
INFORMATION PACKET

Friday, March 8, 2024



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The Grid**Working Draft of Council Meeting Agendas**

| March 12, 2024 Councilors Absent: Pollock Virtual | | | |
|---|-----------------------|-------------------|----------------------|
| 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 |
| Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions) | Direction Requested | 4:35 | 30 min |
| Business Self-Inspection Ordinance (Fire) | Direction Requested | 5:05 | 30 min |
| Capital Budget Review | Information Only | 5:35 | 60 min |
| Agenda Review | | 6:35 | 20 min |
| Legislative Review | | 6:55 | 20 min |
| Council Around the Table | | 7:15 | 20 min |
| | | | 7:35 |

| March 19, 2024 Councilors Absent: Pollock Virtual | | | | | |
|--|----------------------------|-----------------------|------------------|-------------------|----------------------|
| Sepecial Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinance | Resolution | Minute Action |
| Executive Session: Personnel | | | | | |

| March 19, 2024 Councilors Absent: | | | | | |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
| Pre-Meeting: Passenger Railway Support Letter | | | | | |
| Approval of 2/20 Minutes (published 3/7) | | | | | C |
| Approval of 2/20 Exec Minutes | | | | | C |
| Approval of 3/5 Minutes | | | | | C |
| Approval of 3/5 Exec Minutes | | | | | C |
| Establish Public Hearing: Restaurant Liquor License for Frontier Brewing | C | | | | |
| Establish Public Hearing: Fire Self Inspection Ordinance for April 2, 2024 | | | | | |
| Public Hearing: Repealing Section 15.15.010 - Building Construction Prohibited During Certain Hours - Exceptions. | | N | | | |
| Public Hearing: Amending Chapter 8.20 - Noise, of the Casper Municipal Code | | N | | | |
| 3rd Reading: Ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper | | | N | | |
| Authorizing Amendment No. 2 to the Contract for Professional Services with Kone, Inc., for the Downtown Parking Structure Elevator Modernization Project. | | | | C | |
| Authorizing Amendment No. 1 to the Contract for Professional Services with Monson Janitorial Services, Inc., for the Citywide Custodial Services. | | | | C | |
| Resolution for "Health Addition" | | | | C | |
| Waste Water Treatment Secondary Treatment Change Order | | | | C | |
| Authorizing a Contract for Outside-City Water Service with James P. and Brenda S. Short. | | | | C | |
| Authorizing a Consent to Assignment of Lease between the City of Casper, Wyoming, the Downtown Development Authority, and David Street Station. | | | | C | |
| A resolution authorizing the filing of an application for a grant under 49 U.S.C. Chapter 53: Title 23, U.S.C. Sections 5310 and 5339, as amended by the | | | | C | |
| A resolution authorizing the filing of an application for a grant under 49 U.S.C. Chapter 53; Title 23, U.S.C. Section 5311, as amended by the Bipartisan Infrastructure Law (BIL), Public Law No. 117-58, November 15, 2021, and other authorizing legislation to be enacted. | | | | C | |
| Part Time Judge Contracts | | | | C | |
| Exec Session: Personnel | | | | | |

| March 26, 2024 Councilors Absent: | | | | | |
|--|--|--|--|--|--|
|--|--|--|--|--|--|

| Work Session Meeting Agenda Items | Recommendation | Page 3 of 10 Begin Time | Allotted Time |
|--|----------------|----------------------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Follow-up | | 4:30 | 5 min |
| \$85k Applications Delivery to Council | | | |
| Rec Joint Powers Board Grant Application | | | |
| FY 25 Proposed Wage Increases | | | |
| Agenda Review | | | 20 min |
| Legislative Review | | | 20 min |
| Council Around the Table | | | 20 min |
| Approximate Ending Time: | | | |

