construction reserve.

Investments

The City follows the guidelines described in Wyoming Statute 9-4-831 as it relates to the investment of public funds. Wyoming Statutes authorize the types of investments in which the City may invest. Among these authorized investments are certificates of deposit, money market funds, commercial paper, obligations of the U.S. Treasury, agencies and instrumentalities of the U.S. Government, mortgage backed securities, guaranteed investment contracts, mutual funds and repurchase agreements with banks with the underlying securities being obligations of the U.S. Treasury or agencies and instrumentalities of the U.S. Government. The City's investments consist of U.S. Treasury notes and bonds, government sponsored enterprise (GSEs) securities, U.S. Government agency mortgage backed securities, and commercial paper.

Investments for the City are reported at fair value. The City reviews statements of investments on a monthly basis to identify significant downturns which might affect the fair value of measurements of investments.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Net Position/Fund Balance (Continued)

Receivables

Accounts receivable are expressed net of allowances for doubtful accounts. Allowances for doubtful accounts are based on historical collection trends for the related receivables.

Long-term portions of receivables in the governmental fund financial statements are reported and then offset by non-spendable, restricted and committed fund balance reserve accounts in order to indicate that they are not available for spendable resources.

Inter-fund Balances

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of inter-fund loans) or "advances to/from other funds" (i.e., the non-current portion of inter-fund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Inventory

Inventory is valued at cost using the first-in, first-out method. These amounts are accounted for as expenditures as used (consumption method) and, therefore, represent available spendable resources. Inventory of the Utilities Fund is generally used for additions to plant and equipment or repairs. Inventory of the General Internal Service Fund consists of consumable supplies for the purpose of repairs and maintenance of the City's vehicles and equipment. Inventory in the General Fund is for resale items at Fort Caspar, a division of the Leisure Services Department of the City.

Capital Assets

Capital assets, which are acquired or constructed, are reported at historical cost or estimated historical cost in the applicable governmental or business-type activities' columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Net Position/Fund Balance (Continued)

Capital Assets (Continued)

In capitalizing general infrastructure (i.e., those reported by governmental activities) in accordance with GASB No. 34, general infrastructure acquired prior to the fiscal year ended after June 30, 1980 is not reported. The government was able to estimate the historical cost for the initial reporting of these assets through back trending (i.e., estimating the current replacement cost of the infrastructure to be capitalized and using an appropriate price-level index to deflate the cost to the acquisition year or estimated acquisition year). As the government constructs or acquires additional capital assets each year, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

For the primary government, as well as the component units, property, plant, and equipment is depreciated using the straight line method over the following estimated useful lives:

Assets	Years
Buildings	50
Improvements	20-50
Equipment	5-10
Infrastructure	50

Deferred Outflows and Deferred Inflows of Resources

In addition to assets, the financial statements may report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a decrease of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the financial statements may include a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an increase of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The City reports deferred outflows and deferred inflows as follows:

Unavailable Revenues - Unavailable revenue is reported in the governmental funds balance sheet. The governmental funds report unavailable revenues from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In the government-wide statement of net position, property tax revenue is reported as deferred inflows of resources in the year the taxes are levied.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Net Position/Fund Balance (Continued)

Deferred Outflows and Deferred Inflows of Resources (Continued)

Pension Plan and OPEB Items – In the government-wide and proprietary funds statements of net position, a deferred outflow or deferred inflow of resources is reported for the unrecognized items not yet charged to pension or OPEB expense related to the net pension and net OPEB liabilities. This includes the unamortized portion of the net difference between projected and actual earnings on pension plan or OPEB investments and other differences between expected and actual experience. Deferred outflows for the net difference between projected and actual investment earnings are recognized over a period of five years, while the deferred outflows or deferred inflows for the differences between expected and actual experience for economic/demographic assumptions are recognized over the remaining service life for all active and inactive members.

Compensated Absences

The City allows employees to accumulate unused vacation and sick pay by accumulating compensatory leave up to maximum limits. The liability associated with these benefits is reported in the government-wide financial statements. Proprietary fund types accrue such benefits in the period in which they are earned. A liability for the amount is reported in governmental funds only if they have matured, for example as a result of employee resignations and retirements. Unused sick or vacation pay is not recognized as a liability because it does not meet the criteria for accrual.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wyoming Retirement System (“WRS”) plans and additions to/deductions from WRS’s fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the City’s net OPEB liability, deferred inflows of resources related to OPEB, and OPEB expense, are reported on GAAP basis as they are determined by the plan actuary. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

Long-Term Obligations

In the government-wide financial statements and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

In the fund financial statements, governmental fund types recognize proceeds from lease purchase obligations which are reported as other financing sources. Repayment of long-term debt (lease purchase obligations) is reported as debt service expenditures.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Net Position/Fund Balance (Continued)

Claims Payable

Claims and judgments payable are recognized when it is probable that a liability has been incurred and the amount of the loss can be reasonably estimated. Such claims, including an estimate for claims incurred but not reported at year end, are reflected as claims payable in the financial statements.

Fund Balance/Net Position

Governmental fund equity is classified as fund balance. Fund balance is further classified non-spendable, restricted, committed, assigned, or unassigned. Non-spendable fund balances indicate amounts that cannot be spent either a) due to form; for example, inventories and prepaid amounts or b) due to legal or contractual requirements to be maintained intact. It also includes the long-term amount of advances, loans, and notes receivable as well as property held for resale unless the proceeds from the collection of these items would be considered restricted, committed, or assigned in which case they are included in those categories. Restricted fund balance has limitations imposed by creditors, grantors, contributors, or by enabling legislation constitutional provisions. Committed fund balances indicate amounts constrained for a specific purpose by a government using its highest level of decision making authority. It would require a resolution by the City Council to remove or change the constraints placed on the resources. The current City policy does not permit the assignment of fund balances, as all limitations are imposed or relieved by resolution of the City Council.

Unassigned fund balances indicate amounts in the governmental funds that are not classified as non-spendable, restricted, or committed. The general fund is the only fund that would report a positive amount in unassigned fund balance. When both unassigned and committed resources are available for use, it is the City's policy to use committed resources first, then unassigned resources as needed. Negative unassigned fund balance in other governmental funds represents excess expenditures incurred over the amounts restricted or committed to those purposes. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted fund balance.

In the government-wide and proprietary fund financial statements, net positions are restricted for amounts that are either (1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws and regulations of the governments or (2) imposed by law through constitutional provision or enabling legislation. Net position invested in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvements of those assets. When both restricted net position and unrestricted net position are available for use, it is the City's policy to use restricted resources first and then unrestricted net position.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Net Position/Fund Balance (Continued)

Property Taxes

The County is permitted by Wyoming Statutes to levy up to 8 mills of the assessed valuation for the City except for the payment of public debt and the interest thereon. The combined tax rate to finance general governmental services other than the payment of principal and interest of long-term debt for the year ended June 30, 2018 was 8 mills, which means the City has no available tax margin and accordingly, cannot raise any additional taxes.

Property taxes levied in a particular year are collected in the subsequent year. City property tax revenues are recognized in the general fund when levied to the extent that they result in current receivables, which means when collected within the current period or expected to be collected within 60 days of the fiscal year end to be used to pay liabilities of the current period. The property tax calendar is as follows:

Property taxes attach as an enforceable lien on property	January 1
Taxes are levied	August 1
First installment due date (one-half of taxes are due)	September 1
First installment considered delinquent	November 10
Taxes due in full (unless installments elected by taxpayer)	December 31
Second installment due date (second half due)	March 1
Second installment considered delinquent	May 10

Inter-fund Transactions

Inter-fund transactions are treated and classified as revenues, expenditures, or expenses (the same as if these same transactions involved external organizations). These include billings from one fund to another for purchased goods or services. In the government-wide statement of activities, transactions, which constitute reimbursements, are eliminated in the reimbursed fund and accounted for as expenditures or expenses in the fund to which the transactions is applicable.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Net Position/Fund Balance (Continued)

Accounting Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures/expenses during the reporting period. Actual amounts could differ from those estimates. The estimates of fair value of investments, pension liabilities, and the other post-employment benefits are specifically significant to the City. It is reasonably possible that these estimates will change within one year of the date of the financial statements due to one or more future events. The effect of the change could be material to the financial statements and could result in a loss.

Budgets

The City Council annually adopt a budget and approve the related appropriations for the funds in accordance with provisions of Wyoming Statutes. Budgets are legally adopted for all funds of the primary government. Annual appropriated budgets for governmental funds are adopted on a modified accrual basis except for depreciation, market adjustment and gains and losses on investments, inventory adjustments, and bad debt, which are not recorded as revenues or expenditures. Annual appropriated budgets for proprietary and internal service funds are adopted on a basis that includes capital items such as amounts for capital outlay and principal reduction of debt. Such budgets exclude depreciation, market adjustment, gains and losses on sales, inventory adjustments, contribution of capital assets, and bad debt, which are not recorded as revenues or expenditures. Unexpended and unencumbered budgeted amounts and budget appropriations lapse at the end of the fiscal year. Encumbrances are re-appropriated in the ensuing year.

Budgeted amounts are as originally adopted, or as amended by the City Council. For governmental funds, expenditures cannot exceed budgeted amounts on an individual fund basis based upon original and/or supplemental appropriations as approved by the City Council. The City Manager is authorized to transfer budgeted amounts between expenditure classifications of an individual cost center; however, any revisions that alter the total expenditures of any fund or department must be approved by the City Council.

Note 2. Deposits and Investments

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of the failure of a depository institution, the City will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. State statutes require that the City's deposits in excess of the Federal depository insurance amount be collateralized.

Deposits held in the City's bank accounts are insured by federal depository insurance or are collateralized with securities held by the pledging institution's trust department or agent, in joint custody of the bank and the City. As of June 30, 2018, the carrying amount of the City's bank deposits was \$9,366,098 and the bank balance was \$9,250,668. All bank deposits at June 30, 2018 were covered by insurance or collateral held in joint custody with the financial institution.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 2. Deposits and Investments (Continued)

Custodial Credit Risk - Deposits (Continued)

The City also had cash equivalents of \$2,032,746 in the WGIF Liquid Asset Series, a money market investment rated AAAM by Standard and Poor's. Management does not believe these cash balances are at risk as a result of not being fully insured or collateralized. The City has not incurred any losses related to uninsured deposits.

At June 30, 2018, the carrying amount of the Downtown Development Authority bank deposits was \$943,912 and the bank balance was \$1,530,256. All bank deposits at June 30, 2018 were covered by insurance or collateral held in joint custody with the financial institution.

At June 30, 2018, the carrying amount of the Economic Development Joint Powers Board's bank deposits was \$1,196,267 which includes cash of \$1,102,366 and a certificate of deposit of \$93,900 reported as an investment and the bank balance was \$1,196,267. The Joint Powers Board's deposit policy requires a bank's trust department to pledge collateral at 110% of market value of the deposits. All bank deposits at June 30, 2018 were covered by insurance or collateral held in joint custody with the financial institution.

At June 30, 2018, the carrying amount of the Central Wyoming Regional Water System Joint Powers Board's bank deposits \$4,663,453 and the bank balance was \$5,148,080. All bank deposits at June 30, 2018 were covered by insurance or collateral held in joint custody with the financial institution.

Central Wyoming Regional Water System Joint Powers Board also had cash equivalents of \$515,433 in the Wyoming Government Investment Fund Pool (WGIF) Liquid Asset Series. Management does not believe its cash balances are at risk as a result of not being fully insured or collateralized. Central Wyoming Regional Water System Joint Powers Board has not incurred any losses related to uninsured deposits.

Differences between the carrying amount and the bank balance are the result of the transactions in transit.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 2. Deposits and Investments (Continued)

Investments

As of June 30, 2018, the City had the following investments:

Investment Type	Interest Rate	Total	Investment Maturities (in Years)				Rating
			Less Than 1	1 - 5	6 - 10	More Than 10	
US Treasury notes and bonds	1.01% - 5.36%	\$ 29,832,274	\$12,014,382	\$17,817,892	\$ -	\$ -	Aaa
GSE notes	.00% - 2.75%	82,351,902	32,968,512	49,383,390	-	-	Aaa
Government agency mortgage backed securities	6.34%	36,021	-	36,021	-	-	Aaa
GSE mortgage backed securities	2.820% - 6.42%	424,119	-	62,404	-	361,715	Aaa
GSE zero coupon bonds	0.00%	11,851,227	11,851,227	-	-	-	Aaa
Commercial paper	0.00%	8,460,254	8,460,254	-	-	-	Aaa
Total primary government		\$132,955,797	\$65,294,375	\$67,299,707	\$ -	\$361,715	

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 2. Deposits and Investments (Continued)

Investments (Continued)

Investments are reported in the following classifications

Governmental activities	\$ 83,653,658
Business-type activities	38,821,808
Fiduciary funds	10,480,331
	\$ 132,955,797

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. As a means of limiting its exposure to fair value losses arising from rising interest rates, the City attempts to match its investment maturities to expected cash flow needs. With this investment focus, investments are expected to reach maturity with limited gains or losses. The City's investment policy limits the maturities as follows:

Maturity Limitations	Percentage of Total Invested Principal	
	Maximum %	Minimum %
0 - 1 year	100%	25%
1 - 3 years	75%	0%
3 - 5 years	30%	0%
5 - 10 years	20%	0%
10 - 30 years	20%	0%

As of June 30, 2018, the City's investment portfolio included mortgage backed securities that have fair values highly sensitive to interest rate changes. When interest rates fall, mortgages are refinanced and paid off early. The reduced stream of future interest payments diminishes the value of the investment.

Credit Risk

Generally, credit risk is the risk that an insurer of investments will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. State law does not allow governments to invest in corporate bonds, stocks or mutual funds and limits investments in commercial paper to short term maturities (not greater than 270 days) and to the top ratings issued by nationally recognized statistical rating organizations (Moody's and Standard and Poor's). Obligations of the U.S. Government are backed by the full faith and credit of the U.S. Government. The U.S. Government sponsored enterprise securities and obligations are not specifically guaranteed by the U.S. Government. However, they are rated Aaa by Moody's and AA+ by Standard and Poor's. The City's investments in U.S. Government Securities were also rated Aaa by Moody's and AA+ by Standard and Poor's. The City follows the mandates for allowable investments as prescribed by Wyoming Statutes as their credit risk policy.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 2. Deposits and Investments (Continued)

Concentration of Credit Risk

The City does not have a formal policy that allows for or limits an investment in any one issuer in excess of a specified percentage of the City's total investments. The City uses an outside investment firm as the asset manager of the investment portfolio. All the City's investments are managed by this outside firm. The composition of the portfolio was as follows:

Investment Type	Fair Value	Percent of Portfolio
US Treasury notes and bonds	\$ 29,832,274	22.44%
GSE notes	82,351,902	61.94%
Government agency mortgage backed securities	36,021	0.03%
GSE mortgage backed securities	424,119	0.32%
GSE zero coupon bonds	11,851,227	8.91%
Commercial paper	8,460,254	6.36%
	\$ 132,955,797	100.00%

Custodial Credit Risk - Investments

For an investment, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City does not have a formal policy for custodial credit risk. However, the City does require investments be held by a third party trust service which operates under trust standards to minimize exposure to custodial credit risk.

The Economic Development Joint Powers Board's investment balances with Geneos Wealth Management are insured up to \$500,000 (with a limit of \$100,000 for cash) by the Securities Investment Protection Corporation. At June 30, 2018, Board had the following investments and maturities:

Investment Type	Interest Rate	Total	Investment Maturities (in Years)			
			Less Than 1	1 - 5	6 - 10	More Than 10
Certificates of deposit	0.90%	\$ 93,900	\$ 93,900	\$ -	\$ -	\$ -
Money market	1.24%	104,362	104,362	-	-	-
		\$ 198,262	\$ 198,262	\$ -	\$ -	\$ -

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 2 Deposits and Investments (Continued)

Fair Value of Investments

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Following is a description of the valuation methodologies used for investments measured at fair value. There have been no changes in the methodologies used at June 30, 2018:

U.S. Treasury securities: Valued at the closing price reported in the active market in which the individual securities are traded.

Government sponsored enterprises (GSE) notes, GSE mortgage backed securities, GSE zero coupon bonds, commercial paper and U.S. government agency mortgage backed securities: Valued using quoted prices for identical or similar assets in active markets.

Primary Government Investments

	Investments at Fair Value as of June 30, 2018			
	Level 1	Level 2	Level 3	Total
U.S. Treasury notes and bonds	\$ 29,832,274	\$ -	\$ -	\$ 29,832,274
GSE notes	-	82,351,902	-	82,351,902
U.S. government agency mortgage backed securities	-	36,021	-	36,021
GSE mortgage backed securities	-	424,119	-	424,119
GSE zero coupon bonds	-	11,851,227	-	11,851,227
Commercial paper	-	8,460,254	-	8,460,254
	\$ 29,832,274	\$ 103,123,523	\$ -	\$ 132,955,797
Total investments at fair value	\$ 29,832,274	\$ 103,123,523	\$ -	\$ 132,955,797

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 3. Receivables

Receivables as of year-end for the government's individual major funds, including the applicable allowances for uncollectible accounts, are as follows:

	Governmental Funds		Business-type Activities - Enterprise Funds		
	General Fund	Capital Projects	Utilities Fund	Solid Waste Fund	Recreation Fund
Taxes receivable	\$ 8,546,973	\$ 2,576,540	\$ -	\$ -	\$ -
Customers	-	-	1,624,163	680,442	107,247
Unbilled services	-	-	1,450,943	332,363	-
Court and parking fines	1,101,855	-	-	-	-
Allowance for bad debts	(665,068)	-	(108,406)	(122,422)	(17,008)
Due from other governments	312,158	180,400	281,905	644,619	-
Interest	172,790	39,753	94,281	42,503	-
Due from management company	-	-	-	-	166,865
Miscellaneous	793,021	136,556	-	-	-
	<u>\$ 10,261,729</u>	<u>\$ 2,933,249</u>	<u>\$ 3,342,886</u>	<u>\$ 1,577,505</u>	<u>\$ 257,104</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 4. Individual Fund Inter-fund Receivables, Payables, and Transfers

Individual fund inter-fund receivable and payable balances at June 30, 2018 are as follows:

	Receivable	Payable
Primary Government		
<i>Governmental Funds</i>		
<i>Major Funds</i>		
General Fund	\$ 681,752	\$ 5,679
<i>Other Governmental Funds</i>		
Special Revenue Funds		
Transportation Services	-	536,436
Metropolitan Planning Organization	-	31,736
Special Events Assistance	-	29,472
Police Grants	-	36,573
Public Safety Communications	3,196	-
Total governmental funds	684,948	639,896
<i>Business-type Activities - Enterprise Funds</i>		
<i>Major Funds</i>		
Utilities Fund	279,532	288,407
Solid Waste Fund	161,489	158,557
Recreation Fund	750	6,114
Total business-type activities - enterprise funds	441,771	453,078
<i>Governmental Activities - Internal Service Funds</i>		
General Internal Services	29,247	62,992
Total internal service funds	29,247	62,992
	\$ 1,155,966	\$ 1,155,966

These balances resulted from the time lag between the dates that (1) inter-fund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 4 Individual Fund Inter-fund Receivables, Payables, and Transfers (Continued)

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Inter-fund transfers during the year ended June 30, 2018 were as follows:

	Transfer In	Transfer Out
Primary Government		
<i>Governmental Funds</i>		
<i>Major Funds</i>		
General Fund	\$ 3,077,680	\$ 9,950,797
Capital Projects Fund	8,001,774	10,216,248
<i>Other Governmental Funds</i>		
Special Revenue Funds		
CDBG	13,839	-
Weed and Pest	-	8,474
Transportation Services	513,672	-
Metropolitan Planning Organization	32,670	-
Public Safety Communications	1,009,034	30,968
Redevelopment Loan	-	190,000
Total governmental funds	12,648,669	20,396,487
Other capital asset transfers		
reported in governmental activities	-	6,528,401
Total governmental activities - governmental funds	12,648,669	26,924,888
 <i>Business-type Activities - Enterprise Funds</i>		
<i>Major Funds</i>		
Utilities Fund	2,500,000	106,477
Solid Waste Fund	-	64,310
Recreation Fund	3,527,070	29,178
Other capital asset transfers		
reported in business-type activities	6,528,401	-
Total business-type activities - enterprise funds	12,555,471	199,965
 <i>Governmental Activities - Internal Service Funds</i>		
General Internal Services	1,274,684	174,575
Health Insurance	820,604	-
Total governmental activities - internal service funds	2,095,288	174,575
	\$ 27,299,428	\$ 27,299,428

