

INFORMATION PACKET

Thursday, May 11, 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

May 16, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Health Department					
Pre-Meeting: Solid Waste Residential Passes					
Bright Spot: Sherrie's Place					
Approval of 5/2 Minutes					C
Approval of 5/2 Executive Session Minutes					C
Bright Spot: International Museum Day					
Est Public Hearing - Adoption of 2023 National Electric Code	C				
Est Public Hearing - Chinook LAD	C				
Public Hearing: Winery License for Gruner Brothers		N			
Public Hearing: Transfer of Ownership for Poplar Wine & Spirits		N			
Public Hearing: New Restaurant License for Study City Stadium 10 Cinemas		N			
Continued 3rd Reading: Liquor Code Amendments			N		
3rd Reading to create Local Assessment District 159 – Westridge Improvements.			N		
3rd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition			N		
3rd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition			N		
3rd Reading Ordinance: Approving a plat and zone change for the proposed Lukasiewicz Subdivision			N		
Low Income Home Water Assistance Program (tentative)				C	
Authorizing a Contract for Transportation Services between the City of Casper and Natrona County for FY23 Transit Services				C	
Authorizing the Collective Bargaining Agreement with the Local 904				C	
Sponsorship & Naming Rights Global Spectrum (tentative)				C	
Authorizing an agreement with the Department of Justice to participate in the Equitable Sharing Program.				C	
Authorizing Amendment Three to the Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper. (Regional Response Grant #19)				C	
Open Container Area Resolution (tentative)				C	
Authorizing Change Order No. 3 with Melgaard Construction Company, Inc., for \$160,000 and a Time Extension for the Casper Regional Landfill Cell 5 Construction, Project No. 21-012.				C	
Authorizing Change Order No. 3 to the Agreement with Crown Construction LLC for a Price Increase of \$18,385.00 for the Highland Park 96-Inch Storm Sewer Replacement, Project No. 21-069.				C	
Authorizing Amendment No. 1 to the Contract for Professional Services with Equalized Productions, LLC, for the Ford Wyoming Center Sound System Replacement, Project No. 22-52.				C	

The Grid
Working Draft of Council Meeting Agendas

May 16, 2023 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing an Agreement with Wind River Environmental Solutions LLC, for the City Hall Project S.A.F.E. Asbestos Abatement Project No. 22-010.				C	
Accepting a Right-of-Way Easement from Benjamin Hansuld as part of the Eagle Valley Phase 2 Subdivision.				C	
Waiving Parkway Parking Permit Fees Along the East Side of South Poplar Street Between CY Avenue and 1749 South Poplar Street.				C	

May 23, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	4 hrs
Approximate Ending Time:			8:30

May 24, 2023 Councilmembers Absent: Cathey

Tentative: Special Budget Work Session	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	60 min
Second Sheet of Ice Discussion	Direction Requested	5:30	60 min
MRG Request Part 2	Direction Requested	6:30	30 min
Aquatic Center Roof	Move Forward for Approval	7:00	20 min
Ford Wyoming Center Subsidy	Direction Requested	7:20	20 min
Opioid Funding Discussion	Direction Requested	7:40	30 min
Amending Various Utility Billing & Water Metering Fees	Direction Requested	8:10	30 min
Approximate Ending Time:			8:40

The Grid
Working Draft of Council Meeting Agendas

June 6, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Judge's Quarterly Update					
Pre-Meeting: Summary Proposed Budget to Council					
Pre-Meeting: Youth Empowerment Council					
Approval of 5/16 Minutes					C
Bright Spot: Rotary Donations for Various City Parks					
Est. PH - Adopt FY24 Budget	C				
Establishing June 20th as the public hearing date for consideration of Fiscal Year 2023 Budget Amendment #3	C				
Public Hearing - Adoption of 2023 National Electric Code		N			
Public Hearing - Chinook LAD		N			
Approving the Senior Center Lease				C	
A Resolution Authorizing Amendment No. 1 to the Contract for Professional Services Between the City of Casper and Foxter OPCO LLC, dba CTS Software, for Transit Dispatch Software.				C	
Executive Session: Personnel					

June 13, 2023 Councilmembers 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
Electric Vehicle Feasibility Study – Final Report (MPO)	Information Only	4:35	40 min
Rec Enterprise Business Plans	Direction Requested	5:15	90 min
Fiscal Year 2023 Budget Amendment #3	Move Forward for Approval	6:45	20 min
Banner Health and Fire Agreement	Move Forward for Approval	7:05	20 min
I-25 Enhancement Updates	Direction Requested	7:25	20 min
Agenda Review		7:45	20 min
Legislative Review		8:05	20 min
Council Around the Table		8:25	20 min
Approximate Ending Time:			8:45

The Grid
Working Draft of Council Meeting Agendas

June 20, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Impact Fee Final Report (30 min)					
Approval of 6/6 Minutes					C
Approval of 6/6 Executive Session Minutes					C
Public Hearing - Adopt FY24 Budget		N			
Public Hearing - Budget Amendment #3		N			
Agreement for Elevator Maintenance Services with Kone Corporation (tentative)				C	

June 27, 2023 Councilmembers 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
Optional 1% Tax	Direction Requested	4:35	60 min
Homeless Coalition	Direction Requested	5:35	40 min
Ordinance Regarding Feeding Turkeys	Direction Requested	6:15	30 min
Agenda Review		6:45	20 min
Legislative Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

WEDNESDAY, July 5, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 6/20 Minutes					C

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Camping Ordinance & SOP Follow-up			
One Cent Funding Application Process Debrief			
General Businesses Licenses			
Snow Route Declarations			Late summer
Snow Plow Ordinance			Late Summer

Staff Items:

CBC Public Safety Design			July
Downtown Parking Kiosks			
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			
Judge's Quarterly Update	September 5 December 5	15 minutes	Rekurs Quarterly
Parks Master Plans MOU's			

Potential Topics-- Council Thumbs to be Added:

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Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
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Retreat Items:

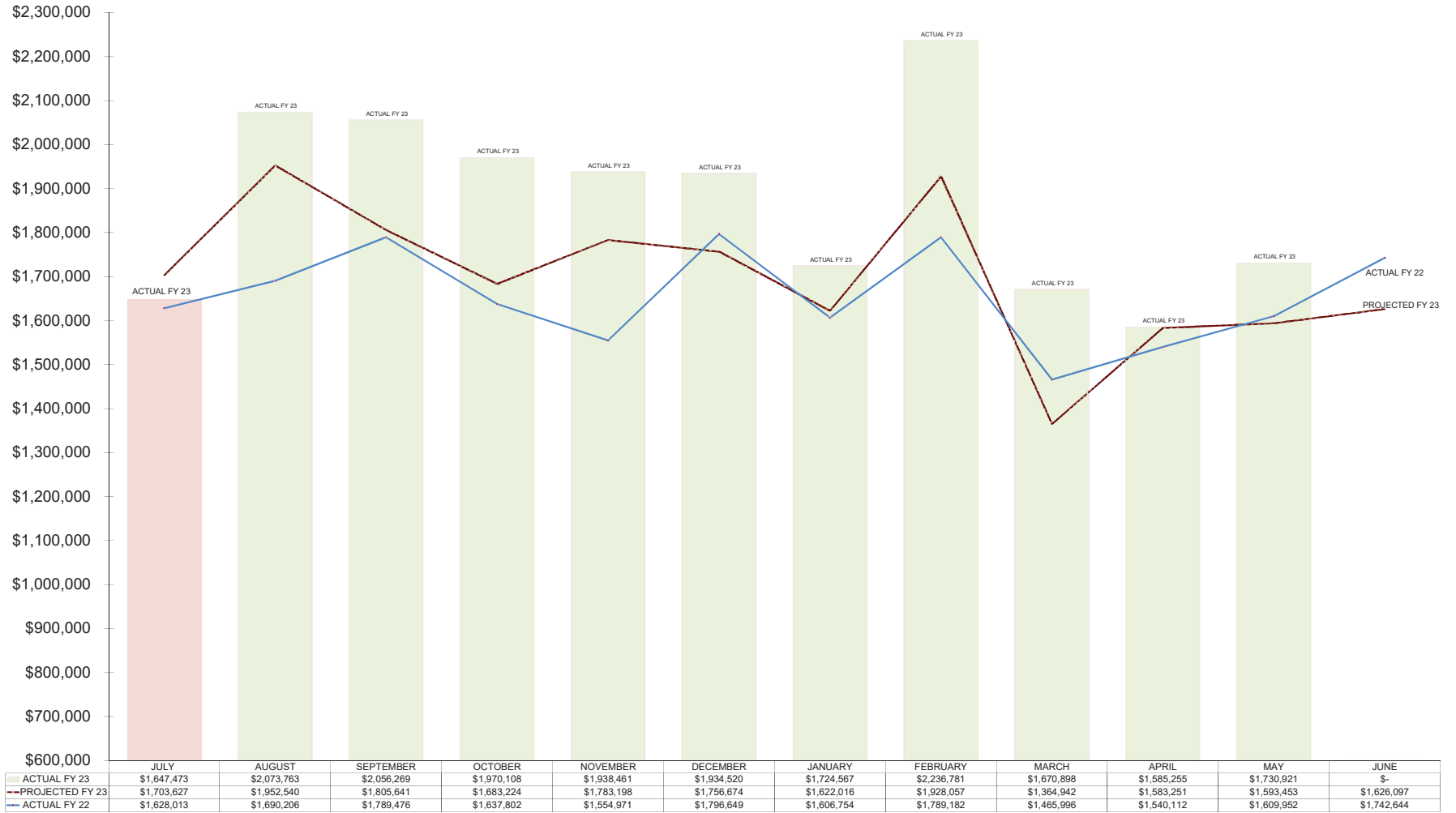
Economic Development and City Building Strategy

