

INFORMATION PACKET

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Friday, February 5, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

February 9, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup (Prostitution Ordinance Amendment)		5 min	4:30
Police Building	Information Only	30 min	4:35
Annexation of East Robertson Road Addition Update	Information Only	40 min	5:05
Utility Rate Model Review	Direction Requested	20 min	5:45
Liquor License Renewal and Police Report Discussion	Information Only	20 min	6:05
Agenda Review		20 min	6:25
Legislative Review		20 min	6:45
Council Around the Table		10 min	7:05
Approximate Ending Time:			7:15

February 16, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting Meadowlark Park					
Pre-Meeting Portable Classroom Buildings for the Fire Training Facility					
Pre-Meeting 7th Street Vacation					
Approval of Feb. 2 Executive Session Minutes					
Public Hearing: Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement. 1st Reading		N			
Public Hearing: Creation of Local Assessment District 158 - Coates Road Surfacing Improvements. 1st Reading		N			
Public Hearing: Consideration of a Resolution Certifying Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the East Robertson Road Addition and 3489 South Robertson Road to the City of Casper Complies with W.S. § 15-1-402. a. Resolution b. Third Reading Ordinance Approving Annexation, and Zoning of the East Robertson Road Addition.		N			
Public Hearing: Liquor License Renewals for Licensing Period April 1, 2021 through March 31, 2022.		N			
Amending Chapter 9.24 of the Casper Municipal Code – Offenses Against Public Decency, Modifying Certain Sections and Creating New Sections Thereof. (Prostitution) 3rd reading (postponed at Feb. 2 Council meeting)			N		
Plat of Highland Park Cemetery Addition No. 2. 3rd Reading			N		
Vacation of a Portion of East 7th Street. 2nd reading			N		
Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 2nd Reading			N		
Approving the Purchase of Bluebeam Studio Prime Level 1 Licensing.				C	

The Grid

A working draft of Council Meeting Agendas

February 16, 2021 (cont) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Accepting a Grant from the Wyoming State Historic Preservation Office.				C	
Authorizing Change Order No. 3 with High Plains Construction, Inc., in the Amount of \$28,406.65, for the CY Booster Station Replacement, Project No. 16-024.				C	
Authorizing a Contract for Professional Services with WLC Engineering, in the Amount of \$63,500 for the Industrial Avenue Drainage and Surfacing Improvements Project.				C	
Authorizing an Agreement with Crown Construction LLC, in the Amount of \$196,750, for the Collins Drive Street Mill and Overlay Project.				C	
Authorizing a Portable Building Donation Agreement and Bill of Sale with the City of Mills, Wyoming, for the Donation of Two (2) Portable Classroom Buildings to the City which will be Located at the Fire Training Facility at 2582 Metro Road.				C	
Authorizing the Purchase of One (1) New 2021 Mack Transport Tractor Truck, in the Total Amount of \$108,181.07, from CMI TECO, Casper Wyoming, for Use by the Solid Waste Division of the Public Services Department.				C	

February 23, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Parking on Parkways & Parking Manual	Direction Requested	60 min	6:05
Council Goals	Direction Requested	90 min	4:35
LWCF Grant		30 min	7:05
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

March 2, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting Work Session/Council Meeting Date Changes					
Vacation of a Portion of East 7th Street. 3rd reading			N		
Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 3rd Reading			N		

The Grid

A working draft of Council Meeting Agendas

March 2, 2021 (cont.) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement. 2nd Reading		N			
Creation of Local Assessment District 158 - Coates Road Surfacing Improvements. 2nd Reading		N			
Accepting Proclamation Guidelines				C	
Authorizing a Contract for Outside-City Sewer Service with JR and Heather Boyles Living Trust.				C	
Zonar (tentative)				C	

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Follow-up: Mike Lansing Field Proposals			
Missing Persons			
Bus Stop Safety/Shoveling - Public Awareness			
Restitution Paid to Fire Department			
Excessive Vehicle Storage in Yards			
Fort Caspar - Seasonal Hours/Closure			

Staff Items:

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
Capital Budget Review			March 9, 2021
Council review of proposed fiscal year 2020-2021 Budget Amendment #4			March 9, 2021
Community Promotion Funding (Part 1)			March 9, 2021
Community Promotion Funding (Part 2)			March 23, 2021
Second Sheet of Ice Feasibility Study			March 23, 2021
Budget Review			May 17 & 19, 2021
2021 International Building Code			April 13, 2021
GIS Demo			

Potential Topics-- Council Thumbs to be Added:

Resolution for Removal of Majestic Trees?			
Handheld Device Use While Driving?			

