

# **INFORMATION PACKET**

**Friday, September 15, 2023**



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**C.A.S.P.E.R.**

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

# The Grid

## Working Draft of Council Meeting Agendas

September 12, 2023 Councilors Absent:						
Work Session Meeting Agenda Items		Recommendation		Begin Time	Allotted Time	
Recommendations = Information Only, Move Forward for Approval, Direction Requested						
Meeting Follow-up				4:30	5 min	
Suicide Prevention Hotline 9-8-8 Stickers (Annie Dundas)				4:35	10 min	
Hogadon Rate Discussion		Direction Requested		4:45	30 min	
General Business Licenses		Information Only		5:15	40 min	
Budget Amendment #1 FY24		Move Forward for Approval		5:55	10 min	
WAM Resolutions		Move Forward for Approval		6:05	20 min	
Agenda Review				6:25	20 min	
Council Around the Table				6:45	20 min	
Approximate Ending Time:					7:05	
September 12, 2023 Councilors Absent:						
Special Council Meeting Agenda Items		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Adjourn into Executive Session - Litigation & Personnel						

<b>September 19, 2023 Councilors Absent: Engebretsen</b>						
<b>Regular Council Meeting Agenda Items</b>		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: DUI Ordinance Amendment						
Approval of 9/5 Minutes						C
Approval of 9/5 Executive Session Minutes						C
Approval of 8/15 Executive Session Minutes						C
Approval of 9/12 Special Meeting Minutes						C
Approval of 9/12 Executive Session Minutes						C
Est PH: DUI Ordinance Amendment		C				
Est PH: Camping Ordinance						
PH - Budget Amendment #1 FY24			N		N	
2nd Reading - Bar and Grill				N		
2nd Reading: TNR				N		
Credit Card Fees for Cemetery and Rec					C	
WAM Resolutions					C	
Cooperative Agreement with the Wyoming Department of Transportation Interstate 25 Casper Marginal Enhancements, Phase 2 – McKinley Street to Yellowstone Highway, Project, No. 21-027					C	
Revocable License Agreement with Mountain West Technologies Corporation, for Installation and Maintenance of a Fiber Optic Line.					C	
Approving and Adopting the Casper Impact Fee Study.					C	
Approving and Adopting the Casper Area Transit Electric Fleet Conversion Study for the Casper Metropolitan Area.					C	
Approving and Adopting the Evansville East Side Sidewalk and Trail Study for the Casper Metropolitan Area.					C	
Approval and Adoption of the North Platte River Park No 2 Simple Master Plan					C	
OVG - Sponsorship & Naming Rights Global Spectrum					C	
Authorizing a Contract for Professional Services with Raftelis Financial Consultants, Inc. for a Water and Sewer Utility Rate Study.					C	
Authorizing an Agreement with Modern Electric, Co in the Amount of \$89,070.00 for the Metro Facility Emergency Genertor Project No. 23-009					C	

Authorizing the Sole Source Purchase of Outer Carriers and Ballistic Plates from Warrior Kit, Safety, and Survival Gear.				C	
Authorizing Two (2) Underground Right-of-Way Easements with Rocky Mountain Power as Part of the Wyoming Sports Ranch.				C	
Authorizing Change Order No. 2 to the Agreement with Wind River Environmental Solutions, LLC, for the City Hall Project SAFE Asbestos Abatement.				C	
Authorizing the Re-Appointment of Kermit Willie to the City of Casper Investment Advisory Committee.					C
Authorizing the Purchase of 120 Computers, in the Amount of \$168K, through the State of Wyoming Contract with Computer Professionals Unlimited.					C
Executive Session: Personnel					

September 26, 2023 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Neighborhood Help Program		4:35	20 min
Liquor License Incentive and Responsible Sales Program & Crime Statistics		4:55	60 min
Ford Wyo Center Part 2		5:55	30 min
Aquatics Business Plans	Direction Requested	6:25	30 min
Unpaid Utility Ordinance Amendment	Move Forward for Approval	6:15	20 min
Agenda Review		6:55	20 min
Legislative Review		7:15	20 min
Council Around the Table		7:35	20 min
Approximate Ending Time:			7:55

<b>October 3, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Pony Express Feasibility Study Funding					
Approval of 9/19 Minutes					C
Approval of 9/19 Executive Session Minutes					C
Bright Spot: Fire Prevention Week					
Bright Spot: Donate Life					
PH & 1st Reading: DUI Ordinance Amendment		N			
PH & 1st Reading: Camping Ordinance					
3rd Reading: Bar & Grill			N		
3rd Reading: TNR			N		
One Cent #17 Community Projects Contracts				C	

October 10, 2023 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
City Inspectors Authority/Oversight of Licensed Contractors	Direction Requested	4:35	30 min
Open Container Area Debrief		5:05	60 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

<b>October 17, 2023 Councilors Absent: Engebretsen</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Community Engagement Follow-Up					
Approval of 10/3 Minutes					C
2nd Reading: DUI Ordinance					
2nd Reading: Camping Ordinance					

October 24, 2023 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
LGBTQ Advisory Board Update	Information Only	4:35	20 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Graffiti Abatement & Alternatives			
Livability/Marketing Follow-up			
Special Event Permitting Process			
One Cent Funding Application Process Debrief			November
Funding for Sidewalk Repairs/Homeowner			
Naming City Garbage Trucks			
Judge's Quarterly Update	12/5/23 3/5/24	15 minutes	Recurs Quarterly
988 Stickers - Follow-up			
City Facility Retention & Subsidization			Information Only

### Staff Items:

Fire Station 1			
CBC Public Safety Design			October
Downtown Parking Kiosks			November
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)			
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)			
Code Enforcement Follow-up Part 1 (Assessment of Vehicle Towing Fees)			October
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)			
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)			
Council goal update: Business Incentive Options			October
Business Self Fire Inspection Program			October
Dangerous Building Processes			April

### Potential Topics-- Council Thumbs to be Added:

### Future Regular Council Meeting Items:

Executive Session: Personnel	11/21/23 & 12/5/2023		
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### Retreat Items:

Economic Development and City Building Strategy
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Memo to: Liz Becher; Community Development Director

From: Justin Scott, Chief Building Official

Subject: August - Commercial Development Report

Date: September 1, 2023

Permitting Update:

For the month of August, 2 building permits for new single-family home construction were issued. This brings the total building permits for new single-family residences in the calendar year to 18 with a value of construction of \$11,279,785.00. The Building Division issued 134 Building, 66 Electrical, 69 Mechanical, and 58 Plumbing permits with a value of construction of \$11,185,603.74, and with a permit revenue of \$70,878.99.

Calendar year: January 1<sup>st</sup> through August 31<sup>st</sup>

Permit total = 2364 permits issued for a value of \$104,097,780.60, with a revenue of \$1,100,040.09.

Fiscal Year: July 1<sup>st</sup> through August 31<sup>st</sup>

Permit total = 590 permits issued for a value of \$58,238,306.25, with a revenue of \$500,641.40.

August Inspection Update:

The Building Division completed 170 building, 196 electrical, 129 plumbing, and 63 mechanical inspections and 0 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 9 major commercial projects that are in progress:

Note: All projects are not included in this list; smaller projects including remodeling, alterations and additions may not be listed.

- LDS Temple (3011 Independence Dr.), Final finishes and site work is being completed. Anticipated completion of this project is the beginning of September.
- CY Liquor and Backdoor Lounge (1363 CY Ave) – Interior framing and M/E/P's are in process.
- Wal-Mart East Interior Remodel (4400 E. 2<sup>nd</sup> St.) Fire pump and sprinkler piping in process.



- Casport Mint, (170 Star Lane), Phase I was issued a T.C.O for occupancy. Phase II has been permitted and foundation work is in process.
- Nolan Phase II (225 S. David St. Condominiums), Interior and exterior finishes are in process for all three units. Phase III foundation is in process.
- Jump Craze (SE Wyoming Blvd near E 21<sup>st</sup> St), Site work, framing is in process.
- Discount Tire (4990 E. 2<sup>nd</sup> St near the Residence Inn), Site work and CMU walls are in process.
- 307 Chiropractic (5980 Enterprise Dr near Menards), Site work, framing, and M/E/P's are in process.
- City Hall Project SAFE (200 N David St), Issues found with structural elements are being addressed. Exterior work such as the 2<sup>nd</sup> floor staircase are in progress.

#### Projects Completed:

- The Range at 5150 was issued a T.C.O. for occupancy (455 Thelma Dr at 307 Tennis).
- Urban Tails was issued a C.O. (430 N McKinley St).
- Casport Mint Phase I was issued a T.C.O. for occupancy.

#### Permitted Projects:

- Casport Mint Phase II (170 Star Ln.)

#### Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2<sup>nd</sup> St.)
- Wyoming Food for Thought (Old North Casper School)
- Fairfield by Marriott (W D St)
- Harbor Freight Phase II (Sunrise Shopping Center)

#### New Projects Submitted for Approval:

- Family Dollar (2125 E 12<sup>th</sup> St – Beverly Plaza)

#### Anticipated Projects:

- No anticipated projects at this time.

#### Demolition/Special Projects:

- No new demolition or special projects were started in August.

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**25.02% of Fiscal Year 2024 has lapsed.**

State Shared Sales Tax						
FY 2024 General Fund	Date Received	Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget	
	7/7/2023	\$ 1,910,487	\$ 1,797,102	\$ 113,384	8.41%	
	8/7/2023	2,011,727	2,169,700	(157,973)	17.26%	
	9/8/2023	1,894,331	2,024,296	(129,965)	25.60%	
		-	1,924,331			
		-	1,835,725			
		-	1,972,042			
		-	1,760,751			
		-	2,190,148			
		-	1,572,181			
		-	1,738,032			
		-	1,813,006			
		-	1,922,059			
Total FY 2024	\$ 5,816,545	\$ 22,719,374	\$ (174,554)			
Optional 1% Tax						
FY 2024 1%17	7/7/2023	\$ 1,598,325	\$ 1,500,213	98,112	8.42%	
	8/7/2023	1,691,637	1,809,750	(118,114)	17.32%	
	9/8/2023	1,597,794	1,693,911	(96,117)	25.74%	
		-	1,616,052			
		-	1,541,991			
		-	1,644,537			
		-	1,467,930			
		-	1,828,740			
		-	1,317,908			
		-	1,448,940			
		-	1,515,405			
		-	1,604,658			
	Total FY 2024	\$ 4,887,755	\$ 18,990,033	\$ (116,119)		
	Total	\$ 10,704,300	\$ 41,709,407	\$ (290,672)		



General	FY24	FY23	FY22	FY21	total by month	avg by mor
Jul	1,910,486.92	1,647,472.97	1,628,013.41	1,521,722.44	4,797,208.82	7.91%
Aug	2,011,726.91	2,073,763.42	1,690,206.00	2,025,891.37	5,789,860.79	9.55%
Sep	1,894,331.48	2,056,269.31	1,789,476.00	1,552,023.24	5,397,768.55	8.91%
Oct		1,970,108.35	1,637,802.40	1,526,063.76	5,133,974.51	8.47%
Nov		1,938,460.67	1,554,971.21	1,404,295.19	4,897,727.07	8.08%
Dec		1,934,519.81	1,796,649.22	1,528,447.12	5,259,616.15	8.68%
Jan		1,724,566.90	1,606,753.67	1,363,332.70	4,694,653.27	7.75%
Feb		2,236,781.13	1,789,181.55	1,818,529.88	5,844,492.56	9.64%
Mar		1,670,898.11	1,465,995.77	1,057,751.13	4,194,645.01	6.92%
Apr		1,585,254.89	1,540,112.07	1,510,931.24	4,636,298.20	7.65%
May		1,730,921.46	1,609,952.00	1,495,014.22	4,835,887.68	7.98%
Jun		1,840,443.16	1,742,643.54	1,544,022.55	5,127,109.25	8.46%
Total		22,409,460.18	19,851,756.84	18,348,024.84	60,609,241.86	100.00%
Optional						
Jul	1,598,324.73	1,379,329.16	1,355,910.66	1,265,669.64	4,000,909.46	7.90%
Aug	1,691,636.58	1,734,316.99	1,414,697.57	1,677,981.86	4,826,996.42	9.53%
Sep	1,597,793.77	1,725,548.94	1,497,142.95	1,299,469.77	4,522,161.66	8.92%
Oct		1,655,048.85	1,373,364.25	1,282,918.18	4,311,331.28	8.51%
Nov		1,629,011.45	1,304,001.09	1,184,279.03	4,117,291.57	8.12%
Dec		1,616,347.50	1,497,314.41	1,272,485.55	4,386,147.46	8.66%
Jan		1,442,837.77	1,340,132.60	1,136,779.25	3,919,749.62	7.73%
Feb		1,869,735.46	1,495,254.46	1,517,478.96	4,882,468.88	9.63%
Mar		1,397,789.93	1,224,755.77	892,575.27	3,515,120.97	6.94%
Apr		1,328,934.97	1,285,561.34	1,254,150.52	3,868,646.83	7.63%
May		1,450,948.12	1,347,665.88	1,245,170.02	4,043,784.02	7.98%
Jun		1,542,070.72	1,454,032.08	1,284,797.59	4,280,900.39	8.45%
		18,771,919.86	16,589,833.06	15,313,755.64	50,675,508.56	100.00%