City of Casper
Optional 1% and State Shared Sales Tax Receipts
91.74% of Fiscal Year 2023 has lapsed

Below is the Optional Sales Tax report for FY23. We are currently at 91.54% of the budget year.
 General Fund is up 8.79% from projected year to date which is at 100.82% of budget.
 1%17 is up 10.06% from projected year to date which is at 102.09% of budget.

State Shared Sales Tax						
	Date	Amount	Amount	Actual-Budget	Percent of	
	Received	Received	Budgeted		Annual Budget	
FY 2023 General Fund	7/7/2022	\$ 1,647,473	\$ 1,703,627	\$ (56,154)	8.07%	
	8/4/2022	2,073,763	1,952,540	121,223	18.24%	
	9/8/2022	2,056,269	1,805,641	250,629	28.32%	
	10/6/2022	1,970,108	1,683,224	286,884	37.97%	
	11/8/2022	1,938,461	1,783,198	155,263	47.47%	
	12/6/2022	1,934,520	1,756,674	177,846	56.96%	
	1/9/2023	1,724,567	1,622,016	102,551	65.41%	
	2/6/2023	2,236,781	1,928,057	308,724	76.37%	
	3/6/2023	1,670,898	1,364,942	305,956	84.56%	
	4/10/2023	1,585,255	1,583,251	2,004	92.33%	
	5/5/2023	1,730,921	1,593,453	137,469	100.82%	
			1,626,097			
	Total FY 2023		\$ 20,569,017	\$ 20,402,721	\$ 1,792,393	
Optional 1% Tax						
FY 2023 1%16--1%17 as of 3/1/23	7/7/2022	\$ 1,379,329	\$ 1,404,112	(24,783)	8.17%	
	8/4/2022	1,734,317	1,611,691	122,626	18.45%	
	9/8/2022	1,725,549	1,495,244	230,305	28.67%	
	10/6/2022	1,655,049	1,400,736	254,312	38.48%	
	11/8/2022	1,629,011	1,480,055	148,956	48.13%	
	12/6/2022	1,616,348	1,451,365	164,982	57.71%	
	1/9/2023	1,442,838	1,339,982	102,856	66.26%	
	2/6/2023	1,869,735	1,594,814	274,921	77.34%	
	3/6/2023	1,397,790	1,134,090	263,700	85.62%	
	4/10/2023	1,328,935	1,306,229	22,706	93.50%	
	5/5/2023	1,450,948	1,316,355	134,593	102.09%	
			1,341,669			
	Total FY 2023		\$ 17,229,849	\$ 16,876,343	\$ 1,695,175	
Total		\$ 37,798,866	\$ 37,279,064	\$ 3,487,568		

Sales Tax FY 2023 Versus Projection and Prior Year



	<u>ACTUAL FY 22</u>	<u>PROJECTED FY 23</u>	<u>ACTUAL FY 23</u>
YTD TOTAL	\$ 18,109,114	\$ 18,776,624	\$ 20,569,017
YTD VARIANCE			\$ 1,792,393
		% Difference	In Dollars
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH		8.63%	\$137,469
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE		9.55%	\$1,792,393
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH		7.51%	\$120,969
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE		13.58%	\$2,459,904

NEWS RELEASE



For Immediate Release

Contact:

Amber Freestone, PIO
Casper Police Department
AFreestone@casperwy.gov
307.439.3259

Casper Police Department – 2023 Police Week Block Party

Casper, Wyoming (May 11, 2023)

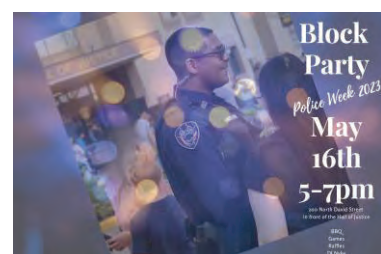
The Casper Police Department will be hosting our annual Block Party on Tuesday, May 16th, 2023. The Block Party is a community celebration of Police Week which is the full week surrounding Peach Officer Memorial Day (May 15).

This year we will be hosting the party on David Street in front of the Hall of Justice from 5:00pm-7:00pm.

Join us for hamburgers and hot dogs, hopscotch, contests, and raffles. DJ Nyke will keep the music flowing and there will be patrol vehicles on site! The community is invited to attend, food will be served from 5:15pm-6:30pm.

Thin Blue Line Ribbons are available to the community at the Police Station and businesses can request ribbons for staff by calling Amber Freestone, PIO. Patrol vehicles will have blue ribbons on the antenna for the duration of the week and officers will be allowed to wear black bands on their badges in remembrance of the fallen. We invite the community to share as we celebrate those who serve!

Please use #ourcommunity #policeweek2023 #CPDblockparty in appropriate posts.



May 11, 2023

TO: J. Carter Napier, City Manager *JCN*
FROM: Jolene Martinez, Assistant to the City Manager
Renée Jordan-Smith, Executive Assistant
SUBJECT: Communication Efforts for Westridge Area LAD

Meeting Type and Date

Information Packet, May 11, 2023

Summary

City Councilors have raised some concerns regarding the communication to residents of the Westridge area LAD. Please note that Westridge Court, Westridge Place and Westridge Way are not included in the LAD area (see attached map). We have compiled a list of the various methods we have utilized to notify residents of the proposed LAD.

The Westridge LAD has been on Council agendas six (6) times as it has moved forward. Every Council meeting and work session is publicized. The upcoming May 16, 2023, will offer the third reading of the ordinance creating the LAD.

February 28, 2023	Consideration at a work session.
March 7, 2023	Authorizing creation of the LAD (resolution).
March 14, 2023	Included in the capital projects presented to Council.
April 4, 2023	Establish a hearing date for the LAD.
April 18, 2023	First reading of the ordinance creating the LAD.
May 2, 2023	Second reading of the ordinance creating the LAD.

Our Engineering Division has communicated with the residents in the following ways:

January 6, 2023	WLC, the city's engineering consultant, mailed fliers to all addresses with notification of a public meeting. Letters returned from that mailing were resent using alternate addresses on January 18, 2023.
January 26, 2023	A public meeting was held at 2011 Fairgrounds Road. Twenty-two people attended representing 18 properties.
March 10, 2023	A certified letter was mailed to all property owners within the area. <ul style="list-style-type: none">• 105 letters were mailed.

- 87 residents received the certified letters (69 verification cards were returned, 9 receipts were verified through the USPS website, 9 uncertified letters were sent to alternate addresses without returns).
- 18 cards were returned as undelivered.

