

INFORMATION PACKET

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Friday, May 10, 2019



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

May 14, 2019			
Councilmembers Absent: Lutz			
Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Visit Casper Video		5 min	4:30
Council Meeting Follow-up		5 min	4:35
Parade/Special Event Permit Discussion	Information Only	40 min	4:40
Food Trailer Amendment	Move Forward for Approval	20 min	5:20
CATC (John Jones)	Direction Requested	20 min	5:40
Municipal Court Update (Judge Lund)	Information Only	10 min	6:00
Annual Audit	Information Only	30 min	6:10
Draft Budget Distribution	Information Only	10 min	6:40
Wage and Compensation Discussion	Direction Requested	60 min	6:50
Agenda Setting		20 min	7:50
Legislative Review		10 min	8:10
Council Around the Table		10 min	8:20
Approximate Ending Time:			8:30

May 20, 2019			
Councilmembers Absent:			
Special Work Session	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review			
Approximate Ending Time:			

May 21, 2019					
Councilmembers Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Establishing June 4, 2019, as the Date of Public Hearing for Consideration of an Ordinance Approving a Rezone of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street.	C				
Establishing June 4, 2019, as the Date of Public Hearing for Consideration of New Resort Liquor License No. 8 West Center Hospitality Ops, LLC d/b/a Platte River Saloon, Located at 123 West 'E' Street.	C				

Approving the Vacation of a Portion of South Elm Street, Between West Collins and West 8th Street. 3rd Reading			N		
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). 3rd Reading & annexation compliance/public hearing		N	N		
Mobile Vendor Parking Ordinance. 2nd Reading			N		
International Fire Code Ordinance. 2nd Reading			N		
Amending Chapter 12.24.030 of the Municipal Code to Authorize Non-Permanent Modifications of Sidewalks Under Certain Limited Circumstances. 2nd Reading			N		
Approving the City of Casper's Contract for Professional Services with Hinge Studio Marketing and Communications, LLC, for Trail, Bicycle, and Pedestrian Summer Safety Campaigns, in the Amount of \$3,900.				C	
Two Resolutions Approving Amendments to the McMurry Business Park PUD (Planned Unit Development) Guidelines and the Open Space Annexation Agreement				C	
Authorizing a Warranty Deed for Closing on the Sale of the Former Fire Station No. 5 Property, Located at 4000 East 15 th Street.				C	
Authorizing an Agreement between the Natrona County Conservation District and the City of Casper in the Amount of \$85,000.				C	
Authorizing a Revocable License Agreement with Jeff McDonald for Maintenance of a Deck.				C	
Authorizing an Agreement with 71 Construction in the Amount of \$97,981 for the Jackson and 8th Street Sewer Repairs Project.				C	
Authorizing a funding agreement between the Natrona County Conservation District and the City of Casper in the Amount of \$85,000.				C	
Authorizing the Purchase of GE Orbit Radios from GE MDS, LLC, in the Amount of \$53,759, to Upgrade the Existing Traffic Network.					C
Authorizing \$25,000 in Health, Social and Community Services Cash Funding to Support Community Promotions Events.					C
Executive Session - Personnel					
May 22, 2019 Councilmembers Absent:					
Special Work Session		Recommendation	Allotted Time	Begin Time	
Recommendations = Information Only, Move Forward for Approval, Direction Requested					
Budget Review					
Plains RFP (Part One)		Direction Requested	30 min		
					Approximate Ending Time:

May 28, 2019 Councilmembers Absent: Powell						
Work Session Agenda Items		Recommendation	Allotted Time	Begin Time		
Recommendations = Information Only, Move Forward for Approval, Direction Requested						
Council Meeting Follow-up			5 min	4:30		
Trail Project Options 1%#16		Direction Requested	20 min	4:35		
Small Trailer Parking		Move Forward for Approval	10 min	4:55		
Camping Ordinance		Move Forward for Approval	10 min	5:05		
Council Resolution Regarding Tow Fees		Direction Requested	15 min	5:15		
Reallocation of County-Wide Consensus		Direction Requested	20 min	5:30		
Plains RFP (Part Two)		Direction Requested	30 min	5:50		
Agenda Setting			10 min	6:20		
Legislative Review			10 min	6:30		
Council Around the Table			10 min	6:40		
				Approximate Ending Time: 6:50		
June 4, 2019 Councilmembers Absent:						
Regular Council Meeting Agenda Items		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent						
Establish June 18, 2019 as the Public Hearing Date for Consideration of the Fiscal Year 2020 Budget.		C				
Establish June 18, 2019 as the Public Hearing Date for Consideration of Budget Amendment #3.		C				
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. Public Hearing/First Reading			N			
New Resort Liquor License No. 8 West Center Hospitality Ops, LLC d/b/a Platte River Saloon, Located at 123 West 'E' Street.			N			
Mobile Vendor Parking Ordinance. 3rd Reading				N		
International Fire Code Ordinance. 3rd Reading				N		
Amending Chapter 12.24.030 of the Municipal Code to Authorize Non-Permanent Modifications of Sidewalks Under Certain Limited Circumstances. 3rd Reading				N		

