

# INFORMATION PACKET

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Friday, November 22, 2019



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We are CASPER

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

## The Grid

A working draft of Council Meeting Agendas

**November 26, 2019**
**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Mayor/Vice Mayor Straw Poll	Direction Requested	10 min	4:35
Mayor Salary & Term Length		10 min	4:45
Wyoming Business Council Grant	Direction Requested	15 min	4:55
Dog Parks	Direction Requested	30 min	5:10
City SAFE Project - Part 2	Direction Requested	30 min	5:40
Council Participation on Boards	Direction Requested	20 min	6:10
Financial Guidelines - Phase 3	Direction Requested	20 min	6:30
Agenda Setting		20 min	6:50
Legislative Review		10 min	7:10
Council Around the Table		10 min	7:20
Approximate Ending Time:			7:30

**December 3, 2019**
**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent      N = Item is not on Consent					
Pre-Meeting: Approval of Nov. 19 Executive Session Minutes					
Pre-Meeting: Metal Detectors at the Casper Events Center					
Pre-Meeting: Metro Road Speed Data					
Pre-Meeting: Mayor Salary					
Bright Spot - 150th Anniversary of Wyoming Women's Suffragette Proclamation					
Establish February 18, 2020, as the Public Hearing Date for Consideration of the Liquor License Renewals for Licensing Period April 1, 2020 through March 31, 2021.	C				
Establish December 17, 2019, as the Public Hearing date for Consideration of a Transfer of Ownership for Retail Liquor License No. 36, Owned by Urban Market Wines, LLC d/b/a Urban Bottle Wine & Spirits, Located at 410 South Ash Street.	C				
Establish December 17, 2019, as the Public Hearing date for Consideration of New Bar and Grill Liquor License No. 12 for Adega, LLC., d/b/a Qdoba Mexican Eats, Located at 5030 East 2nd Street .	C				
Establish December 17, 2019, as the Public Hearing date for Consideration of New Bar and Grill Liquor License No. 13 for EDG, LLC., d/b/a Qdoba Mexican Eats, Located at 4009 CY Avenue.	C				
Public Hearing: Consideration an Ordinance Approving the City-Initiated Annexation of Thirteen (13) Properties Along the West Side of South Poplar, South of West 50th Street; and the Zoning of Said Properties as AG (Urban Agriculture).		N			
Public Hearing: Approving a Plat and Subdivision Agreement for the Fairgrounds Home Addition No. 2.		N			

**December 3, 2019 (continued)**

**Councilmembers Absent:**

Public Hearing: Plat Creating the Ihli Addition to the City of Casper, and Zoning of said Addition as R-2 (One Unit Residential).		N			
Amending Section 2.04.040 of the Casper Municipal Code - Salaries First Reading			N		
Approving a Plat Creating the Dewald Divide Addition, a Subdivision Agreement, and a Zone Change of said Addition to C-2 (General Business), R-4 (High Density Residential) and ED (Educational District). 2nd reading			N		
Amendment to Section 10.24.010 and Section 10.24.010 of the Casper Municipal Code pertaining to Thirty and Forty Mile Per Hour Speed Zones. 2nd reading			N		
Authorizing a Contract for Outside-City Sewer Service with Rubis Land Company, LLC for 11115 U.S. Highway 20/26.				C	
Authorizing a Procurement Agreement with Kubwater Resources, Inc., in the amount of \$44,960 for Zetag 7593 Polymer for use at the Wastewater Treatment Plant.				C	
Authorizing a One-Year Contract Agreement with Desert Mountain Corporation for Delivery of Ice Slicer for Winter Operation at the Cost of \$108.45 a Ton, up to a Total Amount of \$300,000.				C	
Authorizing a Professional Services Agreement between the City of Casper and Graves Consulting, LLC to Conduct a Comprehensive Compensation and Classification Study.				C	
Authorizing a Professional Services Agreement for Wrecker Services with All Around Towing, LLC.				C	
Authorizing a Professional Services Agreement for Wrecker Services with E & F Towing, Transport and Recovery.				C	
Authorizing a Professional Services Agreement for Wrecker Services with M.A.D. Transportation & Towing.				C	
Authorizing a Professional Services Agreement for Wrecker Services with On the Hook Recovery and Transport.				C	
Rejecting the Bids for the CY Booster Station Replacement Project No. 16-024.					C
Authorizing the Reappointment of Mark Pepper to the Economic Development Joint Powers Board.					C

**December 10, 2019**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Fort Caspar Expansion	Direction Requested	30 min	4:35
Wind River/Washakie Traffic Concerns	Direction Requested	30 min	5:05
Utility Rates	Direction Requested	30 min	5:35
Downtown Parking Fines/Garage	Direction Requested	30 min	6:05
Agenda Setting		20 min	6:35
Legislative Review		10 min	6:55
Council Around the Table		10 min	7:05
Approximate Ending Time:			7:15

**December 10, 2019**

**Councilmembers Absent:**

<b>Special Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is not on Consent</b>					
2nd Reading: Mayor Salary			N		

**December 17, 2019**

**Councilmembers Absent:**

<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>
<b>C = Item is on Consent      N = Item is not on Consent</b>					
Pre-Meeting: InTTec Inc. Franchise Agreement					
Public Hearing: Transfer of Ownership for Retail Liquor License No. 36, Owned by Urban Market Wines, LLC d/b/a Urban Bottle Wine & Spirits, Located at 410 South Ash Street.		N			
Public Hearing: New Bar and Grill Liquor License No. 12 for Adegas, LLC., d/b/a Qdoba Mexican Eats, Located at 5030 East 2nd Street .		N			
Public Hearing: New Bar and Grill Liquor License No. 13 for EDG, LLC., d/b/a Qdoba Mexican Eats, Located at 4009 CY Avenue.		N			
City-Initiated Annexation of Thirteen (13) Properties Along the West Side of South Poplar, South of West 50th Street; and the Zoning of Said Properties as AG (Urban Agriculture). 2nd Reading			N		
Approving a Plan and Subdivision Agreement for the Fairgrounds Home Addition No. 2. 2nd Reading			N		
Plat Creating the Ihli Addition to the City of Casper, and Zoning of said Addition as R-2 (One Unit Residential). 2nd Reading			N		
Approving a Plat Creating the Dewald Divide Addition, a Subdivision Agreement, and a Zone Change of said Addition to C-2 (General Business), R-4 (High Density Residential) and ED (Educational District). 3rd reading			N		
Amendment to Section 10.24.010 and Section 10.24.010 of the Casper Municipal Code pertaining to Thirty and Forty Mile Per Hour Speed Zones. 3rd reading			N		
Amending Section 2.04.040(B) of the Casper Municipal Code Pertaining to the Salary for the Mayor.			N		

### Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Property Code Revisions		40 min	After January 2020
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Leash Laws			
Meadowlark Park			Spring 2020
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Waiting on response from Booth family
Jade & Arrowhead LAD - Follow-up			
Long Range Transportation Plan Final Presentation	January 14, 2020		
Private Operation of Hogadon	January 14, 2020		

### Staff Suggested Items:

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Neighborhood/Infrastructure Redevelopment (Goal 1)			
Pre-Annexation Agreement			
Historic Preservation Strategic Plan - Follow-up	January 14, 2020		
Municipal Court Update			

### Future Council Meeting Items

Public Hearing January 7, 2020: Consideration of an Appeal of the Planning and Zoning Commission's Decision to Deny a Zone Change of a 2.8-acre portion of Tract 4, North Platte River Park Addition, Generally Located at the Corner of Events Drive and North Poplar Street, North of Wilkins Way, From PH (Park Historic) to C-4 (Highway Business).

Public Hearing January 7, 2020: Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of Thirteen (13) Properties Along the West Side of South Poplar, South of West 50th Street; and the Zoning of Said Properties as AG (Urban Agriculture), Complies with W.S. 15-1-402.

1. Resolution.

2. Third reading Ordinance Approving Annexation, and Zoning of Thirteen (13) Properties Along the West Side of South Poplar, South of West 50th Street.

Establish January 21, 2020 as the Public Hearing Date for Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the Ihli Addition to the City of Casper complies with W.S. §15-1-402.

1. Resolution.

2. Third reading Ordinance Approving Annexation, and Zoning of the Ihli Addition

February 18, 2020 Mr. Robert Hildebrand - 100 year celebration (Mayor of Casper in 1967)

Public Hearing February 18, 2020: Liquor License Renewals for Licensing Period April 1, 2020 through March 31, 2021.

### Retreat Items

Economic Development and City Building Strategy
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CASPER ARTISTS' GUILD

EST . 1924

## Preserve Our Parking!

As it stands today, ART 321-Casper Artists' Guild will lose its parking when the new State of Wyoming office complex is completed in 2021. The area that ART 321 uses as its main parking area is located on the south side of the guild (main door entrance). This area also includes the required ADA ramp for handicap individuals and those who have mobility issues. The state of Wyoming intends to use the current parking lot as part of the green space (lawn). The lasting negative effect on ART 321 will be insurmountable. It will be difficult for artists to bring artwork for shows that change once a month, aging members of the guild will no longer have easy access from their vehicles to the building, access to the basement for a future remodel will no longer be available. The Art Walk every Thursday throughout the summer could very well be jeopardized along with outdoor activities that have been held in this very parking lot. ART 321 is simply asking for a compromise, We embrace the continuation of the Casper trail system and making the Proposed Parking Lot a green area with plants and trees along with securing the East end of the State of Wyoming Office Complex.

ART 321 is requesting one of three things:

1. The State of Wyoming deed the approximate 5000 square feet to ART 321
2. The State of Wyoming offer a long-term lease to ART 321-Casper Artists Guild
3. ART 321-Casper Artists' Guild purchase the land

ART 321-Casper Artists' Guild would work with the City of Casper and the Old Yellowstone District Advisory Committee when it comes to paving and landscaping, should the State agree to any of our terms. Please see attached artist renditions of what ART 321 envisions their parking area would look.

For additional information or comment, please contact Joe Arnold, Committee Chairman at 360-980-2792 or [slowjoe53@gmail.com](mailto:slowjoe53@gmail.com).





AERIAL VIEW of PROPOSED PARKING LOT

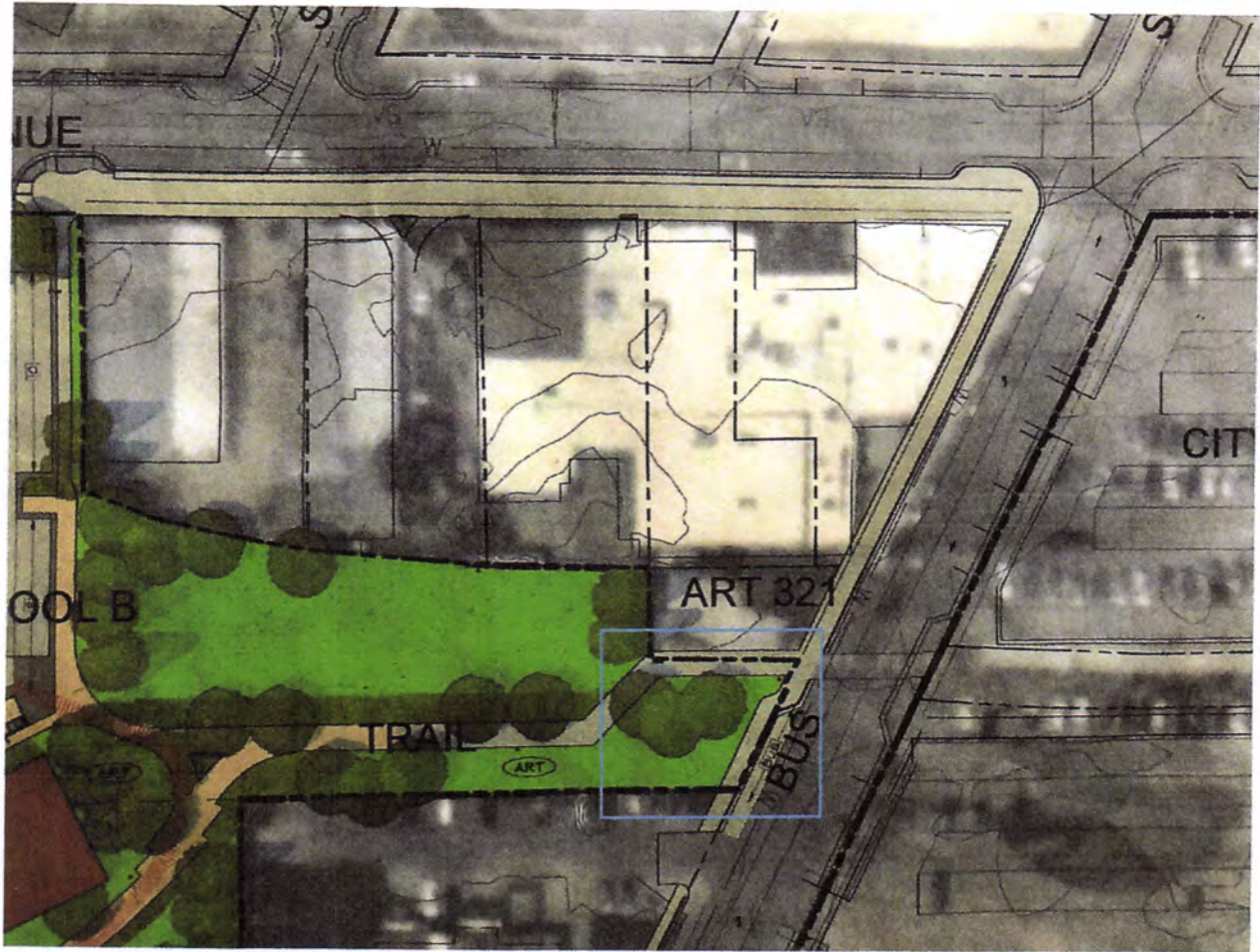
ART 321 \* 321 W. Midwest Avenue \* Casper, WY 82601  
[www.art321.org](http://www.art321.org) \* 307.265.2655



STREET VIEW of PROPOSED PARKING LOT

ART 321 \* 321 W. Midwest Avenue \* Casper, WY 82601  
[www.art321.org](http://www.art321.org) \* 307.265.2655





AERIAL VIEW of STATE GROUNDS  
& PROPOSED PARKING LOT AREA

ART 321 \* 321 W. Midwest Avenue \* Casper, WY 82601  
[www.art321.org](http://www.art321.org) \* 307.265.2655



Photo taken November 16, 2019. As you can see the Office Parking lot is empty, at the time there was no other activity going on, the number of vehicles is strictly for our bazaar and classes.