April 13, 2023 A public meeting for interested citizens was held. Notice of the meeting was provided by utilizing two (2) LED message boards that were deployed on April 7th. Seven (7) residents signed in at the meeting.

April 28, 2023 FAQ flyers were sent to 105 property owners. These flyers were not certified. Five (5) flyers were returned as undeliverable. Engineering has spoken with one of the property owners about project.

The Communications Team has provided the following communications:

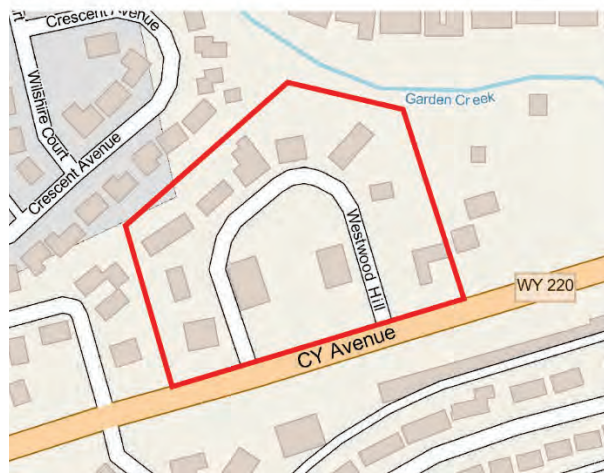
April 29, 2023 Post made on Facebook regarding the Westridge area LAD was made. There were 1,724 impressions (the number of times the post was on a screen and 114 times that people engaged with the post (by reactions, comments shares, views and clicks).

May 4, 2023 A page was made on the City website with information on the LAD and FAQ's as well. As of May 10, there have been 23 visits to the page, and one form submitted with a comment.
[Westridge Area Improvements LAD no.159 - City of Casper \(casperwy.gov\)](https://www.casperwy.gov/development/westridge-area-improvements-lad-no-159)

In addition, an article from Oil City News was published on May 2, 2023, and a KCWY reporter saw the City's Facebook post on May 1 and interviewed Alex Sveda.

Attached is the map of the LAD area, the information flyer sent out by WLC and the FAQ flyers. If you have questions or would like additional information, please let us know.

LAD Westridge Improvements Map



Westridge Improvements Phase I

January 6, 2023

Volume 1 - Issue 1

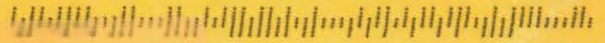
City of Casper
c/o WLC Engineering & Surveying
200 Pronghorn St.
Casper, Wyoming 82601

CASPER WY 826

06 JAN 2023 PM 2 T



City of Casper Engineering Dept.
Steve Stolte
200 N. David St.
Casper, Wy 82601



PHASE I AREAS



Purpose of this Newsletter

The Westridge Addition consists of mainly residential lots that were platted and developed in the late 1940's and early 1950's. The infrastructure in the area has exceeded its useful life span and surfacing is highly deteriorated. In addition to the surfacing, water lines are experiencing frequent failures and are in need of replacement and upsizing. The City of Casper has completed several projects over the past 20 plus years to replace the aging infrastructure in these older neighborhoods.

Similar projects include Ft Casper Phase I, Ft Casper Phase II and University Park. These projects consisted of pavement, curbwalk, water line, sanitary sewer, and storm sewer improvements. These projects were funded by the City of Casper as well as by the residents in the construction area. The City of Casper funded the pavement, water main, sanitary sewer main, and storm sewer improvements. The City of Casper assisted the residents in the areas in forming a Local Assessment District (LAD), and residents were assessed for the costs associated with the curbwalk improvements and new sanitary sewer service lines. The assessment being paid for over a period of years through county property taxes.

The City of Casper has hired WLC Engineering and Surveying to develop plans for the proposed improvements in the Westridge Area, prepare a detailed cost estimate, and to assist in forming an LAD. The Westridge Improvements are planned to be completed in Phases with the first Phase being completed in the Fall of 2023. The City of Casper has allocated funds for their portion of the project. The purpose of this newsletter is to inform the property owners and residents of the Westridge Improvements Phase I area about a public meeting that will be held to discuss the project and answer residents' questions.

Westridge Improvements Phase I Boundary

The boundary for the Westridge Improvements Phase I Project has been selected by the City of Casper based on preliminary cost estimates and available funds. The Phase I area includes Westridge Circle, Westridge Drive (CY to 15th Street), Westridge Way (CY to 15th Street), and also Westwood Hill. A map showing the project limits is on page 2 of this newsletter.

Public Meeting

A Public Meeting is planned to be held on **Wednesday, January 26, 2023 at 6:30 p.m.** at Agriculture Resources & Learning Center, located at 2011 Fairgrounds Road. Topics of discussion at the public meeting will be:

- Project boundary
- Proposed improvements
- Assessment method and estimated cost per lot
- Formation of the LAD
- Schedule for formation of the LAD
- Schedule of project
- Construction issues (street widths, landscaping, driveways, sanitary sewer services, water services, etc.)

Please plan to attend the public meeting. If you have any questions before the meeting, please contact Steven Stolte with the City of Casper Engineering Department at 235-8341 or by email to ssolte@cityofcasperwy.gov or send written comments to the Engineering Department at 200 N. David, Casper, WY 82601.

Current Activities

WLC is in the process of completing a preliminary design and detailed engineer's cost estimate for all improvements within the project area. The cost estimate will be completed prior to the public meeting. Items included in the preliminary design include:

- Street/pavement reconstruction
- Curbwalk, sidewalk, curb and gutter reconstruction
- Waterline replacement
- Sanitary sewer service replacement
- Sanitary sewer manhole replacement
- Storm drainage improvements

Local Assessment District (LAD)

Similar to previous LAD projects, the landowners in the Phase I portion will be responsible for costs associated with the curbwalk improvements as well as new sanitary sewer service lines from the main to their property. The method of assessment will be by the lineal foot of curbwalk based on the lot's frontage length, plus the cost for each property's new sanitary sewer service line. In order to make the assessments equitable for the corner lots, costs for the curbwalk on the long leg of corner lots and the connected intersection radius will be shared among all property owners in the LAD. Also included in the assessments will be traffic control, engineering and administration costs associated with these improvements. Assessments will be identical for the majority of the landowners, because most lots have the same frontage. However, the corner lots will be different as well as the lots on Westwood Hill.

The City of Casper will form the LAD by adopting an ordinance through council proceedings. All landowners will be notified of a public hearing date on the LAD resolution. If objections representing more than 50 percent of the area are filed, the LAD will be discontinued and the project may not move forward. If the LAD is successfully created, the city will prepare the construction drawings and specifications bid the project and oversee its completion.



Westridge Area Improvements: LAD No. 159

The City of Casper is considering renovations and improvements to your neighborhood streets, sidewalks, water and sewer lines. Constructed 60-70 years ago, the streets and sidewalks are deteriorating while the water and sewer lines frequently fail and need replaced.

If this project is approved by the Westridge neighborhood, you will be responsible to pay for renovations to your lot. This is called a local assessment district (LAD). For approval, the City requires fewer than 50% of property owners to submit a Formal Objection by Tuesday, May 16, 2023. As of May 1, few Formal Objections have been made. To learn how you can make a Formal Objection, scan the QR code or call 235.8341.

LAD No.159 FAQs

Is this project necessary?

The City of Casper considers it necessary. The infrastructure in this area is past its lifespan, and the streets, sidewalks, water and sewer lines are all in need of repair. Performing this maintenance all at once is the most cost-effective way.

Aren't streets, sidewalks and water/sewer lines the City's responsibility?

According to Municipal Code, property owners must maintain sidewalks, curbs and gutters. Property owners own the sanitary sewer services that connect to City-owned main lines.

How much would this cost me?

It depends on the size of your lot: 1) concrete curbwalk; + 2) sanitary sewer pipe replaced; + 3) professional costs. For example, if a 60' lot on the main side from the sewer line would be about \$6,400. All lots will be different. The City offers financing.

Read more FAQs at

bit.ly/425Ne6v

or scan:



Casper
WYO



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

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



renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, April 12, 2023

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Rob Hurlless, Terry Lane, Larry Madsen, Amber Pollock, Amy Freye, John Lee, Jim DeGolia, and Jeff Goetz

Absences: Steve Freel

Others Present: *Matt Reams and Executive Director Renee Hahn.

