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# INFORMATION PACKET

Friday, November 3, 2023



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### CITY OF CASPER DOCUMENTS & INFORMATION

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

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

## The Grid

### Working Draft of Council Meeting Agendas

<b>November 7, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Community Engagement Follow-Up					
Pre-Meeting: FY25 Budget Calendar					
Approval of 10/17 Minutes					C
Approval of 10/17 Executive Session Minutes (2 sets)					C
Approval of 10/24 Special Meeting Minutes					C
Bright Spot: American Legion Post 2					
Proclamation: Epilepsy Foundation					
Est Public Hearing: Board of Examiners & Appeals & Contractor Licensing	C				
Est Public Hearing: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.	C				
Public Hearing: Bar & Grill License - America		N			
Public Hearing- Bar and Grill License - Rialto		N			
Public Hearing - Bar & Gril License Old Town		N			
Postpone PH & Re-establish for Nov. 21 - Ordinance Approving a Zone Change of Lots 59 and 60, "Longview Addition No. 2" and Lot 9A of the "Lot 9A & Lot 9B, Luke Addition" from PUD (Planned Unit Development) to C-2 (General Business).	C				
3rd Reading: DUI Ordinance Amendment			N		
3rd Reading: Camping Ordinance			N		
3rd Reading: Parking & Dwelling Restriction Ordinance			N		
Rescinding and Replacing Resolution 22-121 - A Resolution Adopting the City of Casper Parking Manual and Establishing Application Fees, Permit Fees and Fine Schedules Pertaining to Parking.				C	
Authorizing Change Order No. 1 with Crown Construction, LLC, for a time extension of 119 calendar days and a Contract price increase of \$5,495.00, in relation to the Casper Regional Landfill Leachate Force Main Extension, Project No. 21-012B.				C	
Authorizing Amendment #5 to the Professional Services Contract with Stateline No. 7 Architects, in the amount of \$14,097.60 for the City Hall Renovations and Addition (Project SAFE), Project No. 20-004.				C	
Authorizing an Agreement with Casper Electric, Inc., in the amount of \$3,358,626, for the Sam H. Hobbs Waste Water Treatment Plant (WWTP) Motor Control Center (MCC) Replacements, Project No. 17-081.				C	
Authorizing Amendment Number One to the Fiscal Year 2021 Transportation Alternatives Program Subrecipient Agreement Between the Wyoming Department of Transportation and the City of Casper.				C	
Authorizing an Agreement with Crown Construction, LLC, in the amount of \$100,220, for the Compost Yard Building Upgrades, Project No. 22-081.				C	
Authorize a contract with HDR Engineering, Inc., for ongoing studies, tasks, and activities concerning water rights and water supply activities, in an amount not to exceed \$100,000.				C	
Authorizing the acceptance of the Wyoming Department of Homeland Security, (SHSP) Grant, in the amount of Fourteen Thousand, Four Hundred Ninety-One Dollars and 94/100 (\$14,491.94).				C	
Executive Session: Land Acquisition, Attorney-Client Privilege, Litigation, Security C					

<b>November 14, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
CBC Design	Direction Requested	4:35	60 min
Leadership Selection and Removal Process	Direction Requested	5:35	60 min

Project Safe	Direction Requested	6:35	40 min
Code Enforcement Follow-up Part 1 (Assessment of Vehicle Towing Fees)	Direction Requested	7:15	40 min
Transit Bus Pass Program	Direction Requested	7:55	20 min
Agenda Review		8:15	20 min
Legislative Review		8:35	20 min
Council Around the Table		8:55	20 min
Approximate Ending Time:			9:15

**November 21, 2023 Councilors 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>
Approval of 11/7 Minutes					C
Approval of 11/7 Exec Session Minutes					C
Bright Spot: Casper Police Department CALEA Accreditation Award					
Est Public Hearing: LAD 160 Chinook Trail Filing	C				
Public Hearing: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2		N			
Public Hearing: Board of Examiners & Appeals & Contractor Licensing		N			
Public Hearing: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.		N			
Authorizing a Contract Between the City of Casper and Civil Engineering Professionals, Inc., for the Western Gateway Corridor Enhancement Study: Phase 2.				C	
Leadership Selection & Removal Process				C	
Water and Conservation Grant Application				C	
Parks and Rec Master Plan				C	
System Investment Charge Appeal					N
Executive Session: Personnel					