ART 321 \* 321 W. Midwest Avenue \* Casper, WY 82601  
[www.art321.org](http://www.art321.org) \* 307.265.2655





Photo taken November 16, 2019. As you can see this parking lot is being used as overflow, the number of vehicles is strictly for our purposes.

ART 321 \* 321 W. Midwest Avenue \* Casper, WY 82601  
[www.art321.org](http://www.art321.org) \* 307.265.2655



Photo taken November 16, 2019. We estimated 3-400 visitors on Saturday and the weather was questionable.



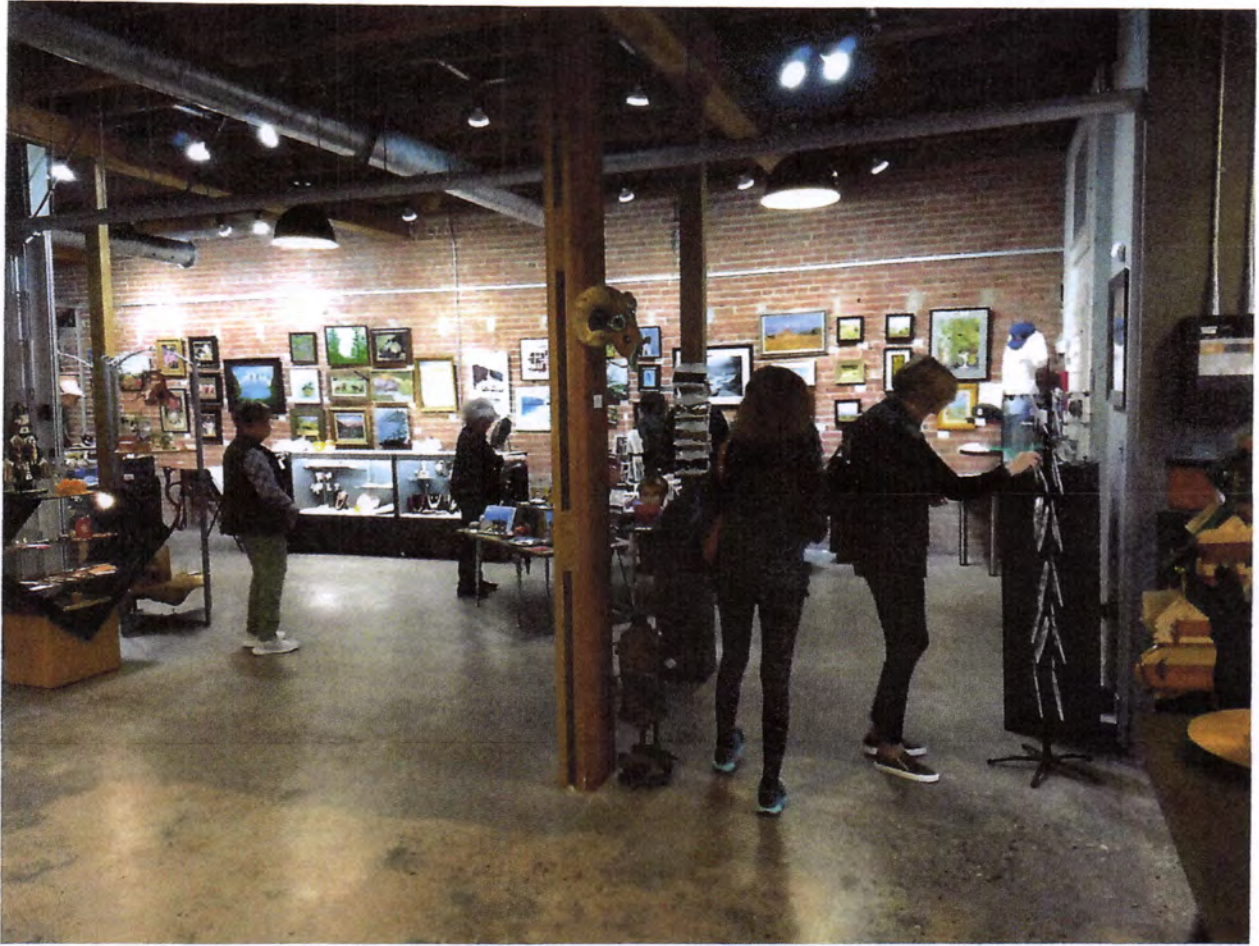


Photo taken November 16, 2019.

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# ART 321 News

## November 2019 NEWSLETTER

### ART 321 Board Members:

Carol Chapman—President  
Ken Carpenter—Vice President  
Pat Fannesbeck—Treasurer  
Ellen Schreiner—Secretary  
Carolyn Rodgers—Newsletter Chair  
Dave Sneesby—Workshops and Facilities Chair  
Vicki Primrose—Public Relations and Events Chair  
Marisa Wesnitzer—Exhibits Chair  
Debbie Jenkins—Gift Shop Chair

### ART 321 Employees:

Susie Grant—Executive Director  
susie@art321.org  
Cathryn Becker—Gallery Manager  
cathy@art321.org  
Johanna Swisher—Administrative Assistant  
johanna@art321.org

### Contact Us:

321 W. Midwest  
Casper, Wyoming 82601

Phone: (307) 265-2655

Hours: Tue—Fri 10am to 6pm  
Sat 10am to 4pm  
Free Admission

### MISSION STATEMENT:

*The Casper Artists' Guild nurtures & educates visual artists while making the arts welcoming & approachable*

## It's Hard to Say Good-bye

Most of you know by now that I am stepping down as Executive Director of ART 321. My last day at ART 321 will be December 21<sup>st</sup>. My time at the guild has been some of the best and most rewarding moments of my life. I found a home at ART 321 and I consider you all as family. It's has been a joy to see new artists join the guild and watch their talent and confidence flourish. Much like a new artist's confidence increasing, my confidence grew as well. I was a stay-at-home mom who devoted my energy raising three boys. It was a huge step for me to join the staff as gallery manager in 2017, and immediately I knew this was the job for me. I could see right-away the important role ART 321 plays in our community and I believe the guild's presence has grown and developed right along with me. I love the culture that we've built and hope to see that continue for years to come. It's so important that our community feels like they belong when they walk through our doors. I have no doubt that the focus of ART 321 will remain on our artists and art education. We have the best of the best here and I know that there are so many more talented artists who have yet to join. I am not going far and intend to stay involved in the guild. I may just join you for Oil & Acrylic Group, Watercolor group and workshops! I am going to miss the daily conversations with the community and members. I am going to miss the day-to-day "Three Ring Circus" that I have grown so accustomed to. I am so grateful to all who gave me the chance to spread my wings. It has been a true blessing to be a part of such a wonderful organization. I will miss you all! **-Sincerely, Susie**



## JOB DESCRIPTION: EXECUTIVE DIRECTOR

### Job Posting: Executive Director Position

#### General Responsibilities:

- Board Governance: Works with the Board in order to fulfill the organization mission.
- Responsible for leading ART 321-Casper Artists' Guild in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

The Executive Director is the key management leader of ART 321 – Casper Artists' Guild. The Executive Director is responsible for overseeing the employees, administration, programs and strategic plan of the organization. The position reports directly to the Board of Directors.

\*For a complete job description and directions on how to apply, visit [www.casperartguild.org](http://www.casperartguild.org).



## Calendar of Events

<b>Groups:</b>		
Tuesday	10:00am - 12:00pm	Ceramics
Wednesday	10:00am - 1:00pm	Portrait Painting
Thursday	10:00am - 1:00pm	Pastel Painting Group
Third Thursday	1:00pm-3:00pm	Fiber Group
Friday	10:00am-12:00pm	Weaving Group
Saturday	10:00am - 12:00pm	Watercolor Class
Saturday	1:00pm-4:00pm	Oil & Acrylic Class/Lesson

**Shows:** NOVEMBER: Ginny Butcher & Karen Henneck  
 Postcards & Pint-Sized Art  
 Dick Sorenson—Pop-Up  
 DECEMBER: Affordable Art—Open Call  
 Upcycled!—Open Call  
 Bria Hammock

**DUE DATE FOR AFFORDABLE ART AND UP-CYCLED! OPEN CALL: Tues. November 26th at 6pm**

**Workshops:** Sat. NOV 16 & Sat. NOV 23: Christmas Card Workshop 10am-3 pm

**Board Meetings are on the 2nd Tuesday of each month at 3:00 pm.**



### Hand Colored Christmas Cards Workshop

November 16th & 23rd

#### CHRISTMAS CARDS WORKSHOP

November 16th & 23rd from 10am - 3pm

Come to ART 321 and exercise your creativity and save money this Christmas Season by creating a Christmas Card that doubles as a work of art! Sign up today for the Drawing & Hand Colored Christmas Cards class. This two-day workshop taught by Rozmaring Czaban will be held Nov. 16th & 23rd from 10 a.m.-3 p.m. Students are asked to bring a No. 2 pencil (mechanical pencil is fine), kneaded eraser and cardstock. Students are also encouraged to bring ribbon, scraps of wrapping paper, etc. for a mixed media option. This great workshop is priced at \$85 for members and \$95 for non-members.



Come shop ART 321's annual Holiday Art Bazaar on Saturday, November 16th from 9am-4pm. Admission is free! Come get a head start on your holiday shopping while supporting local artists.

### Preserve Our Parking!

ART 321-Casper Artists' Guild will lose its parking when the new State of Wyoming office complex is completed in 2021. The area that ART 321 uses as its main parking area is located on the south side of the guild (main door entrance). This area also includes the required ADA ramp for handicap individuals and those who have mobility issues. The state of Wyoming intends to use the current parking lot as part of the green space (lawn). It will be difficult for artists to bring artwork for shows that change once a month, aging members of the guild will no longer have easy access from their vehicles to the building, access to the basement for a future remodel will no longer be available. ART 321 is asking for a little under 5000 square feet. To show support to ART 321 in our attempts to keep this space, please sign our petition.





## Beautiful: A Collaboration

The project begins with a very simple question with a potentially complicated answer: What is beauty? Local student Brook Ostrander is attempting to gain a perspective through her project. She has asked the members of ART 321 for help in collecting items that will be assembled and modeled into a piece of unique, eclectic art. Brook asks for people to bring to either create something they find to be beautiful, or to bring something in. Basic art supplies are provided for the creations. "Take this as an opportunity to drink in your surroundings and think."

Some ideas of what a person can contribute include: Old books/book pages, photographs, writing, leaves, flowers, rocks, CDs or DVDs, sculptures, broken things, glass bottles, cans, jewelry, trinkets, music (an audio element may be included with the final work), smells (perfumes, soaps, etc.), coffee or tea or favorite drink, paintings, drawings, etc. As this is a school project, please don't bring in things like weapons (knives, guns, etc.), anything sentimental (as you won't be getting it back), items larger than 1.5 square feet, alive animals or unclean bones/skulls, perishable food, etc.

Stop in and create or donate a contribution to this young artist's project.



*The Gang II* by Ginny Butcher

*Seasons*



*Fall's Restoration* by Karen Henneck



*Sunny Sunflowers* by Ginny Butcher

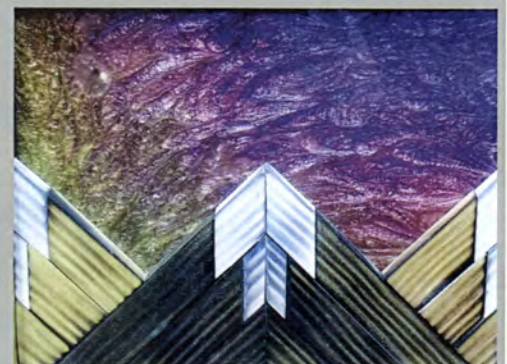
## Postcards and Pint-Sized Art

*The Herd* by Darla Keever



*Trading Post* by Tony Elmore

*Aurora Borealis* by James Bardgett





\*\*\*ART 321 MEMBERS IN THE SPOTLIGHT \*\*\*

Please let Susie know about your arts-related awards or achievements so we can celebrate them in next month's newsletter.

**Dick Sorenson: A Lifetime of Landscapes** will be on display at ART 321 November 13-26. Come by and see work by this legendary local artist!

First and foremost, thank you to Sheri McCoid for organizing the booth at the Women's Expo. That gave us great exposure in the community and we really appreciate her initiative and organization!

- Marisa Wesnitzer
- Nancy Stichert
- Ranae Mason
- John Dilgard
- Barry O. Sanderson
- Joe Arnold
- Vicki Primrose
- Carolyn Rodgers
- Ellen Schreiner
- Joe Primrose
- Cathi Wilson
- Diane Sanderson
- Chuck Smith
- Dave Sneesby - especially for all of the work he's done to prepare for our new sign to be hung!

**PRESERVE THE PARKING!!**

Become an informed and active citizen in a campaign for change! For more details, stop in at ART 321 today!

**Chapman Gift Gallery**

September marked the change-over in the Chapman Gift Gallery. Stop in and check out our new inventory!