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

1. Minutes from March 8th 2023 Regular Meeting

A motion was made by Mr. Lane and seconded by Mr. Madsen to approve all the Minutes presented of the March 8, 2023 Regular Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of April 12, 2023 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of April 12, 2023 were presented by Mr. Madsen.

A motion was made by Mr. Goetz and seconded by Ms. Pollock to approve the Treasurer's Report of April 12, 2023, containing the financial report of the investment funds, checking account and interest accrued and 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 explained and summarized the investments.

The February 2023 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen.

A motion was made by Mr. Lane and seconded by Mr. Madsen to allow the golf cart payments of \$6,140 per month to be deferred for the months of April-July 2023 then to be paid with the August 2023 payment. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the deferred payments on the carts until August 2023.

Investment/Financial Committee

Mr. Madsen updated the Board on the depositories for ARAJPB.

The Proposed Draft Budget was explained by Ms. Hahn for 2023-2024. Questions were answered and the proposed budget to be submitted to the State Department of Audit will be voted on next month.

3. Committee Reports

- **Three Crowns**

Mr. DeGolia stated the Executive Committee will begin negotiations on the Landscape Management Contract which is due to expire on November 30, 2023. Mr. Reams shared that the golf course will officially open Saturday April 15th. The opening was delayed due inclement weather, though the driving range opened on the 11th.

Food & Beverage are still operating on reduced hours until Saturday. They had a successful Easter Brunch serving 135 people which included two seatings.

Mr. Reams stated that next week the construction on the interior of the club house will begin. With the extreme weather, the construction is currently 10 days behind. In addition, Mr. Reams spoke about the outdoor grill area and working with the Health Department. He stated that Mark Young from LGM is currently working with the local Health Department helping them create a new format as an example for other outdoor venues.

*Mr. Reams exited the meeting at 6:41 pm.

- **PRC**

Ms. Hahn shared that road base was added to the temporary parking areas to help restore winter damage. In addition, she informed the Board when the Bureau of Reclamation released water this past week, unfortunately two cows drowned. One near the Mills bridge and the other across from the Pump House. The City of Casper has been notified and will rectify the situation.

- **ARAJPB Development**

Ms. Hahn summarized and highlighted the Status Report that was sent to the Board Members via email in advance of the meeting. Mr. DeGolia asked her to update the Board on the Poplar Street expansion. Ms. Hahn informed the Board that the bidding process will start in May. No contractor has been selected. WYDOT is hoping that they will receive a bid projected for the estimated cost of 30-40 million dollars. If not, the project will not start as projected in mid-June. The job was originally estimated as a two-year project and it has now expanded up to 2.5 years.

She emphasized that the Packers Plus Building is now under contract.

She had met with the County Planning Department about the SCH PUD and discussed that ARAJPB is still following 2000 PUD from the County even though the County has developed a 2022 Resolution.

Ms. Hahn asked the County Assessor to provide land values for the SCH area. She determined that these were of no use to help the development team view comparable pricing. She then reviewed land for sale in that area and found that Cornerstone Realty represented the area across the road which did not have brownfield restrictions. Cornerstone Realty shared their pricing with Ms. Hahn. This information will be a valid comparable and will guide us with future sales.

- **Architectural Review**

Ms. Freye had no report.

- **Executive Committee**

Mr. Hurless shared that conversation developed around Ms. Hahn's job description and the politics that he wanted her to share with the Board. Ms. Hahn stated one of many daily experiences with the Board; one example was that an engineer working for BP and WYDOT had determined that BP's property had been listed as BP Pipelines through the County. He inquired on how it should be listed. I reviewed the Reuse Agreement and determined it should have been BP Products of North America. I asked that he speak to BP Attorney or the BP Representative but they had informed him to contact me for the correct information. It was determined that Natrona County listing on the property ownership was incorrect. Ms. Hahn stated she works with the City and County daily and the relationships she has built have to remain strong.

- **Executive Session**

A motion was made by Mr. Lane and seconded by Mr. DeGolia to enter Executive Session at 6:58pm. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to enter Executive Session to discuss personnel matters. Ms. Hahn exited the meeting at that time.

At 7:27 pm Ms. Hahn was asked to return to the meeting by Mr. Hurless. A motion was made by Ms. Pollock and seconded by Mr. Lane to exit Executive Session. The motion carried with all members in attendance voting to exit Executive Session.

A motion was made by Ms. Pollock and seconded by Mr. Goetz to allow the Executive Committee to annually evaluate the Executive Director. Mr. DeGolia amended the motion to include that the Executive Committee includes the salary review to be presented to the Board. The amended motion carried with all members in attendance voting to accept the new policy in place.

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

City Representative Pollock had no report but she will be attending tomorrow's meeting with the Ms. Hahn, Carter Napier, and Bruce Knell to discuss shared interests about the golf course.

5. Other

No report.

6. Future Meetings/Agenda

- Three Crowns Management Committee - April 20th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- ARAJPB Regular Meeting May 10th, at 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Management Committee – May 18th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

Office Closures:

May 22 – 26th - Renee's vacation

May 29th – Memorial Day

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. Lane and seconded by Mr. Madsen to adjourn the meeting at 7:30 p.m. The motion carried with all members in attendance voting aye.

5-10-23
Date

5.10.23
Date

Larry Madsen
Board Officer

[Signature]
Presiding Officer



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, May 10, 2023
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|---|----------------------|
| I. | Establish Quorum and Call Meeting to Order | T.Schenk |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
March 2023 Board Minutes | T.Schenk |
| V. | Financials (DDA & David Street Station)
A) March & April 2023 Reports
B) April & May 2023 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report
-Draft Budget Review
-Board Members 3 (renew) of 4 seats
-Exec Committee
-Strategic Plan
-Homelessness Issues | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting June 14, 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

March 8, 2023

11:30 a.m.

I. Call Meeting to Order

Present: Tony Hager, Shawn Houck, Nicholas Grooms, Greg Dixson, Deb Clark, Kyle Gamroth, Kerstin Ellis, Will Reese

Staff: Kevin Hawley, Brooke Montgomery, Brea Price

Guests: Matt Kadlick/Mountain West Technologies

Excused: Tim Schenk, Critter Murray, Ryan McIntyre

II. Public Comments:

- Matt Kadlick – Mountain West Technologies
 - Update on fiber downtown projects. Built a fiber ring around downtown Casper about 5 years ago, and now are taking those lines through alley ways and into buildings. Trying to get the word out that they are here, and there are no up-front construction costs. Mountain West can do single tenant or multi-tenant buildings. Will be building a data center in downtown as well. Anyone interested can reach out and get the process going to receive their services.

III. City Report:

- Kyle Gamroth
 - Wife works downtown and wanted to report individuals were caught downtown vandalizing and stealing from downtown businesses. Asks if any other known businesses had any issues/occurrences.
 - Camping ordinance has been in discussion and will be updated in relation to the homelessness issue. Adjusting camping ordinance to include private property as well. Seeking support from state legislators.
 - Natrona County health department land swap with the county, intention is to re-build health department by cemetery.
 - Renovation of Center Street will be re-paved, improved lighting, expected to be done by June.

IV. Approval of February 2023 Board Meeting Minutes

Motion, Second, Passed (Nicholas Grooms, Deb Clark) (All Approved)

V. Financials – Nicholas Grooms

- DDA and DSS both showed profit in February.
- There are a few March payments in report.

Approval of February DDA & DSS Financial Reports

Motion, Second, Passed (Nicholas Grooms, Greg Dixson) (All Approved)

VI. Director's Report - Kevin Hawley

- Have given notice for current office property and has been accepted. Will be moving office spaces and asks board for approval of terms.

Approval of Office Lease (Not exceed \$937.00/monthly fee with 3% escalate) and Finalize Lease terms with Governance & Exec. Committee

Motion, Second, Passed (Nicholas Grooms, Greg Dixson) (All Approved)

- Discussed outcome of mini breakout sessions with board and recommendations for a formal board planning session. Discussed options, reporting needs, timeline and pricing. Board was in agreement to move forward and begin scheduling.