| April 2, 2024 Councilors Absent: Pollock | | | | | |
|--|---------------------|----------------|------------|-------------|---------------|
| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
| Pre-Meeting: SAFER Grant Application | | | | | |
| Approval of 3/19 Minutes | | | | | |
| Public Hearing: Restaurant License for Frontier Brewing | | N | | | |
| Public Hearing: Fire Self Inspection Ordinance | | | | | |
| Approving a 5-Year Agreement with Thomson Reuters for Westlaw Internet Legal Research Services for the City Attorney's Office. | | | | C | |
| CMAR Contract (Tentative) | | | | C | |

| April 9, 2024 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 |
| FWC Study Update (Tentative) | Information Only | 4:35 | 60 min |
| 85K Application Discussion | | | |
| Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations) | Direction Requested | 7:05 | 30 min |
| Agenda Review | | 7:35 | 20 min |
| Legislative Review | | 7:55 | 20 min |
| Council Around the Table | | 8:15 | 20 min |
| Approximate Ending Time: | | | 8:35 |

| April 16, 2024 Councilors Absent: | | | | | |
|---|---------------------|----------------|------------|-------------|---------------|
| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
| Pre-Meeting: | | | | | |
| Approval of 4/2 Minutes | | | | | |

| April 23, 2024 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 |
| Dangerous Building Process | Direction Requested | 4:35 | 40 min |
| Code Enforcement Follow-up (Towing Fees) | Direction Requested | 4:15 | 30 min |
| Community Project Funding Process Part 2 | Direction Requested | 6:05 | 60 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 |
| Funding for Sidewalk Repairs/Homeowner Responsibilities | | | Ordinance issue? |
| Naming City Garbage Trucks/Plow Follow-up | | | |
| Utility Billing Update | | | Sept |
| Vegetation Abatement Follow-up | | | |
| Recycling and Composting Options | | | |
| Council Conflict of Interest | | | 14-May-24 |
| Staff Items: | | | |
| Downtown Parking Kiosks | | | May |
| Utility Rate Model | | | May |
| Tentative Budget to Council | May 7, 2024 | | |
| Budget Review Sessions | 5/20/24 & 5/22/24 | | |
| Summary Proposed Budget to Council | June 4, 2024 | | |
| Fort Caspar Feasibility Study | | | Fall |
| Master Plan | | | Summer |
| Potential Topics-- Council Thumbs to be Added: | | | |
| Future Regular Council Meeting Items: | | | |
| Establish Public Hearing: FY25 Budget | 6/4/2024 | | |
| Public Hearing: FY25 Budget Adoption | 6/18/2024 | | |
| Urban Forestry Grant | | | Waiting on a contract |
| Retreat Items: | | | |
| Economic Development and City Building Strategy | | | |

MARCH 2024



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|--|--|--|---|--|
| 25 Casper Showdown Wrestling Tournament 7:00 am- 7:00 pm | 26 | 27 | 28 | 29 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm | 1 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm | 2 WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 7:30 pm |
| 3 | 4 | 5 | 6 | 7 WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 10:30 pm | 8 WHSAA State High School 3A/4A Basketball Tournament 7:00 am-10:30 pm | 9 WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 9:00 pm |
| 10 | 11 Wyoming MTSS Summit 8:30 am- 1:30 pm | 12 Shrek the Musical 6:00 pm- 10:00 pm | 13 Load-In Home & Garden Show 8:00 am - 6:00 pm | 14 Load-In Home & Garden Show 8:00 am - 6:00 pm | 15 Home & Garden Show 10:00 am - 6:00 pm | 16 Home & Garden Show 10:00 am - 6:00 pm |
| 17 Home & Garden Show 10:00 am - 4:00 pm | 18 Load-In WY State Pool 8:00 am- 5:00 pm | 19 WY State Pool Tournament Load-in and open practice 8:00 am-12:00 am | 20 WY State Pool Tournament 8:00 am- 12:00 am | 21 WY State Pool Tournament 8:00am-12:00 am | 22 WY State Pool Tournament 8:00 am- 12:00 am | 23 WY State Pool Tournament 8:00 am- 12:00 am |
| 24 WY State Pool Tournament 8:00 am-6:00 pm | 25 NJCAA Women's Basketball Load-In | 26 NJCAA Women's Basketball Tournament 9:00 am-11:00 pm | 27 NJCAA Women's Basketball Tournament 9:00 am- 11:00 pm | 28 NJCAA Women's Basketball Tournament 11:00 am- 10:00 pm | 29 NJCAA Women's Basketball Tournament 11:00 am- 10:00 pm | 30 NJCAA Women's Basketball Tournament 3:00 pm- 10:00 pm |
| 31 NJCAA Women's Basketball Tournament | 1 NJCAA Women's Basketball Tournament 5:00 pm-10:00 pm | 2 | 3 | 4 Toughest Monster Truck Tour Load-In 8:00 am- 5:00 pm | 5 Toughest Monster Truck Tour Load-In 8:00 am-5:00 pm | 6 Toughest Monster Truck Tour 12:30 pm- 5:00 pm |