**Thanksgiving Hours:** ART 321 will be closed from Nov 28 to Dec 2 in observance of Thanksgiving and to allow the staff to spend time with their families. Set up for the December shows will be on Dec. 3rd beginning at 9. Regular business hours resume on Tuesday, December 3rd.

**RUSTY'S RUMOR**



From his vantage-point, Rusty sees the changing seasons. He is very excited for the upcoming holidays and the bazaar! He wonders if he has something festive to wear. . .

Thank you to Janel & Kevin Goff for sponsoring the color printing for November's newsletter. If you would be willing to sponsor the color printing next month, please contact Susie. Color printing helps highlight member work and promote our activities!



Carter Napier  
200 N. David Street  
Casper, WY 82601

Art 321  
321 W. Midwest  
Casper, WY. 82601



16 NOV 2019 PM 2 L  
CASPER, WY 82601

**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS**

**August 28, 2019**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, August 28, 2019 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Member Bruce English  
                  Member Richard Jay  
                  Council Liaison Bates

Absent:         Secretary John Lawson

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin  
                  CPU Administrative Technician, Janette Brown

Others:

The regular meeting was called to order at 7:00 a.m. by President Bell.

1.     President Bell asked for a motion to approve the May 22, 2019 minutes. A motion was made by Vice President Jones and seconded by Board Member English to approve the May 22, 2019 minutes. Motion passed.
  
2.     Mr. Martin asked the Board to reference the June 2019 Statistical Report in their agenda packets. Mr. Martin stated that the Total Gallons Purchased in FY19 was 3.07 BG, compared to the five-year average of 3.29 BG.

Mr. Martin stated that there were 17 water main breaks in FY19 compared to 19 water main breaks in FY18.

Mr. Martin asked the Board to reference the July 2019 Statistical Report. Mr. Martin stated that the Total Gallons Purchased in July was 635 MG compared to the five-year average of 597 MB.

Mr. Martin stated that water main breaks and sewer main stoppages are the same as one year ago.

Mr. Martin stated that the total number of accounts is up by 49 from the previous year.

Board Member Jay remarked about the number of sewer main stoppages at the end of FY19 being significantly higher than FY18. Mr. Martin stated that FY19 wasn't a good year for sewer stoppages.

3. Mr. Martin stated that several months ago the Board discussed changes that needed to be made to Chapter 13.02 of the Municipal Code relating to the function of the Board.

Mr. Martin stated that before the Board today are revisions to the Code; items with strike-outs will be removed, and items in all caps are being added.

Mr. Martin stated that strike-outs include the following:

Section 13.02.040 – Functions

- A. The board shall hear damage claims arising out of public utility operations from members of the public and make recommendations as to the resolution of such claims to the city council;

Mr. Martin stated that this section is deleted as claims are referred to the City's insurance carrier, WARM.

Section 13.02.050 – Meetings

Commission is changed to BOARD; monthly is changed to QUARTERLY.

The BOARD shall meet as needed, but not less frequently than QUARTERLY.

Mr. Martin stated that the following was added to the Ordinance:

C. THE BOARD SHALL REVIEW PUBLIC UTILITY ANNUAL BUDGETS AND MAKE RECOMMENDATIONS TO THE CITY COUNCIL CONCERNING THE SAME; AND

D. THE BOARD SHALL CONSIDER CUSTOMER USE POLICIES INCLUDING OUTSIDE-CITY WATER AND SEWER SERVICE AGREEMENTS AND MAKE RECOMMENDATIONS TO THE CITY COUNCIL CONCERNING THE SAME; AND

Mr. Martin asked the Board to reference the Statement of Purpose revisions.

Mr. Martin stated that under 1. Long-Range Planning, Solid Waste Disposal and Environmental Issues were removed.

Mr. Martin stated that 5. Customer Claims has been removed.

Mr. Martin stated that 6. Performance Objectives is crossed out, however, the Board does review the Statistical Report. Board Member Jay stated that when he read this section, he thought of employee performance, and it doesn't apply to the Board. Board Member



English stated that the Board does review the Statistical Report, which is a type of performance. Board Member Jay stated that perhaps “Performance” is the wrong word to use. Vice President Jones asked if Statistical Data Review would be more accurate. It was the Board’s consensus that Statistical Data Review would be more accurate.

Board Member Jay stated that he thought the Wastewater Treatment Plant (WWTP) should be listed under Long-Range Planning as the Board does review long-range plans for the WWTP.

Mr. Martin stated that Election of Officers is not included in the Ordinance and asked how the Board felt on the subject. President Bell asked if Board terms are listed in the Ordinance. Mr. Martin stated that terms are listed in the Ordinance, terms are six years. President Bell asked if Election of Officers is listed elsewhere. Mr. Martin stated that it is possibly in the Board By-Laws, he will have to check. Board Member English stated that as long as the Board follows procedures it will be fine. Mr. Martin stated that he will add language to the Ordinance regarding Election of Officers.

President Bell asked if conceptual approval by the Board is needed at this time. Mr. Martin stated that he will make the requested revisions and bring it back to the Board for approval. Board Member English asked if conceptual approval with recommended revisions could be done now to speed the process along.

A motion was made by Board Member English and seconded by Board Member Jay to conceptually approve the revisions to Chapter 13.02 of the Municipal Code with the recommended revisions. Motion passed.

4. In Project Updates:

- a. East Casper Zone III is completed and the tank is in service. The recoating of the interior of the tank was redone, and close attention is being paid to the water quality to keep residuals up. There is low use on the water tank and it may need to be taken out of service if residuals drop. Flushing will be done to help combat nitrification in the water tank.
- b. WWTP Emergency Power Project – Under construction by ITC Electrical Technologies. This project is behind schedule. The generator is installed, but is not working quite right when power is switched over. The project should be completed in the next month.
- c. West Casper Zone II Water Supply Project has been awarded to Treto Construction and work should begin next month.
- d. CY Booster Station Replacement is under design by CEPI; design is complete and a DEQ Permit to Construct has been received.

- e. WWTP Boiler Project – Under design by HDR; out to bid. One bid was received, but it was higher than anticipated. HDR is talking to contractors and the project will go back out to bid.
- f. WWTP MCC Replacement Project – Under design by CH2M. Design estimates are higher than anticipated due to Fire Codes. Construction funds for this project are being moved to the WWTP Secondary Rehabilitation Project. Funds for the MCC Project will be re-budgeted in FY21.
- g. Ten Million Gallon Reservoir Renovations – On hold pending Water Master Plan. The Reservoir was inspected, and work is needed on the roof and liner. The estimate is higher than anticipated. The Water Master Plan may show that only 5 MG of storage is necessary on that side of town.
- h. Midwest Avenue Reconstruction – Elm to David – Under Construction by Treto Construction.
- i. 2018 Arterials and Collectors – Under Construction – Knife River near completion of the project.
- j. 3<sup>rd</sup> Street Improvements – Beverly to Conwell – Completed
- k. 2018 Beverly Street – 4<sup>th</sup> to 12<sup>th</sup> Street – Under Construction – Treto is doing resurfacing.
- l. Begonia Lift Station – Under Construction – Treto Construction – Mostly complete; punch list items need completed.
- m. WWTP Riverwest Lift Station Generator Replacement – Completed. A lift station generator will be replaced each year for the next few years.
- n. WWTP HVAC Replacement – Dewatering Building bids rejected, preparing to re-bid. Bids came in much higher than anticipated. Finding ways to change specs in order to decrease cost of the project. There are five units on the building, one will be changed out each year for the next few years.
- o. 1<sup>st</sup> and Poplar Street Improvements – Under design by CEPI. Project includes water and sewer lines.
- p. Casper Marginal (I-25 and Walsh Drive) – Under design by CEPI. Includes sewer lines that need realigned and water main replacements.
- q. Ridgcrest Drive Water Main Replacement – Assigned to a City Engineer; may hire a consultant.

- r. WWTP Secondary Rehabilitation Project – Under design by Jacobs. Includes replacement of pipe valves, installation of gates, etc. Equipment will be used in WWTP upgrade in the next 15 years.
- s. North Platte Sanitary Sewer (NPSS) Rehabilitation Project – Securing Funding. SRF Loan in the amount of \$8 M to rehabilitate areas identified in the study that are in critical need of repair. Should have the funding in place by this fall.

Board Member English asked if the Selenium mitigation will have any impact on the NPSS. Mr. Martin stated that it won't. Mr. Martin stated that the Paradise Valley wells were being used to flush the NPSS, but they are high in Selenium and are no longer being used for this purpose.

- 5. In Other Business, Vice President Jones stated that regarding the Swinney water tap, what the Board looked at for tap fees last year showed the City fees going down. Vice President Jones stated that the RWS tap fees went up considerably and asked if all sizes of taps increased the same. Mr. Martin stated that system investment fees for all sizes of taps for the RWS increased. Vice President Jones stated that he thought the tap fees were based on construction costs to make the tap. Mr. Martin stated that Vice President Jones was mixing up physical tap charges with system investment fees. Mr. Martin stated that physical tap charges are based on actual costs for staff to make the tap on the main. Mr. Martin stated that the RWS used the same process as the City for increasing their system investment fees. Mr. Martin stated that the WTP and the WWTP both saw large increases in their system investment fees due to current and upcoming capital projects.

President Bell asked if the Wardwell Tank roof issue was resolved. Mr. Martin stated that the contractor will be here the first part of September to replace the roof. Mr. Martin stated that the contractor anticipates the roof being completed in approximately a week.

Mr. Martin stated that it was discovered that the 2.6 MG tank at the WTP will have to have a new roof as well.

President Bell asked if the Board will have a meeting in November to discuss rates. Mr. Martin stated that the Board will meet in November for rates, but will also meet in September to consider Outside-City contracts.

A motion was made by Board Member Jay and seconded by Vice- President Jones to adjourn the meeting at 7:45 a.m. Motion passed.



Secretary

**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS  
September 25, 2019  
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, September 25, 2019 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Member Bruce English  
                  Member Richard Jay

Absent:         Secretary John Lawson  
                  Council Liaison Bates

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin

Others:

The regular meeting was called to order at 7:00 a.m. by President Bell.

1.     President Bell asked for a motion to approve the minutes from the August 28, 2019 meeting. A motion was made by Board Member English and seconded by Vice President Jones to approve the August 28, 2019 minutes. Motion passed.
2.     Mr. Martin asked the Board to reference the August 2019 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in August was 568 MG, compared to the five-year average of 554 MG. Mr. Martin stated that Fiscal Year to date water purchased is 1.2 BG compared to the five year average of 1.15 BG.

Mr. Martin stated that there were three water main breaks in August with a total of four for the fiscal year compared to three water main breaks last fiscal year.

Mr. Martin stated that there was one sewer main stoppage in August with a total of two for the year compared to one sewer stoppage at the same time last fiscal year.

Board Member Jay arrived at 7:03 a.m.

Mr. Martin stated that the total number of accounts is 22,753 compared to 22,711 one year ago.



3. Mr. Martin asked the Board to reference the Outside-City Sewer Agreement with Rubis Land Company, LLC located at 11115 US Highway 20/26. Mr. Martin stated that this property is located within the Pioneer Water and Sewer District inside the Town of Mills growth boundary. Mr. Martin stated that neither the Town of Mills nor Pioneer have sewer service availability in the area at the present time and both have agreed to let the owner connect into the City 33-Mile sewer main and become a retail customer of the City of Casper. Mr. Martin stated that no Commitment to Annex is required.

Mr. Martin stated that an M-54 from WYDOT is required for this property and is in place. Mr. Martin recommended approval of the Outside-City Sewer Agreement.

Board Member English asked if this agreement would allow the owners to develop the property in the future. Mr. Martin stated that this contract allows for one 4-inch sewer tap; any additional taps would require authorization by the City Council. Mr. Martin stated that the property is already served water by Pioneer Water and Sewer District.

Board Member English asked if they will bore under the highway. Mr. Martin stated that they will bore under the highway and use a low pressure pump system. Mr. Martin stated that the 1.5-inch bore line will be in casing.

Vice President Jones asked if this is a gravity portion of the sewer main. Mr. Martin stated that this portion of the sewer main is gravity.

Vice President Jones stated that this system is starting to get a lot of use. Mr. Martin stated that properties are finally getting tied on to the sewer line. Vice President Jones asked if any other properties are looking at connecting to this sewer line. Mr. Martin stated that Casper Re-Entry Center is looking at connecting to the sewer line.

President Bell asked how often this sewer line has to be flushed. Mr. Martin stated that there is a flushing station out there that flushes the line every day. Mr. Martin stated that as more customers connect, there will be more flow in the sewer main.

Board Member Jay asked why the City is requiring Rubis Land Company to participate in future improvements when a commitment to annex is not required. Mr. Martin stated that this language is in every outside agreement whether the property is in the City growth boundary or not. Mr. Beamer stated that the attorneys don't like to change the standard agreements unless there is a good reason. Mr. Beamer stated that this is probably one that will never be acted on by the City.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Outside-City Sewer Agreement with Rubis Land Company, LLC located at 11115 US Highway 20/26. Motion passed.

Board Member English asked if this agreement will now go to Council for consideration. Mr. Martin stated that it will go to an upcoming Council meeting for consideration.

4. In Other Business, President Bell asked if the Board will be meeting in October. Mr. Martin stated that the Board may meet in October as there are two more Outside-City agreements in the works. Mr. Martin stated that there is also the rate discussion coming up.

A motion was made by Vice- President Jones and seconded by Board Member English to adjourn the meeting at 7:11 a.m. Motion passed.



Secretary

**CENTRAL WYOMING REGIONAL WATER SYSTEM  
JOINT POWERS BOARD**

**MEETING PROCEEDINGS**

October 15, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, October 15, 2019 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Treasurer Bertoglio, and Board Members Cathey, Huber and Powell. Secretary Waters and Board Member Freel were absent.