**November 28, 2023 Councilors Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Casper Housing Authority Update	Information Only	4:35	20 min
One Cent Process Debrief	Direction Requested	4:55	30 min
Center Street Underpass	Direction Requested	5:25	45 min
Ford Wyo Center Part 2	Direction Requested	6:10	30 min
Business Incentive Options	Information Only	6:40	30 min
Agenda Review		7:10	20 min
Legislative Review		7:30	20 min
Council Around the Table		7:50	20 min
Approximate Ending Time:			8:10

**December 5, 2023 Councilors 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>
Pre-Meeting: Judge's Quarterly Report					
Approval of 11/21 Minutes					C
Approval of 11/21 Executive Session Minutes					C
Public Hearing: LAD 160 Chinook Trail Filing		N			
2nd Reading: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2			N		
2nd Reading: Board of Examiners & Appeals & Contractor Licensing			N		

2nd Reading: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.			N		
Executive Session: Personnel					

<b>December 12, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Utility Rate Model Review	Direction Requested	4:35	60 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

<b>December 19, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Approval of 12/5 Minutes					C
Approval of 12/5 Exec Session Minutes					C
2nd Reading: LAD 160 Chinook Trail Filing			N		
3rd Reading: Ordinance Approving a Zone Change of 350 and 410 SE Wyoming Blvd, from PUD to C-2			N		
3rd Reading: Board of Examiners & Appeals & Contractor Licensing			N		
3rd Reading: Approving a Plat and Zone Change for the Proposed Lower Brothers Addition Subdivision.			N		

<b>December 26, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
		4:35	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Funding for Sidewalk Repairs/Homeowner			
Naming City Garbage Trucks			
Judge's Quarterly Update	3/5/24 6/4/24	15 minutes	Rekurs Quarterly
Leadership Straw Poll			December
Liquor Establishment Incentive Program			
Liquor Overserving Legislation			

### Staff Items:

Fire Station 1			
Downtown Parking Kiosks			November
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)			
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)			
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)			
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)			
Dangerous Building Processes			April
Audit Presentation to Finance Committee	January 23, 2024		
Capital Budget Review	March 12, 2024		
Tentative Budget to Council	May 7, 2024		
Budget Review Sessions	5/20/24 & 5/22/24		
Summary Proposed Budget to Council	June 4, 2024		

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

City Facility Retention & Subsidization			
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### Future Regular Council Meeting Items:

Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption	6/18/2024		
Urban Forestry Grant			
Utility Ordinance			

### Retreat Items:

Economic Development and City Building Strategy
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NOVEMBER



2023



# NOVEMBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 Trick or Treat Trail 2:00pm-7:00pm	30	31	1 Load-in Volleyball	2 WHSAA State High School Volleyball 12:00 pm - 9:00 pm	3 WHSAA State High School Volleyball 12:00 pm - 8:00 pm	4 WHSAA State High School Volleyball 8:00 am - 8:00 pm
5	6	7 Styx 7:00 pm- 10:00 pm	8	9 Load-In Craft Fair 8am-5pm	10 Casper Rec Foundation Craft Fair 3:00 pm- 8:00 pm	11 Casper Rec Foundation Craft Fair 9:00 am- 4:00 pm
12 Charlie Brown Christmas 6:00 pm - 10:00 pm	13	14	15 TIPS training 6:00 pm- 9:00 pm	16	17 FFA Closing Ceremony 5:30 pm- 11:00 pm	18 Pentatonix 6:00 pm- 9:30 pm
19	20	21	22 Offices Closed at 12pm	23 Offices Closed	24 Offices Closed	25
26	27	28	29	30 Thanksgiving Day	1 OVG Holiday	2 WY First® Lego® League Robotics