June 11, 2019 Councilmembers Absent:			
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
			Approximate Ending Time:

June 18, 2019 Councilmembers Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Consideration of the Fiscal Year 2020 Budget.		N			
Consideration of Budget Amendment #3		N			
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. 2nd Reading			N		
Authorizing a Professional Services Contract with Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for Fiscal Year 2020, in an amount not to exceed \$X,XXX,XXX.				C	
Authorizing a lease to Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for Two Buildings, Parking Area and Adjacent Land at 1715 East 4 th Street, in an amount of \$8,436, commencing July 1, 2019 through June 30, 2020.				C	
Authorizing a lease for the use of Certain City-Owned Vehicles to Casper Area Transportation Coalition, Inc., a Wyoming Non-Profit Corporation, for the transportation of the elderly, disabled, and general public for the Fiscal Year 2020, in an amount of \$25, commencing July 1, 2019 through June 30, 2020.				C	

June 25, 2019 Councilmembers Absent:			
Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
			Approximate Ending Time:

Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Downtown Parking Study Implementation		45 min	
Goodstein Lot Lease (Long Term Plan)			
Property Code Revisions		40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Code of Ethics		40 min	
Downtown Flags			
Dog Parks			After Summer 2019
Green Valley - Annexation Status Report			After Annexation report is prepared
Additional Sheet of Ice at Rec Center	June 11, 2019		
Arborist Licensing			Mayor's Request

Staff Suggested Items:			
Sign Code Revisions		60 min	Anytime after April 2019
Limo Amendment?			
Interactive Long Range Transportation Plan Update	July 23 @ 4:30 pm		
Context Sensitive Agreements with WYDOT on Poplar St Bridge			
Finance Policies Resolution			Anytime after Council Finance Committee Meeting
Casper Events Center Walkthrough		2 hours	Anytime after Budget Meetings
Memorials, Donations, and Sponsorship Policy			
Boys & Girls Club Skate Park			
Budget Amendment #3 Review	June 11, 2019		

Future Budget Items

June 4th – Set Public Hearing date of June 18th for adoption of FY '20 budget; adoption of Budget Amendment #3

June 18th – Public Hearing on FY '20 proposed budget; adoption of Budget Amendment #3

June 18th - Consideration/Adoption of FY '20 Budget; adoption of Budget Amendment #3

Future Council Meeting Item

July 2, 2019 ? Ordinance Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities

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

DRAFT Timeline for the Green Meadows MH Park Annexation

May, 2019	Hire a surveyor to prepare a plat. Most likely submittal deadline to shoot for is June 14 th .
June 14, 2019	Date that the City Clerk certifies the petition for annexation. Timeclock starts on the day the City Clerk signs off (30-180 days window).
July 18, 2019	P&Z Commission meeting – Public Hearing to consider annexation, plat and zoning.
August 6, 2019	Establish date of Public Hearing for Council, and notify property owners of the public hearing for consideration of an Ordinance annexing, platting and zoning as <u>August 20, 2019</u> . Establish public hearing on resolution accepting the annexation study for the <u>October 1, 2019</u> Council meeting (Coincides with 3 rd reading).
August 20, 2019	Public Hearing and 1 st reading on Ordinance at Council. <i>Annexation Study, Summary, and Map must be completed before August 22nd Deadline in order to send legal notice to the paper.</i>
August 22, 2019	Send legal notice (annexation study/summary, map, etc.) to Casper Star Tribune for the publish dates below. (<i>September 10, 2019 is 15 <u>business days</u> before 3rd reading</i>).
August 29 th & September 5 th , 2019	Publish Dates.....at least 15 <u>business days</u> before final hearing, City is required to publish notice (annex study/summary/map) twice in the newspaper.
September 3, 2019	2 nd reading on Ordinance.
September 3, 2019	20 <u>business days</u> before final Resolution. Send completed annexation study to all utility companies and all affected landowners. (Must be sent before this date).
<i>Skip one Council meeting to allow time for the 20 <u>business day</u> distribution of the annexation study/summary.</i>	
October 1, 2019	Public Hearing for the Resolution finding facts on the required annexation study (W.S. 15-1-402). (<i>Public hearing date was previously established on August 6, 2019</i>). Final reading on Ordinance approving annexation, plat and zoning. (<i>3rd Reading must be held, at the latest, by December 3, 2019, which is the last Council meeting before the December 11th 180-day maximum time limit permitted by State Statute</i>).
December 11, 2019	180-day statutory deadline to complete the annexation.
January 2, 2020	20 <u>business days</u> after the final reading of Ordinance (<i>Assuming it occurs on December 3, 2019</i>) the annexation becomes effective.