**City of Casper –** Cathey, Powell, Huber, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –**

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

**33 Mile Road Improvement & Service District –**

**Mile-Hi Improvement and Service District –**

**Central Wyoming Groundwater Guardian Team (CWGG) –**

**Others —** Charlie Chapin, Kyle Ridgeway – Williams, Porter, Day & Neville, P.C.

The Board meeting was called to order at 11:35 a.m.

1. There were no Announcements.



2. Chairman King asked for a motion to approve the minutes from the September 17, 2019 meeting. A motion was made by Board Member Powell and seconded by Board Member Cathey to approve the minutes from the September 17, 2019 meeting. Motion put and carried.
3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing: voucher 8077 for Skogen, Cometto, & Associates, P.C. for the annual RWS FY19 Audit in Process in the amount of \$7,250. Mr. Martin stated that voucher 8076 will be considered later in the meeting. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the October 2019 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to approve the October 2019 voucher list to include voucher numbers 8067 through 8077 in the amount of \$695,422.01, with voucher 8076 to be considered later in the meeting. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for September 2019 was 510 MG, which is 37 MG over the five year average of 473 MG. Mr. Martin stated that year to date production is 1.83 BG compared to the five year average of 1.73 BG. Mr. Martin stated that FY20 is starting out to be a good year for water sales.

Mr. Martin stated that year to date Water Revenue is \$3,521,358.40 which is \$534,000 more than the same time last year. Mr. Martin stated that this includes the water rate increase and the increase in water sales.

Mr. Martin stated that the budget comparison is included in the agenda packet. Mr. Martin stated that there is nothing out of the ordinary on the budget comparison report.

Mr. Martin stated that the monthly compilation is not available as there have been some technical difficulties with the new financial software. Mr. Martin stated that he hoped things will be back on track next month.

Chairman King asked for a motion to approve the September 2019 Financial Report as presented. A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve the September 2019 Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. Schroeder for the Operations Update.

Mr. Schroeder stated that last week the EPA Sanitary Survey was completed. Mr. Schroeder stated that these are completed every three years for water systems. Mr. Schroeder stated that staff worked very hard to prepare for the Sanitary Survey, and it went very well. Mr. Schroeder stated that no significant deficiencies were identified; there is still a chance that one could be identified as many pictures were taken for review later. Mr. Schroeder stated that if something is identified as a deficiency in the pictures,

EPA will let him know and there will be a period of time to correct the issue.

Board Member Powell asked if the Sanitary Survey is separate from the aerobic spore testing. Mr. Schroeder stated that the EPA Sanitary Survey is different from the aerobic spore testing on the wells that is done weekly. Mr. Schroeder stated that there is a Wellfield Management Plan in place that is followed for the aerobic spore testing. Mr. Schroeder stated that this testing is going really well also. Mr. Schroeder stated there was not a single result that went over the limit for total aerobic spores this year. Mr. Schroeder stated that per the Wellfield Management Plan, the water flows were reduced on the wells during high water turbidity events.

Board Member Powell asked if the weekly test results are sent to EPA. Mr. Schroeder confirmed that the results are sent to EPA. Board Member Powell asked if the results reduce the pressure to use ultraviolet. Mr. Schroeder stated that it does not as the surface water is now in a BIN2 classification. Board Member Powell stated that as long as the groundwater is under the direct influence of surface water the Board will be under those regulations. Mr. Schroeder stated that was correct.

Board member Huber asked how the EPA does the sanitary survey. Mr. Schroeder stated that EPA checks the equipment to make sure it is in working order, they check the backflow devices, they review all the submitted reports, and they go out and inspect the tanks and booster stations. Mr. Martin stated that it is an overall operation inspection.

Board Member Powell asked if there were any other entities that are under the same situation as the Board, and if they would be interested in fighting EPA on the classification. Mr. Martin stated that once the one bad sample puts you into BIN2 classification, you are locked in and have to meet the requirements of the classification, which is additional treatment. Mr. Martin stated that there are other entities that are in the same situation and have been forced to meet the regulation. Mr. Martin stated that Treasurer Bertoglio has been working with some of the Legislators as far as what could be done. Mr. Martin stated that this was discussed a couple months ago, but he is not sure what progress Treasurer Bertoglio has had.

Board Member Powell stated that he is not against additional treatment if there is a safety issue, but when there isn't a safety issue, he is not. Mr. Schroeder stated that he feels there is not a safety issue in the wellfield as the riverbank is a very good filter. Mr. Schroeder stated that the one cryptosporidium that was identified in the surface water test happened during an extreme runoff period in April a couple of years ago when there was an extremely heavy storm consisting of 18-inches of snow and the river turned to mud.

Board Member Powell stated that EPA isn't measuring the actual contaminant, but is measuring something that is correlated with the contaminant. Mr. Schroeder stated that a surrogate is being used by EPA and he doesn't agree with it.

Mr. Martin stated that the testing is done on the source water, not the treated finished water. Mr. Schroeder stated that finished water testing for the contaminant is not

required. Board Member Powell stated that this may need to be a Board discussion in Executive Session at some point.

Chairman King stated that once you get one spore, you are under EPA scrutiny for a while. Board Member Powell stated that it sounds like forever. Board Member Huber asked if once in BIN2 if there is there no way out. Mr. Schroeder stated that it is very difficult to get out, but it has been done.

Board Member Cathey asked if the testing has to continue once the ultraviolet system is installed. Mr. Schroeder stated that was correct. Mr. Schroeder stated that the Wellfield Management Plan would remain in effect.

Mr. Schroeder stated that this affected the surface water operations for the filtration plant. Mr. Schroeder stated that the Operators had to achieve an extra half a log inactivation for giardia and cryptosporidium this year. Mr. Schroeder stated that it wasn't an issue achieving the extra half log inactivation, it just increased the paperwork that had to be completed and submitted to EPA.

Board Member Powell stated that he feels the Board has an obligation to the rate payers to contain costs and not spend money on unnecessary facilities if it can be proven that they are unnecessary.

Mr. Schroeder stated that the SCADA Upgrade Project is under full construction. Mr. Schroeder stated that a crew has been on site since last week. Mr. Schroeder stated that they are installing servers, server racks, and radios for the wells. Mr. Schroeder stated that a few wells have already been switched over to the new SCADA system. Mr. Schroeder stated that the wells will be switched over a couple at a time and both SCADA systems will be in use for a while. Mr. Schroeder stated that once the wells are switched over, the tanks and boosters will be next.

Mr. Schroeder stated that the plant is in wintertime flows of 5 to 6 MGD. Mr. Schroeder stated that the surface plant was shut off October 8<sup>th</sup>. Mr. Schroeder stated that the longer run of the surface water plant was due to the system flushing that was being done by Water Distribution staff, and it was good weather so people were still watering their lawns.

The time was turned over to Mr. Conner to give the Transmission System Update.

Mr. Conner stated that the system flushing of all RWS waterlines except the Sandy Lake waterline has been completed. Mr. Conner stated that the Sandy Lake waterline will be completed this week.

Mr. Conner stated that the Wardwell Tank was put back in service two weeks ago. Mr. Conner stated that it seems to be working well. Mr. Conner stated that there is one little leak inside the pedestal, which the contractor thinks it is from condensation, so it will be monitored for a little bit. Mr. Conner stated that it is nice to have this water storage tank



back in service.

Mr. Connor stated that the check valve for one pump at the Wardwell Booster has been installed. Mr. Conner stated that the VFD that was installed a couple of years ago at this booster is not communicating. Mr. Conner stated that some SCADA work will need to be done to fix it.

Mr. Conner stated that next Tuesday the internal paint inspection will be done on the new Airport Elevated Tank. Mr. Conner stated that it will be taken out of service on Monday and drained. Chairman King asked what will be done with all the water from the tank. Mr. Conner stated that he spoke to Mr. Schroeder to ask the WTP Operators to pull the tank down over the weekend in order to use most of the water; the remaining water will go down the drain on Monday. Mr. Conner stated that hopefully the inspection goes well. Mr. Conner stated that he didn't expect any issues and the contractor was really good.

Mr. Conner stated that 71 Construction started on the Exposed Waterline Project yesterday. Mr. Conner stated that they are bringing in material to cover the exposed waterline. Mr. Conner stated that the project will take a few weeks.

Board Member Cathey asked if the exposed waterline is in the area where the River Project took place. Mr. Conner stated that the exposed waterline is approximately 400 yards down river from where the River Project ended.

Board Member Cathey asked what was being used for erosion control and stabilization of the riverbank. Mr. Conner stated that 71 Construction is hauling in rock to build up the riverbank along with other materials.

Mr. Conner stated that there is an issue with the gas lines in the project area; no one wants to claim them. Board Member Cathey asked if there is a valve in the area for the gas lines. Mr. Conner stated that there is not a valve; there used to be a gas line there but it was plugged a couple hundred yards east and west of the project area several years ago. Board Member Cathey stated that it is an abandoned line then. Mr. Conner stated that was correct, so Black Hills Energy is saying that it isn't theirs. Mr. Conner stated that staff is trying to figure it out as it would be nice to get the old lines out to help build the river bank back up so it won't create any more erosion issues.

Mr. Conner stated that staff is in the process of winterizing the RWS booster stations.

6. There was no Public Comment.
7. There was no Old Business.
  - a. There was no Other Old Business.
8. In New Business:

- a. Mr. Martin asked the Board to reference the easement for a section of water transmission line in the Pioneer Water and Sewer District, at 11749 West Poison Spider Road. Mr. Martin stated that an easement was drawn up years ago, however, it was never signed and recorded. Mr. Martin stated that this was brought to the Board's attention a couple of months ago.

Mr. Martin stated that the property where the water line is has new owners that have annexed into the Pioneer Water and Sewer District and have requested a water tap. Mr. Martin stated that with there being new owners of the property, this is the perfect time to get the easement in place.

Mr. Martin stated that the easement is 20-foot wide, and 1,921.38-foot long across the Faylor property. Mr. Martin stated that in exchange for the easement, the Board will pay the Faylor the amount of \$2,145, which is the cost of the RWS System Investment Charge for a ¾-inch service and a physical tap on the water main. Mr. Martin recommended approval of the easement.

A motion was made by Board Member Huber and seconded by Vice-Chairman Keffer to approve the waterline easement with Kelley and Nikki Faylor at 11749 West Poison Spider Road, and voucher 8076 in the amount of \$2,145. Motion put and carried.

- b. Mr. Martin stated that in the Capital Improvement Plan it is scheduled to rehabilitate two of the wells each year starting this fiscal year. Mr. Martin stated that this fiscal year it is scheduled to rehabilitate wells Casper #22 and Morad #5. Mr. Martin stated that the production from the wells dropped from 300 gpm to 150 gpm due to suspected encrustation on the well screens.

Mr. Martin stated that rehabilitation of the wells includes chemical treating of the well, then surging and bailing of the well to remove any encrustation on the well screens, and then pump test the wells to substantiate the success of the rehabilitation.

Mr. Martin stated that the work is scheduled to begin mid-March, with a completion date at the end of April. Mr. Martin stated that funds are in the FY20 budget for this project and recommended approval of the contract with Engineering Associates for the well rehabilitation.

A motion was made by Board Member Powell and seconded by Vice-Chairman Keffer to approve the agreement with Engineering Associates for the rehabilitation of wells Casper #22 and Morad #5 in the amount of \$62,350.

Board Member Cathey stated that he had a couple of questions and asked if the price of the contract was for both wells. Mr. Martin stated that the price is for rehabilitation of both wells.

Board Member Cathey asked why the contractor is waiting until March to start the project. Mr. Martin stated that weather wise it was decided to wait until early spring because there is plenty of time before the water treatment plant gears up for summer flows.

Motion put and carried.

- c. Mr. Martin stated that the dewatering pump is a critical pump that pumps equipment water from the south chemical building, settled water, the ozone contactors, and the main plant to the filter backwash water lagoons. Mr. Martin stated that the pump failed on September 30<sup>th</sup>. Mr. Martin stated that the pump was pulled out and sent to Intermountain Motor Sales for diagnosis where it was discovered that the pump needed seals, bearings, and a new power cord. Mr. Martin stated that the pump is being repaired and will be put back in service.

Mr. Martin stated that there is no redundant dewatering pump, thereby creating the need to have a pump in inventory at all times. Mr. Martin stated that staff would like to purchase a new pump to put into inventory.

Mr. Martin stated that two quotes were received for a new dewatering pump; Intermountain Motor Sales for \$13,611.08, and DXP for \$16,803. Mr. Martin recommended purchasing the new dewatering pump for inventory from Intermountain Motor Sales.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Huber to purchase a Homa submersible dewatering pump, model AMX646-360 21.5P/C from Intermountain Motor Sales in the amount of \$13,611.08.

Board Member Cathey asked why the new pump would be put in inventory instead of the old pump. Mr. Schroeder stated that the old pump will be repaired this week and put back in service, while the new pump will not be in for approximately ten weeks.

Motion put and carried.

- d. There was no Other New Business.
9. A motion was made by Board Member Huber and seconded by Board Member Cathey to adjourn from Regular Session into Executive Session to discuss potential litigation at 12:08 p.m. Motion put and carried.

Treasurer Bertoglio joined the Executive Session by telephone at 12:09 p.m.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to adjourn from Executive Session and move into Regular Session at 12:46 p.m. Motion put and carried.

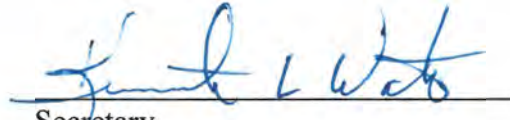


10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on November 19, 2019.

A motion was made by Board Member Cathey and seconded by Board Member Powell to adjourn the meeting at 12:47 p.m. Motion put and carried.