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 5. Notes Receivable

Notes receivable at June 30, 2018 consist of the following:

	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
<i>Redevelopment loan fund notes receivable</i>					
Big House, LLC, initial interest only payments at 5.59%, variable interest from 4.57% to 6.01%; annual installments ranging from \$15,000 to \$54,000, beginning August 1, 2010, collateralized by property, due August 2024	\$ 414,000	\$ -	\$ 50,000	\$ 364,000	\$ 50,000
	<u>414,000</u>	<u>-</u>	<u>50,000</u>	<u>364,000</u>	<u>50,000</u>
<i>Capital projects fund notes receivable</i>					
Wyoming National, LLC, 2.25% interest, monthly installments of \$983 principal and interest, collateralized by property, due September 2031	142,403	-	8,675	133,728	8,873
21st Street extension recapture notes, 5% interest, repaid as properties are developed, due January 2018	5,517	-	5,517	-	-
	<u>147,920</u>	<u>-</u>	<u>14,192</u>	<u>133,728</u>	<u>8,873</u>
<i>Debt service fund notes receivable</i>					
Local assessment districts notes	59,170	-	34,255	24,915	-
<i>CDBG fund notes receivable</i>					
Community Development Block Grant notes	2,845	-	957	1,888	936
<i>General fund notes receivable</i>					
Casper Housing Authority note receivable, 4% interest payable in monthly installments of \$2,670 of principal and interest, collateralized by property, due April 2030	319,574	-	19,612	299,962	20,411
Casper Housing Authority note receivable, 3% interest payable in monthly installments of \$3,000 of principal and interest, collateralized by property, due April 2032	428,595	-	23,458	405,137	24,171
Central Wyoming Regional Water System Joint Powers Board note receivable, 2.5% interest payable in monthly installments of \$127,960 of principal and interest, collateralized by all CWRWS real property, fixtures, and improvements, due November 2023	8,876,294	-	1,328,774	7,547,520	1,362,377
	<u>9,624,463</u>	<u>-</u>	<u>1,371,844</u>	<u>8,252,619</u>	<u>1,406,959</u>
Total notes receivable	<u>\$ 10,248,398</u>	<u>\$ -</u>	<u>\$ 1,471,248</u>	<u>\$ 8,777,150</u>	<u>\$ 1,466,768</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 6. Capital Assets

Primary Government

Capital asset activity for governmental activities for the year ended June 30, 2018 was as follows:

	Balance July 1, 2017 as restated	Additions	Disposals	Transfers	Balance June 30, 2018
<i>Governmental activities</i>					
Capital assets not being depreciated					
Land, artwork, water rights and easements	\$ 13,614,765	\$ -	\$ 650,827	\$ -	\$ 12,963,938
Construction in progress	23,033,242	6,445,765	-	(17,621,055)	11,857,952
 Total capital assets not being depreciated	 36,648,007	 6,445,765	 650,827	 (17,621,055)	 24,821,890
Capital assets being depreciated					
Buildings	32,125,700	-	46,801	3,913,335	35,992,234
Improvements	31,221,797	128,823	-	7,152,783	38,503,403
Equipment	37,498,949	1,434,649	999,291	188,117	38,122,424
Infrastructure	143,209,349	-	-	-	143,209,349
 Total capital assets being depreciated	 244,055,795	 1,563,472	 1,046,092	 11,254,235	 255,827,410
Less accumulated depreciation for					
Buildings	10,984,364	699,210	41,364	-	11,642,210
Improvements	19,476,411	5,306,027	-	-	24,782,438
Equipment	30,648,261	2,057,184	971,638	-	31,733,807
Infrastructure	30,318,758	-	-	-	30,318,758
Total accumulated depreciation	91,427,794	8,062,421	1,013,002	-	98,477,213
 Total capital assets being depreciated, net	 152,628,001	 (6,498,949)	 33,090	 11,254,235	 157,350,197
 Governmental activities capital assets, net	 \$ 189,276,008	 \$ (53,184)	 \$ 683,917	 \$ (6,366,820)	 \$ 182,172,087

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 6. Capital Assets (Continued)

Primary Government (Continued)

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities	
General government	\$ 494,207
Public safety	1,379,733
Public works	5,338,768
Health and social services	273,412
Culture and recreation	576,299
	<u>8,062,421</u>
Total depreciation expenses - governmental activities	<u>\$ 8,062,421</u>

Capital asset activity for business-type activities for the year ended June 30, 2018 was as follows:

	Balance July 1, 2017 as restated	Additions	Disposals	Transfers	Balance June 30, 2018
<i>Business-type activities</i>					
Capital assets not being depreciated					
Land, artwork, water rights and easements	\$ 8,188,577	\$ -	\$ -	\$ -	\$ 8,188,577
Construction in progress	9,808,454	6,726,300	-	(7,460,647)	9,074,107
Total capital assets not being depreciated	17,997,031	6,726,300	-	(7,460,647)	17,262,684
Capital assets being depreciated					
Buildings	64,176,109	8,211	-	6,145,479	70,329,799
Improvements	208,120,554	110,870	25,712	7,143,274	215,348,986
Equipment	30,580,612	667,424	1,312,329	538,714	30,474,421
Total capital assets being depreciated	302,877,275	786,505	1,338,041	13,827,467	316,153,206
Less accumulated depreciation for					
Buildings	32,142,156	1,248,949	-	-	33,391,105
Improvements	83,661,360	6,604,205	214	-	90,265,351
Equipment	22,838,594	1,704,366	1,180,681	-	23,362,279
Total accumulated depreciation	138,642,110	9,557,520	1,180,895	-	147,018,735
Total capital assets being depreciated, net	164,235,165	(8,771,015)	157,146	13,827,467	169,134,471
Business-type activities capital assets, net	<u>\$ 182,232,196</u>	<u>\$(2,044,715)</u>	<u>\$ 157,146</u>	<u>\$ 6,366,820</u>	<u>\$ 186,397,155</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 6. Capital Assets (Continued)

Discretely Presented Component Units

Capital asset activity for the year ended June 30, 2018 was as follows:

	Balance July 1, 2017	Additions	Transfers and Deletions	Balance June 30, 2018
<i>Downtown Development Authority</i>				
Capital assets not being depreciated				
Construction in progress	\$ 1,523,625	\$ 4,204,656	\$ -	\$ 5,728,281
Total capital assets, not being depreciated	<u>1,523,625</u>	<u>4,204,656</u>	<u>-</u>	<u>5,728,281</u>
Capital assets being depreciated				
Improvements	4,249	105,445	-	109,694
Total capital assets being depreciated	<u>4,249</u>	<u>105,445</u>	<u>-</u>	<u>109,694</u>
Less accumulated depreciation for				
Improvements	3,490	247	-	3,737
Total accumulated depreciation	<u>3,490</u>	<u>247</u>	<u>-</u>	<u>3,737</u>
Total capital assets being depreciated, net	759	105,198	-	105,957
Total capital assets, net	<u>\$ 1,524,384</u>	<u>\$ 4,309,854</u>	<u>\$ -</u>	<u>\$ 5,834,238</u>
<i>Economic Development Joint Powers Board</i>				
Capital assets being depreciated				
Equipment	\$ 121,233	\$ 2,815	\$ -	\$ 124,048
Total capital assets being depreciated	<u>121,233</u>	<u>2,815</u>	<u>-</u>	<u>124,048</u>
Less accumulated depreciation for				
Equipment	93,784	7,147	-	100,931
Total accumulated depreciation	<u>93,784</u>	<u>7,147</u>	<u>-</u>	<u>100,931</u>
Total capital assets, net	<u>\$ 27,449</u>	<u>\$ (4,332)</u>	<u>\$ -</u>	<u>\$ 23,117</u>
<i>Central Wyoming Regional Water System Joint Powers Board</i>				
Capital assets not being depreciated				
Land	\$ 580,874	\$ -	\$ -	\$ 580,874
Construction in progress	3,362,491	6,448,739	199,111	9,612,119
Total capital assets, not being depreciated	<u>3,943,365</u>	<u>6,448,739</u>	<u>199,111</u>	<u>10,192,993</u>
Capital assets being depreciated				
Buildings and improvements	77,328,098	224,823	-	77,552,921
Equipment	835,893	65,073	-	900,966
Total capital assets being depreciated	<u>78,163,991</u>	<u>289,896</u>	<u>-</u>	<u>78,453,887</u>
Less accumulated depreciation for				
Buildings and improvements	41,201,962	1,929,187	-	43,131,149
Equipment	391,176	127,242	-	518,418
Total accumulated depreciation	<u>41,593,138</u>	<u>2,056,429</u>	<u>-</u>	<u>43,649,567</u>
Total capital assets being depreciated, net	36,570,853	(1,766,533)	-	34,804,320
Total capital assets, net	<u>\$ 40,514,218</u>	<u>\$ 4,682,206</u>	<u>\$ 199,111</u>	<u>\$ 44,997,313</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 7. Transactions with Component Units and Related Parties

The City provided \$420,281 in revenues to the Economic Development Joint Powers Board, a component unit of the City, during the fiscal year ended June 30, 2018. There were no receivables or payables with this component unit at June 30, 2018.

The City, under an operating agreement with the Central Wyoming Regional Water System Joint Powers Board (“CWRWS”), provides billing services, collects income derived from the sale of water from the plant, and incurs the costs for the operation of the plant. The operating costs are then reimbursed by the CWRWS on a monthly basis. Employees associated with the direct daily operations of the CWRWS are employees of the City, with all personnel costs being reimbursed. The plant facility is the sole and separate property of the CWRWS. The CWRWS paid the City \$2,820,900 for operating costs and billed the City \$5,583,765 for water sales during the fiscal year ended June 30, 2018. At June 30, 2018, the City owed the CWRWS \$730,144 and CWRWS owed the City \$316,621 with the net reported as payable to the component unit. In 2011, the City loaned \$15,905,000 to the CWRWS to call remaining revenue bonds; terms of the loan are discussed in Note 5 and Note 8.

In 2015, the City loaned the Casper Housing Authority \$360,939 to purchase a disability housing property owned by Windy City Enterprises, Inc., and in March 2017, the City loaned the Casper Housing Authority \$434,350 to provide for permanent supportive housing for military veterans. Terms of the notes receivable are discussed in Note 5.

Global Spectrum, L.P. d/b/a/ Spectra Venue Management “Company”

On October 1, 2016, The City entered into a contract with Global Spectrum, L.P d/b/a Spectra Venue Management (“the Company”) to manage the Casper Events Center operations (“the Facility”). Under the management contract between the City and the Company, the City has retained ownership and control of the capital facilities, as well as the events bank account. On November 21, 2017, the Management Company amended the original contract to include the management of Hogadon Lodge Restaurant Operations. The management contract stipulated the City would provide a subsidy of \$994,919 to the Company during the year ending June 30, 2018.

As of June 30, 2018, the Management Company had receivables from the City of \$149,660 for presold tickets. In addition, the Management Company had accounts payable to the City of \$95,428 as of June 30, 2018.

Under the terms of the management contract, the Management Company received a management fee of \$11,007 per month, or \$132,084 during the year ending June 30, 2018. The Company is entitled to receive a commercial rights fee equal to 15% of the portion of revenue from the sale of commercial rights, including revenue from naming, sponsorship, advertising, and premium seating arrangements which were entered into during the year ended June 30, 2018. The Management Company received \$49,732 for the commercial rights for the year ending June 30, 2018. In addition, the Company is entitled to receive 3% of the portion of revenue from the sale of food and beverages, including both concession and catering sales; the Company received \$34,579 for food and beverage sales the year ending June 30, 2018.

The Management Company is entitled to receive an incentive fee each full or partial operating year equal to 20% of the improvement in the actual net operating profit/loss compared to the net operating loss benchmark of \$994,919. No fee was earned in the year ending June 30, 2018. For any year other than the first operating year in which the Facility has a net operating loss that is greater than the net operating loss benchmark, the Company shall rebate to the City up to 50% of the fixed management fee paid to the Company on a dollar to dollar basis to cover the shortfall. For June 30, 2018 the amount to be repaid to the City is approximately \$66,040.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 8. Deferred Inflows and Deferred Outflows

The following table outlines the deferred inflows and outflows of resources for governmental activities, business-type activities, and component units:

	Primary Government			Component Units
	Governmental Activities	Business-type Activities	Total	
Deferred Outflows of Resources				
Pension plan items	\$ 17,447,167	\$ 2,464,991	\$ 19,912,158	\$ -
Other postemployment benefits items	3,359,670	1,063,855	4,423,525	-
Total deferred outflows of resources	<u>\$ 20,806,837</u>	<u>\$ 3,528,846</u>	<u>\$ 24,335,683</u>	<u>\$ -</u>
Deferred Inflows of Resources				
Pension plan items	\$ 9,544,949	\$ 2,237,273	\$ 11,782,222	\$ -
Other postemployment benefits items	9,118,294	2,887,346	12,005,640	-
Unavailable property tax revenue	4,355,111	-	4,355,111	201,701
Other deferred - school resource officer	486,600	-	486,600	-
Total deferred inflows of resources	<u>\$ 23,504,954</u>	<u>\$ 5,124,619</u>	<u>\$ 28,629,573</u>	<u>\$ 201,701</u>

The following table outlines the deferred inflows and outflows of resources for individual proprietary funds and internal service funds:

	Business-type Activities - Enterprise Funds			Totals	Governmental Activities Internal Service Funds
	Utilities Fund	Solid Waste Fund	Recreation Fund		
Deferred Outflows of Resources					
Pension plan items	\$1,211,832	\$ 792,172	\$ 460,987	\$ 2,464,991	\$ 762,583
Other postemployment benefits items	544,855	335,456	183,544	1,063,855	362,527
Total deferred outflows of resources	<u>\$1,756,687</u>	<u>\$ 1,127,628</u>	<u>\$ 644,531</u>	<u>\$ 3,528,846</u>	<u>\$ 1,125,110</u>
Deferred Inflows of Resources					
Pension plan items	\$1,096,262	\$ 789,101	\$ 351,910	\$ 2,237,273	\$ 611,508
Other postemployment benefits items	1,478,759	910,442	498,145	2,887,346	983,913
Total deferred inflows of resources	<u>\$2,575,021</u>	<u>\$ 1,699,543</u>	<u>\$ 850,055</u>	<u>\$ 5,124,619</u>	<u>\$ 1,595,421</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 9. Long-Term Debt

Long-term liability activity for the year ended June 30, 2018 was as follows:

	Restated Balance June 30, 2017	Additions	Reductions	Balance June 30, 2018	Due Within One Year
<i>Governmental activities</i>					
Accrued compensated absences	\$ 1,739,479	\$ 191,496	\$ 231,592	\$ 1,699,383	\$ 357,680
Note payable	414,000	-	50,000	364,000	50,000
Repayment of sales tax due to incorrect distribution	-	1,701,143	-	1,701,143	340,229
Other post-employment benefits payable	11,601,388	-	3,300,228	8,301,160	-
Net pension liability	80,116,625	12,636,210	-	92,752,835	-
Governmental activities total long-term liabilities	<u>\$ 93,871,492</u>	<u>\$ 14,528,849</u>	<u>\$ 3,581,820</u>	<u>\$ 104,818,521</u>	<u>\$ 747,909</u>
<i>Business-type activities</i>					
Accrued compensated absences	\$ 420,187	\$ 28,460	\$ -	\$ 448,647	\$ -
Notes payable	15,987,016	97,937	1,236,704	14,848,249	1,333,755
Other post-employment benefits payable	4,158,612	-	1,045,031	3,113,581	-
Net pension liability	10,160,094	-	2,170,331	7,989,763	-
Landfill closure and post closure care	5,815,490	1,360,576	974,576	6,201,490	-
Business-type activities total long-term liabilities	<u>\$ 36,541,399</u>	<u>\$ 1,486,973</u>	<u>\$ 5,426,642</u>	<u>\$ 32,601,730</u>	<u>\$ 1,333,755</u>

For governmental activities, the accrued compensated absences are generally liquidated by the general fund; the other post-employment benefits payable are liquidated by the employee health insurance fund. The note payable is liquidated by the redevelopment loan fund. The liquidation of the net pension obligation is allocated to each individual fund based upon the contributions made to the plan. The sales tax distribution repayment obligation of \$927,753 will be liquidated by the general fund and \$773,389 by the capital fund proportionate to the amount remitted by the State in error.

Long-Term Debt – Governmental Activities

Long-term debt of the governmental activities of the primary government at June 30, 2018 is comprised of the following:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Redevelopment Loan Fund					
Section 108 HUD Loan - \$634,000 loan due August 2024, payable in annual installments of \$15,000 to \$55,000, interest due semiannually at interest rates from 4.57% to 6.01%.	\$ 414,000	\$ -	\$ 50,000	\$ 364,000	\$ 50,000

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 9. Long-Term Debt (Continued)

Long-Term Debt – Governmental Activities (Continued)

The annual requirements to amortize loan principal and interest outstanding at June 30, 2018, are as follows:

Fiscal Year Ending	Principal	Interest
2019	\$ 50,000	\$ 19,925
2020	50,000	17,065
2021	50,000	14,172
2022	50,000	11,252
2023	55,000	8,157
2024-2028	109,000	6,510
	\$ 364,000	\$ 77,081

Long-Term Debt – Business-type Activities

Long-term debt of the business activities of the primary government at June 30, 2018 is comprised of the following:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Utilities Fund					
Wyoming State Loan and Investment Board Loan - \$2,356,956 loan for the replacement of the City's area wide water main, due September 15, 2030, in annual installments of \$157,352 including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	\$ 1,835,514	\$ -	\$ 108,950	\$ 1,726,564	\$ 114,188
					(Continued)

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 9. Long-Term Debt (Continued)

Long-Term Debt – Business-type Activities (Continued)

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Utilities Fund (Continued)					
Wyoming State Loan and Investment Board Loan - \$125,543 loan for the replacement of the City's area wide water main, due September 15, 2030, payable in annual instalments of \$6,608 at 0% interest rate. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	\$ 92,505	\$ -	\$ 6,608	\$ 85,897	\$ 6,608
Wyoming State Loan and Investment Board Loan - \$1,500,000 loan due October 1, 2022, payable in annual installments of \$96,220 including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	527,406	-	82,313	445,093	85,093
Wyoming State Loan and Investment Board Loan - \$1,500,000 loan due June 1, 2024 payable in annual installments of \$96,220 including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	608,202	-	81,641	526,561	83,057
Wyoming State Loan and Investment Board Loan - \$1,500,000 loan due April 2025, payable in installments of \$96,220, including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	766,382	-	77,114	689,268	78,989
Wyoming State Loan and Investment Board Loan - \$1,500,000 loan due September 1, 2026 payable in annual installments of \$96,220, including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	838,635	-	73,704	764,931	77,097

(Continued)

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 9. Long-Term Debt (Continued)

Long-Term Debt – Business-type Activities (Continued)