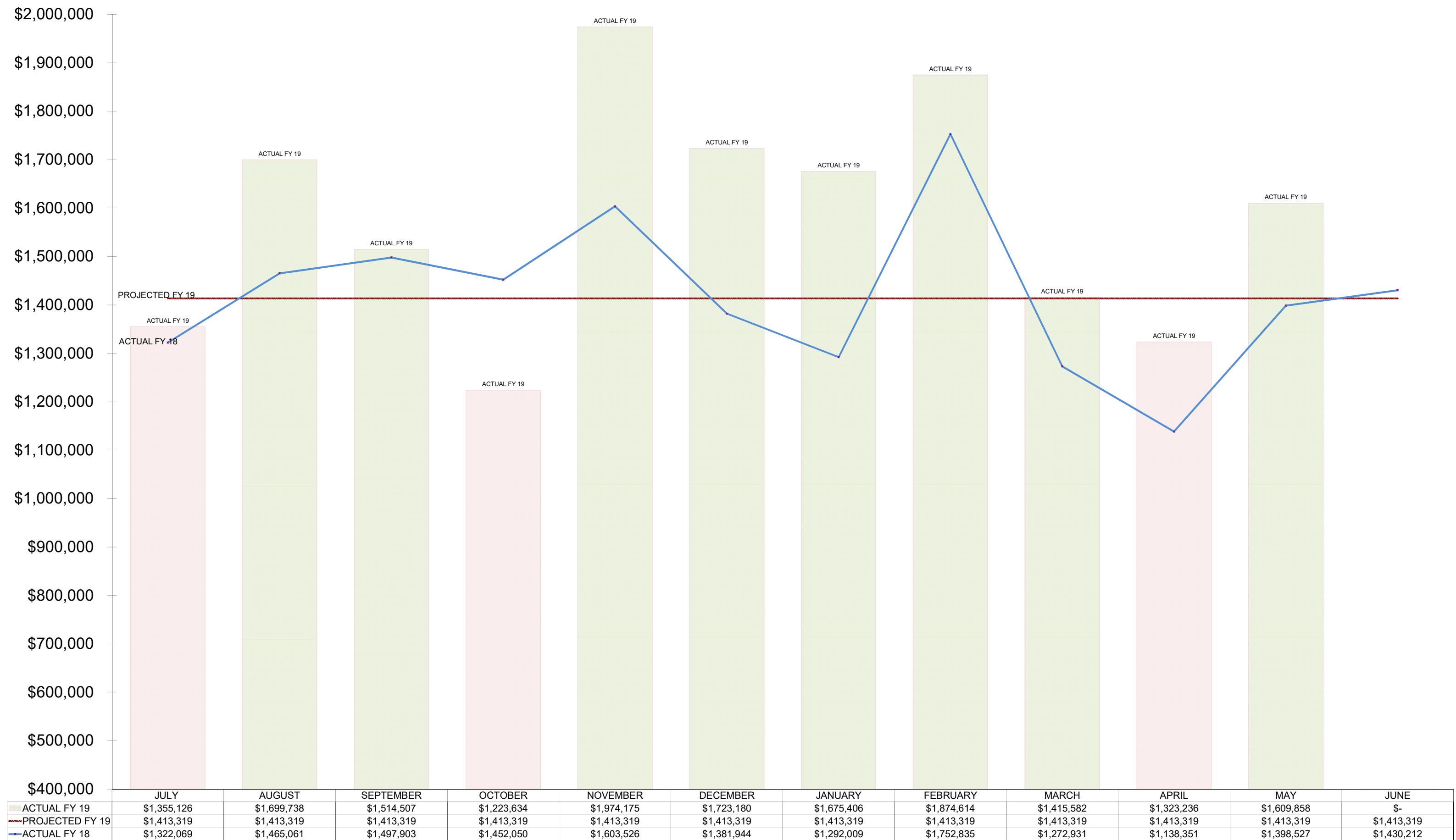
Note: There is a 60-day appeal period before the annexation is final.