  
\_\_\_\_\_

Chairman

  
\_\_\_\_\_

Secretary



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, November 20, 2019  
11:30AM – 12:30PM  
AGENDA

- I. Establish Quorum and Call Meeting to Order T.Schenk
- II. Public Comments
- III. City Report C.Powell
- IV. Approval of October 2019 Board Minutes T.Schenk
- V. Financials (DDA, PG, David Street Station)
  - A) October 2019 Reports N.Grooms
  - B) November 2019 Payments N.Grooms
  - C) Motion to Approve Financials
- VI. Director's Report K.Hawley
  - A) Winter at DSS
  - B) Board Member Discussion/Vote
    - a. K.Ellis
    - b. D.Clark
  - C) Sub-Committee Reboot
    - a. Fundraising
      - i. Year-end campaign
      - ii. Sponsorship
    - b. Marketing
    - c. Infrastructure
    - d. Leadership
- VII. Committee Reports
- VIII. Executive Session (if needed)
- VIX. Action Items
  
- X. Adjourn

Next Meeting December 11, 2019

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**

**10/9/19**

**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Nicholas Grooms, Shawn Houck, Will Reese, Charlie Powell, Tim Schenk, Ryan McIntyre

**Staff:** Kevin Hawley, Jackie Landess, Julie Schmitt

**Guests:** Liz Becher, Craig Collins, Brendan LaChance

**Excused:** Pete Fazio, Tony Hagar, Critter Murray

**II. Public Comments:** - N/A

**III. City Report:**

**A. Charlie Powell:**

- Phase 1 and Phase 2 of Midwest Financed,
- Looking to finance Elm to Poplar with \$2 million Build Grant
- Venture Studio in the Innovation Building will target health and energy entrepreneurship
- Ramping up interest in investment funds that are nontargeted in opportunity zones in Casper & Mills.
- Working on enhancements on WYDOT Bridge reconstruction to connect trails and have sidewalks.

**B. Liz Becher:**

- Updates on Midwest Ave. project – extended one month to finish Phase 1 and Phase 2 will be bid next spring.
- Shawn hosted Wayfinding project, it laid out new concepts for signage. Will be receiving invite for Oct 22<sup>nd</sup> meeting where preliminary designed presented to council.

**C. Parking Downtown**

- Urban Center Parking Plan created recommendations on parking meters and parking management. Council has asked to move forward with ideas of meters and enforcement on Oct 22<sup>nd</sup> meeting.
- Biggest problem is we don't have enough turnover, people stay over the 2-hour limit
- Asking DDA if they are willing to write a letter to reiterate thoughts, to get current material in front of the council.
- Parking enforcement is unstaffed. Supportive of plan but would like parking meters conditional upon having enforcement

**D. Kevin - Timeline-presenting next steps and direction program on October 22<sup>nd</sup> Kevin create letter and circulate to board**

**IV. Approval of October 2019 Board Meeting Minutes**

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

**V. Financials** – Nicholas Grooms

- City Audit has kicked off
- \$20,000 for Insurance payment is listed in financials. The new insurance for DSS is paid all at once for the year and covers events, alcohol, ice skating and the splash pad.
- To note: when managing payroll, we have 1 EIN, DSS employees are paid through the DDA

**Approval of October 2019 DDA, DSS & Parking Garage Financial Reports & Payments**

*Motion, Second, Passed (Shawn Houck, Ryan McIntyre) (Approved)*



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

- Working on converting DSS for the winter
  - Minnesota Ice will be coming to build ice
  - Chiller will be placed on Nov. 18
  - Preparing day to layout mats and put up dasher boards
  - Big expenses coming for renting chiller and dasher boards
  - Working on finding our community Christmas Tree
- Board Member Applications
  - Filling 2 spots, one needs to be from downtown
  - Applications due on the Oct. 18<sup>th</sup>
  - Bring to board for approval, bring to city council meeting to be approved
- Executive Committee – Vice Chairman, Shawn Houck

**Approval of Election of Shawn Houck to Vice Chairman**

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

**VII. General Discussions**

**Strategic Planning - Shawn**

- Most objectives have been checked off from 2013 plan
- Reached out to Align (Cheyenne) who did previous plan and are excited to offer proposal for \$1900
- Reached out to Elevate Wyoming (Casper)
- Both pitched half day facilitating with board and stakeholders, take information, and create strategic plan
- Aiming to complete before the end of the year, potentially before Thanksgiving

**Moving Board Meeting to Nov. 20<sup>th</sup> 11:30**

- Potential to extend meeting into Strategic Meeting

**Revamp infrastructure committee**

- Tim, Ryan and Tony work on creating potential new
- Idea of Grants, beautification projects, string lights downtown

**Ice Rink Chiller - Tim**

- Working with Developer in Arizona helping us find something that will meet our needs
- Need at least 250 tons to keep ice chilled through the season

**Comments: N/A**

**Motion to adjourn at approximately 12:45 pm**

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

**Action Items: N/A**

Approved by:

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

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

# Casper Downtown Development Authority

## Balance Sheet

As of October 31, 2019

Oct 31, 19

DDA=Balance

### ASSETS

#### Current Assets

##### Checking/Savings

CHECKING 23,144.50

NOW Acct 202,428.34

Total Checking/Savings 225,572.84

##### Other Current Assets

CITY OF CASPER FUNDING -35,000.00

Due from Parking Garage -9,940.62

Total Other Current Assets -44,940.62

Total Current Assets 180,632.22

**TOTAL ASSETS 180,632.22**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

Payroll Liabilities 3,375.20

Total Other Current Liabilities 3,375.20

Total Current Liabilities 3,375.20

Total Liabilities 3,375.20

#### Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -162,966.25

Net Income -42,101.17

Total Equity 177,257.02

**TOTAL LIABILITIES & EQUITY 180,632.22**

Casper Downtown Development Authority  
**Profit & Loss**

October 2019

	DDA=P&L	<u>Oct 19</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
ACCT. INTEREST		9.71
Misc.		3.00
<b>Total Income</b>		<u>12.71</u>
<b>Expense</b>		
<b>ADMINISTRATIVE</b>		
Director's Salary		6,250.02
Social Security		789.71
Unemployment Insurance		5.38
Cell Phone Reimbursement		75.00
<b>Total ADMINISTRATIVE</b>		<u>7,120.11</u>
<b>MARKETING-COMMUNICATIONS</b>		
Sponsorships/PR		5,512.00
MARKETING-COMMUNICATIONS - Other		1,512.50
<b>Total MARKETING-COMMUNICATIONS</b>		<u>7,024.50</u>
<b>OPERATIONS</b>		
Accountant/Bookkeeper		125.00
Board Mtg. Expense		106.21
Dues/Subscriptions		109.50
Office Automation		139.89
Music Service		50.00
Office Equipment		106.41
Office Rent		2,650.00
<b>Total OPERATIONS</b>		<u>3,287.01</u>
Payroll Expenses		4,073.00
<b>Total Expense</b>		<u>21,504.62</u>
<b>Net Ordinary Income</b>		<u>-21,491.91</u>
<b>Net Income</b>		<u><u>-21,491.91</u></u>



**Casper Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through October 2019**

DDA-Budget						TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
DSS Fund Transfer	0.00	42,000.00	0.00	0.00	42,000.00			
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
ACCT. INTEREST	28.69	14.20	11.84	9.71	64.44	250.00	-185.56	25.78%
ASSESSMENTS	369.68	626.22	4,813.64	0.00	5,809.54	165,000.00	-159,190.46	3.52%
Misc.	0.00	0.00	0.00	3.00	3.00	0.00	3.00	100.0%
<b>Total Income</b>	<b>398.37</b>	<b>42,640.42</b>	<b>4,825.48</b>	<b>12.71</b>	<b>47,876.98</b>	<b>167,250.00</b>	<b>-119,373.02</b>	<b>28.63%</b>
<b>Expense</b>								
<b>ADMINISTRATIVE</b>								
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Administrative Services	0.00	0.00	84.40	0.00	84.40	0.00	84.40	100.0%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary								
Performance Incentives	0.00	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	0.00	0.00	-9,800.00	9,800.00	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	25,000.08	75,000.00	-49,999.92	33.33%
<b>Total Director's Salary</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>25,000.08</b>	<b>71,600.00</b>	<b>-46,599.92</b>	<b>34.92%</b>
Social Security	1,134.04	1,194.72	899.73	789.71	4,018.20	9,000.00	-4,981.80	44.65%
Unemployment Insurance	47.97	48.93	-106.99	5.38	-4.71	0.00	-4.71	100.0%
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	300.00	900.00	-600.00	33.33%
<b>Total ADMINISTRATIVE</b>	<b>7,507.03</b>	<b>7,568.67</b>	<b>7,202.16</b>	<b>7,120.11</b>	<b>29,397.97</b>	<b>81,500.00</b>	<b>-52,102.03</b>	<b>36.07%</b>
<b>MARKETING-COMMUNICATIONS</b>								
Media Expenditures	134.86	0.00	0.00	0.00	134.86	16,000.00	-15,865.14	0.84%
Other Projects	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
PR - Director	0.00	41.39	0.00	0.00	41.39	3,000.00	-2,958.61	1.38%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	800.00	0.00	34.60	5,512.00	6,346.60	7,500.00	-1,153.40	84.62%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
MARKETING-COMMUNICATIONS - Other	3,505.58	3,800.25	1,007.87	1,512.50	9,826.20	0.00	9,826.20	100.0%
<b>Total MARKETING-COMMUNICATIONS</b>	<b>4,440.44</b>	<b>3,841.64</b>	<b>1,042.47</b>	<b>7,024.50</b>	<b>16,349.05</b>	<b>35,000.00</b>	<b>-18,650.95</b>	<b>46.71%</b>
<b>OPERATIONS</b>								
Employee Development	0.00	0.00	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	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	375.00	0.00	125.00	500.00	2,500.00	-2,000.00	20.0%
Board Mtg. Expense	95.48	23.88	0.00	106.21	225.57	500.00	-274.43	45.11%
Conference Registration	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	497.97	0.00	361.47	109.50	968.94	1,200.00	-231.06	80.75%
Planters	0.00	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
Graffiti	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Office Automation	129.89	159.39	139.89	139.89	569.06	3,000.00	-2,430.94	18.97%
Music Service	50.00	50.00	50.00	50.00	200.00	600.00	-400.00	33.33%
Office Equipment	307.35	0.00	1,192.50	106.41	1,606.26	3,500.00	-1,893.74	45.89%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	10,600.00	31,800.00	-21,200.00	33.33%
Office Supplies	276.05	0.00	0.00	0.00	276.05	3,000.00	-2,723.95	9.2%
Pigeon Control	0.00	1,483.46	0.00	0.00	1,483.46	5,000.00	-3,516.54	29.67%
Postage	0.00	0.00	0.00	0.00	0.00	800.00	-800.00	0.0%
Travel	255.05	0.00	0.00	0.00	255.05	5,000.00	-4,744.95	5.1%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	-7,200.00	7,200.00	0.0%
OPERATIONS - Other	2.30	0.00	0.00	0.00	2.30			
<b>Total OPERATIONS</b>	<b>4,264.09</b>	<b>4,741.73</b>	<b>4,393.86</b>	<b>3,287.01</b>	<b>16,686.69</b>	<b>71,600.00</b>	<b>-54,913.31</b>	<b>23.31%</b>
Payroll Expenses	8,573.84	9,367.72	5,511.00	4,073.00	27,525.56			
<b>Total Expense</b>	<b>24,785.40</b>	<b>25,519.76</b>	<b>18,149.49</b>	<b>21,504.62</b>	<b>89,959.27</b>	<b>188,100.00</b>	<b>-98,140.73</b>	<b>47.83%</b>
<b>Net Ordinary Income</b>	<b>-24,387.03</b>	<b>17,120.66</b>	<b>-13,324.01</b>	<b>-21,491.91</b>	<b>-42,082.29</b>	<b>-20,850.00</b>	<b>-21,232.29</b>	<b>201.83%</b>
<b>Other Income/Expense</b>								
<b>Other Expense</b>								
Bank Service Charge	0.00	18.06	0.82	0.00	18.88			
<b>Total Other Expense</b>	<b>0.00</b>	<b>18.06</b>	<b>0.82</b>	<b>0.00</b>	<b>18.88</b>			
<b>Net Other Income</b>	<b>0.00</b>	<b>-18.06</b>	<b>-0.82</b>	<b>0.00</b>	<b>-18.88</b>			
<b>Net Income</b>	<b>-24,387.03</b>	<b>17,102.60</b>	<b>-13,324.83</b>	<b>-21,491.91</b>	<b>-42,101.17</b>	<b>-20,850.00</b>	<b>-21,251.17</b>	<b>201.92%</b>