History	FY20	FY19
	1,617,580.68	1,355,125.87
	1,752,562.82	1,699,737.99
	1,710,939.65	1,514,507.01
	1,547,459.00	1,223,633.59
	2,033,498.33	1,974,174.94
	1,595,654.76	1,723,180.45
	1,571,086.80	1,675,406.47
	1,792,697.71	1,874,613.51
	1,297,852.01	1,415,581.93
	1,382,022.09	1,323,235.88
	1,353,343.00	1,609,857.77
	1,264,368.04	1,544,516.10
	<u>18,919,064.89</u>	<u>18,933,571.51</u>
	1,348,644.58	1,155,657.36
	1,464,190.24	1,420,882.98
	1,432,890.29	1,270,238.06
	1,303,045.82	1,034,781.79
	1,696,732.16	1,646,134.42
	1,332,785.50	1,435,793.21
	1,313,264.47	1,394,293.13
	1,495,654.74	1,560,378.62
	1,087,426.22	1,184,801.31
	1,153,605.79	1,106,603.20
	1,129,687.39	1,341,680.61
	1,053,433.11	1,286,374.51
	<u>15,811,360.31</u>	<u>15,837,619.20</u>

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**100.00% of Fiscal Year 2023 has lapsed**

State Shared Sales Tax					
Date Received		Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget
FY 2023 General Fund	7/7/2022	\$ 1,647,473	\$ 1,613,855	\$ 33,618	8.07%
	8/4/2022	2,073,763	1,948,460	125,304	18.24%
	9/8/2022	2,056,269	1,817,882	238,387	28.32%
	10/6/2022	1,970,108	1,728,110	241,998	37.97%
	11/8/2022	1,938,461	1,648,540	289,921	47.47%
	12/6/2022	1,934,520	1,770,956	163,564	56.96%
	1/9/2023	1,724,567	1,581,211	143,356	65.41%
	2/6/2023	2,236,781	1,966,822	269,959	76.37%
	3/6/2023	1,670,898	1,411,868	259,030	84.56%
	4/10/2023	1,585,255	1,560,808	24,447	92.33%
	5/5/2023	1,730,921	1,628,137	102,784	100.82%
	6/5/2023	1,840,443	1,726,070	114,373	109.84%
	Total FY 2023	\$ 22,409,460	\$ 20,402,721	\$ 2,006,739	
Optional 1% Tax					
FY 2023 1%16--1%17 as of 3/1/23	7/7/2022	\$ 1,379,329	\$ 1,333,231	46,098	8.17%
	8/4/2022	1,734,317	1,608,315	126,002	18.45%
	9/8/2022	1,725,549	1,505,370	220,179	28.67%
	10/6/2022	1,655,049	1,436,177	218,872	38.48%
	11/8/2022	1,629,011	1,370,359	258,652	48.13%
	12/6/2022	1,616,348	1,461,491	154,856	57.71%
	1/9/2023	1,442,838	1,304,541	138,296	66.26%
	2/6/2023	1,869,735	1,625,192	244,544	77.34%
	3/6/2023	1,397,790	1,171,218	226,572	85.62%
	4/10/2023	1,328,935	1,287,665	41,270	93.50%
	5/5/2023	1,450,948	1,346,732	104,216	102.09%
	6/5/2023	1,542,071	1,426,051	116,020	111.23%
	Total FY 2023	\$ 18,771,920	\$ 16,876,343	\$ 1,895,577	
Total	\$ 41,181,380	\$ 37,279,064	\$ 3,902,316		

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**100% of Fiscal Year 2022 has Lapsed**

State Shared Sales Tax					
	Date	Amount	Amount		Percent of
	Received	Received	Budgeted	Actual-Budget	Annual Budget
FY 2022 General Fund	7/7/2021	\$ 1,628,013	\$ 1,522,426	\$ 105,588	8.46%
	8/5/2021	1,690,206	1,838,074	(147,868)	17.24%
	9/7/2021	1,789,476	1,714,894	74,582	26.54%
	10/7/2021	1,637,802	1,630,208	7,594	35.05%
	11/5/2021	1,554,971	1,555,145	(174)	43.13%
	12/6/2021	1,796,649	1,670,626	126,023	52.46%
	1/7/2022	1,606,754	1,491,631	115,123	60.81%
	2/4/2022	1,789,182	1,855,396	(66,215)	70.11%
	3/7/2022	1,465,996	1,331,882	134,114	77.72%
	4/6/2022	1,540,112	1,472,384	67,728	85.72%
	5/5/2022	1,609,952	1,526,790	83,162	94.09%
	6/6/2022	1,742,644	1,628,283	114,360	103.14%
	Total FY 2022	\$ 19,851,757	\$ 19,246,848	\$ 614,017	
Optional 1% Tax					
FY 2022 1%16	7/7/2021	\$ 1,355,911	\$ 1,269,744	86,167	8.44%
	8/5/2021	1,414,698	1,531,729	(117,032)	17.24%
	9/7/2021	1,497,143	1,433,686	63,457	26.55%
	10/7/2021	1,373,364	1,367,787	5,577	35.10%
	11/5/2021	1,304,001	1,305,104	(1,103)	43.21%
	12/6/2021	1,497,314	1,391,897	105,418	52.53%
	1/7/2022	1,340,133	1,242,420	97,712	60.86%
	2/4/2022	1,495,254	1,547,802	(52,547)	70.17%
	3/7/2022	1,224,756	1,115,446	109,310	77.79%
	4/6/2022	1,285,561	1,226,348	59,214	85.79%
	5/5/2022	1,347,666	1,282,602	65,064	94.17%
	6/6/2022	1,454,032	1,358,144	95,888	103.22%
	Total FY 2022	\$ 16,589,833	\$ 16,072,708	\$ 517,125	
Total	\$ 36,441,590	\$ 35,319,556	\$ 1,131,142		

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**100% of Fiscal Year 2021 has Lapsed**

State Shared Sales Tax					
	Date Received	Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget
FY 2021 General Fund	7/6/2020	\$ 1,521,722	\$ 1,262,460	\$ 259,263	10.04%
	8/10/2020	2,025,891	1,262,460	763,431	23.42%
	9/9/2020	1,552,023	1,262,460	289,563	33.66%
	10/6/2020	1,526,064	1,262,460	263,604	43.74%
	11/5/2020	1,404,295	1,262,460	141,835	53.00%
	12/4/2020	1,528,447	1,262,460	265,987	63.09%
	1/7/2021	1,363,333	1,262,460	100,873	72.09%
	2/4/2021	1,818,530	1,262,460	556,070	84.10%
	3/5/2021	1,057,751	1,262,460	(204,709)	91.08%
	4/5/2021	1,510,931	1,262,460	248,471	101.05%
	5/6/2021	1,495,014	1,262,460	232,554	110.92%
	6/4/2021	1,544,023	1,262,460	281,563	121.11%
	Total FY 2021	\$ 18,348,025	\$ 15,149,519	\$ 3,198,506	
Optional 1% Tax					
FY 2021 1%16	7/6/2020	\$ 1,265,670	\$ 1,033,333	232,336	10.21%
	8/10/2020	1,677,982	1,033,333	644,649	23.74%
	9/9/2020	1,299,470	1,033,333	266,136	34.22%
	10/6/2020	1,282,918	1,033,333	249,585	44.56%
	11/5/2020	1,184,279	1,033,333	150,946	54.12%
	12/4/2020	1,272,486	1,033,333	239,152	64.38%
	1/7/2021	1,136,779	1,033,333	103,446	73.55%
	2/4/2021	1,517,479	1,033,333	484,146	85.78%
	3/5/2021	892,575	1,033,333	(140,758)	92.98%
	4/5/2021	1,254,151	1,033,333	220,817	103.10%
	5/6/2021	1,245,170	1,033,333	211,837	113.14%
	6/4/2021	1,284,798	1,033,333	251,464	123.50%
	Total FY 2021	\$ 15,313,756	\$ 12,400,000	\$ 2,913,756	
Total	\$ 33,661,780	\$ 27,549,519	\$ 6,112,261		

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**100% of Fiscal Year 2020 has Lapsed**

**State Shared Sales Tax**

	<b>Date Received</b>	<b>Amount Received</b>	<b>Amount Budgeted</b>	<b>Actual-Budget</b>
<b>FY 2020 General Fund</b>	7/5/2019	\$ 1,617,581	\$ 1,556,071	\$ 61,510
	8/7/2019	1,752,563	1,556,071	196,492
	9/6/2019	1,710,940	1,556,071	154,869
	10/8/2019	1,547,459	1,556,071	(8,612)
	11/6/2019	2,033,498	1,556,071	477,427
	12/5/2019	1,595,655	1,556,071	39,584
	1/6/2020	1,571,087	1,556,071	15,016
	2/6/2020	1,792,698	1,556,071	236,627
	3/5/2020	1,297,852	1,556,071	(258,219)
	4/6/2020	1,382,022	1,556,071	(174,049)
	5/6/2020	1,353,343	1,556,071	(202,728)
	6/4/2020	1,264,368	1,556,071	(291,703)
	<b>Total FY 2020</b>	<b>\$ 18,919,065</b>	<b>\$ 18,672,852</b>	<b>\$ 246,213</b>
<b>FY 2020 1%16</b>			<b>Optional 1% Tax</b>	
	7/5/2019	\$ 1,348,645	\$ 1,379,092	(30,447)
	8/7/2019	1,464,190	1,379,092	85,098
	9/6/2019	1,432,890	1,379,092	53,799
	10/8/2019	1,303,046	1,379,092	(76,046)
	11/6/2019	1,696,732	1,379,092	317,640
	12/5/2019	1,332,786	1,379,092	(46,306)
	1/6/2020	1,313,264	1,379,092	(65,827)
	2/6/2020	1,495,655	1,379,092	116,563
	3/5/2020	1,087,426	1,379,092	(291,666)
	4/6/2020	1,153,606	1,379,092	(225,486)
	5/6/2020	1,129,687	1,379,092	(249,404)
	6/4/2020	1,053,433	1,379,092	(325,659)
	<b>Total FY 2020</b>	<b>\$ 15,811,360</b>	<b>\$ 16,549,101</b>	<b>\$ (737,741)</b>
	<b>Total</b>	<b>\$ 34,730,425</b>	<b>\$ 35,221,953</b>	<b>\$ (491,528)</b>

<b>Percent of Annual Budget</b>
-------------------------------------

8.66%
18.05%
27.21%
35.50%
46.39%
54.93%
63.35%
72.95%
79.90%
87.30%
94.55%
101.32%

8.15%
17.00%
25.66%
33.53%
43.78%
51.84%
59.77%
68.81%
75.38%
82.35%
89.18%
95.54%

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**100% of Fiscal Year 2019 has Lapsed**