Future Regular Council Meeting Items:

Establish March 16 th public hearing date for consideration of fiscal year 2020-2021 Budget Amendment #4			March 2, 2021
1. Public Hearing on consideration of fiscal year 2020-2021 Budget Amendment #4			March 16, 2021
2. Council consideration of fiscal year 2020-2021 Budget Amendment #4			March 16, 2021
Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

Retreat Items:

Economic Development and City Building Strategy

January 20, 2021

TO: J. Carter Napier, City Manager
FROM: Keith McPheeters, Chief of Police *KMcP 307*
SUBJECT: Analysis of Traffic Crash Data for the City of Casper

Meeting Type & Date

Information Packet, February 5, 2021

Recommendation

Information only.

Summary

The City of Casper serves as a regional, geographic hub which draws significant daily visitors into the City for employment, retail shopping, tourism, and Interstate travelers. The City's geography presents a combination of roadway designs covering relatively level riverine valley floor, mountain foothills, and meandering draws and gullies of varying angles of descent and ascent. Casper's weather patterns also impact our traffic in ways which many municipalities do not have to address. Together, these unique characteristics of Casper make direct comparisons to other municipalities' traffic data, or their drivers, a difficult proposition.

The Casper Police Department has placed traffic safety as a high priority when allocating its public safety resources. Currently, the Department has dedicated three Police Officers and one Sergeant to the Traffic Unit. Additionally, the Department has augmented its police motorcycle fleet to better address crash-causing violations, especially during the summer's increased traffic volumes.

When conducting traffic enforcement operations, the Department focuses on the driving actions and contributing factors which tend to cause the greatest number of accidents. Failure to Grant Right of Way when Turning Left, Following Too Closely, Distracted Driving, and Speed are often the underlying cause of crashes in our community.

While it is true that among the five most populated counties of Wyoming, the City of Casper has a slightly higher rate of crashes per capita, Casper's rate does not exceed traffic safety norms, especially when considering these crash rates do not factor in terrain, weather, or other variables. A 5-year average of Casper's per capita crash rate is 2.84%, compared to Cheyenne's rate of 2.47%.

The top five worst intersections in the City of Casper for crashes, per traffic volume, are:

1. East 2nd Street and Scotthill (Entrance to Sam's Club/Target/Eastridge)
2. Cy Avenue and Wolf Creek (Entrance to Walmart)
3. 12th Street and Wolcott
4. CY Avenue and SW Wyoming Boulevard
5. CY Avenue and Poplar Street

If you have recently driven through these intersections, it is highly likely that you will have seen our traffic officers conducting traffic stops at these intersections, particularly at CY and Poplar and CY and Wolf Creek.

In furtherance of our traffic safety goals, the Department has recently negotiated a significant increase in traffic safety enforcement grant monies in order to increase crash-reducing enforcement efforts in our community.

Oftentimes, individual opinions regarding traffic safety are formed by limited exposure to singular events or casual observations. However, the efficacy of traffic safety programs are best determined by a review of meaningful data applied to traffic volumes.

For example, there has been much discussion regarding the frequency and severity of traffic crashes with parked cars on the 12th and 13th Street corridors. Research on the actual traffic data has repeatedly shown these roadways to be highly efficient transportation thoroughfares whose traffic flow is well within established goals for speed compliance. For the last two years, between CY Avenue and McKinley Street, these two roadways, *combined*, accounted for a total of only 20 crashes into a parked car. This constitutes an average of 0.83 crashes into a parked car, per month, for both streets, *added together*. Although this total number of crashes may seem alarming, when compared to the annual travel of more than 8.25 million vehicles on 12th Street alone, the effective rate of the sideswiping of parked cars on 12th Street amounts to 0.0000006875% of all vehicles using 12th Street. Put another way, for every 746,000 miles driven on 12th Street, only one car lawfully parked alongside the road will be crashed into. Such infrequent occurrences are nearly impossible to prevent through targeted enforcement or roadway design.