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Utilities Fund (Continued)					
Wyoming State Loan and Investment Board Loan - \$567,005 loan due August 1, 2026, payable in annual installments of \$36,372, including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	\$ 318,052	\$ -	\$ 28,442	\$ 289,610	\$ 29,132
Wyoming State Loan and Investment Board \$1,500,000 loan due August 1, 2027 payable in annual installments of \$36,372, including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	914,690	-	73,416	841,274	75,189
Wyoming State Loan and Investment Board \$1,150,292 loan due October 1, 2028 payable in annual installments of \$73,788, including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of revenues from the City's water system user fees.	699,158	-	55,351	643,807	57,693
Wyoming State Loan and Investment Board \$10,500,000 loan due December 1, 2027, payable in annual installments of \$673,545, including principal and interest at 2.5%. The loan is secured by a pledge and assignment of wastewater revenues and reserves.	6,396,810	-	526,331	5,870,479	526,783
Wyoming State Loan and Investment Board \$500,000 loan due April 2034, payable in quarterly installments of \$3,434, including principal and interest at 0%. The loan is collateralized by a pledge and assignment of revenues from the City's wastewater revenues.	230,093	-	13,737	216,356	13,737

(Continued)

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 9. Long-Term Debt (Continued)

Long-Term Debt – Business-type Activities (Continued)

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Utilities Fund (Continued)					
Wyoming State Loan and Investment Board \$3,100,000 loan at 2.5% interest, with principal forgiveness up to \$775,000. The note will become payable in quarterly installments of \$49,360 upon substantial completion of the project. The loan is collateralized by a pledge and assignment of revenues from the City's wastewater revenues.	\$ 1,064,165	\$ 30,454	\$ -	\$ 1,094,619	\$ 54,729
Total Utilities Fund	14,291,612	30,454	1,127,607	13,194,459	1,202,295
Solid Waste Fund					
Wyoming State Loan and Investment Board \$2,189,530 loan due April 1, 2028, payable in annual installments of \$140,452, including principal and interest at 2.5%. The loan is collateralized by a pledge and assignment of Solid Waste Division disposal fees.	1,331,513	-	109,097	1,222,416	109,892
Total Solid Waste Fund	1,695,404	67,483	109,097	1,653,790	131,460
	<u>\$ 15,987,016</u>	<u>\$ 97,937</u>	<u>\$ 1,236,704</u>	<u>\$ 14,848,249</u>	<u>\$ 1,333,755</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 9. Long-Term Debt (Continued)

Long-Term Debt – Business-type Activities (Continued)

The annual requirements to amortize loans principal and interest outstanding at June 30, 2018, are as follows:

<u>Fiscal Year Ending</u>	<u>Principal</u>	<u>Interest</u>
2019	\$ 1,333,755	\$ 331,118
2020	1,364,684	300,190
2021	1,396,385	268,489
2022	1,428,878	235,995
2023	1,459,998	202,690
2024-2028	6,555,469	526,539
2029-2033	917,279	50,579
2034-2038	391,801	28,088
	<u>\$ 14,848,249</u>	<u>\$ 1,943,688</u>

Proprietary Fund Revenues Pledged

The City has pledged future utility and solid waste fund customer revenues to repay debt in the respective proprietary funds. Pledged revenues recognized during the year ended June 30, 2018 exceeded the principal and interest requirements for the debt collateralized by those revenues. Proceeds from the debt were used to fund various projects, and the debt is payable solely from customer net revenues. The following table presents information on future revenues pledged to service this debt:

<u>Fund</u>	<u>Debt</u>	<u>Payable Through</u>	<u>Principal and Interest Remaining</u>	<u>Principal and Interest Paid in Current Year</u>	<u>Percentage of Net Revenues</u>	<u>Net Revenues in Current Year</u>
Utilities Fund	\$ 13,194,459	2038	\$ 14,946,756	\$ 1,446,106	6%	\$ 25,826,263
Solid Waste Fund	1,653,790	2038	1,845,181	148,147	1%	13,056,861

Long-Term Debt – Component Unit

Central Wyoming Regional Water System Joint Powers Board

Changes in long-term debt and notes payable for the year ended June 30, 2018, are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
New construction note	\$ 4,654,337	\$ -	\$ 309,757	\$ 4,344,580
Rehabilitation note	1,486,475	-	98,928	1,387,547
City of Casper note	8,876,294	-	1,328,775	7,547,519
WTP emergency power project loan	215,150	1,937,150	-	2,152,300
Zone IIB water improvement project	454,782	-	21,716	433,066
Backwash water supply	140,877	1,840,164	-	1,981,041
	<u>\$ 15,827,915</u>	<u>\$ 3,777,314</u>	<u>\$ 1,759,176</u>	<u>\$ 17,846,053</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 9. Long-Term Debt (Continued)

Long-Term Debt – Component Unit (Continued)

Central Wyoming Regional Water System Joint Powers Board (Continued)

Notes payable at June 30, 2018 were as follows:

Wyoming Water Development Commission, New Construction, maturing December 1, 2028, 4% interest rate, annual payments \$495,930; original issue \$8,098,326, collateralized by mortgage on facilities constructed under the terms of the agreement and \$1,000,000 Construction Reserve Fund.	\$ 4,344,580
City of Casper, maturing October 1, 2023, 2.5% interest rate, annual payments of \$127,960, original issue \$15,905,000, collateralized by mortgage on Water Treatment Plant property.	7,547,519
Office of State Loan and Investment Board for the funding of the Water Treatment Plant Emergency Power Project. Original commitment of \$1,750,000 with an additional commitment of \$850,000 with \$447,700 remaining available. Approximately 83% of the loan amount is federal funding. Interest rate - 2.5%. First payment due 1 year after substantial completion.	2,152,300
Office of State Loan and Investment Board for the funding of the Zone IIB Water Improvements. Original commitment of \$965,250; \$304,954 was relinquished; \$165,074 of the principal was forgiven and the original note was amended resulting in a loan amount of \$473,266. The maturity date is October 15, 2034; quarterly payment \$8,183; 2.5% interest rate. Approximately 83% of the loan amount is federal funding.	433,066
Wyoming Water Development Commission, Rehabilitation, maturing December 1, 2028, 4% interest rate; annual payments of \$158,387; original issue \$2,586,396, secured by mortgage on facilities constructed under the terms of the agreement.	1,387,547
Office of State Loan and Investment Board for the funding of the Backwash Water Supply Project. Original commitment of \$2,200,000 with \$218,959 remaining available. Interest rate 2.5%, with first payment due 1 year after substantial completion.	1,981,041
Total notes payable	17,846,053
Less current maturities	1,809,666
Long-term portion of notes payable	<u>\$ 16,036,387</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 9. Long-Term Debt (Continued)

Long-Term Debt – Component Unit (Continued)

Central Wyoming Regional Water System Joint Powers Board (Continued)

The annual requirements to amortize the notes payable, principal and interest outstanding at June 30, 2018 are as follows:

Fiscal year ending June 30:	Principal	Interest
2019	\$ 1,809,666	\$ 412,906
2020	1,861,674	360,899
2021	1,915,247	307,326
2022	1,970,434	252,139
2023	2,027,287	195,286
2024-2028	3,315,419	503,702
2029-2033	778,713	39,329
2034-2035	34,271	562
Undetermined	4,133,342	-
	\$ 17,846,053	\$ 2,072,149

Repayment of Sales Tax

During the year ending June 30, 2018, the State of Wyoming discovered that sales and use tax in the amount of \$1,701,143 was incorrectly reported and paid to the City. The City agreed to repay the State over 5 years in quarterly payments beginning in fiscal year 2019. The state will not charge interest on the repayment of sales tax. The general and capital projects funds are responsible for payment of this debt. Minimum agreed upon payments are as follows for the years ending June 30,

Repayment of Sales Tax

2019	\$ 340,228
2020	340,228
2021	340,228
2022	340,228
2023	340,231
	\$ 1,701,143

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 10. Fund Equity

Fund Balance Specific Purpose Details

The following table outlines the specific purpose details for governmental fund balances of the City:

	General Fund	Capital Projects Fund	Other Governmental Funds	Total
Fund balances				
Nonspendable				
Inventory	\$ 114,512	\$ -	\$ -	\$ 114,512
Non-current notes receivable	6,845,660	124,855	339,867	7,310,382
Restricted for				
Community development projects	-	-	28,518	28,518
Redevelopment loans	-	-	159,831	159,831
Committed to				
Operating reserves	15,259,429	-	-	15,259,429
Perpetual care of one cent projects	29,772,652	-	-	29,772,652
Planned capital projects	-	37,898,760	-	37,898,760
Opportunity projects	7,819,227	-	-	7,819,227
Animal control	329,824	-	-	329,824
Special reserves	33,528	-	-	33,528
Revolving land	441,718	-	-	441,718
Weed and pest activities	-	-	376,300	376,300
Metropolitan planning organization	-	-	39,204	39,204
Special events assistance	-	-	30,382	30,382
Police projects	-	-	5,896	5,896
Public safety communications	-	-	440,583	440,583
Local assessment district	-	-	2,482,332	2,482,332
Unassigned	2,165,879	-	(258,350)	1,907,529
Totals	<u>\$ 62,782,429</u>	<u>\$ 38,023,615</u>	<u>\$ 3,644,563</u>	<u>\$ 104,450,607</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 10. Fund Equity (Continued)

Lapsing Appropriations

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriations, is employed as an extension of formal budgetary integration during the year. Encumbrances outstanding at year end are reported as restricted or committed fund balances and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year. The table below represents the encumbrances by major fund as of June 30, 2018.

	<u>Encumbrances</u>
<i>Major funds</i>	
General fund	\$ 260,589
Capital projects fund	19,759,822
Utilities fund	14,759,408
Solid waste fund	11,463,691
<i>Aggregate nonmajor funds</i>	724,346

Deficit Fund Balances

The following non-major funds had deficit balances at June 30, 2018:

Transportation Services	\$ (258,350)
General Internal Services	(2,883,120)

The City plans to eliminate the deficit balances through the receipt of grant and local matching revenues or transfers from the general fund.

Note 11. Landfill Closure and Post-closure Care Liability

State and Federal laws and regulations require the City to place a final cover on its landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the City reports the estimated liability for these closure and post-closure costs in the Solid Waste Fund (an enterprise fund) based on landfill capacity used as of each balance sheet date.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 11. Landfill Closure and Post-closure Care Liability (Continued)

The current operating costs of the landfill are accounted for within the Solid Waste Fund of the City using the accrual basis of accounting. The City has closed the old landfill site and is currently monitoring and performing post-closure activities; the new site opened in 2008. The \$6,201,490 reported as landfill closure and post-closure care liability at June 30, 2018, represents the cumulative amount estimated to date based on the use of 23% of the estimated capacity of the new landfill site and post-closure costs associated with the old site. The City will recognize the remaining estimated cost of closure and post-closure care of the new site of \$14.8 million as the remaining estimated capacity is developed and filled. The calculation of the estimated liability has been based on what it would cost to perform all closure and post-closure requirements in 2018. The City expects to close the new landfill in 2054. Actual cost may be higher due to inflation, changes in technology, or changes in regulations. As additional post-closure care requirements are determined, these costs may need to be covered by charges to future landfill users or from future tax revenue.

The current year expense for landfill closure and post-closure requirements reflected in the Solid Waste Fund was \$386,000.

The City was required by Wyoming Department of Environmental Quality (WDEQ) to complete a significant landfill remediation plan and related monitoring program. The total cost of this project, which included the installation of a gas collection system and corresponding monitoring activity, is approximately \$13.7 million. The WDEQ has agreed to pay 75% of the project costs and the City is responsible for the remaining 25% which equates to approximately \$3.4 million. In 2015, the City of Casper was awarded a credit of \$3.5 million from WDEQ. This credit is being utilized to pay for the City's 25% portion of the remediation costs. The balance of the credit at June 30, 2018 was \$2,979,838.

Note 12. Risk Management

The City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets and natural disasters. The City manages their comprehensive property risk by participating in the Wyoming Association of Risk Management Property Insurance Joint Powers Board ("WARM"). The City's general liability insurance is also provided through WARM's liability pool, with an additional liability policy provided by an insurance carrier for the Hogadon Ski Area. Risk management activities are accounted for in the General Internal Service Fund. Settlements have not exceeded insurance coverage for the fiscal years ended June 30, 2018, 2017 and 2016.

All heavy equipment owned by the City is covered by property coverage through WARM. This coverage has limits, which could be exceeded in the unlikely event that the City and other jurisdictions, which participate in WARM, were subject to a major disaster.

The City also participates in two other risk management programs: Workers' Compensation Act and Unemployment Compensation Act.

Wyoming Statute 27-14-101 created the Wyoming Workers' Compensation Act, which is administered as an enterprise fund by the State of Wyoming. All employers within the State of Wyoming are participants of this plan unless the employer elects not to be covered under the plan. This Act requires the City to obtain liability coverage for payment of benefits to employees for job-related injuries and diseases through the Workers' Compensation Fund. This Act provides general protection from suits filed by employees against the City. The City makes monthly payments to the Department of Employment, State of Wyoming. This amount is based on salaries and a split rate between hazardous and non-hazardous positions. Amounts paid by the City to the State for Workers' Compensation during fiscal year 2018 were \$685,392.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 12. Risk Management (Continued)

Wyoming Statute 27-3-101 created the Unemployment Compensation Act. This Act requires the City to pay the cost of actual claims incurred. Changes in the balances of claims liabilities during fiscal years 2018 and 2017 were as follows for the City's participation in the Unemployment Compensation Act Program:

	2018	2017
Unpaid claims, beginning of year	\$ -	\$ -
Incurred claims	45,853	27,887
Claim payments	(45,853)	(27,887)
Unpaid claims, end of year	\$ -	\$ -

In order to maintain control over health insurance costs, the City has established the Employee Health Insurance Fund (an internal service fund) to account for and finance the City's self-insured health plan. Under this program, the City, through a third-party administrator, pays covered employee medical expenses on a three tiered schedule of deductibles and copays. Costs above \$175,000 are covered by stop-loss insurance purchased from a commercial insurance company, with unlimited lifetime maximum per covered person. The City paid \$658,418 for stop loss insurance premiums for the year ended June 30, 2018.

The third-party administrator makes year-end estimates of liabilities incurred but not reported (IBNR), based upon historical trend analysis. At June 30, 2018, 2017 and 2016, the aggregate claims liability, including IBNR, was \$1,200,359, \$1,224,113, and \$952,401, respectively. Changes in the Employee Health Insurance Fund's aggregate claims liability amount, from fiscal years 2018 and 2017, and 2016 were:

	Beginning of Fiscal Year Liability	Changes in Estimates	Claim Payments	At Fiscal Year-End
FY 2018	\$ 1,224,113	\$ 6,436,924	\$ (6,460,678)	\$ 1,200,359
FY 2017	952,401	7,147,272	(6,875,560)	1,224,113
FY 2016	972,039	6,365,994	(6,385,632)	952,401

Note 13. Litigation and Other Contingent Liabilities

At any time there may be several lawsuits pending against the City for various reasons. The outcome and eventual liability to the City, if any, in these cases is not known at this time; however, management and legal counsel estimate the potential claims against the City, not covered by insurance, resulting from such litigation would not materially affect the basic financial statements of the City.

Note 14. Pension Plans

All eligible City employees are covered under one of the four following retirement plans:

Public Employees' Pension Plan

The City participates in the Public Employees' Pension Plan ("PEPP"), a statewide cost-sharing multiple-employer defined benefit, contributory retirement plan administered by the State of Wyoming Retirement System Board. Substantially all city full-time employees are eligible to participate.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 14. Pension Plans (Continued)

Public Employees' Pension Plan (Continued)

PEPP members are required to contribute 8.25% of their annual covered salary and the City is required to contribute 8.37% of the annual covered payroll. Contribution rates are established by Title 9, Chapter 3 of the Wyoming Statutes. Legislation enacted in 1979 allows the employer to pay any or all of the employees' contribution in addition to the matching contribution. The City currently pays 100% of the required employee's contribution for department heads, with all other employees being responsible for the required employee contribution.

The City's contributions to the PEPP for the years ended June 30, 2018, 2017 and 2016 were \$1,548,950, \$1,609,381, and \$1,760,153, while the employees' portion was \$1,375,536, \$1,455,152, and \$1,740,422, respectively, equal to the required contributions for each year. As of September 1, 2018, the employer contribution rate will increase by 0.25% from 8.37% to 8.62% and the employee contribution rate will increase by 0.25% from 8.25% to 8.50%.

Through legislation passed during the 2014 legislative session, two tiers of benefits were established for participants of this plan. For Tier 1 (first contribution before 9/1/2012), the Plan allows for normal retirement after four years of service and attainment of age 60. Early retirement is allowed provided the employee has completed four years of service and attained age 50 or 25 years of service but will result in a reduction of benefits based on the length of time remaining to age 60. For Tier 2 (first contribution on or after 9/1/2012), the Plan allows for normal retirement after four years of service and attainment of age 65. Early retirement is allowed provided the employee has completed four years of service and attained age 55, or 25 or more years of service but will result in a reduction of benefits based on the length of time remaining to age 65. All employees may also retire on the basis that the sum of the member's age and service is at least 85.

Benefits are established by Title 9, Chapter 3 of the Wyoming Statutes. The PEPP provides retirement, disability, and death benefits according to predetermined formulas and allows retirees to select one of seven methods for receiving benefits, including two joint and survivor forms of benefits: a 100% joint and survivor annuity, and a 50% joint and survivor annuity. The benefit amounts under these options are determined on an actuarially equivalent basis. Any costs of living adjustment provided to retirees must be granted by the State Legislature. In addition, a cost of living adjustment will not be approved by the legislature unless the plan is 100% funded after the COLA is awarded.

Employees terminating prior to normal retirement can elect to withdraw all employee contributions plus accumulated interest through date of termination or, if they are vested, they may elect to remain in the Plan and be eligible for unreduced retirement benefits at age 60 (Tier 1 employee) or 65 (Tier 2 employee).

Law Enforcement Pension Plan

The City participates in the Law Enforcement Pension Plan ("LEPP"), a state-wide, cost-sharing, multiple-employer defined benefit, contributory plan administered by the State of Wyoming Retirement System Board. The LEPP covers any county sheriff, deputy county sheriff, municipal police officer, Wyoming correctional officer, Wyoming law enforcement academy instructor, University of Wyoming campus police officer, detention officer or dispatcher for law enforcement agencies and certain investigators of the Wyoming Livestock Board.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 14. Pension Plans (Continued)

Law Enforcement Pension Plan (Continued)

The LEPP statutorily provides retirement, disability and death benefits according to predetermined amounts primarily determined by salary, age and years of service of the participant. Any cost of living adjustment provided to retirees must be granted by the State Legislature. In addition, a cost of living adjustment will not be approved by the legislature unless the plan is 100% funded after the COLA is awarded. Participants may withdraw from the plan at any time and receive refunds of participant contributions plus accumulated interest.

The LEPP is funded by amounts withheld from participating employees' salaries and by contributions from the City. These contributions are determined by state statutes and as of June 30, 2018, the percentages to be contributed on compensation were 8.60% for the employees and the same for the City. The City has elected to pay 100% of the required contributions for the head of the police department.

For the years ended June 30, 2018, 2017, and 2016, total contributions for the LEPP were \$1,222,515, \$1,293,408, and \$1,293,517, respectively, equal to the required contributions for each year. The City's portion of these contributions was \$611,257, \$655,027, and \$646,658, while the employees' portion was \$611,257, \$638,381, and \$646,859, equal to the required contributions for each year.

Paid Firemen's Pension Plans

The City participates in the Paid Firemen's Pension Fund ("Fund"), a statewide cost-sharing multiple-employer defined benefit, contributory retirement plan administered by the State of Wyoming Retirement System Board. All paid City firemen are eligible to participate. The Fund is comprised of two plans. Plan A relates to members hired prior to July 1, 1981 and Plan B relates to members hired on or after July 1, 1981 (and any earlier hires electing this plan).

Plan A statutorily required participants to contribute 8% of their salary, while employers were required to contribute 21% of their salary. Effective April 1, 1997, required contributions were suspended as Plan A had been determined to be actuarially over-funded. This plan is being reviewed to determine the appropriate measures to take to ensure this plan is adequately funded, as it is a closed plan.

Plan A statutorily provides retirement, disability and death benefits according to a percentage of a fireman first class salary. Plan A also statutorily provides for an annual percentage increase in the benefit amounts beginning in the year following twelve (12) months of payments, by at least 3%. In the event the current actuarial valuation indicates the fair value of assets is greater than one hundred fifteen percent (115%) of the actuarial value of liabilities, the Board may increase the benefit by an amount determined affordable by the actuary but not greater than five percent (5%) of the benefit. Participants may withdraw from Plan A at any time and receive refunds of participant contributions without interest.