Approval of Strategic Planning Contract Services with ALIGN \$4,550

Motion, Second, Passed (Nicholas Grooms, Tony Hager) (All Approved)

- Board member terms (Ryan, Tony, Kerstin first terms ending this year – eligible for renewal)
 - Critter reached out to discuss attendance conflicts and stepping down.
 - Kyle – suggests moving forward with receiving letter of resignation from Critter for quorum.
- David Street Station update – We are starting to see increase of sponsorships after a rough few years of COVID. Companies are reaching out to us, and we have filled our 5150’ Festival level sponsorships already.

VII. Committee Reports –

- A.) **Executive Committee** – Tim Schenk
- B.) **MARCOM Committee** – Shawn Houck
 - We had 38 stakeholders take DDA survey.
- C.) **David Street Station** – Brooke Montgomery
- D.) **Finance Committee** – Nick Grooms
- E.) **Infrastructure** – Tim Schenk
- F.) **Governance** – Will Reese

Comments:

Motion to adjourn at approximately 12:45 PM

Motion, Second, Passed (Deb Clark, Greg Dixson) (All Approved)

Action Items:

Approved by:

Secretary’s Signature: _____ /Date: _____

Board Member’s Signature: _____ /Date: _____

Casper Downtown Development Authority

Balance Sheet

As of April 30, 2023

DDA-Balance

Apr 30, 23

ASSETS

Current Assets

Checking/Savings

CHECKING 154,544.21

NOW Acct 187,941.70

Total Checking/Savings 342,485.91

Total Current Assets 342,485.91

TOTAL ASSETS 342,485.91

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 580.47

Total Other Current Liabilities 580.47

Total Current Liabilities 580.47

Total Liabilities 580.47

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -148,671.97

Net Income 108,252.97

Total Equity 341,905.44

TOTAL LIABILITIES & EQUITY 342,485.91

Casper Downtown Development Authority
Profit & Loss
 March 2023

DDA-P&L

	<u>Mar 23</u>		<u>Apr 23</u>
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	29.24	ACCT. INTEREST	26.28
Total Income	<u>29.24</u>	ASSESSMENTS	<u>2,164.01</u>
Expense		Total Income	2,190.29
OPERATIONS		Expense	
Office Rent	2,650.00	OPERATIONS	
Total OPERATIONS	<u>2,650.00</u>	Dues/Subscriptions	119.88
Total Expense	<u>2,650.00</u>	Office Rent	<u>2,650.00</u>
Net Ordinary Income	<u>-2,620.76</u>	Total OPERATIONS	<u>2,769.88</u>
Net Income	<u><u>-2,620.76</u></u>	Total Expense	<u>2,769.88</u>
		Net Ordinary Income	<u>-579.59</u>
		Net Income	<u><u>-579.59</u></u>

Casper Downtown Development Authority
Transaction Detail by Account
 March through April 2023

DDA- March & April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	03/06/2023	6181	Walsh Property Management	March 2023	-2,650.00	-2,650.00
Deposit	03/31/2023			Interest	13.28	-2,636.72
Bill Pmt -Check	04/17/2023	6182	FIB - MASTERCARD	#1405	-119.88	-2,756.60
Bill Pmt -Check	04/17/2023	6183	Walsh Property Management	April 15, 2023	-2,650.00	-5,406.60
Deposit	04/26/2023			Deposit	2,164.01	-3,242.59
Deposit	04/30/2023			Interest	11.86	-3,230.73
Total CHECKING					-3,230.73	-3,230.73
NOW Acct						
Deposit	03/31/2023			Interest	15.96	15.96
Deposit	04/28/2023			Interest	14.42	30.38
Total NOW Acct					30.38	30.38
TOTAL					-3,200.35	-3,200.35

Downtown Development Authority
Balance Sheet
As of April 30, 2023

DSS-Balance

Apr 30, 23

ASSETS

Current Assets	
Checking/Savings	
Plaza Checking	130,295.48
Special Events	18,754.42
Total Checking/Savings	<u>149,049.90</u>
Accounts Receivable	
Accounts Receivable	16,827.50
Total Accounts Receivable	<u>16,827.50</u>
Other Current Assets	
Payroll Asset	-47,500.00
Total Other Current Assets	<u>-47,500.00</u>
Total Current Assets	<u>118,377.40</u>
TOTAL ASSETS	<u><u>118,377.40</u></u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	500.00
Total Accounts Payable	<u>500.00</u>
Other Current Liabilities	
Payroll Liabilities	1,535.39
Total Other Current Liabilities	<u>1,535.39</u>
Total Current Liabilities	<u>2,035.39</u>
Total Liabilities	<u>2,035.39</u>
Equity	
Unrestricted Net Assets	236,651.83
Net Income	-120,309.82
Total Equity	<u>116,342.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>118,377.40</u></u>

DSS-P&L

	<u>Mar 23</u>		<u>Apr 23</u>
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	15.41	ACCT. INTEREST	12.35
Direct Public Support	15,000.00	Other Types of Income	
Other Types of Income		Miscellaneous Revenue	200.00
Miscellaneous Revenue	200.00	Total Other Types of Income	200.00
Total Other Types of Income	200.00	Program Income	
Program Income		Friends of Station	45.00
Friends of Station	95.00	Taco Fest Tickets	1,663.20
Taco Fest Tickets	76.35	Vendor Fees	2,320.65
Vendor Fees	492.21	Total Program Income	4,028.85
Total Program Income	663.56	Total Income	4,241.20
Total Income	15,878.97	Gross Profit	4,241.20
	15,878.97	Expense	
Expense		Facilities and Equipment	
Facilities and Equipment		Building Repairs/Maint	19.93
Building Repairs/Maint	220.49	Equip Rental and Maintenance	1,078.85
Equip Rental and Maintenance	192.81	Rent, Parking, Utilities	
Landscaping, Repairs/Maint.	793.91	DSS	139.89
Rent, Parking, Utilities		Rent, Parking, Utilities - Other	1,974.17
DSS	267.86	Total Rent, Parking, Utilities	2,114.06
Rent, Parking, Utilities - Other	1,523.80	Total Facilities and Equipment	3,212.84
Total Rent, Parking, Utilities	1,791.66	Marketing	
Total Facilities and Equipment	2,998.87	Fundraising Expense	209.45
Marketing		Total Marketing	209.45
Advertising/Media	35.00	Operations	
Fundraising Expense	348.38	Books, Subscriptions, Reference	310.99
Total Marketing	383.38	Event Expense	
Operations		Entertainment/Rentals	500.00
Event Expense		Event Supplies	3,678.40
Event Supplies	91.56	Event Expense - Other	3,971.34
Total Event Expense	91.56	Total Event Expense	8,149.74
Office Automation	314.11	Overnight Security	2,875.00
Overnight Security	2,300.00	Service Charge	40.47
Postage, Mailing Service	1.91	Supplies	126.48
Service Charge	36.79	Total Operations	11,502.68
Supplies	76.24	Payroll Expenses	15,664.62
Total Operations	2,820.61	Total Expense	30,589.59
Payroll Expenses	15,062.01	Net Ordinary Income	-26,348.39
Total Expense	21,264.87	Net Income	-26,348.39
Net Ordinary Income	-5,385.90		
Net Income	-5,385.90		