East 2nd Street and Wyoming Boulevard chronically has the highest annual number of crashes for any intersection in the state of Wyoming. However, it is also the busiest intersection in the state, with 30.5 million vehicles traversing the intersection every year. The 29 crashes we had in this intersection in 2019 accounts for an effective rate 0.0000948% of all vehicles being involved in a crash while traversing the intersection.

Currently, the top 10 intersections with the highest number of total crashes, by count, are:


Intersection	Crash Count	Daily Traffic Volume	Annual Traffic Volume	Crashes by Traffic Volume
E 2ND ST & SE WYOMING BLVD	29	83,802	30,587,730	0.0000948%
CY AVE & SW WYOMING BLVD	28	58,636	21,401,958	0.0001308%
E 2ND ST & SCOTTHILL RD	21	25,270	9,223,368	0.0002277%
CY AVE & WOLF CREEK RD	18	26,530	9,683,450	0.0001859%
E 2ND ST & S WALSH DR	17	58,117	21,212,523	0.0000801%
CY AVE & S POPLAR ST	17	41,193	15,035,263	0.0001131%
W 1ST ST & N POPLAR ST	15	52,057	19,000,623	0.0000789%
E 12TH ST & S BEVERLY ST	15	48,368	17,654,138	0.0000850%
SW WYOMING BLVD & S POPLAR ST	15	40,913	14,933,063	0.0001004%
SE WYOMING BLVD & BLACKMORE RD	12	52,312	19,093,698	0.0000628%
E 12TH ST & S WOLCOTT ST	12	22,622	8,256,848	0.0001453%


The men and women of the Casper Police Department are committed to the reduction of crashes and injuries on our roadways. We are acutely aware that these efforts increase our “Quality of Life” and reduce our “Cost of Living.”

Attachments

None

February 5, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Pitlick, Financial Services Director 

SUBJECT: CARES ACT Funding Summary

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was an economic stimulus bill passed by Congress in response to the economic fallout of the COVID-19 pandemic. A portion of the funding provided under this Act included relief to local governments in the form of reimbursement for qualified expenses incurred as the result of the pandemic. Each state was allocated a portion of the total funding package. In Wyoming, the Governor designated the State Land and Investment Board (SLIB) as having oversight for distribution of funds available under this program for this purpose. To receive funding, applications were to be submitted to SLIB, along with supporting documentation.

Below is the current status of the City of Casper's participation in the CARES Act reimbursement program as of February 5, 2021:

Total reimbursements applied for:	\$13,124,048
Total received to date:	<u>\$10,753,645</u>
Total requests pending:	\$ 2,370,403

At the December 15, 2020, Council meeting, Council authorized the creation of a separate accounting fund, entitled the CARES ACT FUND, to record all transactions related to the receipt and use of dollars obtained through the CARES Act. As many of the transactions to date occurred prior to the establishment of this fund, a budget amendment will be forthcoming to make the necessary corrections. Council support has also been obtained to use a portion (approx. \$600,000) of the CARES Act funds we have received to apply towards a one-time payment to employees in recognition of the personal financial sacrifice they incurred through the furlough/voluntary unpaid days program implemented during the first half of this fiscal year. This expense will also be captured in the upcoming budget amendment.

February 4, 2021

MEMO TO: J. Carter Napier, City Manager

FROM: Timothy Cortez, Parks & Recreation Department Director
Randy Norvelle, Parks Manager
Katy Hallock, Parks Supervisor

SUBJECT: City Park Tree Removal Information

Meeting Type & Date

N/A

Action type

Information Only.

Recommendation

For information only.

Summary

The Parks Division removed four (4) cottonwood trees in City Park on January 27th and 28th. The trees in question were approximately 100 years old and had been declining in health. The division had been monitoring the trees for ten (10) years. Core samples taken in 2011 of the trees indicated there were hollow cavities inside each tree showing signs of decay. While hollowing does not necessarily kill the tree, it can lead to structural issues that can cause a tree to fail. Decay present inside hollows is concerning as the hollow may become larger leading to significant failure of what is known as “heart” wood.