Plan B provides retirement, disability and death benefits according to predetermined formulas. Any costs of living adjustment provided to retirees must be granted by the State Legislature. In addition a cost of living adjustment will not be approved by the legislature unless the plan is 100% funded after the COLA is awarded. Participants may withdraw from the plan at any time and receive refunds of participant contributions without interest.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 14. Pension Plans (Continued)

Pension Plan Fiduciary Net Position

Under Plan B, participants contribute 9.245% of their gross monthly salary and the City contributes 12% of the participant's gross monthly salary. Legislation enacted in 1979 allows the employer to pay any or all of the employees' contribution in addition to the matching contribution. The City's contributions to Plan B for the years ended June 30, 2018, 2017 and 2016 were \$673,998, \$648,240, and \$551,774, while the employees' portion was \$519,259, \$507,317, and \$716,202, respectively, equal to the required contributions for each year.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the City reported a total liability of \$100,742,598 for its proportionate share of the net pension liability. The net pension liability was determined by an actuarial valuation as of December 31, 2017, applied to all prior periods included in the measurement. Actuarial valuation involves estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. An experience study was conducted covering the five year period ending December 31, 2016. The net pension liability as of December 31, 2017 is based on the results of an actuarial valuation as of January 1, 2017, rolled forward to a measurement date of December 31, 2017, and taking into consideration information from the recent experience study.

The schedule below shows the City's proportionate share of the net pension liability at June 30, 2018, the proportionate portion at the measurement date of December 31, 2017, and the change in the proportion from the previous measurement date.

	Pension liability at June 30, 2018	Proportion at December 31, 2017	Increase (decrease) from December 31, 2016
Primary Government			
Public Employees' Pension Plan	\$ 23,385,289	1.025967355%	-0.055886910%
Law Enforcement Pension Plan	4,083,063	4.745295931%	-0.047380969%
Paid Firemen's Retirement Plan A	64,636,435	28.890521358%	-0.586229369%
Paid Firemen's Retirement Plan B	8,637,811	20.947857347%	0.597017204%
	<u>\$ 100,742,598</u>		

For the year ended June 30, 2018, the City recognized pension expense of \$20,381,117.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 14. Pension Plans (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources				Total Outflows
	PEPP	LEPP	Fire A	Fire B	
Net difference between projected and actual earnings on pension plan investments	\$ 3,242,199	\$ 1,096,793	\$ 1,699,057	\$ 1,096,791	\$ 7,134,840
Difference between actual expected experience rate	-	31,806	-	16,371	48,177
Difference due to changes in assumptions	2,272,268	1,925,704	-	5,807,937	10,005,909
Change in employer's proportion	-	15,803	-	77,998	93,801
Amortizing deferred outflows	5,514,467	3,070,106	1,699,057	6,999,097	17,282,727
Contributions subsequent the measurement date	1,446,412	602,581	-	580,438	2,629,431
Total outflows	\$ 6,960,879	\$ 3,672,687	\$ 1,699,057	\$ 7,579,535	\$ 19,912,158

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 14. Pension Plans (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Inflows of Resources				Total (Inflows)
	PEPP	LEPP	Fire A	Fire B	
Net difference between projected and actual earnings on pension plan investments	\$(3,815,926)	\$(1,482,103)	\$(1,783,064)	\$(1,489,813)	\$ (8,570,906)
Difference between actual expected experience rate	(844,904)	(349,401)	-	(414,479)	(1,608,784)
Difference due to changes in assumptions	-	-	-	(229,118)	(229,118)
Change in employer's proportion	(1,328,188)	(27,934)	-	(17,292)	(1,373,414)
Amortizing deferred inflows	<u>\$(5,989,018)</u>	<u>\$(1,859,438)</u>	<u>\$(1,783,064)</u>	<u>\$(2,150,702)</u>	<u>\$(11,782,222)</u>

The City reported \$2,629,430 as deferred outflows of resources related to pensions resulting from the City contributions subsequent to the measurement date; these deferred outflows will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows or resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30,	Primary Government	
	Deferred Outflows (Inflows)	
2019	\$ 6,161,299	\$ (3,355,165)
2020	5,235,303	(3,040,812)
2021	2,386,519	(2,755,164)
2022	1,495,553	(2,377,077)
2023	974,563	(101,722)
Thereafter	1,029,490	(152,282)
	<u>\$ 17,282,727</u>	<u>\$ (11,782,222)</u>

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 14. Pension Plans (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Actuarial Assumptions

The total pension liability in the December 31, 2017 measurement date was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Assumptions and Methods	
Valuation date	1/1/2017
Actuarial cost method	Entry Age Normal
Inflation	3.25%
Salary increases	4.25% to 7%, including inflation
Payroll growth rate	4.25%
Cost of Living Increase	0.00%
Investment net rate of return	7.75%, net of pension plan investment expense
Post-retirement mortality	RP-2000 Combined Mortality Table, generational projected with Scale BB Males: Set back 1 year with a 104% multiplier Females: No set back with a 90% multiplier
Pre-Retirement Mortality	RP-2000 Combined Mortality Table, generational projected with Scale BB Males: Set back 5 years with a 104% multiplier Females: Set back 4 years with a 90% multiplier

The assumed rate of investment return was adopted by the plan’s trustees after considering input from the plan’s investment consultant(s) and actuary(s). Additional information about the assumed rate of investment return is included in the WRS actuarial valuation report as of January 1, 2017. In addition, an experience study was conducted covering the five-year period ending December 31, 2016 and information from this study was considered in measuring the pension liability at December 31, 2017. The assumed rate of investment return of 7.00% (real return net of inflation of 4.75%) falls within a reasonable range of the long-term expected rate of return.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 14. Pension Plans (Continued)

Actuarial Assumptions (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. For each major asset class that is included in the pension plans' target allocation as of January 1, 2018, these best estimates are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Geometric Real Rate of Return	Long-Term Expected Arithmetic Real Rate of Return
Cash	0.00%	0.40%	0.40%
Fixed income	20.00%	1.25%	1.77%
Equity	45.00%	4.96%	6.88%
Marketable alternatives	17.50%	2.79%	3.30%
Private markets	17.50%	5.06%	7.11%
Total	<u>100.00%</u>	<u>3.85%</u>	<u>5.27%</u>

Discount Rate

The discount rate used to measure the total pension liability was 7.00 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions for participating governmental entities will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. For the Public Employees' Pension Plan and the Law Enforcement Pension Plan, the discount rate was changed from 7.75% in the prior valuation to 7.00% for the current valuation. The discount rate for the Paid Firemen's Retirement Fund Plan B changed from 6.593% in the prior valuation to 5.65% for the current valuation. The discount rate for the Paid Fireman's Retirement Fund Plan A changed from 4.38% in the prior valuation to 3.75% for the current valuation.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 14. Pension Plans (Continued)

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following table presents the City's proportionate share of the net pension liability calculated using the discount rate applicable, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate.

	1% Decrease	Current Discount Rate	1% Increase
Primary government pension plans	(6.00%)	(7.00%)	(8.00%)
Public Employees' Pension Plan	\$ 35,344,280	\$ 23,385,290	\$ 13,411,663
Law Enforcement Pension Plan	8,763,489	4,083,063	272,815
	(2.75%)	(3.75%)	(4.75%)
Paid Firemen's Retirement Plan A	\$ 66,927,093	\$ 54,081,810	\$ 43,721,023
	(4.65%)	(5.65%)	(6.65%)
Paid Firemen's Retirement Plan B	\$ 11,151,481	\$ 6,422,994	\$ 2,512,399

Payables to the pension plan – At June 30, 2018, the City and its component units reported \$398,541 as payable to the pension plans.

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CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 15. Prior Period Adjustments

During the fiscal year ended June 30, 2018, the City discovered it had improperly recorded several amounts in various accounts in the wrong period. To correct these accounts, the City adjusted its statement of net position or fund balances.

The table below illustrates the prior period adjustments for governmental activities, business-type activities, component units, governmental funds and enterprise and internal service funds as originally stated and restated:

	Adjustment
<i>Governmental activities</i>	
Other accrued payables adjustment	\$ 2,874
LAD receivable adjustment	(21,126)
Construction in progress adjustment	(758,339)
Deferred revenue - grants	(50,000)
Grant receivable	(141,450)
Contribution revenue reversed	(223,917)
Health insurance claims refund	470,517
Total prior period adjustment	(721,441)
Net position - beginning of year, as previously stated	212,181,761
Net position - beginning of year, as restated	211,460,320
<i>Business-type activities</i>	
Construction in progress adjustment	(356,883)
Capital asset disposal	45,840
Total prior period adjustment	(311,043)
Net position - beginning of year, as previously stated	183,948,520
Net position - beginning of year, as restated	183,637,477
<i>Component units</i>	
Downtown Development Authority	
Parking lot equity	31,744
Total prior period adjustment	31,744
Net position - beginning of year, as previously stated	4,359,193
Net position - beginning of year, as restated	4,390,937
<i>Capital projects fund</i>	
Construction in progress adjustment	181,875
Deferred revenue - grants	(50,000)
Grant receivable	(141,450)
Contribution revenue reversed	(223,917)
Total prior period adjustment	(233,492)
Fund balance - beginning of year, as previously stated	36,010,353
Fund balance - beginning of year, as restated	35,776,861

(Continued)

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 15. Prior Period Adjustments (Continued)

	Adjustment
<i>Other governmental funds</i>	
Other accrued payables adjustment	\$ 2,874
LAD receivable adjustment	(21,126)
Construction in progress adjustment	(181,875)
Total prior period adjustment	(200,127)
Fund balances - beginning of year, as previously stated	3,889,578
Fund balances - beginning of year, as restated	3,689,451
<i>Enterprise and internal service funds</i>	
<i>Utilities fund</i>	
Construction in progress adjustment	(271,584)
Total prior period adjustment	(271,584)
Net position - beginning of year, as previously stated	116,683,980
Net position - beginning of year, as restated	116,412,396
<i>Solid waste fund</i>	
Construction in progress adjustment	(85,299)
Capital asset disposal	45,840
Total prior period adjustment	(39,459)
Net position - beginning of year, as previously stated	31,589,375
Net position - beginning of year, as restated	31,549,916
<i>General internal services fund</i>	
Health insurance claims refund	470,518
Total prior period adjustment	470,518
Net position - beginning of year, as previously stated	(1,833,362)
Net position - beginning of year, as restated	(1,362,844)

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 16. Postemployment Healthcare Plan

Plan Description

The City provides a self-insured retiree medical benefit plan (the Plan). The Plan is a single-employer defined benefit healthcare plan which provides continuation of medical insurance coverage to employees who retire when they end their service to the City. Retirees can participate if they satisfy one of the following criteria: (1) Active members who have 85 points, (2) 25 years of service, or (3) are age 50 with at least 4 years of service. The benefits are administered by CIGNA. The benefits provided are established and may be amended by the City Council. There are no separately issued financial statements for the plan.

Benefits Provided

The Plan provides healthcare benefits for retirees and their dependents for the life of the retiree. In 2014, benefits were enhanced to remove lifetime maximums, allow for out-of-network preventative care and improve limitations. For 2017, the Plan design was updated to address overall increasing costs including specialty drug costs. Members can elect from among three benefit options as follows: a buy-up plan, a mid-level plan, and a buy-down plan.

The contribution requirements of plan members are established by and may be amended by the City Council. The required contribution is generally based on projected pay-as-you-go financing requirements. For fiscal year 2018, the City contributed \$0 to the plan. Members receiving benefits contributed \$517,037 through their required monthly contribution rates as follows:

Plan /Tier	Pre-Medicare	Medicare-eligible
Buy Down - Single	\$ 697	\$ 403
Mid-Option - Single	757	438
Buy Up - Single	818	473
Plan /Tier	Pre-Medicare	Medicare-eligible
Buy Down - Employee + Spouse	\$ 1,579	\$ 806
Mid-Option - Employee + Spouse	1,716	876
Buy Up - Employee + Spouse	1,853	947

These financial statements assume that pay-as-you-go funding will continue.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 16. Postemployment Healthcare Plan (Continued)

Employees Covered by Benefit Terms

Effective December 20, 2011, the City eliminated postemployment healthcare benefits for any employee hired after January 2, 2012. At June 30, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	75
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	232
	307

There are no assets accumulated in a trust that is irrevocable or an equivalent arrangement.

Total OPEB Liability

The City's total OPEB liability of \$11,414,741 was measured as of June 30, 2018 and was determined by an actuarial valuation as of July 1, 2017.

Actuarial Assumptions and Other Inputs

The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Assumptions and Other Inputs	
Salary increases	2.50%
Discount rate	2.98%
Healthcare cost trend rates	7.50%, decreasing 0.15% per year to an ultimate rate of 4.50% for 2038 and beyond
Retirees' share of benefit related costs	100%

The discount rate was based on the single equivalent rate which results in the same present value as discounting future benefit payments funded on a pay-as-you-go basis on the municipal bond 20-year index rate.

Mortality rates were based on the RP-2014 Combined Healthy Mortality Table for Males and Females, as appropriate, with adjustments to 2006 using Generational Projection with Scale MP-2017.

As the plan is funded on a pay-as-you-go basis, there is no long-term expected rate of return or inflation rate.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

Note 16. Postemployment Healthcare Plan (Continued)

Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance at June 30, 2017	\$ 15,760,000
Changes for the year:	
Service cost	862,167
Interest	486,264
Differences between expected and actual experience	(10,452,731)
Employee contribution	547,484
Changes in assumptions or other inputs	5,207,836
Benefit payments	<u>(996,279)</u>
Net changes	<u>(4,345,259)</u>
Total OPEB obligation - end of year	<u>\$ 11,414,741</u>

Changes in assumptions or other inputs reflect changes in the discount rate updated from 3.13% to 2.98%, mortality table changes, salary scale updated from 4% to 2.5%, trend rate updated to 7.5% trending down to 4.5% in fiscal 2038, disability, withdrawal and retirement rate updates and dependent assumption updated from 50% to 40%.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.98 percent) or a 1-percentage-point higher (3.98 percent) than the current discount rate:

<u>Sensitivity of the total OPEB liability to changes in the discount rate</u>			
	1% Decrease	Current	1% Increase
	1.98%	2.98%	3.98%
Total OPEB Liability	\$ 13,762,908	\$ 11,414,741	\$ 9,633,943

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Trend Rates

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.50 percent decreasing to 3.50 percent) or 1-percentage-point higher (8.50 percent decreasing to 5.50 percent) than the current healthcare cost trend rates:

<u>Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate</u>			
	(6.50% decreasing to 3.50%)	(7.50% decreasing to 4.50%)	(8.50% decreasing to 5.50%)
	1% Decrease	Current	1% Increase
Total OPEB Liability	\$ 9,346,060	\$ 11,414,741	\$ 14,183,229

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 16. Postemployment Healthcare Plan (Continued)

OPEB Expense and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2018, the City recognized OPEB expense of \$224,837. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (3,529,056)
Changes in assumptions or other inputs	4,423,525	(8,476,584)
	\$ 4,423,525	\$ (12,005,640)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Year ended June 30,		
2019	\$ 784,313	\$ (1,976,149)
2020	784,313	(1,976,149)
2021	784,313	(1,976,149)
2022	784,313	(1,976,149)
2023	784,313	(1,976,149)
Thereafter	501,960	(2,124,895)
	\$ 4,423,525	\$ (12,005,640)

Note 17. Construction Commitments

As of June 30, 2018, the City had entered into several construction contracts resulting in commitments for futures capital expenditures. These commitments are expected to be funded through available resources and future revenues. As of June 30, 2018, the City of Casper had approximately \$41.9 million in contracts related to the projects under construction and approximately \$22.2 million in remaining contract commitments related to those projects, exclusive of projects under contract with the Central Wyoming Regional Water System and the Downtown Development Authority. The City projects included contracts for approximately \$12 million of street construction, of which roughly \$4.8 million remained as an outstanding construction commitment. They also included \$7.4 million in contracts to expand the existing Baler Building at the Regional Solid Waste Facility, of which roughly \$7.0 million remained as an outstanding construction commitment. They also included \$3.6 million in contracts to expand zone 3 of the water distribution system, of which roughly \$360,000 remained as an outstanding construction commitment.

Construction commitments for the Downtown Development Authority include a contract for the design and construction of the David Street Station for \$5,646,160, of which \$5,562,754 has been expended as of June 30, 2018.

As of June 30, 2018, the CWRWS had several construction projects in progress. The CWRWS had contracts with remaining commitments of approximately \$1,749,187 for completion of the projects.

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 18. Accounting Standards Issued, But Not Implemented

GASB Statement No. 84, *Fiduciary Activities*, establishes criteria for identifying fiduciary activities of all state and local governments and clarifies whether and how business-type activities should report their fiduciary activities. The requirements of the Statement are effective for reporting periods beginning after December 15, 2018. Management has not completed its assessment of the effects of implementing this standard.

GASB Statement No. 87, *Leases*, is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases. Under this standard, government lessors must recognize (a) a lease receivable and (b) a deferred inflow of resources and continue to report the leased asset in its financial statements; and report in its financial statements (a) lease revenue recognized over the term of the lease, corresponding with the reduction of the deferred inflow, (b) interest income on the receivable; and (c) note disclosures about the lease. This standard is effective for reporting periods beginning after December 15, 2019. Management has not concluded its assessment of the effect of implementing this guidance.

GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*, establishes accounting and financial reporting requirements related to debt, including direct borrowings and direct placements, and clarifies which liabilities governments should include when disclosing information related to debt. The requirements of the Statement are effective for reporting periods beginning after June 15, 2018. Management has not completed its assessment of the effects of implementing this standard.

Note 19. Subsequent Events

After June 30, 2018, the City entered into several construction contracts subsequent to year end. The most material contracts are as follows:

Construction Projects	Amount
Morad Park to Walmart Trail Project	\$ 220,325
Midwest Avenue Reconstruction Elm Street to David Street	2,511,700
Tyler Technologies Inc. Software Licensing	1,433,432
First Street Reach of North Platte River Restoration	112,550
2018 Arterials & Collectors Improvements	1,649,762
Life Steps Campus Building 'F' Fire Suppression and Campus Fire Alarm	237,240
Baler Building/MRF Expansion	161,323
Lower Eastdale Creek Channel Improvements - Phase 2	256,645
Police Department Shooting Range Improvements	169,972
Compost Equipment Building Heating	158,108
Casper Balefill Closure (change order)	115,517
Highland Park Cemetery Addition Phase II	521,960
Sam H. Hobbs Waste Water Treatment Plant Rehabilitation	254,985
Installation of Baling System	472,350
New Casper Police Department Headquarters Design	165,930
	\$ 8,441,799

CITY OF CASPER, WYOMING

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

Note 19. Subsequent Events (Continued)

After June 30, 2018, the City purchased several large pieces of property and equipment subsequent to year end. The most material purchases are as follows:

<u>Purchases</u>	<u>Amount</u>
One Caterpillar Front-End Wheel Loader	\$ 681,445
Two Articulated Motor Graders	532,103
One International Baler Company Tow-Ram Baler	472,350
One Crew Cab 4x4 Brush Truck Fire Apparatus	343,660
One Hydraulic Material Handler	383,368
In-Car, Body Worn, and Interview Room Cameras	1,073,295
Getac Tablet	334,000
One Single Axle Truck with Hydro Excavator Body	397,849
One 2020 Mack Tandem Axle Plow Truck	191,199
	<u>\$ 4,409,269</u>

After June 30, 2018, the City also authorized the discharge of \$126,767 of uncollectible Local Assessment District accounts receivable balances, including interest and late fees.