Memo to: Liz Becher; Community Development Director

From: Justin Scott, Chief Building Official

Subject: February - Commercial Development Report

Date: March 1, 2024

Permitting Update:

For the month of February, 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 3, with a value of construction of \$1,025,000.00. The Building Division issued 50 Building, 56 Electrical, 44 Mechanical, and 55 Plumbing permits with a value of construction of \$8,526,799.93, and with a permit revenue of \$84,820.40.

Calendar year: January 1st through February 29th

Permit total = 428 permits issued for a value of \$22,175,447.65, with a revenue of \$210,396.89.

Fiscal Year: July 1st through February 29th

Permit total = 2053 permits issued for a value of \$108,466,882.15, with a revenue of \$971,658.52.

February Inspection Update:

The Building Division completed 137 building, 141 electrical, 112 plumbing, 85 mechanical inspections and 4 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 13 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.

- Casport Mint, (170 Star Lane), Phase II framing and M/E/P's are in process.
- Jump Craze (SE Wyoming Blvd near E 21st St), Site work, interior, and exterior finishes are in process for the Jump Craze portion.
- Poplar Wine and Spirits/Derby Club (1016 S Poplar St) – Framing and M/E/P's are in process.
- Ace Hardware Storage Building (3025 Arrowhead) – Foundation work is complete.
- City Hall Project SAFE (200 N David St), Interior 2nd floor interior finishes and first floor drywall are in process.
- Bath and Body Works (525 Newport) – Interior framing and M/E/P's are in process.

- Casper Dermatology Clinic (1119 E 3rd St), Drywall is in process.
- Paradise Valley Christian Church (3025 Paradise Dr), Foundation is complete and structural steel has been delivered.
- C85 Apartments (4 units above the Branding Iron at 129 W. 2nd St.), Insulation and drywall are in process.
- Wyoming Sports Ranch (1887 Champions Blvd), Foundation work is in final phases and structural steel in in process.
- 7 Brew Coffee (3950 Dennis Dr.), The building has been set and M/E/P's are in process.
- Hyatt Place Hotel (407 N Walsh Dr), Site work and foundation are in process.
- Fairfield By Marriot (111 W D St), Interior demolition and mold/asbestos abatement are in process.

Projects Completed:

- Discount Tire (4990 E 2nd St.), A T.C.O. was issued for occupancy. Site work is remaining for full C.O.
- Backdoor Lounge (1363 CY Ave), A C.O. was issued for the project.
- Nolan Phase II (225 S. David St. Condominiums), C.O.'s were issued for all 3 townhomes.