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2022 through April 2023**

DSS-Budgeting												TOTAL		
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense														
Income														
ACCT. INTEREST	2.38	15.65	16.86	15.69	12.97	10.60	17.56	13.52	15.41	12.35	132.99	0.00	132.99	100.0%
Direct Public Support														
Operational Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00	-120,000.00	0.0%
Direct Public Support - Other	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	15,000.00	0.00	18,500.00			
Total Direct Public Support	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	15,000.00	0.00	18,500.00	120,000.00	-101,500.00	15.42%
Investments														
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,348.00	0.00	0.00	32,348.00	32,000.00	348.00	101.09%
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,348.00	0.00	0.00	32,348.00	32,000.00	348.00	101.09%
Other Types of Income														
Miscellaneous Revenue	200.00	200.00	200.00	200.00	230.00	200.00	200.00	200.00	200.00	200.00	2,030.00	0.00	2,030.00	100.0%
Other Types of Income - Other	0.00	499.63	0.00	0.00	0.00	0.00	95.76	0.00	0.00	0.00	595.39	25,000.00	-24,404.61	2.38%
Total Other Types of Income	200.00	699.63	200.00	200.00	230.00	200.00	295.76	200.00	200.00	200.00	2,625.39	25,000.00	-22,374.61	10.5%
Program Income														
Beverage Sales	5,228.76	21,761.24	2,204.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,194.29	40,000.00	-10,805.71	72.99%
Brew Fest Ticket	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Disney Raffle	0.00	103.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.00			
Event Sponsorship	32,652.50	9,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,652.50	125,000.00	-53,347.50	57.32%
Facility Rental	8,825.00	6,180.00	993.64	0.00	0.00	0.00	5,690.00	0.00	0.00	0.00	21,688.64	35,000.00	-13,311.36	61.97%
Friends of Station														
Treediton	0.00	0.00	0.00	164.20	3,244.60	0.00	0.00	0.00	0.00	0.00	3,408.80	0.00	3,408.80	100.0%
Friends of Station - Other	45,145.00	55.00	1,545.00	45.00	195.00	2,365.00	2,195.00	45.00	95.00	45.00	51,730.00	30,000.00	21,730.00	172.43%
Total Friends of Station	45,145.00	55.00	1,545.00	209.20	3,439.60	2,365.00	2,195.00	45.00	95.00	45.00	55,138.80	30,000.00	25,138.80	183.8%
Ice Skating Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
Membership Dues	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00			
Partners In Progress	1,000.00	0.00	0.00	0.00	0.00	107,000.00	0.00	0.00	0.00	0.00	108,000.00	115,000.00	-7,000.00	93.91%
Support the Station														
Poinsettia sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Support the Station - Other	1,027.00	7,099.00	0.00	0.00	0.00	50.00	0.00	1,000.00	0.00	0.00	9,176.00	0.00	9,176.00	100.0%
Total Support the Station	1,027.00	7,099.00	0.00	0.00	0.00	50.00	0.00	1,000.00	0.00	0.00	9,176.00	0.00	9,176.00	100.0%
Taco Fest Tickets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.35	1,663.20	1,739.55	0.00	1,739.55	100.0%
Vendor Fees	834.86	3,857.71	0.00	169.12	452.42	201.48	87.30	450.00	492.21	2,320.65	8,865.75	0.00	8,865.75	100.0%
Program Income - Other	0.00	3,618.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,618.00	0.00	3,618.00	100.0%
Total Program Income	94,713.12	51,673.95	34,842.93	378.32	3,892.02	109,616.48	7,972.30	1,495.00	663.56	4,028.85	309,276.53	390,000.00	-80,723.47	79.3%
Total Income	94,915.50	52,389.23	35,059.79	4,094.01	4,134.99	109,827.08	8,285.62	34,056.52	15,878.97	4,241.20	362,882.91	567,000.00	-204,117.09	64.0%
94,915.50	52,389.23	35,059.79	4,094.01	4,134.99	109,827.08	8,285.62	34,056.52	15,878.97	4,241.20		362,882.91	567,000.00	-204,117.09	64.0%
Expense														
Contract Services														
Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Construction Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Contract Services - Other	1,500.00	1,550.00	1,550.00	750.00	0.00	150.00	750.00	0.00	0.00	0.00	6,250.00	0.00	6,250.00	100.0%
Total Contract Services	1,500.00	1,550.00	1,550.00	750.00	0.00	150.00	750.00	0.00	0.00	0.00	6,250.00	7,500.00	-1,250.00	83.33%
Facilities and Equipment														
Building Repairs/Maint	13,686.78	12,390.14	14,441.54	1,108.89	538.50	1,833.33	1,228.00	851.19	220.49	19.93	46,318.79	0.00	46,318.79	100.0%
Chiller Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Equip Rental and Maintenance	0.00	162.03	900.13	0.00	0.00	0.00	0.00	0.00	192.81	1,078.85	2,333.82	0.00	2,333.82	100.0%
FF&E	836.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	836.37	30,000.00	-29,163.63	2.79%
Landscaping, Repairs/Maint.	914.33	0.00	729.95	0.00	81.00	0.00	90.26	0.00	793.91	0.00	2,609.45	40,000.00	-37,390.55	6.52%

**Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2022 through April 2023**

DSS-Budgeting												TOTAL		
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Rent, Parking, Utilities														
DSS	127.97	127.97	127.97	127.97	127.97	127.97	127.97	127.97	267.86	139.89	1,431.51	0.00	1,431.51	100.0%
Rent, Parking, Utilities - Other	2,702.78	1,887.24	3,140.46	860.92	1,561.39	601.11	1,131.14	1,497.25	1,523.80	1,974.17	16,880.26	34,000.00	-17,119.74	49.65%
Total Rent, Parking, Utilities	2,830.75	2,015.21	3,268.43	988.89	1,689.36	729.08	1,259.11	1,625.22	1,791.66	2,114.06	18,311.77	34,000.00	-15,688.23	53.86%
Storage - Rental	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	-6,750.00	3.57%
Facilities and Equipment - Other	85.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.00	0.00	85.00	100.0%
Total Facilities and Equipment	18,353.23	14,567.38	19,340.05	2,347.78	2,308.86	2,562.41	2,577.37	2,476.41	2,998.87	3,212.84	70,745.20	171,000.00	-100,254.80	41.37%
Marketing														
Advertising/Media	2,124.90	752.22	182.88	8,130.90	500.00	0.00	588.00	0.00	35.00	0.00	12,313.90	8,000.00	4,313.90	153.92%
Fundraising Expense	1,957.72	253.93	224.89	224.89	224.89	4,759.63	0.00	281.37	348.38	209.45	8,485.15	3,500.00	4,985.15	242.43%
Website	0.00	71.88	60.51	300.00	0.00	0.00	0.00	0.00	0.00	0.00	432.39	1,000.00	-567.61	43.24%
Marketing - Other	116.67	72.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.38	0.00	189.38	100.0%
Total Marketing	4,199.29	1,150.74	468.28	8,655.79	724.89	4,759.63	588.00	281.37	383.38	209.45	21,420.82	12,500.00	8,920.82	171.37%
Operations														
Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10.00	0.00	10.00	100.0%
Books, Subscriptions, Reference	222.61	560.33	9.99	10.99	0.00	0.00	1,224.08	420.83	0.00	310.99	2,759.82	0.00	2,759.82	100.0%
Equip/Supplies	0.00	0.00	0.00	0.00	97.80	0.00	0.00	0.00	0.00	0.00	97.80	0.00	97.80	100.0%
Event Expense														
A/V	9,300.00	10,925.00	6,000.00	4,625.00	0.00	200.00	0.00	0.00	0.00	0.00	31,050.00	20,000.00	11,050.00	155.25%
Bands	17,850.00	16,867.42	250.00	700.00	650.00	3,300.00	0.00	9,000.00	0.00	0.00	48,617.42	0.00	48,617.42	100.0%
Entertainment/Rentals	4,100.00	4,500.00	700.00	0.00	179.99	16,344.00	0.00	0.00	0.00	500.00	26,323.99	75,000.00	-48,676.01	35.1%
Event Supplies	1,764.30	3,052.37	1,896.70	154.40	618.99	0.00	6,388.91	242.59	91.56	3,678.40	17,888.22	30,000.00	-12,111.78	59.63%
Insurance	6,816.00	6,132.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,948.72	0.00	12,948.72	100.0%
Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Security	2,400.00	3,968.50	1,225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,593.50	10,000.00	-2,406.50	75.94%
Event Expense - Other	5,720.28	12,144.39	2,238.48	4,329.50	0.00	0.00	0.00	0.00	0.00	3,971.34	28,403.99	0.00	28,403.99	100.0%
Total Event Expense	47,950.58	57,590.40	12,310.18	9,808.90	1,448.98	19,844.00	6,388.91	9,242.59	91.56	8,149.74	172,825.84	145,000.00	27,825.84	119.19%
Office Automation	0.00	0.00	10.99	0.00	0.00	0.00	0.00	10.99	314.11	0.00	336.09	5,000.00	-4,663.91	6.72%
Overnight Security	2,300.00	2,875.00	2,875.00	2,300.00	2,875.00	1,725.00	2,300.00	2,300.00	2,300.00	2,875.00	24,725.00	21,000.00	3,725.00	117.74%
Postage, Mailing Service	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	1.91	0.00	61.91	1,000.00	-938.09	6.19%
Printing and Copying	308.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	308.00	0.00	308.00	100.0%
Service Charge	385.02	60.63	292.32	22.79	24.45	268.82	83.55	43.29	36.79	40.47	1,258.13	0.00	1,258.13	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Supplies	1,147.49	1,352.31	269.86	59.88	19.20	0.00	0.00	313.13	76.24	126.48	3,364.59	0.00	3,364.59	100.0%
TIPS Training	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00	100.0%
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Operations	52,313.70	62,573.67	15,768.34	12,202.56	4,465.43	21,837.82	9,996.54	12,340.83	2,820.61	11,502.68	205,822.18	178,000.00	27,822.18	115.63%
Payroll Expenses														
Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
Payroll Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
Payroll Expenses - Other	25,374.06	22,488.60	18,765.76	15,593.55	14,792.89	16,030.13	19,843.41	15,089.99	15,062.01	15,664.62	178,705.02	206,000.00	-27,294.98	86.75%
Total Payroll Expenses	25,374.06	22,488.60	18,765.76	15,593.55	14,792.89	16,030.13	19,843.41	15,089.99	15,062.01	15,664.62	178,705.02	230,000.00	-51,294.98	77.7%
Travel and Meetings														
Conference, Convention, Meeting	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00	100.0%
Travel	0.00	0.00	0.00	99.51	0.00	0.00	0.00	0.00	0.00	0.00	99.51	0.00	99.51	100.0%
Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Travel and Meetings	0.00	0.00	0.00	249.51	0.00	0.00	0.00	0.00	0.00	0.00	249.51	0.00	249.51	100.0%