REQUIRED SUPPLEMENTARY INFORMATION

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CITY OF CASPER, WYOMING

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL ON BUDGETARY BASIS
(NON-GAAP) GENERAL FUND
Year Ended June 30, 2018
(Unaudited)**

	Budgeted Amount		Actual (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
Taxes				
Property taxes	\$ 4,128,000	\$ 4,305,150	\$ 4,379,667	\$ 74,517
Franchise taxes	3,552,693	4,059,456	3,857,587	(201,869)
Automobile taxes	1,329,380	1,329,380	1,392,568	63,188
Sales taxes	15,474,295	16,457,948	17,275,151	817,203
Gasoline taxes	1,792,521	1,792,521	1,835,240	42,719
Cigarette taxes	311,708	311,708	278,645	(33,063)
Mineral taxes	7,473,409	8,013,176	8,002,467	(10,709)
Total taxes	<u>34,062,006</u>	<u>36,269,339</u>	<u>37,021,325</u>	<u>751,986</u>
Licenses and permits	785,259	817,259	1,096,136	278,877
Intergovernmental	146,000	146,000	152,741	6,741
Fines	1,383,034	1,383,034	1,149,895	(233,139)
Charges for services	4,946,194	5,381,233	5,336,431	(44,802)
Miscellaneous revenues	2,208,009	2,688,358	473,887	(2,214,471)
Investment earnings	948,086	948,086	851,070	(97,016)
Total other revenues	<u>10,416,582</u>	<u>11,363,970</u>	<u>9,060,160</u>	<u>(2,303,810)</u>
Total revenues	<u>44,478,588</u>	<u>47,633,309</u>	<u>46,081,485</u>	<u>(1,551,824)</u>
General government	8,415,624	8,324,475	8,075,473	249,002
Public safety	24,850,049	24,061,560	22,948,393	1,113,167
Public works	5,063,280	4,518,226	3,986,320	531,906
Health and social services	1,149,469	1,148,919	1,072,319	76,600
Culture and recreation	3,020,928	2,917,124	2,872,492	44,632
Total expenditures	<u>42,499,350</u>	<u>40,970,304</u>	<u>38,954,997</u>	<u>2,015,307</u>
Excess of revenues over expenditures	<u>1,979,238</u>	<u>6,663,005</u>	<u>7,126,488</u>	<u>463,483</u>
Other financing sources (uses)				
Transfers in	4,050,321	3,077,685	3,077,680	(5)
Transfers out	<u>(10,217,698)</u>	<u>(8,824,632)</u>	<u>(9,950,797)</u>	<u>(1,126,165)</u>
Total other financing sources (uses)	<u>(6,167,377)</u>	<u>(5,746,947)</u>	<u>(6,873,117)</u>	<u>(1,126,170)</u>
Net change in fund balance	<u>\$ (4,188,139)</u>	<u>\$ 916,058</u>	253,371	<u>\$ (662,687)</u>
Fund balance - beginning of year			<u>61,712,731</u>	
Fund balance - end of year			<u>\$ 61,966,102</u>	

See accompanying notes to required supplementary information.

CITY OF CASPER, WYOMING

SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS

Last 10 fiscal years **

(Unaudited)

	<u>2018</u>	<u>2017</u>	<u>2016</u>
Primary Government			
Public Employees Pension Plan			
Proportion of the net pension liability (asset)	1.025967400%	1.081854300%	1.123981249%
Proportionate share of the net pension liability (asset)	\$ 23,385,289	\$ 26,153,831	\$ 26,181,433
Covered payroll	\$ 18,225,055	\$ 19,288,437	\$ 19,603,063
Proportionate share of the net pension liability (asset) as a percentage of its covered payroll	128.31%	135.59%	133.56%
Plan fiduciary net position as a percentage of the total pension liability	76.35%	73.42%	73.40%
Law Enforcement Pension Plan			
Proportion of the net pension liability (asset)	4.745295900%	4.792676900%	4.695990211%
Proportionate share of the net pension liability (asset)	\$ 4,083,063	\$ 3,618,084	\$ 3,527,625
Covered payroll	\$ 7,286,263	\$ 7,418,067	\$ 7,062,757
Proportionate share of the net pension liability (asset) as a percentage of its covered payroll	56.04%	48.77%	49.95%
Plan fiduciary net position as a percentage of the total pension liability	87.99%	88.11%	87.49%
Paid Firemen's Pension Plan A			
Proportion of the net pension liability (asset)	28.890521400%	29.476750700%	29.082090280%
Proportionate share of the net pension liability (asset)	\$ 64,636,435	\$ 54,081,810	\$ 53,934,024
Covered payroll	\$ -	\$ -	\$ -
Proportionate share of the net pension liability (asset) as a percentage of its covered payroll	102,602.87%	93,982.30%	103,325.47%
Plan fiduciary net position as a percentage of the total pension liability	34.28%	38.91%	40.05%
Paid Firemen's Pension Plan B			
Proportion of the net pension liability (asset)	20.947857300%	21.236544081%	21.236544081%
Proportionate share of the net pension liability (asset)	\$ 8,637,811	\$ 6,702,535	\$ 6,492,989
Covered payroll	\$ 5,909,325	\$ 5,604,426	\$ 5,518,622
Proportionate share of the net pension liability (asset) as a percentage of its covered payroll	146.17%	119.59%	117.66%
Plan fiduciary net position as a percentage of the total pension liability	77.98%	80.16%	79.33%

* Information for years prior to 2015 is not available; the schedule will be completed as information becomes available.

** The amounts presented for each fiscal year were determined as the calendar year-end that occurred within the fiscal year.

See accompanying notes to required supplementary information.

2015	2014	2013	2012	2011	2010	2009
1.149125718%	*	*	*	*	*	*
\$ 20,278,532	*	*	*	*	*	*
\$ 19,643,298	*	*	*	*	*	*
103.23%	*	*	*	*	*	*
79.08%	*	*	*	*	*	*
4.873140330%	*	*	*	*	*	*
\$ 1,435,806	*	*	*	*	*	*
\$ 7,202,055	*	*	*	*	*	*
19.94%	*	*	*	*	*	*
94.76%	*	*	*	*	*	*
29.588242406%	*	*	*	*	*	*
\$ 48,698,591	*	*	*	*	*	*
\$ -	*	*	*	*	*	*
82,955.64%	*	*	*	*	*	*
45.95%	*	*	*	*	*	*
22.436921582%	*	*	*	*	*	*
\$ (252,329)	*	*	*	*	*	*
\$ 5,508,838	*	*	*	*	*	*
-4.58%	*	*	*	*	*	*
100.98%	*	*	*	*	*	*

CITY OF CASPER, WYOMING

SCHEDULE OF PENSION CONTRIBUTIONS

Last 10 fiscal years
(Unaudited)

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Primary Government				
Public Employees Pension Plan				
Contractually required contribution	\$ 2,924,486	\$ 3,064,533	\$ 3,500,576	\$ 3,077,511
Contributions in relation to the contractually required contribution	<u>(2,924,486)</u>	<u>(3,064,533)</u>	<u>(3,500,576)</u>	<u>(3,077,511)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$17,596,185	\$18,438,827	\$21,062,431	\$19,392,004
Contributions as a percentage of covered payroll	16.62%	16.62%	16.62%	15.87%
Law Enforcement Pension Plan				
Contractually required contribution	\$ 1,222,515	\$ 1,293,408	\$ 1,293,317	\$ 1,250,738
Contributions in relation to the contractually required contribution	<u>(1,222,515)</u>	<u>(1,293,408)</u>	<u>(1,293,317)</u>	<u>(1,250,738)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 7,107,645	\$ 7,519,814	\$ 7,519,285	\$ 7,271,733
Contributions as a percentage of covered payroll	17.20%	17.20%	17.20%	17.20%
Paid Firemen's Pension Plan A				
Contractually required contribution	\$ -	\$ -	\$ -	\$ -
Contributions in relation to the contractually required contribution	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ -	\$ -	\$ -	\$ -
Contributions as a percentage of covered payroll	0.00%	0.00%	0.00%	0.00%
Paid Firemen's Pension Plan B				
Contractually required contribution	\$ 1,193,256	\$ 1,155,557	\$ 1,267,976	\$ 1,230,482
Contributions in relation to the contractually required contribution	<u>(1,193,256)</u>	<u>(1,155,557)</u>	<u>(1,267,976)</u>	<u>(1,230,482)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 5,615,322	\$ 5,437,915	\$ 5,966,946	\$ 5,790,504
Contributions as a percentage of covered payroll	21.25%	21.25%	21.25%	21.25%

* Information for years prior to 2015 is not available; the schedule will be completed as information becomes available.

See accompanying notes to required supplementary information.

CITY OF CASPER, WYOMING

SCHEDULE OF CHANGES IN THE CITY'S TOTAL OPEB LIABILITY AND RELATED RATIOS

Last 10 fiscal years *

(Unaudited)

	<u>2018</u>	<u>2017</u>	<u>2016</u>
Total OPEB Liability			
Service cost	\$ 862,167	\$ 836,000	*
Interest	486,264	523,000	*
Changes in benefit terms	-	-	*
Differenes between expected and actual experience	(10,452,731)	(2,690,000)	*
Employee contributions	547,484	-	*
Changes in assumptions and other inputs	5,207,836	(1,241,000)	*
Benefit payments	<u>(996,279)</u>	<u>(418,000)</u>	*
Net change in OPEB liability	(4,345,259)	(2,990,000)	*
Total OPEB liability - beginning	15,760,000	18,750,000	*
Total OPEB liability - ending	<u>\$ 11,414,741</u>	<u>\$ 15,760,000</u>	*
Covered employee payroll	\$ 17,934,378	\$ 22,187,034	*
Total liability as a percentage of covered employee payroll	63.65%	71.03%	*

* Information for years prior to 2017 is not available; the schedule will be completed as information becomes available.

See accompanying notes to required supplementary information.

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CITY OF CASPER, WYOMING

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2018

Note 1. Basis of Budgeting

The City's budgets and related appropriations are prepared on the modified accrual basis of accounting, with the exception of the exclusion of noncash items; the City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The adjustments necessary to convert the budgetary basis revenues and expenditures to GAAP basis revenues and expenditures of the general fund are as follows:

Revenues	
Actual amounts (budgetary basis) from the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	\$ 46,081,485
Difference - Budgetary Basis to GAAP	
Accrual of accounts receivable	1,206,562
Accrual of taxes receivable	1,771
Record unrealized gain/loss on investments	<u>(479,475)</u>
Total revenue as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	<u>\$ 46,810,343</u>
Expenditures	
Actual amounts (budgetary basis) from the Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	\$ 38,954,997
Difference - Budgetary Basis to GAAP	
Accrual of accounts payable	(288,660)
Accrual of wages payable	895,981
Accrual of bad debt	<u>(134,484)</u>
Total expenditures as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	<u>\$ 39,427,834</u>

CITY OF CASPER, WYOMING

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Note 1. Basis of Budgeting (Continued)

Budgetary Information

The schedule of revenues, expenditures and changes in fund balance – budget and actual – general fund presents a comparison of the legally adopted budget with actual data. The City prepares its budget on a combination of a modified accrual/cash basis. Under this basis amounts for non-cash items, including depreciation, market adjustment and gains and losses on investments, inventory adjustments, and bad debt, which are not budgeted as revenues or expenditures. All budget amendments are approved by the City Council and are presented within the final budget figures.

Wyoming State Statutes require the presentation of the annual budget which provides documentation that all sources and uses of City resources are properly planned, budgeted, and approved. The budget, upon adoption, is the legal document which places restrictions and limitations on the purposes and amounts for which City monies may be expended.

The City follows these procedures to establish the budgetary data reflected in the financial statements:

- Operational budgets are submitted to the department heads in February of each year.
- From March through May 1, these budgets are reviewed and refined as necessary by the department heads and the City Manager.
- The City Manager submits the proposed budget to the City Council the first week of May. The overall budget includes proposed expenditures and the means of financing them.
- A public hearing is conducted at City Hall to obtain taxpayer comments during June.
- Prior to June 30, the budget is legally enacted through passage of a resolution for the fiscal year beginning July 1.

The City Manager is authorized to transfer budgeted amounts between expenditure classifications of an individual cost center; however, any revisions that alter the total expenditures of any fund or department must be approved by the City Council. Expenditures cannot exceed appropriations on an individual department level and any unexpended or unencumbered appropriations lapse at year end.

Formal legally adopted budgets are prepared as a management control device during the year for all City funds. Budgets for these funds are adopted on a modified accrual/cash basis. Such basis is not consistent with generally accepted accounting principles (GAAP).

Excess of Expenditures over Appropriations

For the fiscal year ended June 30, 2018, the following funds/departments/cost centers of the City had expenditures in excess of budget appropriations.

	<u>Expenditures</u>	<u>Budget</u>	<u>Excess Expenditures</u>
Redevelopment Fund Expenditures	\$ 263,002	\$ 262,850	\$ 152
Aquatic Expenses	1,006,388	971,706	34,682
Ice Arena Expenses	580,648	579,027	1,621
Casper Events Center Expenses	1,036,717	842,919	193,798

CITY OF CASPER, WYOMING

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Note 1. Basis of Budgeting (Continued)

Budget Amendments

During the 2018 fiscal year, it was necessary to amend the originally adopted budget. The expenditure budgets for the following general fund departments and funds were amended through transfers between departments or funds and from unanticipated revenues:

<i>General Fund</i>	
General Fund	\$ (1,652,443)
Revolving Land	167,700
Metropolitan Animal Control	(44,303)
Transfers out	(1,393,066)
	(2,922,112)
<i>Special Revenue Funds</i>	
Weed and Pest	(12,674)
Community Development Block Grant	149,701
Police Grants	77,553
Metropolitan Planning Organization	(1,772)
Public Safety Communication	(126,867)
	85,941
<i>Capital Projects Fund</i>	
Capital Projects	
Capital outlay	318,900
	318,900
	\$ (2,517,271)

Note 2. Explanation of Changes to Pension Plans

Changes of assumptions due to experience analysis – There have been no changes of assumptions in the Public Employees Pension Plan and Law Enforcement Pension Plan from January 1, 2016 to January 1, 2017. However, an experience study was conducted on behalf of all WRS’s plans covering the five year period ended December 31, 2016. That study provided a detailed analysis concerning the development of the long term inflation rate, real rate of return and discount rate. The study also analyzed each major actuarial assumption (e.g. mortality, salary increases, retirement, termination and disability) and proposed assumptions consistent with the findings. The proposed assumptions were used in the December 31, 2017 measurement.

Changes of assumptions - For the Paid Firemen’s Pension Plan B, amounts reported in 2018 reflect an adjustment in the blended single discount rate from 6.593% to the blended single discount rate of 5.65%. For the Paid Firemen’s Pension Plan A, amounts reported in 2017 reflect an adjustment in the blended single discount rate from 4.377% to the blended single discount rate of 3.75%.

Changes in benefits - There have been no changes in the benefit provisions of any pension plans since the prior valuation.

CITY OF CASPER, WYOMING

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Note 3. Explanation of Changes to OPEB Plan

There are no assets accumulated in a trust that is irrevocable or an equivalent arrangement.

Changes of benefit terms – The Plan did not have any changes in term benefits.

Changes of assumptions – The 2018 valuation reflects changes in the discount rate updated from 3.13% to 2.98%, mortality table changes, salary scale updated from 4% to 2.5%, trend rate updated to 7.5% trending down to 4.5% in fiscal 2038, disability, withdrawal and retirement rate updates and dependent assumption updated from 50% to 40%.

OTHER SUPPLEMENTARY INFORMATION

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NONMAJOR OTHER GOVERNMENTAL FUNDS

Special Revenue Funds

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

Debt Service Fund

All special assessments or Local Assessment Districts (LAD's) are initially used to account for the costs of paving the streets, etc. in certain areas (districts) within the City. Financing may be provided by the sale of special assessment bonds, or the City may fund the project. Upon completion of the project, costs are evaluated and property owners are assessed their proportionate share, i.e., estimated cost per linear foot times front footage. The property owners either pay the assessment within 30 days, with no interest charged, or over a 10-year period. Interest is charged on the unpaid assessment at a rate not over twelve percent.

Unpaid assessments are divided into two categories; current and delinquent. Current represents installments due within one year (property owners are allowed to pay within 30 days of the annual due date). Delinquent assessments are those annual installments due which have passed the 30-day period and remain unpaid. A penalty on late assessments of 5% is charged on the unpaid balance.

CITY OF CASPER, WYOMING
COMBINING BALANCE SHEET
OTHER GOVERNMENTAL FUNDS
June 30, 2018

	Special Revenue Funds	Debt Service Fund	Other Governmental Funds Total
ASSETS			
Cash and cash equivalents	\$ 553,247	\$ 305,272	\$ 858,519
Investments	244,335	1,937,408	2,181,743
Other receivables, net of allowance	550,996	180,722	731,718
Interest receivable	9,868	83,845	93,713
Due from other governments	528,526	-	528,526
Due from other funds	3,196	-	3,196
Notes receivable, current	50,936	-	50,936
Notes receivable, noncurrent	314,952	24,915	339,867
	<u>314,952</u>	<u>24,915</u>	<u>339,867</u>
 Total assets	 <u>\$ 2,256,056</u>	 <u>\$ 2,532,162</u>	 <u>\$ 4,788,218</u>
LIABILITIES			
Accounts payable	\$ 447,050	\$ -	\$ 447,050
Accrued wages payable	37,473	-	37,473
Unearned special assessments	-	24,915	24,915
Due to other funds	634,217	-	634,217
	<u>634,217</u>	<u>-</u>	<u>634,217</u>
 Total liabilities	 <u>1,118,740</u>	 <u>24,915</u>	 <u>1,143,655</u>
FUND BALANCES			
Nonspendable	314,952	24,915	339,867
Restricted	188,349	-	188,349
Committed	892,365	2,482,332	3,374,697
Unassigned (deficit)	(258,350)	-	(258,350)
	<u>(258,350)</u>	<u>-</u>	<u>(258,350)</u>
 Total fund balances	 <u>1,137,316</u>	 <u>2,507,247</u>	 <u>3,644,563</u>
 Total liabilities and fund balances	 <u>\$ 2,256,056</u>	 <u>\$ 2,532,162</u>	 <u>\$ 4,788,218</u>

CITY OF CASPER, WYOMING

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES - OTHER GOVERNMENTAL FUNDS
Year Ended June 30, 2018**

	Special Revenue Funds	Debt Service Fund	Other Governmental Funds Total
Revenues			
Intergovernmental	\$ 3,265,932	\$ -	\$ 3,265,932
Charges for services	690,690	-	690,690
Investment earnings	30,781	36,590	67,371
Miscellaneous revenues	597,881	46,931	644,812
	<u>4,585,284</u>	<u>83,521</u>	<u>4,668,805</u>
Total revenues			
Expenditures			
General government	391,851	1,628	393,479
Public safety	2,863,362	-	2,863,362
Public works	610,690	-	610,690
Health and social services	1,903,519	-	1,903,519
Debt service			
Principal	50,000	-	50,000
Interest	24,760	-	24,760
Capital outlay	207,656	-	207,656
	<u>6,051,838</u>	<u>1,628</u>	<u>6,053,466</u>
Total expenditures			
Excess (deficiency) of revenues over expenditures	<u>(1,466,554)</u>	<u>81,893</u>	<u>(1,384,661)</u>
Other financing sources			
Transfers in	1,569,215	-	1,569,215
Transfers out	(229,442)	-	(229,442)
	<u>1,339,773</u>	<u>-</u>	<u>1,339,773</u>
Total other financing sources			
Net change in fund balances	(126,781)	81,893	(44,888)
Fund balances - beginning of year, as previously stated	1,443,098	2,446,480	3,889,578
Prior period adjustment	(179,001)	(21,126)	(200,127)
	<u>1,264,097</u>	<u>2,425,354</u>	<u>3,689,451</u>
Fund balances - beginning of year, as restated			
Fund balances - end of year	<u>\$ 1,137,316</u>	<u>\$ 2,507,247</u>	<u>\$ 3,644,563</u>

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NONMAJOR GOVERNMENTAL FUNDS

Special Revenue Funds

Special revenue funds are used to account for specific revenues that are restricted to expenditures for specific purposes.