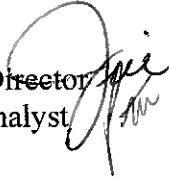
<b>State Shared Sales Tax</b>					
	<b>Date Received</b>	<b>Amount Received</b>	<b>Amount Budgeted</b>	<b>Actual-Budget</b>	<b>Percent of Annual Budget</b>
<b>FY 2019 General Fund</b>	7/11/2018	\$ 1,355,126	\$ 1,413,319	\$ (58,193)	7.99%
	8/10/2018	1,699,738	1,413,319	286,419	18.01%
	9/7/2018	1,514,507	1,413,319	101,188	26.94%
	10/4/2018	1,223,634	1,413,319	(189,685)	34.16%
	11/5/2018	1,974,175	1,413,319	560,856	45.80%
	12/6/2018	1,723,180	1,413,319	309,862	55.96%
	1/7/2019	1,675,406	1,413,319	262,088	65.84%
	2/6/2019	1,874,614	1,413,319	461,295	76.89%
	3/6/2019	1,415,582	1,413,319	2,263	85.24%
	4/4/2019	1,323,236	1,413,319	(90,083)	93.04%
	5/6/2019	1,609,858	1,413,319	196,539	102.53%
	6/6/2019	1,544,516	1,413,319	131,197	111.64%
	<b>Total FY 2019</b>	<b>\$ 18,933,572</b>	<b>\$ 16,959,827</b>	<b>\$ 1,973,744</b>	
<b>FY 2019 1%15</b>	<b>Optional One Cent 15% Tax</b>				
	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%
	8/10/2018	1,420,883	1,015,060	405,823	26.70%
	9/7/2018	1,270,238	1,334,193	(63,955)	39.87%
	10/4/2018	1,034,782	1,183,169	(148,387)	50.59%
	11/5/2018	1,646,134	1,212,564	433,570	67.65%
	12/6/2018	1,435,793	1,210,613	225,180	82.54%
	1/7/2019	1,394,293	1,102,712	291,581	96.99%
	2/6/2019	1,560,379	1,404,830	155,549	113.16%
	<b>Total FY 2019</b>	<b>\$ 10,918,160</b>	<b>\$ 9,648,571</b>	<b>\$ 1,269,589</b>	
<b>FY 2019 1%16</b>	<b>Optional One Cent 16% Tax</b>				
	3/6/2019	1,184,801	1,184,486	315	24.75%
	4/4/2019	1,106,603	1,132,982	(26,379)	47.86%
	5/6/2019	1,341,681	1,124,017	217,663	75.89%
	6/6/2019	1,286,375	1,345,943	(59,569)	102.76%
	<b>Total FY 2019</b>	<b>\$ 4,919,460</b>	<b>\$ 4,787,429</b>	<b>\$ 132,031</b>	
<b>Total</b>		<b>\$ 34,771,191</b>	<b>\$ 31,395,827</b>	<b>\$ 3,375,364</b>	
		<b>\$ 15,837,619.20</b>			

\$ 14,436,000



September 15, 2023

MEMO TO: J. Carter Napier, City Manager

FROM: Jill Johnson, CPA, Financial Services Director  
Pete Meyers, Financial Management Analyst 

SUBJECT: FY24 Budget Rollovers Included in Budget Amendment #1

In the discussion with Council at the work session on September 12, 2023, the Counselors have requested a listing of the projects, contracts, and purchase orders by year initiated for the rollover items. In addition to the year the item was initiated, staff has also included an explanation of why this item is needing to be carried over.

The listing has 3 columns which include projects, contracts and purchase orders. The list does not include any new spending which was included in the proposed budget amendment as these are not rollovers, any projects that were initiated in FY23 (these items are included in the summary but are not listed in the detail), or any fund-to-fund transfers that accompany these rollovers.

From the summary, you can see 70% of the projects being rolled were initiated in FY23. Some of the older items are related to contracts which have a multi-year impact. Purchase orders which are being rolled over are vehicles and equipment which have seen significant supply chain delays.

Please let us know if you would like additional on any of these items.

## REPORT ON PROJECT ROLLOVERS COVERED WITHIN THE FY 2024 BUDGET AMENDMENT #1

The projects listed in this report include all of the contract rollovers, the purchase order rollovers, and project rollovers that constitute Budget Amendment #1, which is slated for council approval on September 17, 2023.

Please note that this report does not include:

- \* Any new spending that was included in the proposed budget amendment. By its nature, new spending is not a rollover.
- \* Any projects that were initiated in FY 2023. FY23 rollovers are summarized in the table on this page, but they are not included in the detailed report that follows. The FY23 projects were initiated recently, so it is common for them to be unfinished at the end of the fiscal year (6/30/23); hence the need to add budget for them in the new fiscal year.
- \* Any fund-to-fund transfers that accompany these rollovers. It is common for the city to move money from one fund to another in order facilitate a purchase, but since all of those transactions are just ancillary to the actual expense, they were not included in this report.

SUMMARY TABLE	Contract Only		Project Roll		Purchase Order Only
Initiated in Fiscal Year 2019 (7/1/18 - 6/30/19)	\$	330,543.43			
Initiated in Fiscal Year 2020 (7/1/19 - 6/30/20)	\$	398,720.86	\$	2,177,841.86	
Initiated in Fiscal Year 2021 (7/1/20 - 6/30/21)	\$	86,762.16	\$	1,538,592.00	\$ 134,854.00
Initiated in Fiscal Year 2022 (7/1/21 - 6/30/22)	\$	881,353.07	\$	8,409,660.00	\$ 589,177.00
Initiated in Fiscal Year 2023 (7/1/22 - 6/30/23)	\$	1,088,832.93	\$	27,992,794.00	\$ 989,860.00
Total Rollovers (Project, Contract, and PO):	\$	2,786,212.45	\$	40,118,887.86	\$ 1,713,891.00

	Contract Only	Project Roll	Purchase Order Only	Explanation
<b>Initiated in Fiscal Year 2019 (7/1/18 - 6/30/19)</b>	<b>\$ 330,543</b>			
<b>Balefill</b>	<b>\$ 213,648</b>			
Contract: 20300063 - Gems S028501 - Electronic Waste Recycling	\$ 16,310			Contract is with Electronic Recyclers International for e-waste recycling. Contract was originally for \$35,000 but only \$16,310 remains. Most recent invoice was paid 1/8/20.
Contract: 20300092 - GemsS028749-OP/Mnt/mon srvc gas collection 17-043	\$ 132,599			On-Going 5-Year Maintenance Project for the Landfill Gas Collection and Control System. This project is reimbursable from the Department of WY Environmental Quality's Landfill Remediation Program.
Contract: 20300096 - Gems S028759-5-Year Air Emission Mon./Rep. 18-004	\$ 11,435			On-Going 5-Year Title V Monitoring and Reporting to the Air Quality Division of the WY Department of Environmental Quality.
Contract: 20300101 - Gems S028766 - SWF & CSC Stormwater/Spill Plan	\$ 8,936			On-Going Spill Prevention and Stormwater Pollution Prevention for the Solid Waste Facility and the Casper Service Center.
Contract: 20300105 - Gems S028782 - CRL Annual mon/reporting	\$ 2,448			On-Going 5-Year Monitoring and Reporting to the Solid and Hazardous Waste Division of the WY Department of Environmental Quality.
Contract: 20300183 - Gems S028998-CRL Monitoring & Reporting 19-005	\$ 41,920			On-Going 5-Year Monitoring and Reporting to the Solid and Hazardous Waste Division of the WY Department of Environmental Quality.
<b>Police Administration</b>	<b>\$ 17,840</b>			
Contract: 20300086 - Gems S028675 - Comp analysis of Police Dept.	\$ 17,840			The CPM study was completed in 2017, but that initial report included 40 recommendations that took some time to review and implement. This contract will now be closed.
<b>Streets</b>	<b>\$ 97,036</b>			
Contract: 20300062 - Gems S028465 - K STREET REHAB PH 2	\$ 39,124			Phases I and IIA of K Street reconstruction included work from North Center Street to St. Mary Street and were completed in 2019 and 2021, respectively. Phase IIB includes work from St. Mary Street to Bryan Stock Trail and will complete the extent of the intended improvements along the "K" Street corridor. The funds in this project include design and construction administration for Phase IIB, which is planned to let bids this year for 2024 construction.

	Contract Only	Project Roll	Purchase Order Only	Explanation
Contract: 20300127 - Gems S028919 - I-25 & Casper marginal beaut 18-044	\$ 34,994			This work includes a cooperative agreement with WYDOT for construction of a welcome to casper sign on Yellowstone, concrete pathway, landscaping, and lighting enhancements along the rails-to-trails corridor under the newly constructed I-25 bridge over Walsh Drive. The project began in 2018 with design. Construction commenced in 2021, and work is planned to be completed for the enhancements by November 2023.
Contract: 20300175 - GemsS028990-I-25 & Casper marginal 18-044	\$ 22,918			This contract is for the design and construction administration of the welcome to casper sign on Yellowstone, concrete pathway, landscaping, and lighting enhancements along the rails-to-trails corridor under the newly constructed I-25 bridge over Walsh Drive. The project began in 2018 with design. Construction commenced in 2021, and work is planned to be completed for the enhancements by November 2023.
<b>Wastewater Treatment Plant</b>	<b>\$ 2,019</b>			
Contract: 20300100 - Gems S028763 - WWTP DIGESTER BOILER INSTALL 17-068	\$ 2,019			The boiler project is nearing completion. Significant delays were experienced from fire code issues, bids over budget, significant delays on getting equipment and now startup issues.

	Contract Only	Project Roll	Purchase Order Only	Explanation
<b>Initiated in Fiscal Year 2020 (7/1/19 - 6/30/20)</b>	<b>\$ 398,721</b>	<b>\$ 2,177,842</b>		
<b>Balefill</b>	<b>\$ 18,716</b>			
Contract: 20300389 - CRL Permit Amendment Project 19-010	\$ 2,371			CRL stands for "Casper Regional Landfill." This contract is with WSP USA, the engineering firm that took over the outstanding environmental permitting contracts that had been with Golder Engineering. Only \$2,371 remains on this contract (originally for \$84,964). Most recent invoice was paid on 4/11/23.
Contract: 20300445 - SW Monitoring Ntwrk Upgrds & CRL Cell Proj 20-016	\$ 13,234			Also with WSP USA, this contract was for \$80,158, but only \$13,238 remains. Most recent invoice was paid on 8/4/21.
Contract: 21300013 - Leachate Control Panel	\$ 3,110			Leachate a noxious liquid that accumulates in sealed landfill cells. This contract was originally for \$31,500 but only \$3,110 remains. Most recent invoice was paid on 3/23/23.
<b>City Manager</b>	<b>\$ 254,167</b>			
Contract: 20300345 - 1% #16 Funding Nicolaysen Art Museum	\$ 253,011			This is a contract for One Cent 16 support for the Nicolaysen Art Museum. It was originally for \$400,000 but some has been spent. Most of the One Cent 16 recipient contracts expired on 6/30/23, but the Nicolaysen was granted an extension until 6/30/24.
Contract: 20300456 - Design of Paradise Valley to Robertson Road Trail	\$ 1,156			This professional services contract is for design. The project has let bids where only one bid was received at over double the cost of budgeted funds. The funds in this contract will be used for redesign that includes phasing of pathway work and bridge work to occur separately while pursuing another TAP Grant to supplement funding.
<b>Parks</b>	<b>\$ 6,618</b>	<b>\$ 588,991</b>		
1019021201 - Poplar St. & 1st St. Enhancements		\$ 588,991		This is a joint project with WYDOT. Design is 90% complete for both utilities and enhancements.
Contract: 20300432 - Design of Athletic Fields Lighting Replacements	\$ 6,618			Design was for the replacement with all the lighting for all fields. This contract is for oversight of the field construction implementation which is phased - a few fields each year.
<b>Streets</b>	<b>\$ 119,221</b>	<b>\$ 1,588,851</b>		
1015117072 - Poplar and 1st St. Intersection		\$ 1,588,851		This is a joint project with WYDOT. Design is 90% complete for both utilities and enhancements.

	Contract Only	Project Roll	Purchase Order Only	Explanation
Contract: 20300465 - Midwest Elm to Walnut Construction	\$ 119,221			Elm to Walnut section is finished; this contract will be closed.