**Downtown Development Authority
 Profit & Loss Budget vs. Actual
 July 2022 through April 2023**

DSS-Budgeting

TOTAL

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Total Expense	101,740.28	102,330.39	55,892.43	39,799.19	22,292.07	45,339.99	33,755.32	30,188.60	21,264.87	30,589.59	483,192.73	599,000.00	-115,807.27	80.67%
Net Ordinary Income	-6,824.78	-49,941.16	-20,832.64	-35,705.18	-18,157.08	64,487.09	-25,469.70	3,867.92	-5,385.90	-26,348.39	-120,309.82	-32,000.00	-88,309.82	375.97%
Net Income	<u>-6,824.78</u>	<u>-49,941.16</u>	<u>-20,832.64</u>	<u>-35,705.18</u>	<u>-18,157.08</u>	<u>64,487.09</u>	<u>-25,469.70</u>	<u>3,867.92</u>	<u>-5,385.90</u>	<u>-26,348.39</u>	<u>-120,309.82</u>	<u>-32,000.00</u>	<u>-88,309.82</u>	<u>375.97%</u>

Downtown Development Authority
Transaction Detail by Account
March through April 2023

DSS - March & April Trans

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Bill Pmt -Check	03/01/2023		Rivers Edge Storage		-300.00	-300.00
Deposit	03/05/2023			Deposit	325.00	25.00
Check	03/06/2023		Black Hills Energy	#online payment	-228.41	-203.41
Check	03/06/2023		Rocky Mountain Power	#online payment	-442.67	-646.08
Bill Pmt -Check	03/06/2023	2748	Alliance Electric	#12033	-620.00	-1,266.08
Bill Pmt -Check	03/06/2023	2749	Secure Gunz LLC	736;737;740;741	-2,300.00	-3,566.08
Liability Check	03/07/2023		United States Treasury	83-0286881	-1,582.36	-5,148.44
Deposit	03/10/2023			Deposit	15.45	-5,132.99
Bill Pmt -Check	03/13/2023	2750	AMBI Mail & Marketing	#23-02-285	-1.91	-5,134.90
Bill Pmt -Check	03/13/2023	2751	Charter Communications	#0976435030123	-139.89	-5,274.79
Bill Pmt -Check	03/13/2023	2752	City of Casper - Water Services	David Street Station-Water/Trash	-551.72	-5,826.51
Bill Pmt -Check	03/13/2023	2753	Charter Communications	#1113376030123	-127.97	-5,954.48
Check	03/13/2023	2754	City of Casper	VOID: VOID - to be used for e-pay	-1.00	-5,955.48
Paycheck	03/15/2023		payroll		-1,484.12	-7,439.60
Paycheck	03/15/2023		payroll		-1,830.96	-9,270.56
Paycheck	03/15/2023		payroll		-2,633.57	-11,904.13
Deposit	03/15/2023			Deposit	20.00	-11,884.13
Deposit	03/19/2023			Deposit	217.21	-11,666.92
Deposit	03/20/2023			Deposit	25.00	-11,641.92
Deposit	03/20/2023			Deposit	60.90	-11,581.02
Bill Pmt -Check	03/23/2023	2755	Mastercard	#9423	-42.91	-11,623.93
Bill Pmt -Check	03/23/2023	2756	Mastercard	#1405	-194.23	-11,818.16
Bill Pmt -Check	03/23/2023	2757	Mastercard	#7031	-119.88	-11,938.04
Bill Pmt -Check	03/23/2023	2758	Mastercard	#9839	-257.56	-12,195.60
Bill Pmt -Check	03/23/2023	2759	Mastercard	#9471	-837.92	-13,033.52
Paycheck	03/31/2023		payroll		-1,484.13	-14,517.65
Paycheck	03/31/2023		payroll		-1,830.96	-16,348.61
Paycheck	03/31/2023		payroll		-2,633.57	-18,982.18
Check	03/31/2023			Service Charge	-36.79	-19,018.97
Deposit	03/31/2023			Interest	14.62	-19,004.35
Bill Pmt -Check	04/01/2023		Rivers Edge Storage		-300.00	-19,304.35
Deposit	04/02/2023			Deposit	46.35	-19,258.00
Liability Check	04/03/2023		United States Treasury	83-0286881	-1,582.34	-20,840.34
Deposit	04/03/2023			Deposit	46.35	-20,793.99
Deposit	04/04/2023			Deposit	1,017.45	-19,776.54
Deposit	04/06/2023			Deposit	290.70	-19,485.84
Bill Pmt -Check	04/07/2023	2760	Damond Clark	Rental reimbursement for 80' Boom lift	-700.00	-20,185.84
Deposit	04/11/2023			Deposit	77.25	-20,108.59
Deposit	04/11/2023			Deposit	145.35	-19,963.24
Deposit	04/12/2023			Deposit	231.75	-19,731.49
Deposit	04/13/2023			Deposit	15.45	-19,716.04
Deposit	04/13/2023			Deposit	286.05	-19,429.99
Paycheck	04/15/2023		payroll		-1,484.12	-20,914.11
Paycheck	04/15/2023		payroll		-1,738.95	-22,653.06
Paycheck	04/15/2023		payroll		-2,633.57	-25,286.63
Deposit	04/15/2023			Deposit	20.00	-25,266.63
Deposit	04/16/2023			Deposit	57.96	-25,208.67