Community Development Block Grant (CDBG) Fund – accounts for the administration and programs funded by the Community Development Block Grant received from the United States Department of Housing and Urban Development.

Weed and Pest Fund – accounts for the City’s weed and pest control operations as funded by a special property tax levied by the Natrona County Weed and Pest Board, a portion of which is passed along to the City.

Transportation Services Fund – accounts for the public transportation services provided by the Casper Area Transportation Coalition (CATC) and funded by federal transportation grants and transfers from the General Fund.

Metropolitan Planning Organization Fund – accounts for the activities associated with the Metropolitan Planning Organization program.

Special Events Assistance Fund – accounts for the Fire Department’s providing of resources to other government agencies to assist with wildfire suppression. This fund also accounts for various grants received to acquire equipment for fire, emergency medical and disaster recovery services.

Police Grants Fund – accounts for grants obtained for various policing and public safety programs and the acquisition of equipment. This fund also accounts for the activity associated with asset seizure awards and revenue generated by various court and agency programs.

Public Safety Communications Fund – accounts for the operation of the combined dispatch center that provides county-wide 911 services.

Redevelopment Loan Fund – accounts for the City’s redevelopment efforts, including administration of the United States Department of Housing and Urban Development Section 108 Loan Program allocations obtained by the City.

CITY OF CASPER, WYOMING

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
SPECIAL REVENUE FUNDS
June 30, 2018

	CDBG Fund	Weed and Pest Fund	Transportation Services Fund	Metropolitan Planning Organization Fund
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
ASSETS				
Cash and cash equivalents	\$ 38	\$ 141,274	\$ -	\$ -
Investments	-	244,335	-	-
Other receivables, net of allowance	28,821	4,751	208,456	-
Interest receivable	-	974	-	-
Due from other governments	10,858	-	314,572	133,972
Due from other funds	-	-	-	-
Notes receivable, current	936	-	-	-
Notes receivable, noncurrent	952	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$ 41,605</u>	<u>\$ 391,334</u>	<u>\$ 523,028</u>	<u>\$ 133,972</u>
LIABILITIES				
Accounts payable	\$ 10,858	\$ 10,397	\$ 244,942	\$ 60,589
Accrued wages payable	1,277	4,637	-	2,443
Due to other funds	-	-	536,436	31,736
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities	<u>12,135</u>	<u>15,034</u>	<u>781,378</u>	<u>94,768</u>
FUND BALANCES				
Nonspendable	952	-	-	-
Restricted	28,518	-	-	-
Committed	-	376,300	-	39,204
Unassigned (deficit)	-	-	(258,350)	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total fund balances (deficit)	<u>29,470</u>	<u>376,300</u>	<u>(258,350)</u>	<u>39,204</u>
Total liabilities and fund balances	<u>\$ 41,605</u>	<u>\$ 391,334</u>	<u>\$ 523,028</u>	<u>\$ 133,972</u>

Special Events Assistance Fund	Police Grants Fund	Public Safety Communications Fund	Redevelopment Loan Fund	Total
\$ -	\$ -	\$ 310,998	\$ 100,937	\$ 553,247
-	-	-	-	244,335
134,485	1,362	173,121	-	550,996
-	-	-	8,894	9,868
-	69,124	-	-	528,526
-	-	3,196	-	3,196
-	-	-	50,000	50,936
-	-	-	314,000	314,952
<u>\$ 134,485</u>	<u>\$ 70,486</u>	<u>\$ 487,315</u>	<u>\$ 473,831</u>	<u>\$ 2,256,056</u>
\$ 74,631	\$ 25,352	\$ 20,281	\$ -	\$ 447,050
-	2,665	26,451	-	37,473
29,472	36,573	-	-	634,217
<u>104,103</u>	<u>64,590</u>	<u>46,732</u>	<u>-</u>	<u>1,118,740</u>
-	-	-	314,000	314,952
-	-	-	159,831	188,349
30,382	5,896	440,583	-	892,365
-	-	-	-	(258,350)
<u>30,382</u>	<u>5,896</u>	<u>440,583</u>	<u>473,831</u>	<u>1,137,316</u>
<u>\$ 134,485</u>	<u>\$ 70,486</u>	<u>\$ 487,315</u>	<u>\$ 473,831</u>	<u>\$ 2,256,056</u>

CITY OF CASPER, WYOMING

COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
SPECIAL REVENUE FUNDS
Year Ended June 30, 2018

	CDBG Fund	Weed and Pest Fund	Transportation Services Fund	Metropolitan Planning Organization Fund
Revenues				
Intergovernmental	\$ 130,395	\$ 621,595	\$ 1,003,697	\$ 383,564
Charges for services	-	17,905	-	-
Investment earnings	-	(1,482)	-	-
Miscellaneous revenues	72	2,443	373,504	-
Total revenues	<u>130,467</u>	<u>640,461</u>	<u>1,377,201</u>	<u>383,564</u>
Expenditures				
General government	-	-	-	391,593
Public safety	-	-	-	-
Public works	-	610,690	-	-
Health and social services	144,979	-	1,758,540	-
Debt service				
Principal	-	-	-	-
Interest	-	-	-	-
Capital outlay	-	1,350	158,247	1,244
Total expenditures	<u>144,979</u>	<u>612,040</u>	<u>1,916,787</u>	<u>392,837</u>
Excess (deficiency) of revenues over expenditures	<u>(14,512)</u>	<u>28,421</u>	<u>(539,586)</u>	<u>(9,273)</u>
Other financing sources				
Transfers in	13,839	-	513,672	32,670
Transfers out	-	(8,474)	-	-
Total other financing sources	<u>13,839</u>	<u>(8,474)</u>	<u>513,672</u>	<u>32,670</u>
Net change in fund balances	<u>(673)</u>	<u>19,947</u>	<u>(25,914)</u>	<u>23,397</u>
Fund balances (deficit) - beginning of year, as previously stated	30,143	356,353	(235,310)	15,807
Prior period adjustments	-	-	2,874	-
Fund balances (deficit) - beginning of year, as restated	<u>30,143</u>	<u>356,353</u>	<u>(232,436)</u>	<u>15,807</u>
Fund balances (deficit) - end of year	<u>\$ 29,470</u>	<u>\$ 376,300</u>	<u>\$ (258,350)</u>	<u>\$ 39,204</u>

Special Events Assistance Fund	Police Grants Fund	Public Safety Communications Fund	Redevelopment Loan Fund	Total
\$ 128,223	\$ 236,966	\$ 761,492	\$ -	\$ 3,265,932
-	-	672,785	-	690,690
-	-	-	32,263	30,781
139,681	63,449	18,732	-	597,881
<u>267,904</u>	<u>300,415</u>	<u>1,453,009</u>	<u>32,263</u>	<u>4,585,284</u>
-	-	-	258	391,851
308,119	291,328	2,263,915	-	2,863,362
-	-	-	-	610,690
-	-	-	-	1,903,519
-	-	-	50,000	50,000
-	-	-	24,760	24,760
-	25,695	21,120	-	207,656
<u>308,119</u>	<u>317,023</u>	<u>2,285,035</u>	<u>75,018</u>	<u>6,051,838</u>
<u>(40,215)</u>	<u>(16,608)</u>	<u>(832,026)</u>	<u>(42,755)</u>	<u>(1,466,554)</u>
-	-	1,009,034	-	1,569,215
-	-	(30,968)	(190,000)	(229,442)
-	-	978,066	(190,000)	1,339,773
(40,215)	(16,608)	146,040	(232,755)	(126,781)
70,597	22,504	294,543	888,461	1,443,098
-	-	-	(181,875)	(179,001)
<u>70,597</u>	<u>22,504</u>	<u>294,543</u>	<u>706,586</u>	<u>1,264,097</u>
<u>\$ 30,382</u>	<u>\$ 5,896</u>	<u>\$ 440,583</u>	<u>\$ 473,831</u>	<u>\$ 1,137,316</u>

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NONMAJOR PROPRIETARY FUNDS

Internal Service Funds

Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government or other governments, on a cost-reimbursement basis.

General Internal Services Fund – accounts for the operations of the central maintenance facility that provides maintenance services for the City’s vehicle fleet, heavy equipment and other motorized and mechanized equipment; accounts for the operation and maintenance of City Hall and two other storage buildings located nearby; accounts for the centralized support services for the City’s information and communication networks, hardware, organization-wide administrative software system, and various databases; accounts for the centralized support services for the maintenance, repair and minor construction projects of the City’s buildings; and accounts for the property and liability insurance program for the City. The majority of the insurance coverage is provided by an insurance pool comprised of other member governments from within the State combined with lesser specialized coverage for specific needs obtained from commercial carriers.

Employee Health Insurance Fund – accounts for the self-insured health insurance program.

CITY OF CASPER, WYOMING

COMBINING STATEMENT OF NET POSITION
INTERNAL SERVICE FUNDS
June 30, 2018

	General Internal Services Fund	Employee Health Insurance Fund	Total
ASSETS			
Current assets			
Cash and cash equivalents	\$ 200,074	\$ 2,209,170	\$ 2,409,244
Investments	671,779	245,255	917,034
Interest receivable	2,681	5,413	8,094
Customer receivables, net of allowance	11,052	42,896	53,948
Due from other funds	29,247	-	29,247
Inventories	550,874	-	550,874
Total current assets	<u>1,465,707</u>	<u>2,502,734</u>	<u>3,968,441</u>
Capital assets being depreciated, net of accumulated depreciation	<u>308,794</u>	-	<u>308,794</u>
Total assets	<u>1,774,501</u>	<u>2,502,734</u>	<u>4,277,235</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pension plan items	762,583	-	762,583
Other postemployment benefit items	362,527	-	362,527
Total deferred inflows of resources	<u>1,125,110</u>	<u>-</u>	<u>1,125,110</u>
LIABILITIES			
Current liabilities			
Accounts payable	243,703	100,588	344,291
Claims payable	-	1,200,359	1,200,359
Accrued wages payable	38,017	1,542	39,559
Due to other funds	62,992	-	62,992
Total current liabilities	<u>344,712</u>	<u>1,302,489</u>	<u>1,647,201</u>
Noncurrent liabilities, net of current portion			
Compensated absences	114,312	-	114,312
Other postemployment benefits payable	1,054,523	-	1,054,523
Net pension liability	2,673,763	-	2,673,763
Total noncurrent liabilities	<u>3,842,598</u>	<u>-</u>	<u>3,842,598</u>
Total liabilities	<u>4,187,310</u>	<u>1,302,489</u>	<u>5,489,799</u>
DEFERRED INFLOWS OF RESOURCES			
Pension plan items	611,508	-	611,508
Other postemployment benefit items	983,913	-	983,913
Total deferred inflows of resources	<u>1,595,421</u>	<u>-</u>	<u>1,595,421</u>
NET POSITION			
Invested in capital assets, net of related debt	308,794	-	308,794
Unrestricted (deficit)	<u>(3,191,914)</u>	<u>1,200,245</u>	<u>(1,991,669)</u>
Total net position (deficit)	<u>\$ (2,883,120)</u>	<u>\$ 1,200,245</u>	<u>\$ (1,682,875)</u>

CITY OF CASPER, WYOMING

**COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET
POSITION - INTERNAL SERVICE FUNDS
Year Ended June 30, 2018**

	General Internal Services Fund	Employee Health Insurance Fund	Total
Operating revenues			
Charges for services	\$ 5,981,519	\$ -	\$ 5,981,519
Other revenues	354,754	6,816,215	7,170,969
Total operating revenues	<u>6,336,273</u>	<u>6,816,215</u>	<u>13,152,488</u>
Operating expenses			
Personnel expenses	3,484,799	-	3,484,799
Contractual	2,647,684	7,865,086	10,512,770
Materials and supplies	1,306,945	-	1,306,945
Depreciation	120,044	-	120,044
Total operating expenses	<u>7,559,472</u>	<u>7,865,086</u>	<u>15,424,558</u>
Operating loss	<u>(1,223,199)</u>	<u>(1,048,871)</u>	<u>(2,272,070)</u>
Nonoperating revenues			
Investment earnings and change in fair value	1,703	7,227	8,930
Total nonoperating revenues	<u>1,703</u>	<u>7,227</u>	<u>8,930</u>
Loss before transfers	<u>(1,221,496)</u>	<u>(1,041,644)</u>	<u>(2,263,140)</u>
Capital contributions	22,396	-	22,396
Transfers in	1,274,684	820,604	2,095,288
Transfers out	(174,575)	-	(174,575)
Total transfers	<u>1,122,505</u>	<u>820,604</u>	<u>1,943,109</u>
Change in net position	(98,991)	(221,040)	(320,031)
Net position (deficit) - beginning of year as previously stated	(2,784,129)	950,767	(1,833,362)
Prior period adjustments	-	470,518	470,518
Net position (deficit) - beginning of year, as restated	<u>(2,784,129)</u>	<u>1,421,285</u>	<u>(1,362,844)</u>
Net position (deficit) - end of year	<u>\$ (2,883,120)</u>	<u>\$ 1,200,245</u>	<u>\$ (1,682,875)</u>

CITY OF CASPER, WYOMING

**COMBINING STATEMENT OF CASH FLOWS
INTERNAL SERVICE FUNDS
Year Ended June 30, 2018**

	<u>General Internal Services</u>	<u>Employee Health Insurance</u>	<u>Total</u>
Cash flows from operating activities			
Cash received from customers	\$ 762,260	\$ 775,844	\$ 1,538,104
Receipts from interfund services provided	5,587,708	6,040,443	11,628,151
Cash payments to suppliers for goods and services	(3,249,323)	-	(3,249,323)
Claims paid	-	(7,351,269)	(7,351,269)
Cash payments for interfund services provided	(625,073)	(80,229)	(705,302)
Cash payments to employees for services	(3,370,193)	200	(3,369,993)
Net cash used by operating activities	<u>(894,621)</u>	<u>(615,011)</u>	<u>(1,509,632)</u>
Cash flows from noncapital financing activities			
Operating subsidies and transfers from other funds	<u>1,151,514</u>	<u>820,604</u>	<u>1,972,118</u>
Net cash provided by noncapital financing activities	<u>1,151,514</u>	<u>820,604</u>	<u>1,972,118</u>
Cash flows from capital and related financing activities			
Acquisition and construction of capital assets	<u>(96,918)</u>	<u>-</u>	<u>(96,918)</u>
Net cash used by capital and related financing activities	<u>(96,918)</u>	<u>-</u>	<u>(96,918)</u>
Cash flows from investing activities			
Purchase of investment securities	(308,390)	(220,190)	(528,580)
Proceeds from sale of investments	13,758	1,410,510	1,424,268
Interest on investments	<u>8,992</u>	<u>5,337</u>	<u>14,329</u>
Net cash provided (used) by investing activities	<u>(285,640)</u>	<u>1,195,657</u>	<u>910,017</u>
Net increase (decrease) in cash and cash equivalents	(125,665)	1,401,250	1,275,585
Cash and cash equivalents - beginning of year	<u>325,739</u>	<u>807,920</u>	<u>1,133,659</u>
Cash and cash equivalents - end of year	<u>\$ 200,074</u>	<u>\$ 2,209,170</u>	<u>\$ 2,409,244</u>

(Continued)

CITY OF CASPER, WYOMING

COMBINING STATEMENT OF CASH FLOWS (CONTINUED)
INTERNAL SERVICE FUNDS
Year Ended June 30, 2018

	<u>General Internal Services</u>	<u>Employee Health Insurance</u>	<u>Total</u>
Reconciliation of operating loss to net cash used by operating activities			
Operating loss	\$ (1,223,199)	\$ (1,048,871)	\$ (2,272,070)
Adjustments to reconcile operating loss to net cash used by operating activities			
Depreciation	120,044	-	120,044
Amortization of pension plan items	357,847	-	357,847
Amortization of OPEB plan items	332,164	-	332,164
Increase (decrease) in cash and cash equivalents resulting from changes in operating assets, deferred outflows, liabilities, and deferred inflows			
Customer receivables, net of allowance	13,695	72	13,767
Inventories	(22,423)	-	(22,423)
Deferred outflows - pension plan items	66,911	-	66,911
Accounts payable	102,656	(13,176)	89,480
Accrued wages payable	(2,774)	200	(2,574)
Claims payable	-	(23,754)	(23,754)
Compensated absences	(10,728)	-	(10,728)
Other post employment benefits payable	(356,113)	470,518	114,405
Net pension liability	(272,701)	-	(272,701)
Net cash used by operating activities	<u>\$ (894,621)</u>	<u>\$ (615,011)</u>	<u>\$ (1,509,632)</u>
Noncash investing, capital and related financing activities			
Change in fair value of investments	\$ (8,911)	\$ 236	\$ (8,675)

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COMPLIANCE SECTION

CITY OF CASPER, WYOMING

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2018**

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Project Number or Pass-Through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Total Federal Expenditures</u>
<u>U.S. Department of Housing and Urban Development</u>				
<i>CDBG Entitlement Grants Cluster</i>				
Direct				
Community Development Block Grants/Entitlement Grants	14.218	B15-MC56001	\$ -	\$ 13,037
Community Development Block Grants/Entitlement Grants	14.218	B16-MC56001	-	10,000
Community Development Block Grants/Entitlement Grants	14.218	B17-MC56001	-	107,358
<i>Total CDBG Entitlement Grants Cluster</i>			<u>-</u>	<u>130,395</u>
Community Development Block Grants - Section 108 Loan Guarantees	14.248	Unknown	-	364,000
Total U.S. Department of Housing and Urban Development			<u>-</u>	<u>494,395</u>
<u>U.S. Department of Justice</u>				
Passed through the Wyoming Division of Victim Services - Attorney General's Office				
Crime Victim Assistance	16.575	2016-VA-GX-0051	-	16,995
Direct				
Crime Victim Assistance/Discretionary Grants	16.582	2014-VF-GX-K011	-	52,766
Passed through the Wyoming Division of Victim Services - Attorney General's Office				
Violence Against Women Formula Grants	16.588	2016-WF-AX-0038	-	12,823
Total U.S. Department of Justice			<u>-</u>	<u>82,584</u>
<u>U. S. Department of Transportation</u>				
<i>Highway Planning and Construction Cluster</i>				
Passed through the Wyoming Department of Transportation				
Highway Planning and Construction	20.205	CD16205	-	151,522
Highway Planning and Construction	20.205	Unknown	-	358,444
Highway Planning and Construction	20.205	CD14005	-	185,578
Highway Planning and Construction	20.205	CD17203	-	63,557
<i>Total Highway Planning and Construction Cluster</i>			<u>-</u>	<u>759,101</u>

(Continued)

See accompanying notes to schedule of expenditures of federal awards

CITY OF CASPER, WYOMING

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
Year Ended June 30, 2018

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Project Number or Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
<u>U. S. Department of Transportation (Continued)</u>				
Passed through the Wyoming Department of Transportation				
<i>Federal Transit Cluster</i>				
Federal Transit Formula Grants	20.507	WY-2016-003-00	\$ -	\$ 81,016
Federal Transit Formula Grants	20.507	WY-2017-003-00	-	838,800
Bus and Bus Facilities Formula Program	20.526	Unknown	-	155,827
<i>Total Federal Transit Cluster</i>			-	1,075,643
<u>U. S. Department of Transportation</u>				
Passed through the Wyoming Department of Transportation				
Alcohol Open Container Requirements	20.607	DUI 154AL	-	12,217
			-	12,217
<i>Highway Safety Cluster</i>				
Passed through Wyoming Association of Sheriffs and Chiefs of Police				
National Priority Safety Programs	20.616	FY 16 OP HVE 405B	-	16,474
National Priority Safety Programs	20.616	Unknown	-	2,463
National Priority Safety Programs	20.616	FY 17 DUI 405D	-	4,279
National Priority Safety Programs	20.616	FY 17 OP HVE 405B	-	10,940
<i>Total Highway Safety Cluster</i>			-	34,156
Total U. S. Department of Transportation			-	1,881,117
<u>U. S. Department of Health and Human Services</u>				
Passed through Wyoming Department of Health				
Block Grants for Prevention and Treatment of Substance Abuse	93.959	Unknown	-	123
Total U.S. Department of Health and Human Services			-	123
<u>U. S. Department of Homeland Security</u>				
Passed through Wyoming Office of Homeland Security				
Homeland Security Grant Program	97.067	EMW-2017-SS-00067	-	33,445
Homeland Security Grant Program	97.067	15-GPD-CAS-LP-HLE15	-	16,993
Homeland Security Grant Program	97.067	EMW-2017-SS-00067	-	128,223
Total U.S. Department of Homeland Security			-	178,661
Total Expenditures of Federal Awards			\$ -	\$2,636,880

See accompanying notes to schedule of expenditures of federal awards

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CITY OF CASPER, WYOMING

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2018

Note 1. Basis of Presentation

The accompany schedule of expenditures of federal awards (the “Schedule”) includes the federal award activity of the City of Casper, Wyoming under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Federal award activity for the Central Wyoming Regional Water System Joint Powers Board and the Economic Development Joint Powers Board have not been included in the schedule. Because the Schedule presents only a selected portion of the operations of the City of Casper, Wyoming, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the City of Casper, Wyoming.