	Contract Only	Project Roll	Purchase Order Only	Explanation
<b>Initiated in Fiscal Year 2021 (7/1/20 - 6/30/21)</b>	<b>\$ 86,762</b>	<b>\$ 1,538,592</b>	<b>\$ 134,854</b>	
<b>Balefill</b>	<b>\$ 65,250</b>	<b>\$ 27,475</b>		
2060021010 - Tree Farm & Green House Supplies		\$ 12,675		Project was originally intended to occur in FY21, but it was placed on hold to reconsider the area master plan. After some thought, it was decided to place the tree farm upwind from the excavation areas so that it could serve as a wind barrier. A landscape company is expected to be hired in FY24.
2060021012 - Miller House Upgrades		\$ 14,800		Work that has already been completed at the Miller House includes kitchen renovation and hot water system upgrades, electrical work, and window replacement. BAS has also recommended a central air conditioning system to replace the in-window devices currently on site; that work should be done in FY24.
Contract: 21300067 - GolderWatch SCADA System For Gas and Leachate	\$ 14,565			This contract is also with WSP USA, which took over the outstanding contracts that had been with Golder and Associates. This contract was initiated on 2/4/21. It was originally for \$20,195, but only \$14,565 remains. The most recent invoice was paid on 8/2/23.
Contract: 21300101 - 21-019 SW Planning and airspace	\$ 34,109			This project includes on-going support for Top-of-Waste surfaces with operation in machine control control for the new Cell 5 Build.
Contract: 21300102 - 21-012 CRL Cell 1 Close and Cell 5 Build	\$ 16,577			This project is expected to be substantially complete by October 2023.
<b>Customer Service</b>		<b>\$ 23,280</b>		
1014122001 - Call Center Telephone System		\$ 23,280		Project was originally intended to include both call routing service software, and call recording software. Call routing software was purchased as a separate module, but a second module for call recording will be bought in Fy 2024.
<b>Engineering Division</b>	<b>\$ 3,102</b>			
Contract: 21300075 - Industrial Avenue 19-068 - Construction Admin	\$ 3,102			Warranty work is proceeding, but this contract effectively finished and it will be closed.
<b>Fire EMS Department</b>	<b>\$ 899</b>			
Contract: 21300050 - Dr. Selde Medical Director Contract	\$ 899			This project can be closed. Dr. Selde is no longer the medical director in Natrona County.
<b>Metro Animal Shelter</b>		<b>\$ 7,540</b>		

	Contract Only	Project Roll	Purchase Order Only	Explanation
1050021001 - Metro Animal Shelter Walking Path	\$	7,540		The hope was to have this project completed in FY23, but staffing shortages in the Parks Division caused some delay in procuring turf. Turf has now been received so it should be done by Dec. 2023.
<b>Parks</b>	<b>\$</b>	<b>19,261</b>		
101902015 - V.A. Reservoir Dog Park	\$	19,261		Project was started in FY20 and construction finished in FY21. Monies were then carried over into FY22 and then FY23. Plan now is to construct a section of pathway (as much as monies will allow).
<b>Police Administration</b>	<b>\$</b>	<b>165,702</b>		
1017021002 - Spillman Arrest Module	\$	38,000		Purchase was not made due to the purchase of the Motorola Online Reporting system.
1017021029 - 2 Marked F150s	\$	29,928		The vehicles have been ordered from Ford, but not yet delivered.
1017021030 - 1 Marked Hybrid	\$	31,467		The vehicles have been ordered from Ford, but not yet delivered.
1017021031 - 6 Marked SUVs	\$	66,307		The vehicles have been ordered from Ford, but backordered.
<b>Public Safety Communications</b>	<b>\$</b>	<b>146,008</b>		
1170021002 - Mobile Command Vehicle Upgrades	\$	146,008		Supply chain issues have caused delays. It is anticipated that it will be completed by end of FY24.
<b>Public Transit</b>	<b>\$</b>	<b>275,927</b>		
1150021003 - DOOR TO DOOR DISPATCHING UPGRADE	\$	226,152		Expenses have been incurred in FY22 and in FY23, but the project is not yet complete. Some additional expenses have already been incurred in FY24. This project includes the purchase of MDT devices as well as the dispatching software. Completion is expected in FY24.
1150021005 - Transit Bus Wrap Project	\$	49,775		Some expenses have been incurred in FY22, and FY23, and already in FY24. Wraps were underbudget, so the remaining funds will be transferred to other projects.
<b>Refuse Collection</b>	<b>\$</b>	<b>12,389</b>		
2050021017 - Tree Farm Trees & Maintenance	\$	12,389		Project was originally intended to occur in FY21, but it was placed on hold to reconsider the area master plan. After some thought, it was decided to place the tree farm upwind from the excavation areas so that it could serve as a wind barrier. A landscape company is expected to be hired in FY24.
<b>Water Distribution</b>	<b>\$</b>	<b>17,511</b>	<b>\$</b>	<b>861,010</b>
			<b>\$</b>	<b>134,854</b>



	Contract Only	Project Roll	Purchase Order Only	Explanation
2010021010 - Sterling Tandem Axle Dump Truck			\$ 134,854	Project initiated in FY22. Truck was ordered in FY23. Awaiting delivery.
2010021014 - Water Garage Meter Building		\$ 861,010		In FY21, an architect was hired. Project was originally thought to be a \$1 million addition to the building, but estimates came in higher. Additional funds were sought in FY23, but the budget request was denied so that other options could be considered. In FY24 an additional \$1.5 million is being added to the project, so it will now be fully funded. Project should go out to bid this year.
Contract: 21300110 - Renegotiation of Water Storage Agreement	\$ 17,511			This project is for outside legal services to assist with obtaining a water contract with the bureau of reclamation to replace the now expired 40-year tri-party agreement. Significant legal issues are in play which require resolution by the City, State Engineer's Office, and Reclamation. This is a very slow and arduous process that we hope to have completed in FY24.

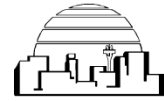
	Contract Only	Project Roll	Purchase Order Only	Explanation
<b>Initiated in Fiscal Year 2022 (7/1/21 - 6/30/22)</b>	<b>\$ 881,353</b>	<b>\$ 8,409,660</b>	<b>\$ 589,177</b>	
<b>Aquatics</b>		<b>\$ 232,777</b>		
2210022002 - CFAC - New Starburst		\$ 28,520		First quote received in October 2022 was overbudget. Has since been ordered, should arrive in July 2023.
2210022003 - CFAC - New Roof - Design		\$ 204,257		Roof was put under design by GSG Architecture in May 2022. Contractor was hired to do the construction in May 2023.
<b>Balefill</b>	<b>\$ 591,088</b>	<b>\$ 568,511</b>		
2060021005 - Paint Solid Waste Buildings		\$ 56,000		Certain exterior painting projects are already finished, including several building projects (Synergy Painting) but additional projects remain, including exterior of the transfer station, the bump stops, safety bollards, railings, etc.
2060022005 - Pickup Truck Replacement		\$ 12,511		The pickup truck itself was purchased and paid for in FY23, but the plow and sander still need to be purchased.
2060022032 - Old Landfill Remediation		\$ 500,000		Project has been under consideration for some time. Latest plan has been revised with a smaller scope.
Contract: 21300118 - Repair waste baler ejection cylinder & ongoing mai	\$ 12,000			This contract is with Recykling Industrial Inc for the repair and maintenance of the Baler ejection rams. This contract was originally for \$85,337, but only \$12,000 remains. Recykling is scheduled to be on site later in the month of September 2023 to finish this project.
Contract: 21300142 - Old Landfill Remediation - Metro Road	\$ 9,332			There are consultant fees that have not yet been billed for this project.
Contract: 21300143 - Solid Waste Thermal and Electrical Service Upgrade	\$ 675			This project is expected to be completed in November 2023. A delay in electrical equipment has extended completion.
Contract: 22300172 - Baler Bag Testing	\$ 305			Ongoing Baler Bag Testing to verify solid waste bags have specified strengths.
Contract: 23300003 - Cell 5 Construction (Geosynthetics)	\$ 82,171			The project is expected to be completed in October 2023.
Contract: 23300004 - Cell 5 Construction (Earthwork)	\$ 294,148			The project is expected to be completed in October 2023.
Contract: 23300005 - Baler Bag Procurement	\$ 70,556			Ongoing Baler Bag Procurement for solid waste bags at Landfill.

	Contract Only	Project Roll	Purchase Order Only	Explanation
Contract: 23300006 - PSC Peak CQA CRL Cell 5 Const	\$ 59,186			The project is expected to be completed in October 2023.
Contract: 23300040 - RMP Gen Serv Contract 8200809 CRL	\$ 62,716			This project is expected to be completed in November 2023. A delay in electrical equipment has extended completion where commissioning of permanent electrical service has not occurred.
<b>Cemetery</b>		<b>\$ 28,432</b>		
1019121001 - Irrigation for existing Cemetery		\$ 28,432		Was designed and bid in early FY22. Chalk Buttes is doing the work. Scheduled to be finished sometime in FY24.
<b>City Manager</b>	<b>\$ 12,170</b>			
Contract: 22300201 - Redesigning Russin sculpture	\$ 12,170			This is for the restoration of the Russin. This contract is with the fundraising consultant to get the money for the restoration. Fundraising has not been completed.
<b>Engineering Division</b>	<b>\$ 3,734</b>	<b>\$ 1,064,675</b>		
1015022003 - 12th St Improvements-CY to McKinley		\$ 19,133		This project can be closed.
1015022006 - Poplar St Improvs - CY to Collins		\$ 1,045,542		Project is a WYDOT cooperative project with federal funding. Design is 90% finished. It is hoped that WYDOT will be going out to bid on this project in FY24.
Contract: 22300156 - EngCA for Industrial Ave Elm to David	\$ 1,032			Warranty items are still outstanding so the engineering firm contract has not been closed. Warranty items must be repaired by November 2023.
Contract: 22300205 - Industrial Avenue Elm-David Construction 21-055	\$ 2,703			There are consultant fees that have not yet been billed for this project.
<b>Fire EMS Department</b>	<b>\$ 4,613</b>	<b>\$ 146,478</b>		
1018021015 - Replace Fire CRR Vehicles (3)		\$ 144,259		Production delays of that resulted in the trucks being pushed to the next model year. This led to the trucks being overbudget, so additional funds were added in FY24. Project is now complete.
1018022024 - RRT2 Winch Adapter Kit		\$ 2,219		100% of the gear has been delivered This grant project can be closed. Remaining funds were release back to the state for use. Grant ended on Aug 31, 2023.
Contract: 21300137 - Fire Department Uniforms	\$ 128			Remaining funds on contract for Fire Department Uniforms.
Contract: 21300145 - Dr. Colgan (Emergency Medical Physicians) Contract	\$ 200			Remaining funds on contract for medical direction.
Contract: 21300147 - TERP Consulting (Fire Protection Engineering) 1	\$ 3,495			Remaining funds on a contract for Fire Protection Engineering Consultants.

	Contract Only	Project Roll	Purchase Order Only	Explanation
Contract: 22300165 - Fire Station No. 1 Asbestos Abatement	\$ 250			This project can be closed. Project is completed.
Contract: 22300203 - Fire Station 1 Drywall Repair and Painting	\$ 540			This project can be closed. Project is completed.
<b>Ford Wyoming Center</b>		<b>\$ 75,000</b>		
2260022002 - Bypass System Replacement		\$ 75,000		Initial work was planned for FY22, but OVG asked to pause the project because they were seeking to standardize their systems across their venues. Anticipated that the remaining funds will be spent in FY24.
<b>Hogadon Ski Area</b>		<b>\$ 13,750</b>		
2250022005 - Snowmaking Repair and Expansion		\$ 13,750		Project was delayed first because staff time was focused on the night skiing lighting project. Project was then delayed again due to protracted staff leave. Work is now underway; project should be completed by end of summer 2023.
<b>Metropolitan Planning</b>		<b>\$ 133,223</b>		
1160022008 - Casper Area Impact Fee Study FY22		\$ 1,632		This project is complete. Funds are being carried over because not all invoices had been paid as of June 30, 2023.
1160022009 - East Evansville Trail Study FY 22		\$ 466		This project is complete. Funds are being carried over because not all invoices had been paid as of June 30, 2023.
1160022010 - Garden Creek Trail Loop Study FY22		\$ 3,728		Project is complete. Will be closed once the MPO Technical and Policy Committee has decided how to reallocate the remaining funds.
1160022011 - Bar Nunn Streetscape Plan FY22		\$ 145		Project is complete. Will be closed once the MPO Technical and Policy Committee has decided how to reallocate the remaining funds.
1160022012 - Western Gateway Corridor Phase 1		\$ 127,252		This project is complete. Funds are being carried over because not all invoices had been paid as of June 30, 2023.
<b>Parks</b>		<b>\$ 1,538,179</b>		
1019022027 - PV to Robertson Road Bridge -Constr		\$ 1,538,179		Project was bid in June 2022; one bid was received and it was overbudget. Additional funds may be needed for the project. Timeline is TBD.
<b>Police Administration</b>		<b>\$ 1,615,699</b>		
1017021013 - New Police Station		\$ 1,232,057		An architect has been retained to do the design of the remodel; this work is ongoing.