## Casper Downtown Development Authority Transaction Detail by Account

October 2019

<u>DDA-Oct Trans</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>					
Liability Check	10/02/2019		IRS USA TAXPYMNT	-4,337.00	-4,337.00
Paycheck	10/04/2019		Aydan Bullard	-64.64	-4,401.64
Paycheck	10/04/2019		Dylan Smith	-197.02	-4,598.66
Paycheck	10/04/2019		Kati Mooney	-113.59	-4,712.25
Bill Pmt -Check	10/07/2019	5936	CASPER STAR TRIBUNE	-109.50	-4,821.75
Bill Pmt -Check	10/07/2019	5937	FIB - MASTERCARD	-106.21	-4,927.96
Bill Pmt -Check	10/07/2019	5938	Hinge Studio	-1,012.50	-5,940.46
Bill Pmt -Check	10/07/2019	5939	Jeremy Miller Media	-500.00	-6,440.46
Bill Pmt -Check	10/07/2019	5940	MOOD	-50.00	-6,490.46
Bill Pmt -Check	10/07/2019	5941	Walsh Property Management	-2,650.00	-9,140.46
Deposit	10/11/2019			35,000.00	25,859.54
Deposit	10/11/2019			3.00	25,862.54
Paycheck	10/15/2019		Kevin Hawley	-2,623.45	23,239.09
Paycheck	10/15/2019		Julie Schmitt	-1,454.12	21,784.97
Bill Pmt -Check	10/16/2019	5942	Charter Communications	-139.89	21,645.08
Bill Pmt -Check	10/16/2019	5943	CPS Distributors - Casper	-1,512.00	20,133.08
Bill Pmt -Check	10/16/2019	5944	Downtown Casper Business Association	-4,000.00	16,133.08
Bill Pmt -Check	10/16/2019	5945	PMCH	-125.00	16,008.08
Bill Pmt -Check	10/16/2019	5946	Ricoh USA, Inc	-106.41	15,901.67
Paycheck	10/18/2019		Dylan Smith	-144.91	15,756.76
Paycheck	10/31/2019		Kevin Hawley	-2,623.45	13,133.31
Paycheck	10/31/2019		Julie Schmitt	-1,454.13	11,679.18
Deposit	10/31/2019			1.11	11,680.29
Total CHECKING				<u>11,680.29</u>	<u>11,680.29</u>
<b>NOW Acct</b>					
Deposit	10/31/2019			8.60	8.60
Total NOW Acct				<u>8.60</u>	<u>8.60</u>
<b>TOTAL</b>				<u><u>11,688.89</u></u>	<u><u>11,688.89</u></u>

## Casper Downtown Development Authority Transaction Detail by Account

November 2019

DDA-Nov Trans	Date	Name	Amount	Balance
<b>CHECKING</b>				
Paycheck	11/01/2019	Abbey Kersenbrock	-85.89	-85.89
Paycheck	11/01/2019	Dylan Smith	-108.06	-193.95
Paycheck	11/01/2019	Kade R Taheri	-42.48	-236.43
Paycheck	11/01/2019	Kati Mooney	-83.11	-319.54
Bill Pmt -Check	11/01/2019	FIB - MASTERCARD	-572.57	-892.11
Liability Check	11/04/2019	IRS USA TAXPYMNT	-4,083.65	-4,975.76
Deposit	11/08/2019		2,000.00	-2,975.76
Paycheck	11/15/2019	Dylan Smith	-95.11	-3,070.87
Paycheck	11/15/2019	Julie Schmitt	-1,454.12	-4,524.99
Paycheck	11/15/2019	Kevin Hawley	-2,623.44	-7,148.43
Deposit	11/19/2019		43,633.69	36,485.26
Bill Pmt -Check	11/19/2019	Charter Communications	-139.89	36,345.37
Bill Pmt -Check	11/19/2019	COMPUTER LOGIC	-143.75	36,201.62
Bill Pmt -Check	11/19/2019	Elevate Wyoming	-1,500.00	34,701.62
Bill Pmt -Check	11/19/2019	Hinge Studio	-562.50	34,139.12
Bill Pmt -Check	11/19/2019	MOOD	-50.00	34,089.12
Bill Pmt -Check	11/19/2019	PMCH	-390.50	33,698.62
Bill Pmt -Check	11/19/2019	Walsh Property Management	-2,650.00	31,048.62
Total CHECKING			<u>31,048.62</u>	<u>31,048.62</u>
<b>TOTAL</b>			<b><u>31,048.62</u></b>	<b><u>31,048.62</u></b>

# Downtown Development Authority Parking Garage Balance Sheet

As of October 31, 2019

Oct 31, 19

PG-Balance

## ASSETS

### Current Assets

#### Checking/Savings

FIB - Parking Garage 9,935.54

Total Checking/Savings 9,935.54

#### Accounts Receivable

Accounts Receivable -108.00

Total Accounts Receivable -108.00

#### Other Current Assets

Undeposited Funds 592.00

Total Other Current Assets 592.00

Total Current Assets 10,419.54

**TOTAL ASSETS 10,419.54**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

Due to DDA -10,292.36

Payroll Liabilities 211.14

Total Other Current Liabilities -10,081.22

Total Current Liabilities -10,081.22

Total Liabilities -10,081.22

### Equity

Unrestricted Net Assets 21,251.65

Net Income -750.89

Total Equity 20,500.76

**TOTAL LIABILITIES & EQUITY 10,419.54**



## Downtown Development Authority Parking Garage Profit & Loss

	PG-P&L	October 2019 <u>Oct 19</u>
<b>Income</b>		
<b>Parking Fees</b>		
Parking Garage		9,329.00
1st & Center		2,595.00
Daily Parking		278.00
<b>Total Parking Fees</b>		<u>12,202.00</u>
Commission ( Vending Machines)		60.79
Interest Income		0.46
<b>Total Income</b>		<u>12,263.25</u>
<b>Gross Profit</b>		<u>12,263.25</u>
<b>Expense</b>		
<b>Administrative</b>		
<b>Office Staff</b>		
Administrative Office		4,333.34
<b>Total Office Staff</b>		<u>4,333.34</u>
<b>Garage Staff Payroll Expense</b>		
Payroll Expense		2,328.30
Payroll Taxes - FICA & Medicare		509.62
Payroll Expenses - WC/SUTA/FUTA		618.35
<b>Total Garage Staff Payroll Expense</b>		<u>3,456.27</u>
<b>Total Administrative</b>		<u>7,789.61</u>
<b>OPERATIONS</b>		
Mail / Postage		114.00
Bank Fees		212.90
Office Automation		192.04
Utilities		1,282.58
<b>Equip. &amp; Supplies</b>		
Parking Garage		360.79
<b>Total Equip. &amp; Supplies</b>		<u>360.79</u>
Parking Structure Rent		363.00
<b>Total OPERATIONS</b>		<u>2,525.31</u>
<b>Total Expense</b>		<u>10,314.92</u>
<b>Net Income</b>		<u><u>1,948.33</u></u>

**Downtown Development Authority Parking Garage  
Profit & Loss Budget vs. Actual  
July through October 2019**

PG-Budget						TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
Returned Check Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Parking Fees</b>								
Parking Garage	8,251.50	6,998.50	5,178.00	9,329.00	29,757.00	100,000.00	-70,243.00	29.76%
1st & Center	1,117.00	2,525.00	915.00	2,595.00	7,152.00	23,000.00	-15,848.00	31.1%
Daily Parking	664.00	858.00	378.00	278.00	2,178.00	6,000.00	-3,822.00	36.3%
Parking Fees - Other	0.00	15.00	0.00	0.00	15.00	0.00	15.00	100.0%
<b>Total Parking Fees</b>	<b>10,032.50</b>	<b>10,396.50</b>	<b>6,471.00</b>	<b>12,202.00</b>	<b>39,102.00</b>	<b>129,000.00</b>	<b>-89,898.00</b>	<b>30.31%</b>
<b>Validation Incentive Program</b>								
Parking Validations	0.00	102.50	0.00	0.00	102.50	500.00	-397.50	20.5%
<b>Total Validation Incentive Program</b>	<b>0.00</b>	<b>102.50</b>	<b>0.00</b>	<b>0.00</b>	<b>102.50</b>	<b>500.00</b>	<b>-397.50</b>	<b>20.5%</b>
Commission ( Vending Machines)	0.00	0.00	0.00	60.79	60.79	200.00	-139.21	30.4%
Interest Income	1.50	0.72	0.48	0.46	3.16	20.00	-16.84	15.8%
<b>Total Income</b>	<b>10,034.00</b>	<b>10,499.72</b>	<b>6,471.48</b>	<b>12,263.25</b>	<b>39,268.45</b>	<b>129,720.00</b>	<b>-90,451.55</b>	<b>30.27%</b>
<b>Gross Profit</b>	<b>10,034.00</b>	<b>10,499.72</b>	<b>6,471.48</b>	<b>12,263.25</b>	<b>39,268.45</b>	<b>129,720.00</b>	<b>-90,451.55</b>	<b>30.27%</b>
<b>Expense</b>								
Bank Service Charges	0.00	0.00	4.53	0.00	4.53	0.00	4.53	100.0%
<b>Administrative</b>								
<b>Office Staff</b>								
Exec.Director - Alloc. from DDA	0.00	0.00	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
Administrative Office	4,333.34	4,333.34	4,333.34	4,333.34	17,333.36	52,000.00	-34,666.64	33.33%
<b>Total Office Staff</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>17,333.36</b>	<b>61,800.00</b>	<b>-44,466.64</b>	<b>28.05%</b>
<b>Garage Staff Payroll Expense</b>								
Payroll Expense	2,161.60	2,282.17	2,186.70	2,328.30	8,958.77	32,000.00	-23,041.23	28.0%
Staff Incentives	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	496.86	506.09	498.77	509.62	2,011.34	6,500.00	-4,488.66	30.94%
Payroll Expenses - WC/SUTA/FUTA	69.67	274.16	-134.54	618.35	827.64	2,000.00	-1,172.36	41.38%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
<b>Total Garage Staff Payroll Expense</b>	<b>2,728.13</b>	<b>3,062.42</b>	<b>2,550.93</b>	<b>3,456.27</b>	<b>11,797.75</b>	<b>45,100.00</b>	<b>-33,302.25</b>	<b>26.16%</b>
<b>Total Administrative</b>	<b>7,061.47</b>	<b>7,395.76</b>	<b>6,884.27</b>	<b>7,789.61</b>	<b>29,131.11</b>	<b>106,900.00</b>	<b>-77,768.89</b>	<b>27.25%</b>
<b>OPERATIONS</b>								
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
City Profit Sharing	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	114.00	114.00	500.00	-386.00	22.8%
Software Subscriptions	0.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
Accounting and Legal	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	222.10	228.85	170.80	212.90	834.65	1,800.00	-965.35	46.37%
Bad Debt	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Office Automation	180.64	374.10	12.99	192.04	759.77	2,000.00	-1,240.23	37.99%
Utilities	1,223.38	1,312.32	1,219.96	1,282.58	5,038.24	17,000.00	-11,961.76	29.64%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>Equip. &amp; Supplies</b>								
Office	0.00	42.29	0.00	0.00	42.29	0.00	42.29	100.0%
Parking Garage	0.00	213.14	0.00	360.79	573.93	0.00	573.93	100.0%
Equip. & Supplies - Other	21.06	0.00	139.76	0.00	160.82	1,750.00	-1,589.18	9.19%
<b>Total Equip. &amp; Supplies</b>	<b>21.06</b>	<b>255.43</b>	<b>139.76</b>	<b>360.79</b>	<b>777.04</b>	<b>1,750.00</b>	<b>-972.96</b>	<b>44.4%</b>
Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance ( Liability)	0.00	0.00	1,908.00	0.00	1,908.00	2,500.00	-592.00	76.32%
Parking Structure Rent	363.00	363.00	363.00	363.00	1,452.00	3,993.00	-2,541.00	36.36%
DDA Oper Costs - Allocated	0.00	0.00	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
<b>Total OPERATIONS</b>	<b>2,010.18</b>	<b>2,533.70</b>	<b>3,814.51</b>	<b>2,525.31</b>	<b>10,883.70</b>	<b>48,543.00</b>	<b>-37,659.30</b>	<b>22.42%</b>
<b>Total Expense</b>	<b>9,071.65</b>	<b>9,929.46</b>	<b>10,703.31</b>	<b>10,314.92</b>	<b>40,019.34</b>	<b>155,443.00</b>	<b>-115,423.66</b>	<b>25.75%</b>
<b>Net Income</b>	<b>962.35</b>	<b>570.26</b>	<b>-4,231.83</b>	<b>1,948.33</b>	<b>-750.89</b>	<b>-25,723.00</b>	<b>24,972.11</b>	<b>2.92%</b>

## Downtown Development Authority Parking Garage Transaction Detail by Account

October 2019

PG - Oct Trans

Type	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>						
Deposit	10/01/2019			Deposit	240.00	240.00
Liability Check	10/02/2019		United States Treasury	83-0286881	0.00	240.00
Deposit	10/02/2019			Deposit	120.00	360.00
Deposit	10/02/2019			Deposit	4,190.00	4,550.00
Paycheck	10/04/2019		Sharon A Elsberry		-591.07	3,958.93
Paycheck	10/04/2019		Tevin C Reams		-382.24	3,576.69
Deposit	10/04/2019			Deposit	1,880.00	5,456.69
Bill Pmt -Check	10/07/2019	1625	AMBI	Stamps	-114.00	5,342.69
Bill Pmt -Check	10/07/2019	1626	Century Link		-87.10	5,255.59
Bill Pmt -Check	10/07/2019	1627	Charter		-104.94	5,150.65
Bill Pmt -Check	10/07/2019	1628	City of Casper Business Services	Oct Rent	-363.00	4,787.65
Bill Pmt -Check	10/07/2019	1629	Mastercard		-360.79	4,426.86
Bill Pmt -Check	10/07/2019	1630	Rocky Mountain Power		-1,209.84	3,217.02
Paycheck	10/15/2019		Jaclyn A Landess		-1,815.91	1,401.11
Deposit	10/15/2019			Deposit	158.00	1,559.11
Deposit	10/15/2019			Deposit	2,752.00	4,311.11
Bill Pmt -Check	10/16/2019	1631	City of Casper Water and Sewer		-72.74	4,238.37
Bill Pmt -Check	10/17/2019	1632	Wyoming Department of Workforce	Voucher ID 63426	-552.30	3,686.07
Deposit	10/17/2019			Deposit	383.79	4,069.86
Paycheck	10/18/2019		Sharon A Elsberry		-602.53	3,467.33
Paycheck	10/18/2019		Tevin C Reams		-392.34	3,074.99
Deposit	10/25/2019			Deposit	2,300.00	5,374.99
Paycheck	10/31/2019		Jaclyn A Landess		-1,815.93	3,559.06
Check	10/31/2019			Service Charge	-212.90	3,346.16
Deposit	10/31/2019			Interest	0.46	3,346.62
Total FIB - Parking Garage					3,346.62	3,346.62
<b>TOTAL</b>					<b>3,346.62</b>	<b>3,346.62</b>