Winter Storm Atlas in 2013 followed by the subsequent Artic Freeze of 2014 damaged all four trees significantly. In the summer of 2020, a wind event caused several large branches to fall; all indicated hollows and signs of decay. This alerted arborists to the failing health of all four trees. All three certified arborists within the parks department concurred that removal was necessary, but could wait for winter when less people are present in parks and removals are safer.

When staff removed the trees all four had hollowing in the trunks (two to the base and two from five feet off the ground to the canopy. Branches on each tree were brittle and many were hollow. This indicated that staff was correct in its diagnosis and the severity of the issue. The following link is a video of two of the trees coming down - [Removal of Two City Park Trees.](#)

Plains cottonwoods typically live 70 years but can live up to 120 years in ideal conditions. While these trees were approximately 100 years old, staff does not believe that the lifespan of these trees

could have been prolonged safely. Staff was concerned that leaving the trees for even one more season could have catastrophic failure.

Financial Considerations

None

Oversight/Project Responsibility

Randy Norvelle, Parks Manager

Attachments

Photos

Tree D



Tree C



Tree B

HOLLOW



HOLLOW



HOLLOW



Tree B



Tree B



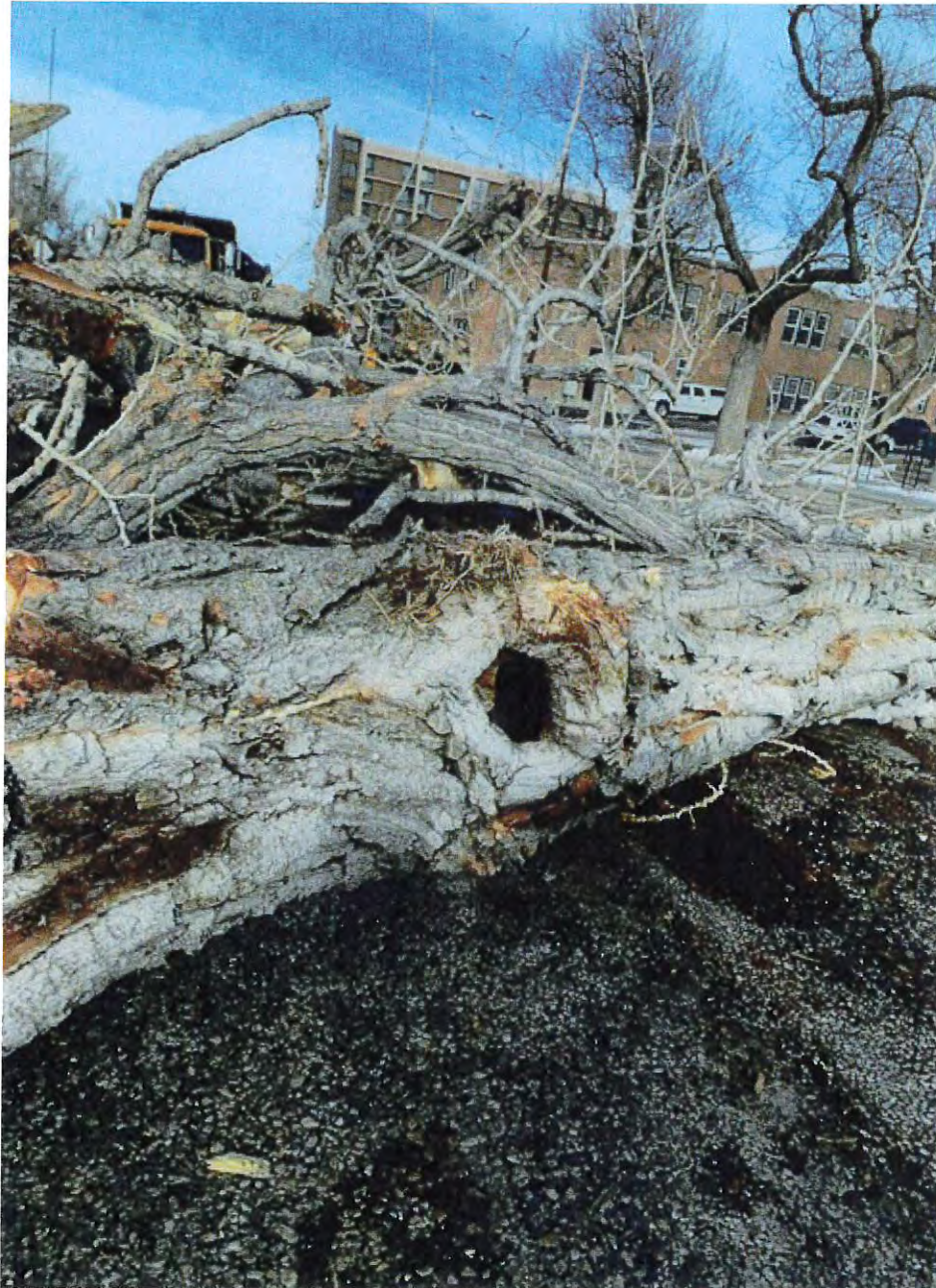
Tree A



Tree A



Tree A

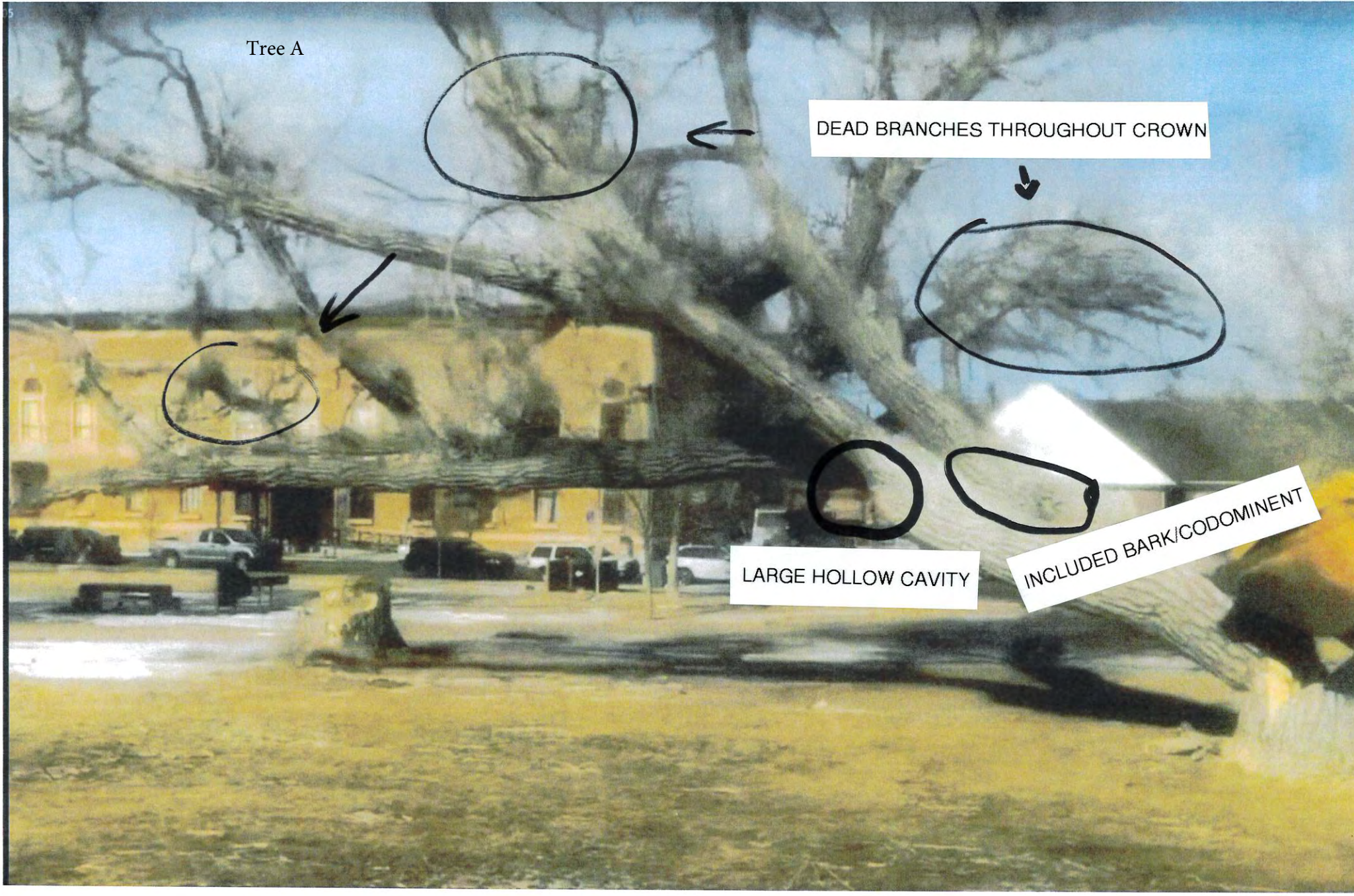


Tree A


DEAD BRANCHES THROUGHOUT CROWN




LARGE HOLLOW CAVITY

INCLUDED BARK/CODOMINANT



February 3, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: Amber Jividen, Code Enforcement Officer II (west Casper) 
Katie May, Code Enforcement Officer II (north and central Casper) 
Cheryl Metzger, Code Enforcement Officer II (east Casper) 

Cc: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

SUBJECT: Frequently Asked Questions about Code Enforcement

Questions are often raised about the specific codes/regulations that we enforce. We have prepared the following overview.