**Downtown Development Authority
Transaction Detail by Account
March through April 2023**

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/17/2023	2761	Alliance Electric	#12063	-358.29	-25,566.96
Bill Pmt -Check	04/17/2023	2762	AMBI Mail & Marketing	23-03-047	-60.00	-25,626.96
Bill Pmt -Check	04/17/2023	2763	Charter Communications	#8313 30 031 0976435	-139.89	-25,766.85
Bill Pmt -Check	04/17/2023	2764	City of Casper - Finance Division	#465301	-1.00	-25,767.85
Bill Pmt -Check	04/17/2023	2765	Dewitt Water Systems & Services	#82354	-19.50	-25,787.35
Bill Pmt -Check	04/17/2023	2766	Eat All Day	Taco Fest - Vendor Reimbursement	-500.00	-26,287.35
Bill Pmt -Check	04/17/2023	2767	Egginton's	Taco Fest - Vendor Reimbursement	-500.00	-26,787.35
Bill Pmt -Check	04/17/2023	2768	El Fagon	Taco Fest - Vendor Reimbursement	-500.00	-27,287.35
Bill Pmt -Check	04/17/2023	2769	Kelly Phanuekthong	Taco Fest - Vendor Reimbursement	-500.00	-27,787.35
Bill Pmt -Check	04/17/2023	2770	Mastermind of Monkey	Taco Fest - Band	-500.00	-28,287.35
Bill Pmt -Check	04/17/2023	2771	MCF LLC	#373	-450.00	-28,737.35
Bill Pmt -Check	04/17/2023	2772	Quality Brands of Casper	#P-5993878	-112.50	-28,849.85
Bill Pmt -Check	04/17/2023	2773	Secure Gunz LLC	742; 745; 746; 747; 749	-2,875.00	-31,724.85
Bill Pmt -Check	04/17/2023	2774	Swank Motion Pictures Inc	BO#2022491	-2,790.00	-34,514.85
Bill Pmt -Check	04/17/2023	2775	Tacos Locos	Taco Fest - Vendor Reimbursement	-500.00	-35,014.85
Bill Pmt -Check	04/17/2023	2776	Wyoming Rib & Chop House - Casper	VOID: Taco Fest - Vendor Reimburseme	0.00	-35,014.85
Bill Pmt -Check	04/17/2023	2777	Mastercard	#9839	-1,312.56	-36,327.41
Bill Pmt -Check	04/17/2023	2778	Mastercard	#9423	-205.00	-36,532.41
Bill Pmt -Check	04/17/2023	2779	Mastercard	#7031	-300.00	-36,832.41
Bill Pmt -Check	04/17/2023	2780	Mastercard	#9471	-1,139.59	-37,972.00
Liability Check	04/18/2023		United States Treasury	83-0286881	-1,674.38	-39,646.38
Deposit	04/18/2023			Deposit	30.90	-39,615.48
Deposit	04/20/2023			Deposit	102.25	-39,513.23
Deposit	04/20/2023			Deposit	290.70	-39,222.53
Deposit	04/21/2023			Deposit	61.80	-39,160.73
Deposit	04/22/2023			Deposit	61.80	-39,098.93
Deposit	04/23/2023			Deposit	61.80	-39,037.13
Liability Check	04/24/2023		United States Treasury	83-0286881	-1,674.34	-40,711.47
Deposit	04/24/2023			Deposit	137.25	-40,574.22
Deposit	04/25/2023			Deposit	61.80	-40,512.42
Deposit	04/26/2023			Deposit	447.15	-40,065.27
Bill Pmt -Check	04/26/2023		Black Hills Energy		-99.49	-40,164.76
Bill Pmt -Check	04/26/2023		City of Casper - Water Services		-9.69	-40,174.45
Bill Pmt -Check	04/26/2023		Rocky Mountain Power		-387.60	-40,562.05
Bill Pmt -Check	04/26/2023		City of Casper - Water Services		-21.72	-40,583.77
Bill Pmt -Check	04/26/2023		City of Casper - Water Services		-102.67	-40,686.44
Deposit	04/27/2023			Deposit	145.35	-40,541.09
Bill Pmt -Check	04/28/2023	2781	Department of Workforce Services	Voucher# 104823	-363.39	-40,904.48
Deposit	04/28/2023			Deposit	306.30	-40,598.18
Deposit	04/28/2023			Interest	11.64	-40,586.54
Paycheck	04/30/2023		payroll		-1,484.13	-42,070.67
Paycheck	04/30/2023		payroll		-1,738.96	-43,809.63
Paycheck	04/30/2023		payroll		-2,633.57	-46,443.20
Deposit	04/30/2023			Deposit	87.09	-46,356.11
Check	04/30/2023			Service Charge	-40.47	-46,396.58
Total Plaza Checking					-46,396.58	-46,396.58
TOTAL					-46,396.58	-46,396.58

Downtown Dev. Authority
Budget Summary 2023-2024

	Revenue	Expense	
DDA	\$182,100	\$177,660	\$4,440
DSS	\$852,000	\$873,200	-\$21,200
	<hr/>	<hr/>	<hr/>
	\$1,034,100	\$1,050,860	-\$16,760

Casper DDA Budget for FY July 2023 - June 2024

EXPENSE	BUDGET
ADMINISTRATIVE	
Director's Salary	\$75,000.00
ED Bonus/Incentives	\$10,000.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$7,500.00
TOTAL ADMINISTRATIVE	\$93,400.00
OPERATIONS	
Board MTG Expense	\$500.00
Office Automation	\$1,000.00
Conference Registration	\$1,500.00
Copier Maintenance Plan	\$3,000.00
Accountant/Bookkeeper	\$2,000.00
Planters	\$20,000.00
Graffiti	\$1,500.00
Insurance/Bonding (WARM)	\$3,000.00
Subscriptions	\$2,000.00
Music Service	\$660.00
Office Equipment	\$1,500.00
Office Rent	\$12,000.00
Office Supplies	\$2,000.00
Pigeon Control	\$8,500.00
Postage	\$600.00
Employee Development	\$1,500.00
Travel	\$2,500.00
TOTAL OPERATIONS	\$63,760.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$6,000.00
Strategic Planning	\$3,500.00
Media Expenditures	\$6,000.00
Other Projects	\$2,000.00
Recognition Awards	\$1,500.00
PR - Director	\$1,500.00
TOTAL Marketing/Comm.	\$20,500.00
TOTAL OPERATING EXPENSE	\$177,660.00
REVENUE	
Assessments @ Mill Levy of 16%	\$180,000.00
Interest (Savings and CD's)	\$100.00
Donations	
Planter Donation	\$2,000.00
Banners	
Other	
TOTAL REVENUE	\$182,100.00
OPERATING SURPLUS/DEFICIT	\$4,440.00
BUDGET SUMMARY	
BEGINNING BANK BAL (ALL ACCTS)	\$200,000.00
OPERATING EXPENSE	(\$177,660.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$182,100.00
ENDING BANK BALANCE	\$204,440.00

David Street Station -Operational Budget

EXPENSE		Jul'23-Jun'24		Notes
ADMINISTRATIVE				
Marketing Mgr.	\$52,000.00		1500	
Mkt Assistant	\$10,000.00		1500	
Event Coordinator	\$43,000.00		1500	
Support 1	\$12,000.00			
Support 2	\$12,000.00			
Summer Event Support	\$15,000.00			
Ice Staff	\$15,000.00			
Lubner (Zam + Summer)	\$20,000.00		1000	
Payroll Bonuses	\$5,500.00			
Payroll Liabilities	\$18,500.00			
TOTAL ADMINISTRATIVE	\$203,000.00			
OPERATIONS				
Website Development/Support	\$1,000.00			
Marketing/Advertising/Promotion	\$8,000.00			
Event Expenses				
AV	\$32,000.00			
Security				
Event	\$15,000.00			
Overnight	\$30,000.00			
Cleaning	\$16,000.00			
Event Supplies/Support	\$35,000.00			
Entertainment	\$75,000.00			
Total Event Expense		\$203,000.00		
Mail/Postage	\$1,000.00			
PR/Staff Comm. Engagement	\$5,000.00			
Software/Subscriptions	\$6,000.00			
Accounting and Legal	\$7,500.00			
Maintenance Contractor(s)	\$20,000.00			
Storage	\$7,200.00			
Office Automation	\$5,000.00			
Utilities	\$34,000.00			
Building/Landscape/Maintenance	\$30,000.00			
FF&E	\$30,000.00			
Insurance (Liability)	\$20,000.00			
Fundraising	\$7,500.00			
Chiller Purchase	\$285,000.00			
TOTAL OPERATIONS	\$670,200.00			
TOTAL ADMIN & OPERATIONS	\$873,200.00			
REVENUE				
Event Sponsorships	\$125,000.00			
Endowment	\$32,000.00			
Ice Skating Income	\$45,000.00			
Operational Grants	\$120,000.00			
Partners in Progress	\$115,000.00			
Friends of Station	\$30,000.00			
Event Rental/Vendor Fees/Sales	\$35,000.00			
5150 Funding	\$25,000.00			
Beverage Sales	\$40,000.00			
Chiller Grant	\$ 285,000.00			
TOTAL REVENUE	852,000.00			
Net Profit/Loss	(\$21,200.00)			
(LESS INVESTMENT BY DDA)				