Note 2. Summary of Significant Accounting Policies for the Schedule

Expenditures reported on the Schedule are reported on the generally accepted accounting principles basis of accounting. Such expenditures are recognized following, the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate

The City of Casper, Wyoming has not elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 4. Loans Outstanding

The City had the following loan balance under federally guaranteed loan programs outstanding at June 30, 2018:

Program Title	Federal CFDA Number	Amount
U. S. Department of Housing and Urban Development Community Development Block Grants - Section 108 Loan Guarantees	14.248	\$ 364,000

This loan is collateralized by property and began amortization in August, 2010.

CITY OF CASPER, WYOMING

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2018

Note 5. Revenues from Wyoming Department of Transportation

To aid in the reconciliation process for subrecipient monitoring purposes, the following schedule represents federal grant revenues received from the Wyoming Department of Transportation on a cash basis of accounting for the year ended June 30, 2018:

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Grantor Project Number</u>	<u>Revenue Received</u>
Highway Planning and Construction	20.205	Various	\$ 711,528

Note 6. Metropolitan Planning Organization Funding

The Wyoming Department of Transportation provides funding for the City's Metropolitan Planning Organization (MPO), under CFDA No. 20.505. The Fiscal Year 2016 Unified Planning Work Program notes that Casper and Cheyenne MPOs submit their planning programs together under the Consolidated Planning Grant (CPG). Within the CPG, FHWA and FTA funds are blended together and lose their identity. Per the Master Agreement for Metropolitan Transportation Planning between the Wyoming Department of Transportation, the Federal Highway Administration, and the Casper Metropolitan Planning Organization, all work under this Master Agreement shall be administered and catalogued by the Federal Highway Administration CFDA number 20.205. Of the total \$759,101 expenditures reported under CFDA 20.205 in the schedule, \$358,444 of MPO expenditures are included under CFDA 20.205 rather than CFDA 20.505.

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

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor, Members of the Council and City Manager
City of Casper, Wyoming

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Casper, Wyoming, as of and for the year ended June 30, 2018, and the related notes to the financial statements which collectively comprise the City of Casper, Wyoming's basic financial statements, and have issued our report thereon dated March 4, 2019. Our report includes a reference to other auditors who audited the financial statements of the Central Wyoming Regional Water System Joint Powers Board and the Economic Development Joint Powers Board, as described in our report on the City of Casper, Wyoming's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

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

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



MAIL: PO Box 2750
Casper, WY 82602-2750



PHONE: (307) 265-4311
FAX: (307) 265-5180

128

PMCH.COM   



LOCATION: 600 East 1st Street
Casper, WY 82601

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2018-001, 2018-002, and 2018-003 that we consider to be material weaknesses.

Compliance and Other Matters

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

We noted certain matters we reported to the management of the City of Casper in a separate letter dated March 4, 2019.

City of Casper, Wyoming's Responses to Findings

The City of Casper, Wyoming's responses to the findings identified in our engagement is described in the accompanying schedule of findings and questioned costs and corrective action plan. The City of Casper's responses were not subjected to the auditing procedure applied in the engagement to audit the financial statements and, accordingly we express no opinion on them.

Purpose of this Report

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



Porter, Muirhead, Cornia & Howard
Certified Public Accountants

Casper, Wyoming
March 4, 2019

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor, Members of the Council and City Manager
City of Casper, Wyoming

Report on Compliance for Each Major Federal Program

We have audited the City of Casper, Wyoming's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City of Casper, Wyoming's major federal programs for the year ended June 30, 2018. The City of Casper, Wyoming's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

The City of Casper, Wyoming's basic financial statements include the operations of the Central Wyoming Regional Water System Joint Powers Board and the Economic Development Joint Powers Board, discretely presented component units. Our audit described below, did not include the operations of the Central Wyoming Regional Water System Joint Powers Board and the Economic Development Joint Powers Board because each component unit engaged other auditors to perform its audit. The reports of those auditors referenced \$3,992,284 and \$0 of federal awards being expended by the Central Wyoming Regional Water System Joint Powers Board and the Economic Development Joint Powers Board, respectively.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

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



MAIL: PO Box 2750
Casper, WY 82602-2750



PHONE: (307) 265-4311
FAX: (307) 265-5180

130

PMCH.COM   



LOCATION: 600 East 1st Street
Casper, WY 82601

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the City of Casper, Wyoming's compliance.

Opinion on Each Major Federal Program

In our opinion, the City of Casper, Wyoming complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

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

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified a certain deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2018-004 that we consider to be a significant deficiency.

The City of Casper's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questions costs. The City of Casper's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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



Porter, Muirhead, Cornia & Howard
Certified Public Accountants

Casper, Wyoming
March 4, 2019

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CITY OF CASPER, WYOMING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2018

Section I - Summary of Auditor's Results

Financial Statements

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

Internal control over financial reporting:

 Material weaknesses identified? Yes

 Significant deficiencies identified? No

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major federal programs:

 Material weaknesses identified? No

 Significant deficiencies identified? Yes

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

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes

Identification of major federal programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>	<u>Amount</u>
20.507	<i>Federal Transit Cluster</i> Federal Transit Formula Grants	\$ 919,816
20.526	<i>Federal Transit Cluster</i> Bus and Bus Facilities Formula Program	<u>155,827</u>
		<u>\$ 1,075,643</u>

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

Auditee qualified as low-risk auditee? No

CITY OF CASPER, WYOMING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
Year Ended June 30, 2018

Section II – Financial Statement Findings

Material Weakness in Internal Control over Financial Reporting

2018-001 Preparation of Financial Statements

Criteria

The Government Accountability Office requires management to be responsible for the preparation and fair presentation of the financial statements in accordance with GAAP.

Condition

The City does not have finance personnel capable of preparing GAAP basis financial statements.

Cause

In our judgement, the City's accounting personnel lack the knowledge and experience to prepare accurate GAAP basis financial statements and related footnotes. The City of Casper regularly prepares budgetary basis financial reports. However, the City's budgetary basis differs significantly from GAAP. The City's hiring criteria has not included the ability to prepare GAAP basis financial statements.

Effect

Since the people charged with preparing support for and reviewing the City's financial statements are not well-versed in GAAP requirements, their support and review may have limited benefit. The financial statements could include undetected errors and irregularities or omit information which is important to readers of the financial statements.

Recommendation

In our judgment, management and those charged with governance need to understand the importance of this communication as it relates to external GAAP basis financial statements. While accounting personnel, management, and those charged with governance have the skills to understand non-GAAP financial reports, we recommend accounting personnel attend training to improve their understanding of GAAP basis financial reporting specifically courses geared toward reporting for governmental organizations. We also recommend accounting personnel receive additional training to improve utilization of the software to produce accounting information on a GAAP basis in addition to the budgetary basis. Management may also mitigate this weakness by utilizing the services of another accounting firm to assist in compiling the financial statements.

Identification of a Repeat Finding

This is a repeat finding from June 30, 2017 audit, 2017-001.

Views of Responsible Officials

See Corrective Action Plan.

CITY OF CASPER, WYOMING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
Year Ended June 30, 2018

Section II – Financial Statement Findings (Continued)

Material Weakness in Internal Control over Financial Reporting (Continued)

2018-002 Material Audit Adjustments

Criteria

The Government Accountability Office requires management to be responsible for the preparation and fair presentation of the financial statements in accordance with GAAP.

Condition

The City provides its financial information to the auditors at the start of the audit. However, material audit adjustments were still required to prevent the financial statements from being materially misstated in accordance with generally accepted accounting principles accepted in the United States (GAAP).

Cause

City staff had not identified all entries needed at the time of the audit. Personnel are relying primarily on the budgetary basis of accounting without full consideration of all adjustments required for GAAP reporting.

Effect

Significant journal entries were posted in the following areas:

- Receivables (subsequent receipts and receivables related to grants)
- Payables
- Fixed assets (construction in progress and gain/loss on sales of assets)
- Other post-employment benefits
- Investments
- Internal service fund eliminations for government-wide presentation

These journal entries were required to correct the balances for the governmental funds' financial statements and government-wide financial statements. While these entries are not part of the City's assessment of budgetary compliance, they do include significant commitments, liabilities and balances that are significant to the City's complete financial information.

Identification of a Repeat Finding

This is a repeat finding from June 30, 2017 audit, 2017-002.

Recommendation

In our judgment, management and those charged with governance need to consider procedures to ensure that complete and accurate financial information is available and evaluated in a timely manner to properly record transactions in accordance with GAAP.

Views of Responsible Officials

See Corrective Action Plan.

CITY OF CASPER, WYOMING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
Year Ended June 30, 2018

Section II – Financial Statement Findings (Continued)

Material Weakness in Internal Control over Financial Reporting (Continued)

2018-003 Journal Entries

Criteria

Organizations develop strong internal controls to ensure financial transactions initially post correctly. Journal entries change those recorded balances. Procedures and control activities for journal entries must include documentation to support the propriety of the entry, review by personnel with appropriate knowledge and skill, and evidence of review.

Condition

In many items tested, it was evident that the reviewer did not fully understand why the journal entry was being posted and what the journal entry was correcting. The City records journal entries directly to net assets through the use of the budget basis accounts as well as during the reconciliation of equity while converting to the modified accrual basis. This increases the probability of an inaccurate entry not being identified in a timely manner. Several of the reconciling entries contained significant undetected errors.

Effect

When insufficient support is provided, the reviewer may be unable to determine the accuracy of the proposed journal entry. Additionally, lack of understanding and detailed review results in reversals and reposting of journal entries and consumes additional time and effort. Errors in the financial records may not be detected and corrected in a timely manner.

Cause

Personnel reviewing journal entries in some cases lacked the knowledge or expertise to review the journal entry. This led to a cursory and ineffectual review of the journal entries. Additional reversing and correcting entries were needed, making it difficult to follow the trail of the activity.

Identification of a Repeat Finding

This is a repeat finding from June 30, 2017 audit, 2017-003.

Recommendation

Journal entry preparers should attach all necessary documentation for the entry to be fully understood by the reviewer. If the journal entry does not include appropriate support, the entry should be returned to the preparer for completion. Further, reviewing personnel should have the appropriate understanding of the reason for the proposed journal entry. While some adjustments are audit preparation entries and may only be understood by Finance personnel, monthly/routine entries should be reviewed by personnel who understand and could catch errors if the journal entry was not recorded appropriately. We would recommend the City choose personnel to review journal entries giving consideration to an appropriate level of knowledge and understanding. In review of the journal entry, all pieces of the journal entry should be reviewed to prevent human error. Close attention should be paid to what type of fund the journal entry is affecting and the reviewer should have an understanding of why the journal entry is necessary prior to signing off as the reviewer.

Views of Responsible Officials

See Corrective Action Plan.

CITY OF CASPER, WYOMING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
Year Ended June 30, 2018

Section III – Federal Award Findings and Questioned Costs

Significant Deficiency in Internal Control over Compliance

2018-004 Equipment and Real Property Management

Federal Transit Formula Grants, CFDA # 20.507 (Federal Transit Cluster) Passed through Wyoming Department of Transportation to the City of Casper Metropolitan Planning Organization

Criteria

OMB Uniform Guidance §200.313, states that equipment acquired with Federal funds and Federally-owned equipment shall be maintained accurately and shall include a description of the equipment, manufacturer's serial number, model number, other identification number, source of the equipment (including the award number), who holds title, the acquisition date and cost, cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

Condition

During equipment testing procedures, 30 transactions were selected from the equipment object code expenditure accounts. These transactions were traced to supporting documentation and evaluated for capitalization. Through the testing, six expenditures with several components that made up one asset were identified as not being capitalized in accordance with the City of Casper's capitalization policy. As a result, the equipment listing did not include all the components of the asset purchased with federal funds.

Cause

This project involved individuals from Information Technology and Engineering in addition to individuals from Metropolitan Planning Organization. The grant manager did review the supporting documentation of all expenditures for the project for reimbursement purposes, however, they did not review expenditures specifically focused capitalizing the entire project and only capitalized a portion of the project. The portion involving several departments was not capitalized.

Effect

The City of Casper's procedures and internal controls were not followed. This led to all portions of the project pertaining to installation costs not being accurately identified and subsequently capitalized.

Questioned Costs

None

Context

Thirty transactions were selected for internal control and compliance testing. The server and switch for this asset were capitalized but the installation of fiber optic cables was not capitalized.

Identification of a Repeat Finding

No

CITY OF CASPER, WYOMING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
Year Ended June 30, 2018

Section III – Federal Award Findings and Questioned Costs (Continued)

Significant Deficiency in Internal Control over Compliance (Continued)

2018-004 Equipment and Real Property Management (Continued)

Federal Transit Formula Grants, CFDA # 20.507 (Federal Transit Cluster) Passed through Wyoming Department of Transportation to the City of Casper Metropolitan Planning Organization (Continued)

Recommendation

We recommend that the City of Casper continue to work toward a full integration and reconciliation between the general ledger and the equipment-tracking system. The City of Casper needs to enhance the current control procedures surrounding the asset documentation of federal assets when several departments are involved.

Views of Responsible Officials

See Corrective Action Plan.



OFFICE OF THE ADMINISTRATIVE
SERVICES DIRECTOR

CITY OF CASPER

200 NORTH DAVID STREET

CASPER, WYOMING 82601

PHONE: (307) 235-8400

FAX: (307) 235-7575

www.cityofcasperwy.com

City of Casper, Wyoming
Summary Schedule of Prior Audit Findings
June 30, 2018

Finding – 2017-001 – Preparation of Financial Statements

Name of Contact Person – Pete Meyers, Assistant Support Services Director

Condition

The City does not have finance personnel capable of preparing GAAP basis financial statements.

Status

This finding has been repeated.

Finding – 2017-002 – Material Audit Adjustments

Name of Contact Person – Pete Meyers, Assistant Support Services Director

Condition

The City provides its financial information to the auditors at the start of the audit. However, material audit adjustments were still required to prevent the financial statements from being materially misstated in accordance with generally accepted accounting principles accepted in the United States (GAAP).

Status

This finding has been repeated.

Finding – 2017-003 – Journal Entries

Name of Contact Person – Pete Meyers, Assistant Support Services Director

Condition

In many items tested, journal entries posted by the City lacked appropriate supporting documentation for the reviewer to fully understand and confirm that the journal entry proposed was correct and properly prepared. It was evident in some cases that the reviewer did not fully understand why the journal entry was being posted and what the journal entry was supposed to correct. Furthermore, City personnel used a sampling approach to review journal entries which were posted for multiple purposes. The City records journal entries to net assets through the use of the budget basis accounts as well as during the reconciliation of equity while converting to the modified accrual basis. Several of the reconciling entries contained significant undetected errors.

Status

This finding has been repeated.



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SERVICES DIRECTOR

CITY OF CASPER

200 NORTH DAVID STREET
CASPER, WYOMING 82601
PHONE: (307) 235-8400
FAX: (307) 235-7575
www.cityofcasperwy.com

City of Casper, Wyoming
Summary Schedule of Prior Audit Findings
June 30, 2018
(Continued)

Finding – 2017-004 – Allowable Costs

Name of Contact Person – Pete Meyers, Assistant Support Services Director

Condition

In the period from July 1, 2016 through October 31, 2016, an employee worked on grant related activities approximately 80% of the time. However, 100% of the associated fringe benefits were considered expenditures under the grant. The matching portion of the associated fringe benefits were also based upon 100% rather than 80%. In addition, approximately 18 hours of vacation time was charged solely to the grant rather than being allocated between the grant and the City of Casper.

Status

This condition has been corrected.

Finding – 2017-005 – Cash Management

Name of Contact Person – Pete Meyers, Assistant Support Services Director

Condition

Reimbursement requests for High Planning and Construction grants and Community Development Block Grants were submitted for drawdown prior to the City of Casper actually paying the expenditure. There were a total of 20 reimbursements requests tested and out of 20 reimbursement requests tested, five were requested prior to one or more of the invoices being paid.

Status

This condition has been corrected.

Finding – 2017-006 – Preparation, Monitoring, and Review of the Schedule of Expenditures of Federal Awards

Name of Contact Person – Pete Meyers, Assistant Support Services Director

Condition

Evidence of review of the accuracy and completeness of the information in the schedule of expenditures of federal awards was not present.

Status

This condition has been corrected.



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SERVICES DIRECTOR

CITY OF CASPER

200 NORTH DAVID STREET
CASPER, WYOMING 82601
PHONE: (307) 235-8400
FAX: (307) 235-7575
www.cityofcasperwy.com

CORRECTIVE ACTION PLAN

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding – 2018-001 – Preparation of Financial Statements

Name of Contact Person – Tom Pitlick, Finance Director

Corrective Action

Two accounting position vacancies within the Finance Department have occurred subsequent to the closing of fiscal year 2018. One position has been upgraded to a supervisory role with the expectation that more direct oversight and direction will be given to accounting staff on a daily basis along with taking a lead role in audit preparation. This position has been filled as of the date of this response. The other position that of Accountant, is in the process of being filled with the goal of having a qualified candidate on board in March, 2019. Preliminary discussions with Porter, Muirhead, Cornia & Howard have taken place to offer training opportunities for these new individuals in an effort to provide guidance related to audit expectations and GAAP. In addition, other training opportunities will be evaluated and utilized as deemed beneficial.

The current software utilized by the City is outdated and limits financial reporting capabilities. Council has approved moving forward with an operating system software conversion to a product called Munis. The financial module of this product is scheduled to go live July 1, 2019. This will greatly improve our ability to not only produce financial reports but also enhance our monitoring of various financial activities.

Proposed Completion Date: June 30, 2019

Finding – 2018-002– Material Audit Adjustments

Name of Contact Person – Tom Pitlick, Finance Director

Corrective Action

Historically, the City of Casper has provided the auditors a trial balance based primarily on a budget basis. This has only been reported as a “Material Weakness” the past two years. Until recently, it has not been clearly understood what the expectations were in regard to providing entries required for GAAP reporting. With additional staff training expected to take place, as described in the correction action plan for Finding 2018-001, we feel this issue can and will be resolved. This will be further enhanced upon activation of the new operating software beginning July 1, 2019.

Proposed Completion Date: June 30, 2019



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SERVICES DIRECTOR

CITY OF CASPER

200 NORTH DAVID STREET
CASPER, WYOMING 82601
PHONE: (307) 235-8400
FAX: (307) 235-7575
www.cityofcasperwy.com

SECTION II – FINANCIAL STATEMENT FINDINGS (CONTINUED)

Finding – 2018-003 – Journal Entries

Name of Contact Person – Tom Pitlick, Finance Director

Corrective Action

A process is already in place whereby proposed journal entries are independently prepared and reviewed by two finance staff members prior to posting. Efforts have been made to ensure adequate documentation is provided supporting the requested entry and feel there has been significant improvement in this area. Efforts will also be made to identify specific errors that have occurred in the approval process resulting in incorrect postings with follow up training provided as appropriate.