1. *What are the rules that we enforce on “licensed and unlicensed vehicles on private property?”*

- Per the Municipal Code, you are allowed one (1) unlicensed vehicle on private property, provided that the vehicle must be “operable.” All other vehicles on the property must be licensed, and in operable condition.

2. *What are the rules that we enforce on “licensed and unlicensed vehicles on the street?”*

- Code Enforcement does not deal with any vehicles on the street, whether or not they are operable. The Casper Police Department is responsible for enforcement of vehicles, trailers and RV’s on the street.

3. *What are the rules that we enforce on “trash accumulation in front yards and/or back yards?”*

- Per the Municipal Code, trash is defined as “litter.” The definition of “litter” is as follows: “Litter” means garbage or refuse or any combination of garbage and refuse.
- Trash in a front yard generally is easily visible. However, trash in a rear/back yard is usually not. Code Enforcement is prohibited by law from going to extraordinary means in order to observe a person’s private property. We cannot climb trees, stand in the backs of our trucks, climb ladders, etc., in order to obtain a visual of a back yard. There have been times that a complaining party can see the trash/litter from their adjacent back yard, via a deck/porch, and that is how information is supplied; however, we cannot climb fences in order to observe a rear yard. If litter can be visibly seen, then Code Enforcement will send a Notice of Violation to the property owner, which gives the property owner five (5) days to abate the issue.

4. *What are the rules that we enforce on “Campers/RV’s – parked, but not lived in, on personal property (but not on the street)?”*

- Code Enforcement encourages campers to be stored on private property (off the street). There is no regulation/ordinance prohibiting campers on private property, so long as it does not create a public safety issue (i.e. parked across a public sidewalk, etc.)

5. *What is the percentage/frequency of noting adjacent violations on properties (not targeting only one)?*