## Downtown Development Authority Parking Garage Transaction Detail by Account

November 2019

PG=Nov Trans	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>						
Deposit	11/01/2019			Deposit	101.00	101.00
Paycheck	11/01/2019		Sharon A Elsberry		-466.92	-365.92
Paycheck	11/01/2019		Tevin C Reams		-267.69	-633.61
Deposit	11/01/2019			Deposit	4,283.00	3,649.39
Bill Pmt -Check	11/01/2019	1633	Mastercard	JL	-34.17	3,615.22
Deposit	11/01/2019			Deposit	690.00	4,305.22
General Journal	11/04/2019	DDA-68	Backwards	Bounced Check#	-116.00	4,189.22
Liability Check	11/04/2019		United States Treasury	83-0286881	0.00	4,189.22
Deposit	11/05/2019			Deposit	69.00	4,258.22
Deposit	11/08/2019			Deposit	331.00	4,589.22
Paycheck	11/15/2019		Sharon A Elsberry		-613.31	3,975.91
Paycheck	11/15/2019		Tevin C Reams		-274.09	3,701.82
Paycheck	11/15/2019		Jaclyn A Landess		-1,815.92	1,885.90
Deposit	11/19/2019			Deposit	1,303.00	3,188.90
Bill Pmt -Check	11/19/2019	1634	AAA Landscaping	#19121	-150.00	3,038.90
Bill Pmt -Check	11/19/2019	1635	Century Link	#307-261-4605 0	-87.26	2,951.64
Bill Pmt -Check	11/19/2019	1636	Charter	#8313 30 031 07	-104.94	2,846.70
Bill Pmt -Check	11/19/2019	1637	City of Casper Business St	#179346	-363.00	2,483.70
Bill Pmt -Check	11/19/2019	1638	City of Casper Water and S	#381802	-72.74	2,410.96
Bill Pmt -Check	11/19/2019	1639	Rocky Mountain Power	#04279137-001 0	-1,575.44	835.52
Total FIB - Parking Garage					835.52	835.52
<b>TOTAL</b>					<b>835.52</b>	<b>835.52</b>



**Downtown Development Authority**  
**Balance Sheet**

As of October 31, 2019

DSS-Balance	<u>Oct 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Plaza Checking	242,975.42
Special Events	<u>33,995.04</u>
<b>Total Checking/Savings</b>	276,970.46
<b>Accounts Receivable</b>	
Accounts Receivable	<u>17,700.00</u>
<b>Total Accounts Receivable</b>	17,700.00
<b>Other Current Assets</b>	
Undeposited Funds	<u>2,000.00</u>
<b>Total Other Current Assets</b>	<u>2,000.00</u>
<b>Total Current Assets</b>	<u>296,670.46</u>
<b>TOTAL ASSETS</b>	<u><b>296,670.46</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	<u>-33,624.76</u>
<b>Total Accounts Payable</b>	<u>-33,624.76</u>
<b>Total Current Liabilities</b>	<u>-33,624.76</u>
<b>Total Liabilities</b>	<u>-33,624.76</u>
<b>Equity</b>	
Unrestricted Net Assets	232,434.28
Net Income	<u>97,860.94</u>
<b>Total Equity</b>	<u>330,295.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>296,670.46</b></u>

**Downtown Development Authority**  
**Profit & Loss**  
 October 2019

DSS - P&L	<u>Oct 19</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	8.77
Direct Public Support	
Operational Grants	<u>138,333.33</u>
Total Direct Public Support	138,333.33
Other Types of Income	
Miscellaneous Revenue	<u>6,502.50</u>
Total Other Types of Income	6,502.50
Program Income	
Event Sponsorship	2,000.00
Friends of Station	
Treedition	20.60
Friends of Station - Other	<u>80.00</u>
Total Friends of Station	<u>100.60</u>
Total Program Income	<u>2,100.60</u>
Total Income	<u>146,945.20</u>
Gross Profit	146,945.20
Expense	
Contract Services	
Construction Expense	25.20
Contract Services - Other	<u>1,500.00</u>
Total Contract Services	1,525.20
Facilities and Equipment	
Building Repairs/Maint	521.50
Equip Rental and Maintenance	638.17
FF&E	681.43
Landscaping, Repairs/Maint.	74.75
Rent, Parking, Utilities	
Ash Street	3,441.41
DSS	1,589.82
Rent, Parking, Utilities - Other	<u>562.50</u>
Total Rent, Parking, Utilities	<u>5,593.73</u>
Total Facilities and Equipment	7,509.58
Marketing	
Advertising/Media	1,460.19
Marketing - Other	<u>6,759.78</u>
Total Marketing	8,219.97
Operations	
Bank Fees	-1.71
Books, Subscriptions, Reference	1,690.60
Equip/Supplies	457.82
Event Expense	
A/V	2,875.00
Security	3,600.00
Event Expense - Other	<u>1,954.87</u>
Total Event Expense	<u>8,429.87</u>
Service Charge	8.22
Supplies	<u>622.57</u>
Total Operations	<u>11,207.37</u>
Travel and Meetings	<u>533.60</u>
Total Expense	<u>28,995.72</u>
Net Ordinary Income	<u>117,949.48</u>
Net Income	<u><u>117,949.48</u></u>

**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through October 2019**

DSS-Budget						TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
ACCT. INTEREST	29.39	15.88	10.11	8.77	64.15	0.00	64.15	100.0%
Direct Public Support								
Operational Grants	6,979.00	0.00	0.00	138,333.33	145,312.33	65,000.00	80,312.33	223.56%
Direct Public Support - Other	0.00	0.00	6,503.00	0.00	6,503.00	0.00	6,503.00	100.0%
<b>Total Direct Public Support</b>	<b>6,979.00</b>	<b>0.00</b>	<b>6,503.00</b>	<b>138,333.33</b>	<b>151,815.33</b>	<b>65,000.00</b>	<b>86,815.33</b>	<b>233.56%</b>
Investments								
Endowment	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
<b>Total Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>-32,000.00</b>	<b>0.0%</b>
Other Types of Income								
Miscellaneous Revenue	925.00	925.00	925.00	6,502.50	9,277.50	0.00	9,277.50	100.0%
Other Types of Income - Other	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
<b>Total Other Types of Income</b>	<b>925.00</b>	<b>925.00</b>	<b>925.00</b>	<b>6,502.50</b>	<b>9,277.50</b>	<b>20,000.00</b>	<b>-10,722.50</b>	<b>46.39%</b>
Program Income								
Beverage Sales	10,931.11	24,695.58	4,620.10	0.00	40,246.79	40,000.00	246.79	100.62%
Event Sponsorship	39,500.00	0.00	47,000.00	2,000.00	88,500.00	130,000.00	-41,500.00	68.08%
Facility Rental	13,095.16	0.00	8,550.00	0.00	21,645.16	20,000.00	1,645.16	108.23%
Friends of Station								
Giving Tuesday 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Treedition	0.00	0.00	0.00	20.60	20.60			
Treedition 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Friends of Station - Other	60.00	60.00	170.00	80.00	370.00	30,000.00	-29,630.00	1.23%
<b>Total Friends of Station</b>	<b>60.00</b>	<b>60.00</b>	<b>170.00</b>	<b>100.60</b>	<b>390.60</b>	<b>30,000.00</b>	<b>-29,609.40</b>	<b>1.3%</b>
Ice Skating Fees	0.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00	0.0%
Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Partners In Progress	1,000.00	0.00	6,500.00	0.00	7,500.00	140,000.00	-132,500.00	5.36%
Program Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TIPS Training	0.00	0.00	120.00	0.00	120.00			
Vendor Fees	1,550.00	2,845.67	600.00	0.00	4,995.67	0.00	4,995.67	100.0%
<b>Total Program Income</b>	<b>66,136.27</b>	<b>27,601.25</b>	<b>67,560.10</b>	<b>2,100.60</b>	<b>163,398.22</b>	<b>420,000.00</b>	<b>-256,601.78</b>	<b>38.9%</b>
<b>Total Income</b>	<b>74,069.66</b>	<b>28,542.13</b>	<b>74,998.21</b>	<b>146,945.20</b>	<b>324,555.20</b>	<b>537,000.00</b>	<b>-212,444.80</b>	<b>60.44%</b>
Gross Profit	74,069.66	28,542.13	74,998.21	146,945.20	324,555.20	537,000.00	-212,444.80	60.44%
Expense								
Contract Services								
Accounting Fees	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Construction Expense	488.04	524.94	0.00	25.20	1,038.18	0.00	1,038.18	100.0%
Event Help (Contract)	0.00	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Legal Fees	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Contract Services - Other	1,500.00	1,753.00	1,550.00	1,500.00	6,303.00	27,000.00	-20,697.00	23.34%
<b>Total Contract Services</b>	<b>1,988.04</b>	<b>2,277.94</b>	<b>1,550.00</b>	<b>1,525.20</b>	<b>7,341.18</b>	<b>58,000.00</b>	<b>-50,658.82</b>	<b>12.66%</b>
Facilities and Equipment								
Building Repairs/Maint	58.00	1,600.00	0.00	521.50	2,179.50	10,000.00	-7,820.50	21.8%
Equip Rental and Maintananc	585.63	485.63	1,007.43	638.17	2,716.86	40,000.00	-37,283.14	6.79%
FF&E	189.83	0.00	275.99	681.43	1,147.25	60,000.00	-58,852.75	1.91%
Landscaping, Repairs/Maint.	105.63	0.00	0.00	74.75	180.38	10,000.00	-9,819.62	1.8%
Property Insurance	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Rent, Parking, Utilities								
Ash Street	188.83	3,955.71	590.45	3,441.41	8,176.40	36,000.00	-27,823.60	22.71%
DSS	118.08	3,370.65	897.36	1,589.82	5,975.91	24,000.00	-18,024.09	24.9%
Rent, Parking, Utilities - Ot	2,041.78	0.00	0.00	562.50	2,604.28	0.00	2,604.28	100.0%
<b>Total Rent, Parking, Utilities</b>	<b>2,348.69</b>	<b>7,326.36</b>	<b>1,487.81</b>	<b>5,593.73</b>	<b>16,756.59</b>	<b>60,000.00</b>	<b>-43,243.41</b>	<b>27.93%</b>
Facilities and Equipment - Ot	0.00	119.58	0.00	0.00	119.58	10,000.00	-9,880.42	1.2%
<b>Total Facilities and Equipment</b>	<b>3,287.78</b>	<b>9,531.57</b>	<b>2,771.23</b>	<b>7,509.58</b>	<b>23,100.16</b>	<b>210,000.00</b>	<b>-186,899.84</b>	<b>11.0%</b>
Marketing								
Advertising/Media	1,076.73	2,104.26	1,651.70	1,460.19	6,292.88	30,000.00	-23,707.12	20.98%
Fundraising Expense	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Website	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Marketing - Other	6,741.05	12,060.70	922.55	6,759.78	26,484.08	0.00	26,484.08	100.0%
<b>Total Marketing</b>	<b>7,817.78</b>	<b>14,164.96</b>	<b>2,574.25</b>	<b>8,219.97</b>	<b>32,776.96</b>	<b>42,500.00</b>	<b>-9,723.04</b>	<b>77.12%</b>

**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through October 2019**

DSS-Budget						TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
<b>Operations</b>								
Bank Fees	0.00	158.43	90.93	-1.71	247.65			
Books, Subscriptions, Refere	260.03	613.40	262.87	1,690.60	2,826.90	0.00	2,826.90	100.0%
Entertainment/Talent	1,700.00	1,700.00	1,500.00	0.00	4,900.00	0.00	4,900.00	100.0%
Equip/Supplies	0.00	0.00	0.00	457.82	457.82	6,000.00	-5,542.18	7.63%
<b>Event Expense</b>								
A/V	3,650.00	5,750.00	9,850.00	2,875.00	22,125.00	25,000.00	-2,875.00	88.5%
Bands	2,500.00	10,750.00	2,000.00	0.00	15,250.00			
Insurance	499.20	1,861.14	21,753.34	0.00	24,113.68	0.00	24,113.68	100.0%
Security	3,562.50	5,193.75	3,808.75	3,600.00	16,165.00	40,000.00	-23,835.00	40.41%
Event Expense - Other	4,484.12	10,975.61	6,451.96	1,954.87	23,866.56	121,500.00	-97,633.44	19.64%
<b>Total Event Expense</b>	<b>14,695.82</b>	<b>34,530.50</b>	<b>43,864.05</b>	<b>8,429.87</b>	<b>101,520.24</b>	<b>186,500.00</b>	<b>-84,979.76</b>	<b>54.43%</b>
Office Automation	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Postage, Mailing Service	0.00	127.80	0.00	0.00	127.80	2,500.00	-2,372.20	5.11%
Service Charge	8.28	3.81	5.04	8.22	25.35	0.00	25.35	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Supplies	4,404.18	3,686.10	797.16	622.57	9,510.01	0.00	9,510.01	100.0%
Utilities	0.00	0.00	1,060.89	0.00	1,060.89			
Operations - Other	0.00	265.70	0.00	0.00	265.70	0.00	265.70	100.0%
<b>Total Operations</b>	<b>21,068.31</b>	<b>41,085.74</b>	<b>47,580.94</b>	<b>11,207.37</b>	<b>120,942.36</b>	<b>200,900.00</b>	<b>-79,957.64</b>	<b>60.2%</b>
<b>Other Types of Expenses</b>								
Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Other Types of Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Payroll Expenses	0.00	42,000.00	0.00	0.00	42,000.00			
<b>Travel and Meetings</b>								
Conference, Convention, Me	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Meetings - Other	0.00	0.00	0.00	533.60	533.60	0.00	533.60	100.0%
<b>Total Travel and Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>533.60</b>	<b>533.60</b>	<b>0.00</b>	<b>533.60</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>34,161.91</b>	<b>109,060.21</b>	<b>54,476.42</b>	<b>28,995.72</b>	<b>226,694.26</b>	<b>511,400.00</b>	<b>-284,705.74</b>	<b>44.33%</b>
<b>Net Ordinary Income</b>	<b>39,907.75</b>	<b>-80,518.08</b>	<b>20,521.79</b>	<b>117,949.48</b>	<b>97,860.94</b>	<b>25,600.00</b>	<b>72,260.94</b>	<b>382.27%</b>
	<b>39,907.75</b>	<b>-80,518.08</b>	<b>20,521.79</b>	<b>117,949.48</b>	<b>97,860.94</b>	<b>25,600.00</b>	<b>72,260.94</b>	<b>382.27%</b>