Proposed Completion Date: Implemented between fiscal year end and the date of this report.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding – 2018-004 – Equipment and Real Property Management

Name of Contact Person – Tom Pitlick, Finance Director

Corrective Action


The Metropolitan Planning Organization (MPO) will take a more proactive approach to ensure inclusion in all aspects of capital projects involving MPO assets; e.g. checking in inventory, tagging fixed assets.




The MPO has added a task to the procurement process checklist under Post-Award and Post-Delivery Activities: Assign asset tag on capital assets and fill out Fixed Asset Transaction Form.

The Procurement Process Checklist will be distributed to project participants and partners working with the MPO at the commencement of all interdepartmental projects.

Proposed Completion Date: The Procurement Process Checklist was updated at the Procurement Team Meeting on October 17, 2018 and is now in place.

May 9, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Pitlick, Financial Services Director 
Pete Meyers, Asst. Financial Services Director 
Evan Condelario, Budget & Accounting Supervisor 

SUBJECT: City of Casper Fiscal Year 2020 Budget

Meeting Type & Date
Council Work Session
May 14, 2019

Action Type
Information Only

Summary

In accordance with Wyoming State Statute 16-4-104, on or before May 15, the budget officer shall prepare a requested budget for each fund and file the requested budget with the governing body. Financial Services has prepared a summary of the FY2020 Budget to satisfy these requirements.

The summary includes the overall revenues and expenditures of each fund for the upcoming fiscal year. The general fund includes a summary of the revenues and expenses as well as a summary by cost center. All other funds include general revenues and expenses to display the net outcome.

This summary is intended to meet the statute mentioned above. Financial Services will provide a more detailed budget document for use in the budget discussions taking place the week of May 20, 2019.

Financial Considerations
None

Oversight/Project Responsibility
Tom Pitlick, Financial Services Director
Evan Condelario, Budget & Accounting Supervisor

Attachments:
FY20 Budget Summary for Council



CITY OF CASPER, WYOMING

FY 2020 BUDGET REQUESTS

GENERAL FUND SUMMARY OF REVENUES/EXPENDITURES

	FY 2020 REQUESTED
Revenues	
Taxes	\$ 35,408,459
Licenses & Permits	\$ 6,238,918
Intergovernmental	\$ 260,942
Charges for Service	\$ 5,196,957
Fines and Forfeitures	\$ 1,129,118
Miscellaneous	\$ 611,018
Other Sources	\$ 83,175
Total Revenues	\$ 48,928,587
Expenditures	
Personnel	\$ 32,371,911
Contractual Services	\$ 4,491,102
Materials & Supplies	\$ 2,887,375
Utilities	\$ 826,178
Other	\$ 2,680,569
Capital	\$ 273,941
Transfers Out	\$ 5,269,940
Total Expenditures	\$ 48,801,016
Net Operating Budget	\$ 127,571
Applied Toward Reserve Balance	\$ (127,571)
Net All General Fund	\$ -

GENERAL FUND SUMMARY BY COST CENTER

	FY 2020 REQUESTED
City Council	\$ 473,676
City Manager	\$ 686,596
City Attorney	\$ 744,105
Municipal Court	\$ 611,324
City Hall	\$ 397,959
City Clerk	\$ 437,773
Finance	\$ 2,662,499
Health, Social & Community Services	\$ 1,139,094
Human Resources	\$ 873,579
Information Technology	\$ 1,527,337
Planning	\$ 667,644
Code Enforcement	\$ 1,009,334
Police	\$ 15,490,691
Fire-EMS	\$ 9,278,947
Engineering	\$ 815,871
Streets	\$ 3,831,942
Cemetery	\$ 437,531
Fort Caspar Museum	\$ 418,647
Parks	\$ 2,026,527
Transfers Out	\$ 5,269,940
Total General Fund Expenditures	\$ 48,801,016

CAPITAL FUND SUMMARY

	FY 2020
	REQUESTED
Revenues	
Sales Tax	\$ 16,549,101
Miscellaneous	\$ 608,500
Total Revenues	<u>\$ 17,157,601</u>
Expenditures	
Contractual Services	\$ 1,035,347
Capital	\$ 15,325,091
Transfers Out	\$ 725,000
Total Expenditures	<u>\$ 17,085,438</u>
Net Budget	\$ 72,163

OPPORTUNITES FUND SUMMARY

	FY 2020 REQUESTED
Revenues	
Miscellaneous	\$ 74,920
Total Revenues	<u>\$ 74,920</u>
Expenditures	
Contractual Services	\$ 10,962
Total Expenditures	<u>\$ 10,962</u>
Net Budget	\$ 63,958

UTILITY ENTERPRISE FUNDS SUMMARY

	FY 2020 REQUESTED
Water	
Revenues	\$ 17,119,984
Expenditures	\$ 15,415,572
Net	\$ 1,704,412
Water Treatment Plant Operations Fund	
Revenues	\$ 3,325,665
Expenditures	\$ 3,333,927
Net	\$ (8,262)
Sewer	
Revenues	\$ 6,680,420
Expenditures	\$ 7,570,187
Net	\$ (889,767)
Wastewater Treatment Plant	
Revenues	\$ 16,068,592
Expenditures	\$ 14,225,607
Net	\$ 1,842,985
Refuse Collection	
Revenues	\$ 7,695,512
Expenditures	\$ 7,578,637
Net	\$ 116,875
Balefill	
Revenues	\$ 11,325,737
Expenditures	\$ 9,693,261
Net	\$ 1,632,476
Revenues - All Utility Enterprise	\$ 62,215,910
Expenditures - All Utility Enterprise	\$ 57,817,191
Net All Utility Enterprise	\$ 4,398,719

PARKS & REC ENTERPRISE FUNDS SUMMARY

	FY 2020 REQUESTED
Casper Events Center	
Revenues	\$ 1,109,540
Expenditures	\$ 1,109,535
Net	<u>\$ 5</u>
Municipal Golf Course	
Revenues	\$ 749,000
Expenditures	\$ 748,250
Net	<u>\$ 750</u>
Casper Recreation Center	
Revenues	\$ 1,397,720
Expenditures	\$ 1,397,659
Net	<u>\$ 61</u>
Aquatics	
Revenues	\$ 1,137,005
Expenditures	\$ 1,134,472
Net	<u>\$ 2,533</u>
Ice Arena	
Revenues	\$ 621,700
Expenditures	\$ 621,504
Net	<u>\$ 196</u>
Hogadon	
Revenues	\$ 916,213
Expenditures	\$ 915,032
Net	<u>\$ 1,181</u>
Revenues - All Parks and Recreation	\$ 5,931,178
Expenditures - All Parks and Recreation	\$ 5,926,452
Net - All Parks and Recreation	<u>\$ 4,726</u>

PARKING LOTS FUND SUMMARY

	<u>FY 2020</u> <u>REQUESTED</u>
Revenues	
Charges for Service	\$ 3,000
Miscellaneous	\$ 12,109
Total Revenues	<u>\$ 15,109</u>
Expenditures	
Contractual Services	\$ 35,418
Capital	\$ -
Total Expenditures	<u>\$ 35,418</u>
Net Budget	\$ (20,309)

SPECIAL REVENUE FUNDS SUMMARY

	FY 2020 REQUESTED
Weed & Pest	
Revenues	\$ 571,437
Expenditures	\$ 582,939
Net	\$ (11,502)
Transit Fund	
Revenues	\$ 1,994,966
Expenditures	\$ 1,994,966
Net	\$ -
Community Development Block Grant	
Revenues	\$ 37,982
Expenditures	\$ 37,000
Net	\$ 982
Metropolitan Planning Organization	
Revenues	\$ 1,349,336
Expenditures	\$ 1,412,714
Net	\$ (63,378)
Police Grants	
Revenues	\$ 260,489
Expenditures	\$ 260,489
Net	\$ -
Special Fire Assistance Fund	
Revenues	\$ 240,100
Expenditures	\$ 156,100
Net	\$ 84,000
Redevelopment Loan	
Revenues	\$ 70,375
Expenditures	\$ 67,000
Net	\$ 3,375
Revolving Land Fund	
Revenues	\$ 1,198,975
Expenditures	\$ 25,294
Net	\$ 1,173,681
Revenues - All Special Revenue	\$ 5,723,660
Expenditures - All Special Revenue	\$ 4,536,502
Net - All Special Revenue	\$ 1,187,158

DEBT SERVICE FUND SUMMARY

	<u>FY 2020 REQUESTED</u>
Revenues	
LAD P&I	\$ 26,314
Miscellaneous	\$ -
Total Revenues	<u>\$ 26,314</u>
Expenditures	
Contractual Services	<u>\$ 3,001</u>
Total Expenditures	\$ 3,001
Net Operating Budget	\$ 23,313


INTERNAL SERVICE FUNDS SUMMARY

	FY 2020
	REQUESTED
Fleet Maintenance	
Revenues	\$ 2,422,248
Expenditures	\$ 2,446,786
Net	\$ (24,538)
Buildings & Structures	
Revenues	\$ 951,420
Expenditures	\$ 953,862
Net	\$ (2,442)
City Campus	
Revenues	\$ -
Expenditures	\$ -
Net	\$ -
Property & Liability	
Revenues	\$ 1,710,783
Expenditures	\$ 2,129,769
Net	\$ (418,986)
Revenues - All Internal Service Funds	\$ 5,084,451
Expenditures - All Internal Service Funds	\$ 5,530,417
Net - All Internal Service Funds	\$ (445,966)

TRUST & AGENCY FUNDS SUMMARY

	FY 2020
	REQUESTED
	<hr/>
Perpetual Care Fund	
Revenues	\$ 488,107
Expenditures	\$ 646,375
Net	\$ (158,268)
Metro Animal Services Fund	
Revenues	\$ 802,685
Expenditures	\$ 786,974
Net	\$ 15,711
Public Safety Communication Center Fund	
Revenues	\$ 2,659,917
Expenditures	\$ 2,659,189
Net	\$ 728
Employee Health Insurance Fund	
Revenues	\$ 8,706,471
Expenditures	\$ 8,280,958
Net	\$ 425,513
Revenues - All Trust & Agency	\$ 12,657,180
Expenditures - All Trust & Agency	\$ 12,373,496
Net - All Trust & Agency Funds	\$ 283,684

May 9, 2019

MEMO TO: His Honor, the Mayor, & Casper City Council
FROM: J. Carter Napier, City Manager 
SUBJECT: Wage and Compensation Discussion

Recommendation:

That Council review the Police Department Restructure and authorize Staff to implement the Value Added Plan for all Staff, and move forward with the Classification and Compensation Study in FY20.

Summary:

At a recent Council Work Session, Council directed staff to prepare a plan to address concerns with regard to employees and wages including, at least in part, providing better retention opportunities particularly for those employees outside of the wage band progression. Additionally, many employees have also suggested that once they have reached the top step within the pay band, there is little opportunity for them to advance, from an earnings standpoint, aside from any cost of living allowances which may be implemented.

Staff has been evaluating the means to reconcile the issue of a lack of opportunities for wage advancement in return for value added services being provided to the organization. Certainly, instituting a pay for performance program is one way of obtaining that reconciliation, although those programs can indeed be difficult to implement and maintain on a consistent basis throughout a complex organization across a variety of management styles.

Chief McPheeters and the Police Department Command Staff, with the help of HR and Finance, have put together a model that they are proposing for implementation that provide while requiring a higher level of performance and broaden services from the employees. This proposal is attached for Council's review. Their model adds intermediary positions that provide gradual means of advancement, which would not solely rely upon the traditional advancement opportunities that start with the rank of Sergeant. Under this new model, the advancements would be predicated upon the officer taking on assignments that require a degree of commitment and qualification while returning a high value service to the department and the community.

Similarly, employees covered by the Local 904 Collective Bargaining Agreement in the Fire-EMS Department already have an incentive based compensation structure with cumulative values that can be up to 7.5%. This approved outline has also been attached for Council's review.

Upon evaluating the other departments in the organization for these possibilities, Staff found that the current classification system includes 32 positions that allow for similar progression. Staff also found that opportunities do exist to create incentives relating to chances to advance while

requiring added value services to the department in return. Those possibilities and positions are being evaluated for implementation right now.

In conclusion, Staff would like to pursue and incorporate, organization wide, a system of rewarding higher, value-added performance and services by providing promotion and wage advancement opportunities, which will then benefit our citizenry in return. This will provide the incentive that would be similar to a pay for performance plan, without the use of subjective evaluations to merit these increases. Staff would request the authorization to incorporate changes in the other departments consistent with the models identified above, where possible.

Financial Considerations

Should Council agree to move forward, the funding for the implementation of the value added positions plan is anticipated to be derived from the dollars that Council set aside for this year's budget that went heretofore unused. The dollars being referred to are the \$225,000 Council set aside as a means to implement pay for performance which would be rolled over into the FY 20 budget to assist with implementation. The cost to implement the Police program for the department's situation currently is \$112,000, attached for Council's review. The changing impacts of these potential advancements would then be built into the operational budgets from now on.

Staff would also suggest that a Classification and Compensation study be conducted over the next fiscal year. The study would go over our current pay scale and band structure and also could provide opportunities for adjustments of certain areas to provide for the advancements mentioned above. Staff set aside \$50,000 in the FY20 budget for this purpose.

Project Oversight

J. Carter Napier, City Manager

Attachments

Police Department Restructure Draft Plan

Fire Incentive Pay Chart

Police Department Compression Adjustment Chart

Casper Police Department Compensation Proposal

PURPOSE:

Recruiting diverse, qualified candidates has been a continual challenge for the Casper Police Department. Staffing shortfalls continue to plague law enforcement across the United States with a greater demand for police services and a limited supply of qualified candidates.

This proposal is designed to increase the overall marketability of the Department. Studies show that employees care more about workplace culture than salary. Therefore, this plan is designed to address both, specifically targeting a financial incentive as well as a cultural incentive. With this plan, we are investing in our employees' success at the same time employees will be contributing value to the organization as a whole. Specifically, this plan amplifies key organizational foundations currently in-place: police hiring incentives, robust training budget, diverse career paths, and strategic community involvement.

This proposal meets the needs of the Department and our community, by providing a longevity component targeted at keeping our valued employees in place and engaged, while placing a perfect employment opportunity in front of potential candidates.

RECOMMENDATIONS:

Police Recruit (20 officers currently) (PB27)* (\$51,001 - \$53,539)
Monetary impact: \$0

Police Officer (44 Officers currently) (PB29)* (\$53,539 - \$65,125)
Monetary impact: \$0

Senior Officer (4 Officers currently) PB31 (\$59,030 - \$71,800) Lateral hires only, must have qualifying law enforcement experience within the past three years preceding, certified as Peace Officer in WY or state with reciprocity agreement with WY. *See page 2 for qualifications that could be added.* Lateral hires will start and remain at step 1 for a minimum of 6 months, and will be eligible for a higher step (based on their years of experience) following a recommendation from their assigned PTO on the officer's 6 month anniversary.

Monetary impact: \$12,876

Master Officer (7 Officers currently) (PB34)* (\$68,381 - \$83,118) Officers with a minimum of five years' experience at CPD, and a total of 20 achievement points. See page 2 for point system.

Monetary impact: \$22,555

Police Sergeant (14 Sergeants currently) (PB35)* (\$71,800 - \$87,273) from PB38 (\$64,355 - \$78,312)

Monetary impact: **\$51,185**

Police Lieutenant (4 Lieutenants currently) (PC19)* (\$82,379 - \$100,115) from PC17 (\$74,733 - \$90,807)

Monetary impact: **\$14,999**

Police Captain (2 Captains currently) (PD12)* (\$89,955 - \$109,331) from PD10 (\$81,591 - \$99,166)

Monetary impact: **\$11,254**

Estimated Cost FY20: \$112,869

Achievement points for Master Officer:

Achievement points earned will never be deducted

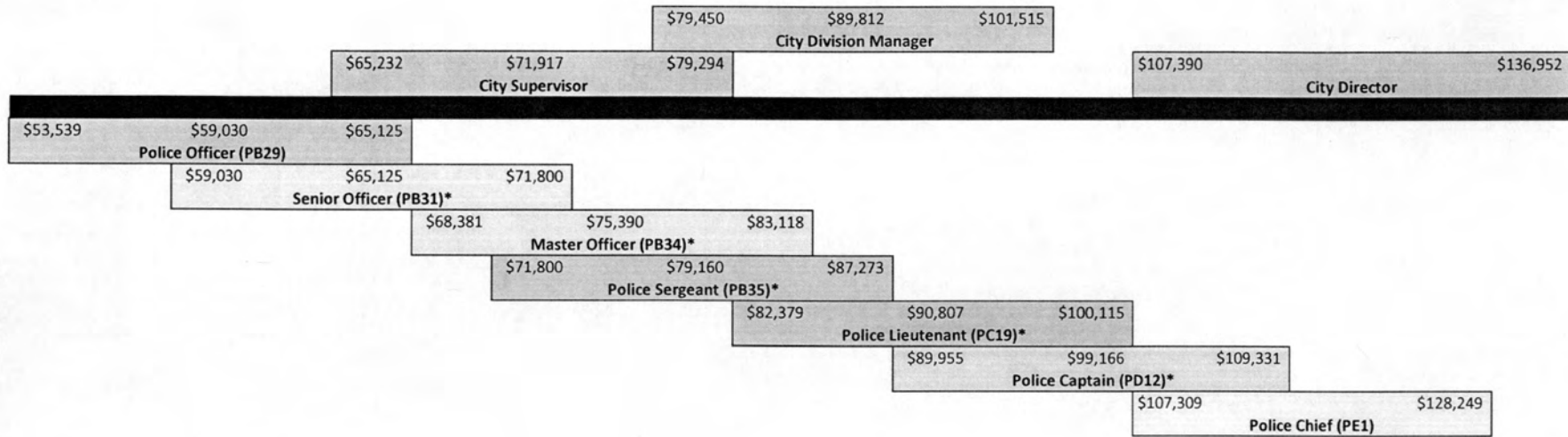
2 points for each year served in each of the following assignments:

<ul style="list-style-type: none"> • Bi-Lingual • Polygraphist • Drug Recognition Expert • Accident Reconstructionist • Career Services Coordinator • Detective 	<ul style="list-style-type: none"> • DCI task force • PORT • Evidence Technician • Computer Forensic Technician • K9 • Sniper
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1 point for each year served in each of the following collateral duties:

<ul style="list-style-type: none"> • Crash Investigator • Hostage Negotiator • Precision Rifle • Bomb Technician • Paramedic/EMT/Tac-Med • Armorer • Bicycle Patrol • Special Response Team • Firearms Instructor • Custody and Control Instructor • Public Information Officer • Intelligence officer • Project Life Saver • Taser Instructor 	<ul style="list-style-type: none"> • Police Training Officer • Emergency Vehicle Operations Instructor • Dignitary Protection Team • Motorcycle Officer • Senior Intox-operator • Mobile Field Force • Youth Diversion • Traffic officer • Drug Court • Career Services Officer • School Resource Officer • Less-Lethal Instructor
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1% Incentive	2.5% Incentive	3.5% Incentive	5% Incentive	7.5% Incentive
CAR SEAT TECHNICIAN	EMT – INTERMEDIATE	B.A./B.S.	EXECUTIVE FIRE OFFICER	PARAMEDIC
HAZMAT TECHNICIAN	P.O.S.T.		M.A./M.S.	
PLATOON COORDINATOR	A.A./A.S.			
SCBA				
PIO				
EMT - ADVANCED				
FIRE & EXPLOSION INVESTIGATOR				
FIRE PLANS EXAMINER				
ENGINEERING TECHNOLOGIES TECHNICIAN				
FIRE PROTECTION SPECIALIST TECHNICIAN				



*New or increased pay grade

Estimated Cost for FY20	
Captain	\$11,254
Lieutenant	\$14,999
Sergeant	\$51,185
Master Officer	\$22,555
Senior Officer	\$12,876
Police Officer	\$0
Recruit	\$0
Total	\$112,869

Above estimates include wages and benefits.