- This question is difficult to answer accurately because there are too many factors that come into play. Many enforcement actions are initiated by a complaint, and when addressing it, on site, we always look around the area, within a reasonable distance, to observe any other issues that are readily apparent. Code Enforcement does not intentionally or knowingly “ignore” any code violations that are observed. Many times a resident who is concerned about violations in proximity to their property may not know that contact has already been made, or Notices of Violation have already been issued, because Code Enforcement keeps those details confidential, to the extent legally possible, in order to prevent neighborhood “wars” and gossip between citizens.

Many times, when an enforcement action is initiated, the property owner who received the violation/notice makes contact with our office, and may have extenuating circumstances that necessitate extensions/delays in enforcement. Common examples are people that have lost their jobs because of the Coronavirus, have experienced a death or sickness in a family, or even weather constraints. To an outside observer, it may appear that nothing is being done; however, there is no way of the average citizen knowing what is going on with a particular complaint. If a property owner makes a complaint about their neighborhood, it WILL be followed-up on, and documented. The timing and method of addressing the complaint are NOT dictated by the complaining party, but instead, by the Municipal Code, and somewhat, by officer discretion based on individual circumstances. There is a “chain of command” that is available to citizens if they don’t feel that complaints are being handled properly. Citizens routinely call the office, and speak to Supervisors/Managers if they are unhappy. It is very easy to then pull up a map to see what violations have occurred in a certain area, and all the case notes are readily available that document every notice, every conversation, show pictures, and provide legally enforceable evidence of due process.