Permitted Projects:

- M Building MRI Renovation (234 E 1st St)
- Cygnet Brewery (316 W Yellowstone Hwy)

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2nd St.)
- Family Dollar (2125 E 12th St/Beverly Plaza)
- City of Casper Water Meter Building – Located between Fort Casper and the recycle depot (1650 Wyoming Blvd.)
- Hilton Garden Inn Interior Renovations (1150 N Poplar St)
- Washington Park Bathroom Remodel (945 E 8th St)

Notable New Projects Submitted for Approval:

- University of Wyoming Family Medicine Remodel (1522 E A St)
- 136 E 2nd St Remodel (NW corner of 2nd/Wolcott – former R.W. Tauberts)

Anticipated Projects:

- The Yellowstone Apartments (T.B.D. OYD).

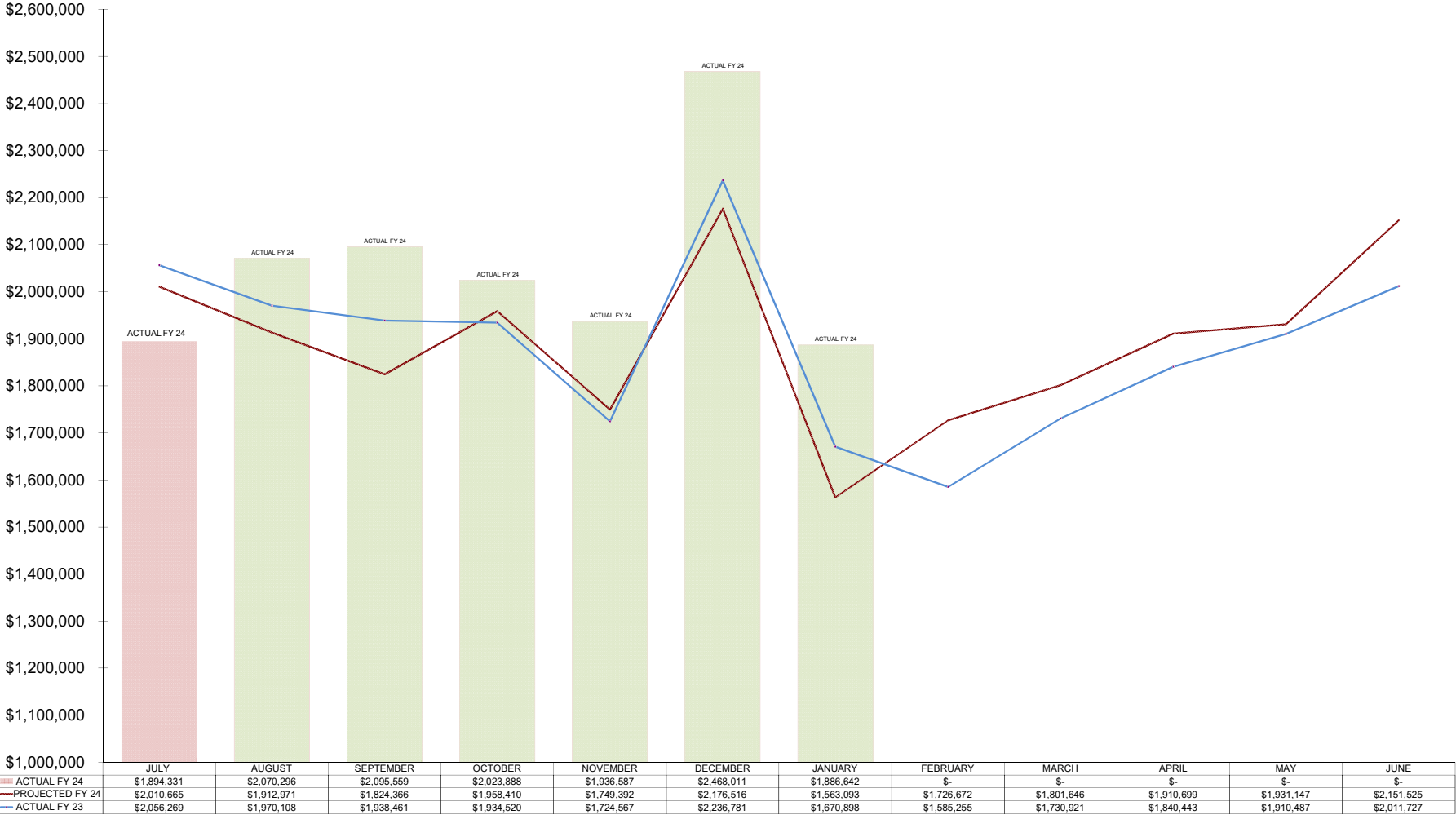
Demolition/Special Projects:

- There were no new demolition or special projects started in February.