	Contract Only	Project Roll	Purchase Order Only	Explanation
1017022007 - Purchasing 5 marked units		\$ 266,473		Four of the five SUV's have been delivered; still awaiting final vehicle. Outfitting equip will need to be purchased.
1017022009 - Marathon Impound Lot		\$ 227,414		Impound lot needs a rolling fence gate, electrical and network cabling, and security cameras, and a retaining wall.
<b>Property Insurance</b>			<b>\$ 66,595</b>	
1693 - Replacement of PD Fleet Vehicle			\$ 66,595	Order for vehicle was placed in FY23. Awaiting delivery.
<b>Public Transit</b>		<b>\$ 83,329</b>		
1150022001 - CATC ADA High Top Van		\$ 72,000		Vehicle has been ordered by the State; awaiting delivery.
1150022004 - RESCUE MISSION BUS SHELTER		\$ 11,329		The shelter has been received. Working with Engineering Division to install it on a concrete pad.
<b>Refuse Collection</b>		<b>\$ 745,464</b>		
2050022017 - Side Load Garbage Truck Replacement		\$ 721,242		Two trucks have been ordered for \$360K and \$320K; additional funds will be needed once they arrive for radios and other equipment.
2050022024 - FY 22 Pickup Truck Replacement		\$ 24,222		Truck has arrived and it was paid for in FY23. A plow and sander still need to be purchased.
<b>River Fund</b>	<b>\$ 100</b>	<b>\$ 319,598</b>		
1061022001 - Izaak Walton River Project		\$ 319,598		The work to repair the Izaak Walton Lodge is not yet done nor gone out to bid, but it must be done by November 2023.
Contract: 22300216 - Riparian vegetation plan/RFP/Specs-N Platte Rvr	\$ 100			Most recent invoice was paid on 6/21/23. Contract has a change order which will continue to Phase 2. Estimated completion December 2025.
<b>Streets</b>	<b>\$ 126,658</b>	<b>\$ 222,635</b>	<b>\$ 385,496</b>	
1015121003 - Streets Unit 70797 Tandem Axle Dump			\$ 192,748	Vehicle was ordered in FY23. Awaiting delivery.
1015121007 - 70980 Sterling Tandem Axle			\$ 192,748	Advertising for bid occurred in FY22; vehicle was ordered in FY23. Awaiting delivery.
1015121223 - I25 Casper Marginal Proj No 21-027		\$ 222,635		This project is currently under construction. Expected completion in the summer of 2023.
Contract: 21300134 - K St Imp-St Mary-Bryan Stk Engineering	\$ 126,658			Agreement was posted in October 2021, but after design work started, the K Street construction project had to be rebudgeted for FY24 due to budget constraints.
<b>Wastewater Collections</b>		<b>\$ 868,500</b>	<b>\$ 81,276</b>	

	Contract Only	Project Roll	Purchase Order Only	Explanation
2030022004 - Service Truck Replacement			\$ 81,276	Truck was ordered in FY23; awaiting delivery.
2030022005 - FY22 Misc Sewer Main Replacement		\$ 868,500		It is expected that most of these funds will be applied to the 1st and Poplar lift station project, that is being done in conjunction with the WYDOT project at I-25 and Poplar. It is expected that this will be bid out in FY24.
<b>Wastewater Treatment Plant</b>	<b>\$ 142,990</b>			
Contract: 22300188 - WWTP Digester Boiler Build	\$ 38,170			The boiler project is nearing completion. Significant delays were experienced from fire code issues, bids over budget, significant delays on getting equipment and now startup issues. This major project is just reaching completion. The project was fully funded by an SRF loan which will be closed out once the project is fully closed out and placed into the warranty period, expected by mid-FY24.
Contract: 22300208 - N Platte Sanitary Sewer Rehab 20-015	\$ 104,820			
<b>Water Distribution</b>		<b>\$ 753,410</b>	<b>\$ 55,810</b>	
2010021009 - F-550 Hydraulic/Crane Truck Replace			\$ 55,810	Truck was ordered in FY23; awaiting delivery.
2010022001 - FY22 Misc Water Main Replacements		\$ 691,210		It is believed that these funds will be allocated to FY24 projects gradually throughout the year.
2010022012 - Compressor Truck Replacement		\$ 62,200		Truck has been ordered; awaiting delivery.



*Downtown*  
**CASPER**

DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, September 13, 2023

11:30AM – 12:30PM

AGENDA

- |       |  |                      |
|-------|--|----------------------|
| I.    | Establish Quorum and Call Meeting to Order   | D.Clark              |
| II.   | Public Comments  |                      |
| III.  | City Report  | K. Gamroth           |
| IV.   | Approval of Minutes<br>August 2023 Board Minutes   | D.Clark              |
| V.    | Financials (DDA & David Street Station)<br>A) <b>August 2023 Reports</b><br>B) <b>September 2023 Payments</b><br>C) Motion to Approve Financials | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Homelessness Updates<br>-DSS Event Update<br>-Ice Rink update<br>-Strategic Plan Review/Next Steps                         | K.Hawley             |
| VII.  | Committee Reports  |                      |
| VIII. | Executive Session (if needed)  |                      |
| VIX.  | Action Items   |                      |
| X.    | Adjourn  |                      |

Next Meeting October 11, 2023

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

**Downtown Development Authority**  
**Board Meeting Minutes**  
**August 9<sup>th</sup>, 2023**  
**11:38 a.m.**

**I. Call Meeting to Order**

**Present:** Tim Schenk, Deb Clark, Kerstin Ellis, Shawn Houck, Greg Dixon, Nicholas Grooms, Tony Hager, Will Reese, Kyle Gamroth

**Staff:** Kevin Hawley, Brooke Montgomery

**Guests:** Bill Lyons, Rhonda Schulte

**Excused:**

**II. Public Comments:**

**III. City Report:**

- Kyle Gamroth
  -

**IV. Approval of July 2023 Board Meeting Minutes**

*Motion, Second, Passed (Will Reese, Nicholas Grooms) (All Approved)*

**Board Voting Results**

*Motion, Second, Passed (Nicholas Grooms, Shawn Houck) (All Approved)*

*Chairman – Greg Dixon*

*Vice Chair – Deb Clark*

*Secretary – Shawn Houck*

*Treasurer – Nicholas Grooms*

**V. Financials–** Nicholas Grooms

- Financials in packet. DDA + Plaza
- Statutes are on expenditures, so any changes will need to be amended

**Approval of June & July 2023 Financial Reports; July & August 2023 Payments DDA & DSS**

*Motion, Second, Passed (Nicholas Grooms, Shawn Houck) (All Approved)*

**VI. Director's Report - Kevin Hawley**

- Strategic plan review and next steps:
  - Tim – complimented process and team collaboration
  - Shawn – Recommends formal adoption of plan for board/staff
  - Greg – Suggests timeline of plan to set deadlines
  - **Motion to Adopt DDA Strategic Plan 2023**
    - *Motion, Second, Passed (Deb Clark, Nicholas Grooms) (All Approved)*
- Homeless Update – discussions w/ more stakeholders. Remains prevalent downtown issue.
  - Kyle – amendment to the camping ordinance is in the works with the city
- David Street Station –series of successful events and look forward to the rest of summer events coming up.
- Ice rink chiller update – still in process of securing chiller for 2023-2024 winter season

**VII. Committee Reports –**



- A.) Executive Committee – Tim Schenk
- B.) MARCOM Committee – Shawn Houck
- C.) David Street Station – Brooke Montgomery
- D.) Finance Committee – Nick Grooms
- E.) Infrastructure – Tim Schenk
- F.) Governance – Will Reese

**Motion to adjourn at approximately 12:48 PM**

*Motion, Second, Passed (Greg Dixon, Deb Clark) (All Approved)*

Approved by:

Secretary's Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_/Date: \_\_\_\_\_

## DDA-Balance

	<u>Aug 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	60,346.20
NOW Acct	187,958.69
Total Checking/Savings	<u>248,304.89</u>
Total Current Assets	<u>248,304.89</u>
<b>TOTAL ASSETS</b>	<u><b>248,304.89</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	580.47
Total Other Current Liabil	<u>580.47</u>
Total Current Liabilities	<u>580.47</u>
Total Liabilities	580.47
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-17,894.98
Net Income	-116,705.04
Total Equity	<u>247,724.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>248,304.89</b></u>

## DDA-PL

Aug 23

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
ACCT. INTEREST	2.79
<b>Total Income</b>	<b>2.79</b>
<b>Expense</b>	
<b>MARKETING-COMMUNICATIONS</b>	
Sponsorships/PR	5,000.00
Strategic Plan	4,550.00
<b>Total MARKETING-COMMUI</b>	<b>9,550.00</b>
<b>OPERATIONS</b>	
Board Mtg. Expense	129.58
Music Service	330.00
Office Equipment	475.83
<b>Total OPERATIONS</b>	<b>935.41</b>
<b>Total Expense</b>	<b>10,485.41</b>
<b>Net Ordinary Income</b>	<b>-10,482.62</b>
<b>Net Income</b>	<b>-10,482.62</b>

**Casper Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July through August 2023

DDA	TOTAL					
	Jul 23	Aug 23	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
Donation - Adopt A Planter	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
ACCT. INTEREST	7.10	2.79	9.89	100.00	-90.11	9.89%
ASSESSMENTS	5,329.48	0.00	5,329.48	180,000.00	-174,670.52	2.96%
Total Income	5,336.58	2.79	5,339.37	182,100.00	-176,760.63	2.93%
Expense						
ADMINISTRATIVE						
Payroll Allocation to DSS	85,000.00	0.00	85,000.00	0.00	85,000.00	100.0%
Payroll Bonuses	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Social Security	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Cell Phone Reimbursement	0.00	0.00	0.00	900.00	-900.00	0.0%
Total ADMINISTRATIVE	85,000.00	0.00	85,000.00	15,900.00	69,100.00	534.59%
MARKETING-COMMUNICATIONS						
Media Expenditures	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Other Projects	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
PR - Director	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Recognition Awards	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	0.00	5,000.00	5,000.00	6,000.00	-1,000.00	83.33%
Strategic Plan	0.00	4,550.00	4,550.00	3,500.00	1,050.00	130.0%
MARKETING-COMMUNICATIONS - Other	0.00	0.00	0.00	0.00	0.00	0.0%
Total MARKETING-COMMUNICATIONS	0.00	9,550.00	9,550.00	20,500.00	-10,950.00	46.59%
OPERATIONS						
Employee Development	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Board Mtg. Expense	0.00	129.58	129.58	500.00	-370.42	25.92%
Conference Registration	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Copier Maintenance Plan	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Planters	20,000.00	0.00	20,000.00	20,000.00	0.00	100.0%
Graffiti	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Office Automation	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Music Service	0.00	330.00	330.00	660.00	-330.00	50.0%
Office Equipment	0.00	475.83	475.83	1,500.00	-1,024.17	31.72%
Office Rent						
Security Deposit	937.00	0.00	937.00			
Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
Office Rent - Other	5,622.00	0.00	5,622.00	12,000.00	-6,378.00	46.85%
Total Office Rent	6,559.00	0.00	6,559.00	12,000.00	-5,441.00	54.66%
Office Supplies	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Pigeon Control	0.00	0.00	0.00	8,500.00	-8,500.00	0.0%
Postage	0.00	0.00	0.00	600.00	-600.00	0.0%
Travel	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Total OPERATIONS	26,559.00	935.41	27,494.41	63,760.00	-36,265.59	43.12%
Total Expense	111,559.00	10,485.41	122,044.41	100,160.00	21,884.41	121.85%
Net Ordinary Income	-106,222.42	-10,482.62	-116,705.04	81,940.00	-198,645.04	-142.43%
Other Income/Expense						
Other Income						
DSS Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.0%
Net Income	-106,222.42	-10,482.62	-116,705.04	81,940.00	-198,645.04	-142.43%