**Downtown Development Authority  
 Transaction Detail by Account  
 October 2019**

DSS-Oct Trans	Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>							
	Deposit	10/02/2019			Deposit	10.00	10.00
	Bill Pmt -Check	10/07/2019	1818	Mastercard		-1,899.25	-1,889.25
	Bill Pmt -Check	10/07/2019	1819	Rocky Mountain Power		-1,615.32	-3,504.57
	Bill Pmt -Check	10/07/2019	1820	Ahern Rentals	19629398-013	-485.63	-3,990.20
	Bill Pmt -Check	10/07/2019	1821	Alliance Electric	8847	-417.50	-4,407.70
	Bill Pmt -Check	10/07/2019	1822	Atlas Reproductions	Sign	-25.20	-4,432.90
	Bill Pmt -Check	10/07/2019	1823	Black Hills Energy		-1.81	-4,434.71
	Bill Pmt -Check	10/07/2019	1824	Brent Phillips		-2,875.00	-7,309.71
	Bill Pmt -Check	10/07/2019	1825	Charter Communications		-79.97	-7,389.68
	Bill Pmt -Check	10/07/2019	1826	Cowdin Cleaning		-1,500.00	-8,889.68
	Bill Pmt -Check	10/07/2019	1827	Hawkins Inc		-417.37	-9,307.05
	Bill Pmt -Check	10/07/2019	1828	Hinge Studio	Marketing	-6,612.50	-15,919.55
	Bill Pmt -Check	10/07/2019	1829	Jeremy Miller Media	Chancey Williams video	-500.00	-16,419.55
	Bill Pmt -Check	10/07/2019	1830	Mastercard	KH	-1,458.03	-17,877.58
	Bill Pmt -Check	10/07/2019	1831	MCF LLC	TV Storage	-450.00	-18,327.58
	Bill Pmt -Check	10/07/2019	1832	Rocky Mountain Power	DSS	-1,127.47	-19,455.05
	Bill Pmt -Check	10/07/2019	1833	Secure Gunz LLC	Security	-2,925.00	-22,380.05
	Bill Pmt -Check	10/07/2019	1834	The Lyric	Oct storage	-100.00	-22,480.05
	Bill Pmt -Check	10/07/2019	1835	Western Distributing	UW Game on 9/21	-114.30	-22,594.35
	Bill Pmt -Check	10/07/2019	1836	Bar D Signs		-910.00	-23,504.35
	Deposit	10/08/2019			Deposit	20.00	-23,484.35
	Bill Pmt -Check	10/11/2019		Casper DDA Transfer		-35,000.00	-58,484.35
	Deposit	10/15/2019			Deposit	133,333.33	74,848.98
	Bill Pmt -Check	10/16/2019	1837	City of Casper - Water Services		-32.62	74,816.36
	Bill Pmt -Check	10/16/2019	1838	CK Mechanical	Winterization at DSS	-104.00	74,712.36
	Bill Pmt -Check	10/16/2019	1839	Jackie Landess	expense	-50.00	74,662.36
	Bill Pmt -Check	10/16/2019	1840	MCF LLC	Storage	-112.50	74,549.86
	Bill Pmt -Check	10/16/2019	1841	Rocky Mountain Power		-1,322.56	73,227.30
	Bill Pmt -Check	10/16/2019	1842	Secure Gunz LLC	Invoice 435	-675.00	72,552.30
	Bill Pmt -Check	10/16/2019	1843	Stoner Lawn & Landscape	Invoice 5401	-74.75	72,477.55
	Bill Pmt -Check	10/16/2019	1844	City of Casper - Water Services		-161.02	72,316.53
	Bill Pmt -Check	10/16/2019	1845	City of Casper - Water Services		-86.93	72,229.60
	Bill Pmt -Check	10/16/2019	1846	City of Casper - Water Services		-503.53	71,726.07
	Bill Pmt -Check	10/16/2019	1847	C Spur Ranch	Fall Fest 2019 Horse Ri	-975.00	70,751.07
	Deposit	10/17/2019			Deposit	700.00	71,451.07
	Deposit	10/17/2019			Deposit	20.00	71,471.07
	Deposit	10/17/2019			Deposit	500.00	71,971.07
	Deposit	10/18/2019			Deposit	20.00	71,991.07
	Deposit	10/21/2019			Deposit	5,225.00	77,216.07
	Deposit	10/24/2019			Deposit	5,577.50	82,793.57
	Deposit	10/30/2019			Deposit	20.60	82,814.17
	Deposit	10/30/2019			Deposit	10.00	82,824.17
	Check	10/31/2019			Service Charge	-8.22	82,815.95
	Deposit	10/31/2019			Interest	7.33	82,823.28
<b>Total Plaza Checking</b>						<b>82,823.28</b>	<b>82,823.28</b>
<b>TOTAL</b>						<b>82,823.28</b>	<b>82,823.28</b>

**Downtown Development Authority  
 Transaction Detail by Account  
 November 2019**

DSS-Nov Trans	Type	Date	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
	Bill Pmt -Check	11/01/2019	Mastercard	KH	-1,375.24	-1,375.24
	Bill Pmt -Check	11/01/2019	Mastercard	JL	-1,238.18	-2,613.42
	Deposit	11/01/2019		Deposit	2,000.00	-613.42
	Deposit	11/05/2019		Deposit	1,051.20	437.78
	Deposit	11/05/2019		Deposit	20.60	458.38
	Deposit	11/06/2019		Deposit	41.20	499.58
	Deposit	11/06/2019		Deposit	700.00	1,199.58
	Deposit	11/08/2019		Deposit	40.20	1,239.78
	Deposit	11/08/2019		Deposit	81.80	1,321.58
	Deposit	11/19/2019		Deposit	7,300.00	8,621.58
	Bill Pmt -Check	11/19/2019	aggreko	##13532966	-10,625.00	-2,003.42
	Bill Pmt -Check	11/19/2019	Ahern Rentals	Customer #313951	-971.26	-2,974.68
	Bill Pmt -Check	11/19/2019	Alliance Electric	#8972	-350.21	-3,324.89
	Bill Pmt -Check	11/19/2019	Artisan Alley	DSS - lunch on lawn	-386.45	-3,711.34
	Bill Pmt -Check	11/19/2019	Black Hills Energy	#2897 7717 73	-42.75	-3,754.09
	Bill Pmt -Check	11/19/2019	Charter Communications	#1113376110119	-79.97	-3,834.06
	Bill Pmt -Check	11/19/2019	City of Casper - Water Services	#360003	-201.13	-4,035.19
	Bill Pmt -Check	11/19/2019	Cowdin Cleaning	#201325	-1,550.00	-5,585.19
	Bill Pmt -Check	11/19/2019	CSU Producer Resources INC	#3000487707	-25.00	-5,610.19
	Bill Pmt -Check	11/19/2019	Hinge Studio		-1,950.00	-7,560.19
	Bill Pmt -Check	11/19/2019	KTWO		-2,000.00	-9,560.19
	Bill Pmt -Check	11/19/2019	Rocky Mountain Power	#04279137-002 8	-1,761.91	-11,322.10
	Bill Pmt -Check	11/19/2019	Secure Gunz LLC	Late Night Security - DSS	-3,375.00	-14,697.10
	Bill Pmt -Check	11/19/2019	Shirts & More	#42378	-1,100.00	-15,797.10
	Bill Pmt -Check	11/19/2019	The Lyric	#9	-100.00	-15,897.10
	Bill Pmt -Check	11/19/2019	Black Hills Energy	#5833 6256 06	-416.42	-16,313.52
	Bill Pmt -Check	11/19/2019	City of Casper - Water Services	#311502	-93.00	-16,406.52
	Bill Pmt -Check	11/19/2019	Rocky Mountain Power	#04279137-003 6	-966.85	-17,373.37
	Bill Pmt -Check	11/19/2019	City of Casper - Water Services	#6167904	-36.28	-17,409.65
	Bill Pmt -Check	11/19/2019	City of Casper - Water Services	#6167002	-8.05	-17,417.70
	Total Plaza Checking				-17,417.70	-17,417.70
<b>TOTAL</b>					<b>-17,417.70</b>	<b>-17,417.70</b>

**From:** Renee Jordan-Smith  
**Sent:** Friday, November 22, 2019 2:35 PM  
**To:** CityCouncil <CityCouncil@cityofcasperwy.com>  
**Subject:** FW: Holiday Employee Breakfast

Good Afternoon Councilmembers,

The City's employee holiday breakfast will be on Thursday, December 12<sup>th</sup> from 7:00 a.m. to 9:00 a.m., in the Summit Room at the Events Center. While the breakfast is a buffet, the City Council members and department directors have traditionally served the employees by refilling their drinks and helping to bus the tables. As the flow of employees slows down, the servers then will have an opportunity to enjoy breakfast as well.

Would you please respond by Nov. 27<sup>th</sup> and let me know if you are available and willing to help serve during the breakfast? If you are able to assist, please plan on being at the Summit Room by 6:45 a.m.

Below is the invitation that was sent to the employees.

Renée Jordan-Smith

**From:** Renee Jordan-Smith **On Behalf Of** Carter Napier  
**Sent:** Friday, November 22, 2019 1:57 PM  
**To:** Cityofcasper <[cityofcasper@cityofcasperwy.com](mailto:cityofcasper@cityofcasperwy.com)>  
**Subject:** Holiday Employee Breakfast

The holiday employee breakfast is one way that we try to show you, our employee, our appreciation. You keep the organization going and constantly amaze us with the great service you give to our citizens! Come and let us serve you a hearty breakfast.

Thank you from the City Council, me and all the department directors for all that you do!

Please share with employees who may not have email access.

Carter



11-15-2019

**CSOB BUDGET PLANNING**

OVER ALL PROJECT BUDGET	<u>42,727,044.99</u> *
CONSTRUCTION CONTRACT	<u>33,860,000.00</u>
BUDGET BALANCE REMAINING	<u>8,571,644.00</u>

**ANTICIPATED CONSTRUCTION ITEMS REQUIRING PROJECT FUNDING**

<u>Construction Item</u>	<u>Estimated Cost</u>
Construction Contingency	1,706,405.00
Commissioning - HVAC speaking to controls, mech., elec.	255,960.00
Administrative	289,726.00
Construction Material Testing	140,000.00
FF&E (including moving cost) (400K moving alone)	1,170,400.00
IT/Security	3,427,000.00
Chancery Court	780,000.00
Alt.#7 RMP Incentive <i>Doesn't happen here in Wyo</i>	266,000.00
675 Walnut Renovation	1,513,300.00
West Collins Median	650,000.00
	-----
TOTAL	10,198,791.00
Anticipated Budget Shortfall	- 1,627,147.00

\* 14-yr. payoff



**From:** Justin Schilling [mailto:[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)]  
**Sent:** Wednesday, November 20, 2019 3:49 PM  
**Subject:** WAM needs your help - Exaction Survey

As many of you know, the Joint Corporations Committee passed a bill through to session this week that poses a serious preemption threat to your ability to offset negative financial impacts of development in your communities. While the bill is specifically aimed at pleasing a handful of wealthy developers who disagree with Jackson's housing mitigation ordinance, it stands to take away your ability to use school and park exactions, by making it illegal for cities, towns and counties to require developers to help defray the costs of capital improvements needed for public facilities as a condition of development approval. In an effort to build our case to kill this bill we would like to know if your municipality currently or has used school or park exactions. Please answer that question and identify your municipality at the following link <https://www.surveymonkey.com/r/YD7CZ73> so that we can compile the data as accurately as possible. This should only take about a minute of your time, and we thank you sincerely for your participation as we prepare to fight this attempted overreach.

Thank you!

**Justin Schilling**

Member Services Manager  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
[307-632-0398](tel:307-632-0398)  
[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

**From:** Justin Schilling [mailto:[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)]  
**Sent:** Tuesday, November 19, 2019 11:48 AM  
**Subject:** Governor Gordon's Budget Proposal

Dear Members,

As many of you no doubt saw yesterday, Governor Gordon released his budget proposal to the legislature for the next biennium. Most notably for you, he is requesting that direct distribution stay at \$105 million through the next budget cycle. While this falls short of the \$125 million we, along with WCCA, had requested when we met with the Governor earlier this Fall, we believe it still shows Gordon's support for Wyoming's cities, towns and counties. Given the increasingly gloomy outlook for Wyoming's financial future, that the Governor would choose to issue a "hands off" recommendation to the legislature when it comes to the current direct distribution pool is at least reassuring. Wyoming's lawmakers will undoubtedly face some tough financial decisions in the years to come, and we at WAM will continue to defend what you have while persisting in asking for what you truly deserve.

If you'd like to read his entire budget proposal it can be found here. <https://ai.wyo.gov/divisions/budget/wyoming-state-budget>

Keep the faith and we'll fight on!

**Justin Schilling**

Member Services Manager  
Wyoming Association of Municipalities  
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Cheyenne, WY 82001  
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[www.wyomuni.org](http://www.wyomuni.org)