City of Casper
Optional 1% and State Shared Sales Tax Receipts
58.33% of Fiscal Year 2024 has lapsed. Accrual Basis

| State Shared Sales Tax | | | | | |
|-------------------------------|----------------------|------------------------|----------------------|----------------------|---------------------|
| | Date | Amount | | Percent of | |
| | Received | Amount Received | Budgeted | Actual-Budget | |
| FY 2024 General Fund | 9/8/2023 | \$ 1,894,331 | \$ 2,010,665 | \$ (116,333) | 8.34% |
| | 10/6/2023 | 2,070,296 | 1,912,971 | 157,325 | 17.45% |
| | 11/6/2023 | 2,095,559 | 1,824,366 | 271,193 | 26.67% |
| | 12/7/2023 | 2,023,888 | 1,958,410 | 65,478 | 35.58% |
| | 1/5/2024 | 1,936,587 | 1,749,392 | 187,195 | 44.11% |
| | 2/5/2024 | 2,468,011 | 2,176,516 | 291,495 | 54.97% |
| | 3/7/2024 | 1,886,642 | 1,563,093 | 323,549 | 63.27% |
| | | - | 1,726,672 | | |
| | | - | 1,801,646 | | |
| | | - | 1,910,699 | | |
| | | - | 1,931,147 | | |
| | | - | 2,151,525 | | |
| | Total FY 2024 | | \$ 14,375,315 | \$ 22,719,374 | \$ 1,179,903 |
| Optional 1% Tax | | | | | |
| FY 2024 1%17 | 9/8/2023 | \$ 1,597,794 | \$ 1,682,517 | \$ (84,723) | 8.41% |
| | 10/6/2023 | 1,737,300 | 1,604,658 | 132,642 | 17.56% |
| | 11/6/2023 | 1,762,695 | 1,532,496 | 230,200 | 26.84% |
| | 12/7/2023 | 1,698,770 | 1,633,143 | 65,627 | 35.79% |
| | 1/5/2024 | 1,624,933 | 1,458,435 | 166,498 | 44.35% |
| | 2/5/2024 | 2,058,036 | 1,817,346 | 240,690 | 55.18% |
| | 3/7/2024 | 1,575,427 | 1,308,413 | 267,013 | 63.48% |
| | | - | 1,439,445 | | |
| | | - | 1,505,910 | | |
| | | - | 1,593,264 | | |
| | | - | 1,612,254 | | |
| | | - | 1,802,154 | | |
| | Total FY 2024 | | \$ 12,054,955 | \$ 18,990,033 | \$ 1,017,948 |
| Total | | \$ 26,430,270 | \$ 41,709,407 | \$ 2,197,850 | |

Sales Tax FY 2024 Versus Projection and Prior Year Accrual Basis



| | <u>ACTUAL FY 23</u> | <u>PROJECTED FY 24</u> | <u>ACTUAL FY 24</u> |
|--|---------------------|------------------------|---------------------|
| YTD TOTAL | \$ 13,531,604 | \$ 13,195,412 | \$ 14,375,315 |
| YTD VARIANCE | | | \$ 1,179,903 |
| | | % Difference | In Dollars |
| CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH | | 20.70% | \$323,549 |
| CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE | | 8.94% | \$1,179,903 |
| CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH | | 12.91% | \$215,744 |
| CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE | | 6.24% | \$843,711 |