## DDA-Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Bill Pmt -Check	08/04/2023	6193	ALIGN	#908--Casper	-4,550.00	-4,550.00
Bill Pmt -Check	08/04/2023	6194	Casper Star-T #86073		-129.58	-4,679.58
Bill Pmt -Check	08/04/2023	6195	CAV - Front R #CAV00727		-330.00	-5,009.58
Bill Pmt -Check	08/04/2023	6196	Downtown Ca Crazy Days 20		-5,000.00	-10,009.58
Bill Pmt -Check	08/04/2023	6197	Ricoh USA, In #1097728814		-304.50	-10,314.08
Bill Pmt -Check	08/04/2023	6198	Ricoh USA, In #1097529339		-5.25	-10,319.33
Bill Pmt -Check	08/04/2023	6199	Ricoh USA, In #107387774		-166.08	-10,485.41
Deposit	08/31/2023		Interest		2.79	-10,482.62
Total CHECKING					-10,482.62	-10,482.62
<b>TOTAL</b>					<b>-10,482.62</b>	<b>-10,482.62</b>

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Bill Pmt -Check	09/11/2023	6200	Casper Star-T #86439		-144.68	-144.68
Bill Pmt -Check	09/11/2023	6201	Charter Comn #1454895090		-294.87	-439.55
Bill Pmt -Check	09/11/2023	6202	Ricoh USA, In #5067812332		-95.26	-534.81
Bill Pmt -Check	09/11/2023	6203	Ricoh USA, In #107560179		-87.19	-622.00
Deposit	09/11/2023		Deposit		2,000.00	1,378.00
Total CHECKING					1,378.00	1,378.00
<b>TOTAL</b>					<b>1,378.00</b>	<b>1,378.00</b>

## Downtown Development Authority

### Balance Sheet

As of August 31, 2023

Aug 31, 23

DSS-Balance

#### ASSETS

##### Current Assets

##### Checking/Savings

Plaza Checking 147,308.10

Special Events 19,155.26

Total Checking/Savings 166,463.36

##### Accounts Receivable

Accounts Receivable 60,714.50

Total Accounts Receivable 60,714.50

##### Other Current Assets

Payroll Asset -47,500.00

Total Other Current Assets -47,500.00

Total Current Assets 179,677.86

**TOTAL ASSETS 179,677.86**

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

##### Accounts Payable

Accounts Payable 500.00

Total Accounts Payable 500.00

##### Other Current Liabilities

Payroll Liabilities 2,831.88

Total Other Current Liabilities 2,831.88

Total Current Liabilities 3,331.88

Total Liabilities 3,331.88

##### Equity

Unrestricted Net Assets 72,508.57

Net Income 103,837.41

Total Equity 176,345.98

**TOTAL LIABILITIES & EQUITY 179,677.86**

**Downtown Development Authority**  
**Profit & Loss**  
**August 2023**

DSS_PL	Aug 23
Ordinary Income/Expense	
Income	
ACCT. INTEREST	12.81
Direct Public Support	98,731.25
Other Types of Income	
Miscellaneous Revenue	200.00
Total Other Types of Income	200.00
Program Income	
Beverage Sales	28,597.07
Event Sponsorship	18,580.00
Vendor Fees	1,450.00
Total Program Income	48,627.07
Total Income	147,571.13
Gross Profit	147,571.13
Expense	
Contract Services	
Accounting Fees	378.00
Total Contract Services	378.00
Facilities and Equipment	
Building Repairs/Maint	202.73
Equip Rental and Maintenance	476.88
FF&E	2,899.50
Liability Insurance	19,805.60
Rent, Parking, Utilities	
DSS	127.97
Rent, Parking, Utilities - Other	4,143.53
Total Rent, Parking, Utilities	4,271.50
Total Facilities and Equipment	27,656.21
Marketing	
Advertising/Media	193.39
Fundraising Expense	394.00
Website	71.88
Total Marketing	659.27
Operations	
Bank Fees	200.10
Books, Subscriptions, Reference	10.99
Equip/Supplies	138.12
Event Expense	
A/V	6,468.00
Bands	10,250.00
Entertainment/Rentals	8,960.00
Event Supplies	2,859.36
Insurance	7,265.00
Janitorial	1,550.00
Security	10,475.00
Event Expense - Other	10,448.09
Total Event Expense	58,275.45
Office Automation	130.87
Overnight Security	1,725.00
Supplies	133.36
TIPS Training	185.94
Total Operations	60,799.83
Payroll Expenses	20,869.63
Total Expense	110,362.94
Net Ordinary Income	37,208.19
Net Income	37,208.19

**Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
**July through August 2023**

DSS	TOTAL					
	Jul 23	Aug 23	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
ACCT. INTEREST	10.09	12.81	22.90	0.00	22.90	100.0%
Direct Public Support						
Operational Grants	20,000.00	0.00	20,000.00	120,000.00	-100,000.00	16.67%
Direct Public Support - Other	5,000.00	98,731.25	103,731.25	0.00	103,731.25	100.0%
Total Direct Public Support	25,000.00	98,731.25	123,731.25	120,000.00	3,731.25	103.11%
Investments						
Endowment	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Total Investments	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Other Types of Income						
Miscellaneous Revenue	85,200.00	200.00	85,400.00	285,000.00	-199,600.00	29.97%
Other Types of Income - Other	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Other Types of Income	85,200.00	200.00	85,400.00	310,000.00	-224,600.00	27.55%
Program Income						
Beverage Sales	17,375.10	28,597.07	45,972.17	40,000.00	5,972.17	114.93%
Brew Fest Ticket	0.00	0.00	0.00	0.00	0.00	0.0%
Disney Raffle	0.00	0.00	0.00	0.00	0.00	0.0%
Event Sponsorship	27,000.00	18,580.00	45,580.00	125,000.00	-79,420.00	36.46%
Facility Rental	0.00	0.00	0.00	0.00	0.00	0.0%
Friends of Station						
Treedition	0.00	0.00	0.00	0.00	0.00	0.0%
Friends of Station - Other	40.00	0.00	40.00	30,000.00	-29,960.00	0.13%
Total Friends of Station	40.00	0.00	40.00	30,000.00	-29,960.00	0.13%
Ice Skating Fees	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
Membership Dues	0.00	0.00	0.00	0.00	0.00	0.0%
Partners In Progress	500.00	0.00	500.00	115,000.00	-114,500.00	0.44%
Support the Station	0.00	0.00	0.00	0.00	0.00	0.0%
Taco Fest Tickets	0.00	0.00	0.00	0.00	0.00	0.0%
Vendor Fees	0.00	1,450.00	1,450.00	0.00	1,450.00	100.0%
Program Income - Other	0.00	0.00	0.00	35,000.00	-35,000.00	0.0%
Total Program Income	44,915.10	48,627.07	93,542.17	390,000.00	-296,457.83	23.99%
Total Income	155,125.19	147,571.13	302,696.32	852,000.00	-549,303.68	35.53%
Gross Profit	155,125.19	147,571.13	302,696.32	852,000.00	-549,303.68	35.53%
Expense						
Contract Services						
Accounting Fees	838.95	378.00	1,216.95	3,500.00	-2,283.05	34.77%
Construction Expense	0.00	0.00	0.00	0.00	0.00	0.0%
Legal Fees	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Contract Services - Other	1,500.00	0.00	1,500.00	27,200.00	-25,700.00	5.52%
Total Contract Services	2,338.95	378.00	2,716.95	34,700.00	-31,983.05	7.83%
Facilities and Equipment						
Building Repairs/Maint	324.74	202.73	527.47	30,000.00	-29,472.53	1.76%
Equip Rental and Maintenanc	776.79	476.88	1,253.67	0.00	1,253.67	100.0%



# Downtown Development Authority

## Profit & Loss Budget vs. Actual

### July through August 2023

DSS	TOTAL					
	Jul 23	Aug 23	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
FF&E	0.00	2,899.50	2,899.50	315,000.00	-312,100.50	0.92%
Landscaping, Repairs/Maint.	988.76	0.00	988.76	0.00	988.76	100.0%
Liability Insurance	0.00	19,805.60	19,805.60	20,000.00	-194.40	99.03%
Rent, Parking, Utilities						
DSS	244.44	127.97	372.41	0.00	372.41	100.0%
Rent, Parking, Utilities - O	937.71	4,143.53	5,081.24	0.00	5,081.24	100.0%
Total Rent, Parking, Utilities	1,182.15	4,271.50	5,453.65	0.00	5,453.65	100.0%
Storage - Rental	0.00	0.00	0.00	0.00	0.00	0.0%
Facilities and Equipment - Ot	0.00	0.00	0.00	0.00	0.00	0.0%
Total Facilities and Equipment	3,272.44	27,656.21	30,928.65	365,000.00	-334,071.35	8.47%
Marketing						
Advertising/Media	912.36	193.39	1,105.75	8,000.00	-6,894.25	13.82%
Fundraising Expense	252.40	394.00	646.40	12,500.00	-11,853.60	5.17%
Website	0.00	71.88	71.88	1,000.00	-928.12	7.19%
Marketing - Other	0.00	0.00	0.00	0.00	0.00	0.0%
Total Marketing	1,164.76	659.27	1,824.03	21,500.00	-19,675.97	8.48%
Operations						
Bank Fees	30.02	200.10	230.12			
Books, Subscriptions, Refere	10.99	10.99	21.98	0.00	21.98	100.0%
Equip/Supplies	0.00	138.12	138.12	0.00	138.12	100.0%
Event Expense						
A/V	24,765.00	6,468.00	31,233.00	32,000.00	-767.00	97.6%
Bands	21,050.00	10,250.00	31,300.00	0.00	31,300.00	100.0%
Entertainment/Rentals	535.36	8,960.00	9,495.36	75,000.00	-65,504.64	12.66%
Event Supplies	3,453.72	2,859.36	6,313.08	35,000.00	-28,686.92	18.04%
Insurance	0.00	7,265.00	7,265.00	0.00	7,265.00	100.0%
Janitorial	0.00	1,550.00	1,550.00	16,000.00	-14,450.00	9.69%
Security	1,125.00	10,475.00	11,600.00	15,000.00	-3,400.00	77.33%
Event Expense - Other	7,451.78	10,448.09	17,899.87	0.00	17,899.87	100.0%
Total Event Expense	58,380.86	58,275.45	116,656.31	173,000.00	-56,343.69	67.43%
Office Automation	0.00	130.87	130.87	5,000.00	-4,869.13	2.62%
Overnight Security	2,415.00	1,725.00	4,140.00	30,000.00	-25,860.00	13.8%
Postage, Mailing Service	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.0%
Service Charge	358.30	0.00	358.30	0.00	358.30	100.0%
Software/Subscriptions	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Supplies	0.00	133.36	133.36	0.00	133.36	100.0%
TIPS Training	0.00	185.94	185.94	0.00	185.94	100.0%
Utilities	0.00	0.00	0.00	34,000.00	-34,000.00	0.0%
Operations - Other	0.00	0.00	0.00	0.00	0.00	0.0%
Total Operations	61,195.17	60,799.83	121,995.00	249,000.00	-127,005.00	48.99%
Payroll Expenses	20,524.65	20,869.63	41,394.28	203,000.00	-161,605.72	20.39%
Travel and Meetings						
Conference, Convention, Mee	0.00	0.00	0.00	0.00	0.00	0.0%

# Downtown Development Authority

## Profit & Loss Budget vs. Actual

July through August 2023

DSS	TOTAL					
	Jul 23	Aug 23	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Travel	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	0.0%
Total Travel and Meetings	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	88,495.97	110,362.94	198,858.91	873,200.00	-674,341.09	22.77%
Net Ordinary Income	66,629.22	37,208.19	103,837.41	-21,200.00	125,037.41	-489.8%
Net Income	<b>66,629.22</b>	<b>37,208.19</b>	<b>103,837.41</b>	<b>-21,200.00</b>	<b>125,037.41</b>	<b>-489.8%</b>