City of Casper
Optional 1% and State Shared Sales Tax Receipts
91.6% of Fiscal Year 2019 has Lapsed

Below is the optional Sales tax report for FY19 we are currently at 91.6% of the budget year.
 General Fund is up 11.85% from projected year to date which is at 102.57% of budget.
 1%15 is up 13.16% from projected year to date which is at 113.16% of budget.
 1%16 is up 5.57% from projected year to date which is at 75.89% of budget

State Shared Sales Tax						
	Date	Amount	Amount	Actual-Budget	Percent of Annual	
	Received	Received	Budgeted		Budget	
FY 2019 General Fund	7/11/2018	\$ 1,355,126	\$ 1,413,319	\$ (58,193)	7.99%	
	8/10/2018	1,699,738	1,413,319	286,419	18.01%	
	9/7/2018	1,514,507	1,413,319	101,188	26.94%	
	10/4/2018	1,223,634	1,413,319	(189,685)	34.16%	
	11/5/2018	1,974,175	1,413,319	560,856	45.80%	
	12/6/2018	1,723,180	1,413,319	309,862	55.96%	
	1/7/2019	1,675,406	1,413,319	262,088	65.84%	
	2/6/2019	1,874,614	1,413,319	461,295	76.89%	
	3/6/2019	1,415,582	1,413,319	2,263	85.24%	
	4/4/2019	1,323,236	1,413,319	(90,083)	93.04%	
	5/6/2019	1,609,858	1,413,319	196,539	102.53%	
	June			1,413,319		
	Total FY 2019	\$ 17,389,055	\$ 16,959,827	\$ 1,842,547		
FY 2019 1%15	Optional One Cent 15% Tax					
	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%	
	8/10/2018	1,420,883	1,015,060	405,823	26.70%	
	9/7/2018	1,270,238	1,334,193	(63,955)	39.87%	
	10/4/2018	1,034,782	1,183,169	(148,387)	50.59%	
	11/5/2018	1,646,134	1,212,564	433,570	67.65%	
	12/6/2018	1,435,793	1,210,613	225,180	82.54%	
	1/7/2019	1,394,293	1,102,712	291,581	96.99%	
	2/6/2019	1,560,379	1,404,830	155,549	113.16%	
	Total FY 2019	\$ 10,918,160	\$ 9,648,571	\$ 1,269,589		
FY 2019 1%16	Optional One Cent 16% Tax					
	3/6/2019	1,184,801	1,184,486	315	24.75%	
	4/4/2019	1,106,603	1,132,982	(26,379)	47.86%	
	5/6/2019	1,341,681	1,124,017	217,663	75.89%	
	June		1,345,943			
Total FY 2019	\$ 3,633,085	\$ 4,787,429	\$ 191,599			
Total	\$ 31,940,300	\$ 31,395,827	\$ 3,303,735			

Sales Tax FY 2019 Versus Projection and Prior Year



	ACTUAL FY 18	PROJECTED FY 19	ACTUAL FY 19
YTD TOTAL	\$ 15,577,205	\$ 15,546,508	\$ 17,389,055
YTD VARIANCE			\$ 1,842,547
			% Difference
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH			13.91%
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE			11.85%
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-SAME MONTH			15.11%
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE			11.63%
			In Dollars
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH			\$196,539
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE			\$1,842,547
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-SAME MONTH			\$211,331
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE			\$1,811,850



KIDS' ART A LA CARTE

HOPE & SUNSHINE EVENT

MAY 18TH

5:30 PM

AT THE CASPER EVENTS CENTER
WEARING YELLOW IS ENCOURAGED



- \$65/INDIVIDUAL TICKET
- SPONSORSHIP/DONOR OPPORTUNITIES AVAILABLE
- RSVP BY APRIL 26
- CALL 307.235.5097 OR EMAIL
JRIDDLE@CDCCASPER.ORG

VISIT CDCCASPER.ORG/AALC
TO RESERVE YOUR SEAT
& GET MORE INFORMATION



WIN ME!

2002 FORD THUNDERBIRD

• BUY TICKETS ONLINE • \$50 EACH OR 5 FOR \$200 •

From: Platte River Trails Trust [mailto:platteriver@wyoming.com]
Sent: Monday, May 06, 2019 8:41 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Join Us For The Great American Rail Trail Route Reveal



PLEASE JOIN US!
May 8th: Great American Rail Trail Route Reveal

What?