# Downtown Development Authority

## Transaction Detail by Account

### August 2023

DSS-Aug Trans

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Check	08/01/2023		Rivers Edge Storage		-300.00	-300.00
Check	08/01/2023		Rocky Mountain Power		-829.29	-1,129.29
Deposit	08/03/2023			Deposit	41,380.00	40,250.71
Deposit	08/03/2023			Deposit	8,571.73	48,822.44
Bill Pmt -Check	08/04/2023	2859	Airbound	Full 245928; Full 245927; Full 2	-5,710.00	43,112.44
Bill Pmt -Check	08/04/2023	2860	AMBI Mail & Marketing	#23-07-103	-96.00	43,016.44
Bill Pmt -Check	08/04/2023	2861	Brent Phillips	#2311	-5,725.00	37,291.44
Bill Pmt -Check	08/04/2023	2862	Charter Communications	#8313 30 031 1113376	-127.97	37,163.47
Bill Pmt -Check	08/04/2023	2863	Cowdin Cleaning	8/1/23	-1,550.00	35,613.47
Bill Pmt -Check	08/04/2023	2864	Mastercard		-5,810.79	29,802.68
Bill Pmt -Check	08/04/2023	2865	MCF LLC	379	-450.00	29,352.68
Bill Pmt -Check	08/04/2023	2866	Paula K. Hunter	reimbursement for 60 day cancel	-100.00	29,252.68
Bill Pmt -Check	08/04/2023	2867	Quality Brands of Casper	#6146982; #P-6146979	-3,694.75	25,557.93
Bill Pmt -Check	08/04/2023	2868	R&R Rest Stops of Casper	#63226	-648.00	24,909.93
Bill Pmt -Check	08/04/2023	2869	Secure Gunz LLC	#789; 785;	-1,968.75	22,941.18
Bill Pmt -Check	08/04/2023	2870	Walsh Property Management	(2) DSS Parking Spots- 7.1.23-6.	-840.00	22,101.18
Bill Pmt -Check	08/04/2023	2871	Wyoming Office Products & In	#0032391-001	-133.36	21,967.82
Bill Pmt -Check	08/04/2023	2872	Brent Phillips	#2308	-743.00	21,224.82
Bill Pmt -Check	08/04/2023	2873	The Bon Agency	#1000488034 - Casper DDA/Dav	-7,265.00	13,959.82
Liability Check	08/07/2023		United States Treasury	83-0286881	-1,782.94	12,176.88
Deposit	08/07/2023			Deposit	3,539.00	15,715.88
Bill Pmt -Check	08/09/2023	2874	AMBI Mail & Marketing	23-08-007	-22.75	15,693.13
Bill Pmt -Check	08/09/2023	2875	Heath McAteer	8.8.23 Farmers Market	-350.00	15,343.13
Bill Pmt -Check	08/10/2023	2876	R&R Rest Stops of Casper	#63064	-4,650.00	10,693.13
Bill Pmt -Check	08/10/2023	2877	Secure Gunz LLC	#780; 783	-9,256.25	1,436.88
Bill Pmt -Check	08/10/2023	2878	Dillan Spence	8.22.23 Farmers Market	-300.00	1,136.88
Bill Pmt -Check	08/10/2023	2879	Jalan Crossland	8.18.23 Casper WY	-2,200.00	-1,063.12
Bill Pmt -Check	08/10/2023	2880	Kellen Smith, LLC	8.18.23 Casper, WY	-500.00	-1,563.12
Bill Pmt -Check	08/10/2023	2881	Suzanna Morrison	5150 Festival	-400.00	-1,963.12
Bill Pmt -Check	08/10/2023	2882	Twenty Hands High LLC	5150 Festival - Casper, WY	-1,500.00	-3,463.12
Bill Pmt -Check	08/10/2023	2883	Secure Gunz LLC	#792	-975.00	-4,438.12
Paycheck	08/11/2023		Abigail Gazda		-169.73	-4,607.85
Paycheck	08/11/2023		Daniel K Mattern		-152.54	-4,760.39
Paycheck	08/11/2023		Isaiah Bates		-145.72	-4,906.11
Paycheck	08/11/2023		John F Lubner		-225.64	-5,131.75
Paycheck	08/11/2023		Precious Virden		-114.34	-5,246.09
Paycheck	08/11/2023		Samantha McCain		-45.25	-5,291.34
Paycheck	08/11/2023		Sarah S Strube		-652.30	-5,943.64
Liability Check	08/14/2023		United States Treasury	83-0286881	-272.78	-6,216.42
Paycheck	08/15/2023		Breya Price		-1,484.12	-7,700.54
Paycheck	08/15/2023		Brooke C Montgomery		-1,805.92	-9,506.46
Paycheck	08/15/2023		Kevin T Hawley		-2,884.16	-12,390.62
Bill Pmt -Check	08/15/2023	2884	Gabriel Larson	8.19.23 -Caper, WY	-1,300.00	-13,690.62

# Downtown Development Authority Transaction Detail by Account

August 2023

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/15/2023	2885	SPKR Touring, Inc.	8.19.23 Craig Campbell -Wyomir	-6,000.00	-19,690.62
Bill Pmt -Check	08/15/2023	2886	Bon Agency Insurance	#1000487122	-2,173.00	-21,863.62
Bill Pmt -Check	08/15/2023	2887	Bon Agency Insurance	David Street Station	-17,632.60	-39,496.22
Deposit	08/16/2023			Deposit	30,400.00	-9,096.22
Liability Check	08/22/2023		United States Treasury	83-0286881	-454.64	-9,550.86
Liability Check	08/22/2023		United States Treasury	83-0286881	-1,782.90	-11,333.76
Check	08/23/2023		FIB	deposit tickets for banking	-138.12	-11,471.88
Deposit	08/23/2023			Deposit	9,733.34	-1,738.54
Check	08/24/2023		Black Hills Energy		-50.63	-1,789.17
Check	08/24/2023		City of Casper - Water Services		-1,514.97	-3,304.14
Paycheck	08/25/2023		Abigail Gazda		-382.89	-3,687.03
Paycheck	08/25/2023		Daniel K Mattern		-238.38	-3,925.41
Paycheck	08/25/2023		Isaiah Bates		-395.08	-4,320.49
Paycheck	08/25/2023		John F Lubner		-300.44	-4,620.93
Paycheck	08/25/2023		Precious Virden		-418.34	-5,039.27
Paycheck	08/25/2023		Samantha McCain		-25.49	-5,064.76
Paycheck	08/25/2023		Sarah S Strube		-758.52	-5,823.28
Deposit	08/28/2023			Deposit	650.00	-5,173.28
Deposit	08/28/2023			Deposit	23,069.25	17,895.97
Bill Pmt -Check	08/28/2023	2888	Lau Angelitas Unidas Y Las R	9.2.23 David Street Station	-500.00	17,395.97
Bill Pmt -Check	08/28/2023	2889	Sarah Carper	8.22.23 Farmers Market	-450.00	16,945.97
Bill Pmt -Check	08/28/2023	2890	Mastercard	#9839	-202.76	16,743.21
Bill Pmt -Check	08/28/2023	2891	Mastercard	#9423	-297.24	16,445.97
Deposit	08/28/2023			Deposit	14,000.00	30,445.97
Bill Pmt -Check	08/28/2023	2892	Mastercard	#1405	-306.80	30,139.17
Bill Pmt -Check	08/28/2023	2893	Mastercard	#9471	-1,722.86	28,416.31
Deposit	08/29/2023			Deposit	6,753.00	35,169.31
Check	08/30/2023		Rocky Mountain Power		-998.64	34,170.67
Paycheck	08/31/2023		Breya Price		-1,484.13	32,686.54
Paycheck	08/31/2023		Brooke C Montgomery		-1,805.93	30,880.61
Paycheck	08/31/2023		Kevin T Hawley		-2,884.16	27,996.45
Check	08/31/2023			Service Charge	-59.78	27,936.67
Deposit	08/31/2023			Interest	12.81	27,949.48
Total Plaza Checking					27,949.48	27,949.48
					<b>27,949.48</b>	<b>27,949.48</b>

# Downtown Development Authority

## Transaction Detail by Account

### September 2023

DSS-Sept Trans

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Bill Pmt -Check	09/05/2023	2894	Brent Phillips	#2315 & #2316	-13,765.00	-13,765.00
Bill Pmt -Check	09/11/2023	2895	Alliance Electric	#12340	-85.00	-13,850.00
Bill Pmt -Check	09/11/2023	2896	Charter Communications	#1113376083123	-237.84	-14,087.84
Bill Pmt -Check	09/11/2023	2897	Cowdin Cleaning	9.1.23	-1,550.00	-15,637.84
Bill Pmt -Check	09/11/2023	2898	Dewitt Water Systems & Services	#302090	-28.25	-15,666.09
Bill Pmt -Check	09/11/2023	2899	GW Mechanical	#SV-8223; SV-8193	-2,356.69	-18,022.78
Bill Pmt -Check	09/11/2023	2900	Hawkins Inc	#6530711 & #6476388	-1,278.97	-19,301.75
Bill Pmt -Check	09/11/2023	2901	Indian Ice	David Street Station	-382.50	-19,684.25
Bill Pmt -Check	09/11/2023	2902	Natrona County Health Department	#RKOZ-AZBLAZ license	-85.00	-19,769.25
Bill Pmt -Check	09/11/2023	2903	Neste Event Marketing, LLC	Casper, WY - Craig Campbell	-1,200.00	-20,969.25
Bill Pmt -Check	09/11/2023	2904	Quality Brands of Casper		-1,515.00	-22,484.25
Bill Pmt -Check	09/11/2023	2905	R&R Rest Stops of Casper	#63514	-1,389.00	-23,873.25
Bill Pmt -Check	09/11/2023	2906	Secure Gunz LLC	#796; #800; #803; #805	-4,967.50	-28,840.75
Bill Pmt -Check	09/11/2023	2907	Stoner Lawn & Landscape	#5401	-158.00	-28,998.75
Deposit	09/11/2023			Deposit	36,222.98	7,224.23
Bill Pmt -Check	09/12/2023	2908	Bret Andrew	9.23.23 Fall Fest	-500.00	6,724.23
Bill Pmt -Check	09/12/2023	2909	Brooke Montgomery	Reimbursement	-140.51	6,583.72
Bill Pmt -Check	09/12/2023	2910	Secure Gunz LLC	#807	-575.00	6,008.72
Total Plaza Checking					6,008.72	6,008.72
<b>TOTAL</b>					<b>6,008.72</b>	<b>6,008.72</b>

## Priority 1: Safety and Security

One of the key issues in Downtown Casper continues to be ensuring the safety and security of our visitors and of the businesses downtown. There continues to be a significant homeless population that has caused some issues, and in general, people do not always feel comfortable being and shopping downtown. The first priority of the DDA is to work on projects that help create a safer environment and to continue to be involved with safety projects that are being dealt with in the broader community.

<b>Board Advocates</b>	Tim
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### Step-One Projects:

- Street lighting plan
- String lighting project
- Cameras
- Private security or volunteers

### Future or Ongoing Projects:

- Better/safer parking
- Homeless mitigation

## Priority 2: Downtown Development

In order to really create the Live/Work/Play environment, the DDA will need to work on some new development projects that help redevelop current properties or help develop new businesses or services.

<b>Board Advocates</b>	Tim, Tony, Deb, Shawn
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### Step-One Projects:

- Live/Work/Play Master Plan: Hire a planning consultant to create a development plan that looks at current and potential downtown assets and create a plan for moving forward with specific projects.

### Potential Projects:

- Support the Lyric
- Indoor music/theater venue
- Trail Head
- Collaborate with education institutions
- Facilitate adaptive reuse of historic buildings

- Establish business incubator and co-working spaces
- Conference center
- Residential developments
- Boutique hotels
- Building façade revitalization
- Repurpose blighted and vacant properties

## Priority 3: Streets and Sidewalks

Beautification and usability of streets and sidewalks in the downtown area will be crucial to the continued development and for recruiting new businesses and new people to come downtown. This includes things such as beautification of gateways, ensuring walkability and usability, and creating programs to keep streets clean.

### Board Advocates

Kyle

### Step-One Projects:

- Incentive grant program
- Develop “clean streets” initiative

### Future and Ongoing Projects:

- Downtown beautification and branding
- Develop pedestrian-friendly streetscapes
- Take out one-way streets
- Gateway
- Parking enforcement

## Priority 4: Funding

As the DDA and DSS move apart, funding for the future of DDA projects will be crucial to ensure that the projects that bring and keep people downtown are able to be put into place. This will require new thinking about funding relationships and funding sources.

### Board Advocates

Shawn

### Step-One Projects:

- Explore expanding the DDA boundaries. Talk with Liz.
- Discuss additional funding with City Council

**Future and Ongoing Projects:**

- Expand funding model
- Revenue-generating programs
- Obtain grants
- C3 zoning expansion
- Funding for property improvement

## Priority 5: Marketing and Outreach

As the DDA undertakes new projects and programs, it will need to continue to build relationships with its stakeholders, which include downtown businesses and property holders, as well as visitors and residents. It will also include increased work with partners such as the City, Visit Casper, Forward Casper, etc. Finally, once some of the other projects are in place, creating a new brand for the organization and the downtown as a whole may help bring more people into the downtown area.

**Board Advocates**

Greg

**Step-One Projects:**

- Increase/improve stakeholder engagement
- Increased partner engagement

**Future and Ongoing Projects:**

- Rebrand downtown where tradition meets tomorrow
- Businesses open later hours
- Street markets/festivals/fairs
- Foster a local food scene
- Collaborate with historic preservation



## **Parks & Recreation Advisory Board Minutes of Thursday, May 11, 2023**

**Meeting Called to Order:**      **Date:**      May 11, 2023  
   **Time:**      4:36 pm  
   **By:**      Randy Norvelle  
   **Location:** Hogadon Basin Lodge

- I. Board Members Present:** Olivia Cole, Jim DeGolia, Kristen Galles, Ian Walker  
**Council Liaison:**              Lisa Engebretson  
**Staff Present:**                Randy Norvelle, Chris Smith, Ryan Butler, Kristen Hazelton  
**Guests:**                        Ray Bader, Adam Studer, Phil Graves, Zach & Chloe

### **II. User Groups**

#### **Hogadon Basin Snowsports School** – Ray Bader

We maxed out the 5<sup>th</sup>-grade ski school. Lessons are held Wednesday, Thursday, and Friday mornings. The school district won't bus kids in the afternoons.

Under 5-year old school is a 4-week program in January, February, and March

The 6 – 18 year program is an 8-week program in January and February

Learn to Ski program had 617 participants, up 56% from 395 the previous year

Had a few new instructors

Marketing and Advertising had a wider reach this year.

#### **Casper Mountain Racers** – Adam Studer

We are a US Ski and Snowboard affiliate.

Racers range in age from 5 to 18 years old.

Had 60 racers this year, which was a substantial increase from 43 the year before.

We are seeing a higher level of return racers. This is because the staff is outstanding in providing meaningful programs.

We are excited about the direction we are moving in.

We thank the City Staff for all their support of our program.

Our biggest issue is staffing. We had to turn away racers this year to due staffing shortages.

Long term we would like to see a new lift installed. Until then, we are looking into a tow rope for the racers.

#### **Casper Mountain Ski Patrol** – Phil Graves

We had a great winter!

We are 100% volunteer-run. Our membership/volunteer numbers have remained steady. We usually lose a couple each year and gain a couple each year.

We had 7 new patrollers this year. Best class we've had in several years.

The City bought us a new Polaris UTV. This enables us to put the patient in the back of the vehicle with a patroller. No longer is the patient separated from the patrollers.

We received significant donations from Blue Envelope and Banner Health this year.

We have an ongoing issue with staffing, especially with night skiing. We need 4 patrollers on a weekend day, 2 patrollers for weekdays, plus 2 patrollers for night skiing. Each patroller agrees to 8 shifts per season. To cover everything we would need 54 patrollers. We currently have 40. Our biggest struggle with patrollers is their actual ski skills. Medical training is the easy part. Learning to ski with a toboggan is much harder.

Hogadon staff covers High School ski team training.

Patrol coverage for night skiing was significantly better than in the inaugural year. We did not meet expectations; we are trying but still cannot promise to meet them.

Patrol coverage has been getting better each of the last 4 years. The City has brought in better and more equipment.

We are now better equipped than some professional ski patrols in the region.

We do chair lift evacuation training at least once per year. We use the Boy Scouts at season's end on the chairlift for this.

**Mountain Sports Rentals** – Zach & Chloe

Increase of 46% in revenue from the 2021/2022 season

Increase of 546% in December 2022 over December 2021

Increase of 40% in January 2023 over January 2022

Decrease of 16% in February 2023 over February 2022 due to the road closure

Increase of 22% for March/April 2023 over March/April 2022

Increase of 60% in revenue over last year

Increased prices but did not see a drop in numbers

Increase in our payroll costs of 30-40%

We had a great staff this year to get the ski school kids set up and out the door quickly and efficiently.

**Hogadon** – Chris Smith, Ryan Butler, Kristen Hazelton

We had 63 accidents/incidents this year. There was no increase in incidents with the incorporation of night skiing.

5 of those incidents were serious, non-life threatening that required an ambulance.

35 were men

28 were women

The oldest was 69, youngest was 8

73% of the patrons were wearing a helmet in the incident

An increase in fencing and safety precautions has kept guests away from danger.

Saw a total of 13,346 skiers this season

Average of 16 runs per person per visit.

Increase in usage of the mountain this season.

This does not include the number of people skinning the slopes.

Night skiing saw an average of 100 skiers (mostly teenagers) on Friday and 200 (mostly families) on Saturday.

Will probably hit an 80% cost recovery this year with the goal being 60%.

John is applying for a grant to add more lights for night skiing.

Night racing was a huge success. It brought in other teams across the state. Would like to move all high school races to nights and not have them on Saturdays.

Ian pointed out that a lot of people would like to have an upgraded terrain park. Christ mentioned that we have every intention of upgrading, but cannot do more than a 10-feature park due to the terrain of Hogadon. Both the skill level of the hill and the fact that it is an upside-down hill. Also, the snowcat would need to groom the area at 5 am or 8 pm and would take volunteers at this time. Not many volunteers are willing to get up that early or stay that late to groom the terrain park every day. The Snowy Range has a huge terrain park that is only 2.5 hours away.

A new lift would not move any faster than the current lift. It would, however, be able to transport twice as many people at a time. The current lift will start limiting users soon. The lodge is usually over capacity on the weekends with people sitting on the floor and in hallways. Pretty much any and all complaints about Hogadon are about the lift. A new lift would cost around \$3 million. We do have a 100% safety rating on the lift. We will start to encounter problems procuring parts as the lift is old. It was installed in 1981.

**ACTION:** Lisa Engebretson to send Chris and Zulima information for grants.

### **III. Parks Repurposing**

The City and several other groups/municipalities across the county are working on a Parks Master Plan.

Stoneridge Park is going to City Council to be sold. It is designated as a park but was never landscaped. It is all native. Kiwanis Park was rezoned.

We do not need any more parks, we already have a hard enough time maintaining the ones we have.

Freedom Park – would like the school district to either buy it if possible or lease it from the City.

Highland Park – Currently being repurposed with 10 tennis courts and 2 Pickleball courts.

Harden Park – would like to sell it, but cannot.

South Washington Park – would like to make it into a parking lot.

Garden Creek Park – An idea is to relocate the sand volleyball pit that will be taken out of Washington Park with the revitalization there. Also, develop a trailhead to connect to Adams Park to the south and Nancy English Park to the north and create a parking lot for trail users.

**ACTION:** JJ to set up visits to Green Meadows and Garden Creek Parks.

Green Meadows Park – Switching from wood chips to rubber mulch.

Board members agree the city could use more dog parks.

**ACTION:** Randy to put together information on the cost to maintain each park we are considering for repurposing.

**ACTION:** Randy to reach out to user groups to see if they want to “Adopt a Park”. Be responsible for maintaining it.

User groups like Midget Football or soccer leagues.

**ACTION:** If you want to give away a park, does it have to remain a park for any given time?

**ACTION:** Randy to talk with Master Gardeners to see if they want to take over a park.

**ACTION:** Randy to check GIS for the actual zoning of each park we are considering.

#### **IV. One-Cent #17 User Group Awards**

City Council has approved the following user groups to get additional one-cent #17 money:

- Casper Baseball Club Crush
- Casper Soccer Club
- Casper Softball Association
- Casper Skeet Club
- Mike Sedar BMX

#### **V. USDA Forest Service Urban & Community Grant**

The Urban Forestry division of the Parks Department is applying for a USDA Forest Service Urban and Community Grant. This grant is to help build our tree canopy among other things. We are asking for \$500K with a matching \$500K from the city over 5 years. We are looking to get support from this Board for our application.

**ACTION:** JJ is to send the letter of support template for the grant.

#### **VI. Other Business**

Public: None

Staff: None

Board: None

The next scheduled board meeting will be **Thursday, September 14, 2023, at 4:30 pm at a location to be determined.**

**Meeting Adjourned:** The meeting was adjourned at 6:18 pm.





## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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

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### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### MEETING MINUTES

6:00 p.m. Wednesday, August 9, 2023  
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604  
and by Zoom

Present: Rob Hurless, Jim DeGolia, Larry Madsen, Amy Freye, John Lee, Steve Freel, and Terry Lane

Excused Absence: Jeff Goetz, Amber Pollock

Others Present: \*Matt Reams (Three Crowns) and Executive Director Renee Hahn

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

#### **1. Minutes from July 12, 2023 Meeting**

A motion was made by Ms. Frye and seconded by Mr. Madsen to approve the Minutes of the July 12, 2023 Meeting. There being no further discussion, the Board proceeded to vote. Mr. Lane abstained from the vote since he was absent at the July meeting. The motion carried with all voting members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

#### **2. Approval of August 9, 2023 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of August 9, 2023 were presented by Mr. Madsen.

A motion was made by Mr. Lane and seconded by Mr. DeGolia to approve the Treasurer's Report of August 9, 2023, containing the financial report of the investment funds, checking account and interest accrued, as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen then explained the investments.

The July 2023 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen. He inquired if any of the Board had questions. No questions were asked.

- **Investment/Financial Committee**

No Report.



### **3. Committee Reports**

- **Three Crowns**

Mr. Reams stated “The course is busy and the July rounds were up 300 over budget. He shared that he had over 4,500 rounds in the month thanks to moderate weather. Three Crowns is ahead of budget by 200 rounds even with the construction and poor weather earlier in the season.

Food & Beverage continue to book events for August and are currently only \$3,150 behind last year’s budget despite the on-going construction. They continue to control food costs to reduce overhead.

Mr. Reams informed the Board that event revenue typically has higher margins.

Course Maintenance had hired two more staff, but the following week two other persons left.

The turf is in good condition. The golfer surveys show that golfers rated the course at 4.5 out of 5. There have been some patron concerns over cleanliness amid construction, but overall reviews have been very positive.

The Nine Wine and Dine Program has been serving box lunches instead of restaurant dinners. During the construction the restaurant has been at 80% capacity. The inside seating in the restaurant as well as the restrooms will remain closed until construction is completed. Events continue to be tented, but planned entertainment and a new menu roll out are on-hold.

The tournament revenue is on pace.

The delayed golf cart payments have been made and brought up-to-date as well as the back management fees to Landscape Golf Management.

The current opening date is still unclear, but when completed the restaurant will have a soft opening.

Mr. Reams has been meeting with the Natrona County Health Department to create a plan to get local and then state approval for outdoor cooking and serving. He expressed confidence that such service and revenue will be allowed by next spring. standard for other restaurants on outdoor grilling.

In September the Post Season Memberships begin selling.

Mr. Hurless explained that the Landscape Management contract has been under negotiations. ARAJPB will submit a six-year renewal with renegotiating their performance bonus in a year since we have no Food & Beverage data due to delayed construction.

- **Architectural Review**

No Report.

- **PRC**

No Report.

- **ARAJPB Development**

Mr. DeGolia asked Ms. Hahn to update the Board on the Status Report that was sent out prior to the meeting.

- **Executive Committee**

Mr. Hurless shared information on the discussions for Ms. Hahn’s retirement and replacement search. Everything else had been discussed at our meeting that was previously discussed at the Executive Committee.

Mr. Hurless reviewed the upcoming meetings and office closures.

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

County Representative Freel offered his assistance to Mr. Reams with Natrona County Health Department. City Representative Pollock was absent.



## **5. Other**

No Report.

## **6. Future Meetings/Agenda**

- Regular Board meeting – September 13<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Three Crowns Committee Meeting – September 21<sup>st</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

## **Office Closures:**

September 4, 2023 – Labor Day

October 18-20<sup>th</sup> – Vacation

October 24<sup>th</sup> - Vacation

## **7. Public Comment**

There was no public comment.

## **8. Good of the Order**

No Report.

## **9. Adjournment**

There being no further action by the Board, a motion was made by Mr. Madsen and seconded by Mr. DeGolia to adjourn the meeting at 6:44 p.m. The motion carried with all members in attendance voting aye.

9/13/23  
Date

13 Sep 2023  
Date

  
Board Officer

  
Presiding Officer