Mark your calendars for the reveal of the preferred cross-country route of the Great American Rail-Trail on May 8! The Casper Rail Trail is proud to be one of thirteen gateway trails along the Great American trail. Join us on May 8th for our local celebration. Get updates and learn more about the Great American Rail-Trail [HERE](#).



Where?

Gather with local trail leaders and advocates on the Casper Rail Trail at Beech Street at 1:20 p.m. as we participate in a Facebook Live check-in at 1:30 p.m. with our national partners, as a Gateway Trail along the Great American.



When?

Wednesday, May 8th at 1:20 p.m. on the Casper Rail Trail at Beech Street. The Facebook Live Reveal will occur at 1:30 p.m. for a check-in with our national partners. We'll cap off the Live event with a cookie "toast" to the exciting adventure ahead to create a coast to coast trail across America. Trail supporters are encouraged to bring their beer tokens and gather again from 5-7 p.m. at Gruner Brothers Brewing for further celebrating that evening.

RSVP

No RSVP necessary, however first 20 people receive a free Great American t-shirt and first 50 will receive a beer token from Gruner Brothers Brewing and cookies for all as we "toast" the route for the Great American. Contact the Trails office with further questions, 577-1206.

Platte River Trails Trust
307-577-1206
platteriver@wyoming.com
www.platterivertrails.com

From: Justin Schilling [mailto:jschilling@wyomuni.org]
Sent: Monday, May 06, 2019 11:47 AM
Subject: WAM Summer Convention Invite

Good Morning WAM Region 4,

Just a friendly reminder that 2019 WAM Summer Convention in Sheridan is only five weeks away. If you've already registered, thank you, we look forward to seeing, learning and networking with you in June! If you have not however, I would encourage you to check out the attached agenda and to consider attending what we think is going to be a dynamite event. With amazing speakers like Commander Mary Kelly and Sam Western, beautiful venues like Sheridan College and The Brinton Museum, and a dozen break out session topics to choose from, this year's convention is shaping up to be one not to miss. Please visit the registration page on the WAM website by clicking here → <http://tewyomuni.wpengine.com/2019-wam-summer-convention/> for more information, available host hotels, and to register. We look forward to seeing you in June! – Justin Schilling, WAM Member Services Manager, Direct Line 307-275-8380



2019 WAM SHERIDAN WY SUMMER CONVENTION EVENT AGENDA

WEDNESDAY JUNE 12TH

- 8:00 AM Golf Tournament Registration, Tee-off at 9 AM
- 10:00 AM Convention Registration Opens
- 12:00 PM Resolution Committee Meeting
- WAM-JPIC Board Meeting
- 1:00 PM WAMCAT Board Meeting
- LTS Committee Meeting
- 2:00 PM First-Timers Meet and Greet
- 3:00 PM WAM Board Meeting
- 5:00 PM Welcome Reception at the Brinton Museum
- 12:30 PM Lunch Break
- 2:00 PM Breakout Sessions
 - Grant Writing - SLIB & State Energy Office
 - Financial Management: Expenditures and Revenues
 - Legal Jeopardy: Are You In It?
 - Rural Development Trolley Tour
 - Guest Activity - Sheridan Lifestyle Tour
- 3:30 PM Refreshment Break
- 4:00 PM WAM All Membership Meeting
- 6:30 PM WAM Dinner at the Holiday Inn

THURSDAY JUNE 13TH

- 7:00 AM Legislative Leadership Committee
- 8:00 AM WAM Region Meetings
- 9:30 AM Opening Session Keynote Mary Kelley
- 10:30 AM Refreshment Break
- WAMCAT Annual Meeting
- 11:00 AM Breakout Sessions
 - Media Relations
 - Roles and Responsibilities in Gov't
 - How Wyoming Cities Went From Necessary Nuisances to the Most Important Change Agent in the State - Sam Western
 - Economic Development Trolley Tour
 - Host City Presentation - TBD
 - Guest Activity - Gourmet Cooking Class

FRIDAY JUNE 14TH

- 8:00 AM WAM Board Meeting
- 9:00 AM Breakout Sessions
 - Ethics and Integrity
 - HR - Hiring Military Personnel
 - Smart Cities - Charter Communications
- 10:30 AM Adjourn - Safe Travels Home

VISIT WWW.WYOMUNI.ORG TO REGISTER