8.36.010 - Public nuisance declared.

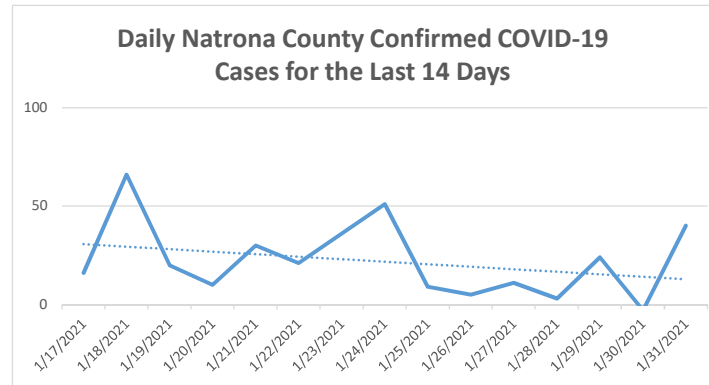
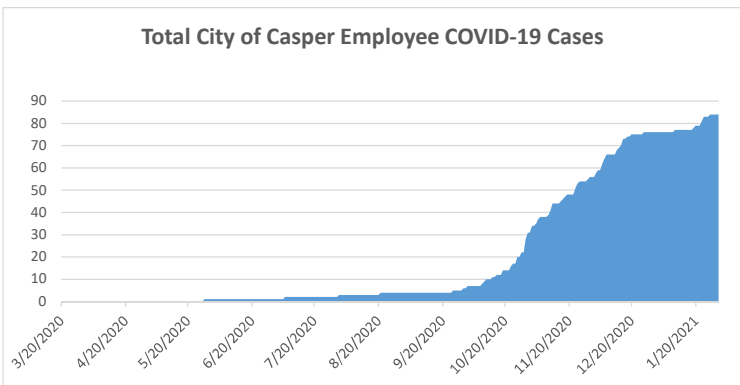
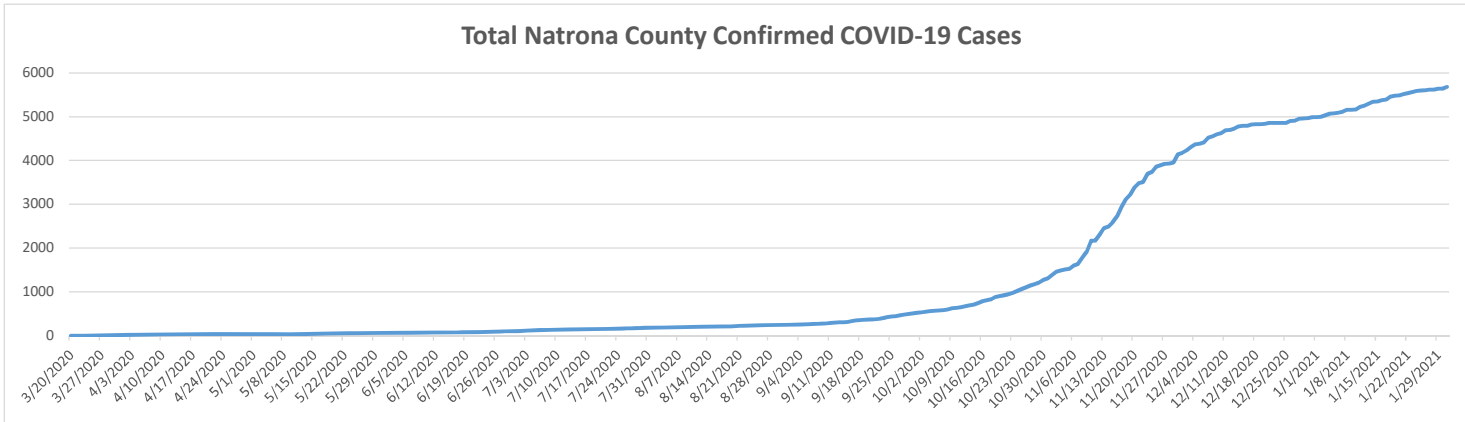
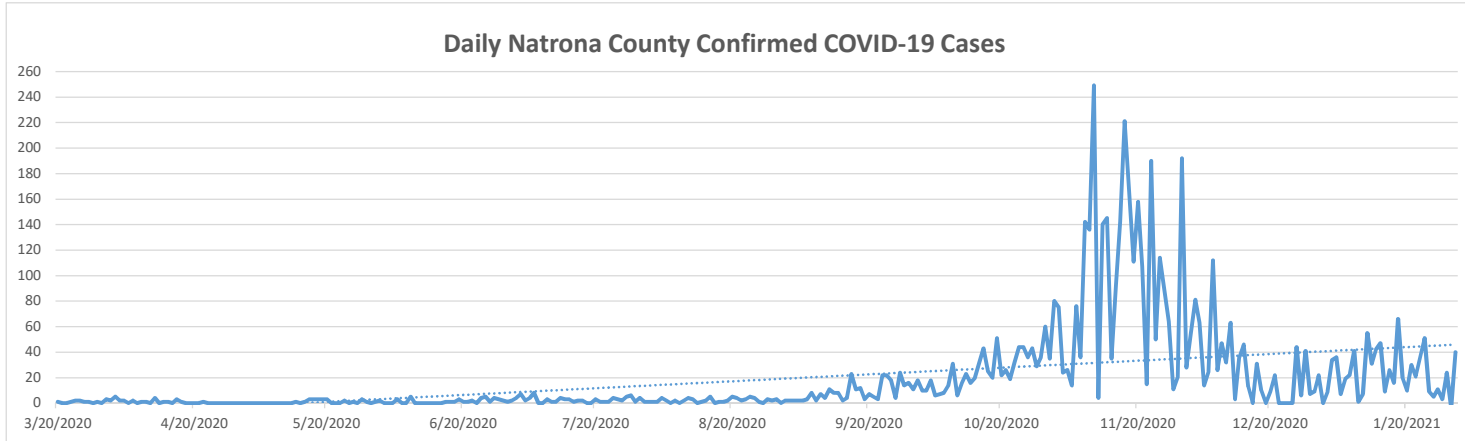
The accumulation or storage of abandoned, wrecked, dismantled, unlicensed or inoperative vehicles or junk on private or public property is found to create a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to the health and safety of minors, to create a harborage for insects, rodents, skunks and other vermin and to be injurious to the health, safety and general welfare of the public. Therefore, the presence of an abandoned, wrecked, dismantled or inoperative vehicle, more than one unlicensed vehicle, or junk on private or public property, except as expressly permitted, is declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this chapter.

(Ord. 18-86 (part), 1986: prior code § 34-35)

8.40.040 - Litter removal—Authorization—Notice—Cost to be a lien.

- A. In addition to any other penalties or remedies, the city manager or his designee is authorized and empowered to serve notice upon the occupant or the owner, or his agent, to remove litter from his private property. If the litter is not removed within five days after service of notice, the manager or his designee shall have it removed and the cost of removal shall be assessed against the property and constitute a lien thereon. The owner shall be notified, in writing, of the amount assessed, and if it is not paid, it shall be collected in the same manner as provided by Wyoming Statutes.
- B. For any person who fails to reimburse the city for the costs as set forth in subsection 8.40.040(A) within forty-five days of the date of any conviction for violation of subsection 8.40.040(A), the costs shall be included on the person's sanitation bill as an additional service charge and/or may be collected pursuant to Wyoming law.

(Ord. 29-01 § 1 (part), 2001)



City Hall COVID Greeter Trends for December 2020

Average visitors per day in December: 61

Busiest weekday for customers in December: Tuesday (avg. 69 visitors)

Busiest single date in December: Wednesday, 12/2 – 80 visitors

Slowest single date in December: Thursday, 12/24 – 7 visitors

Visitors by Area in December:

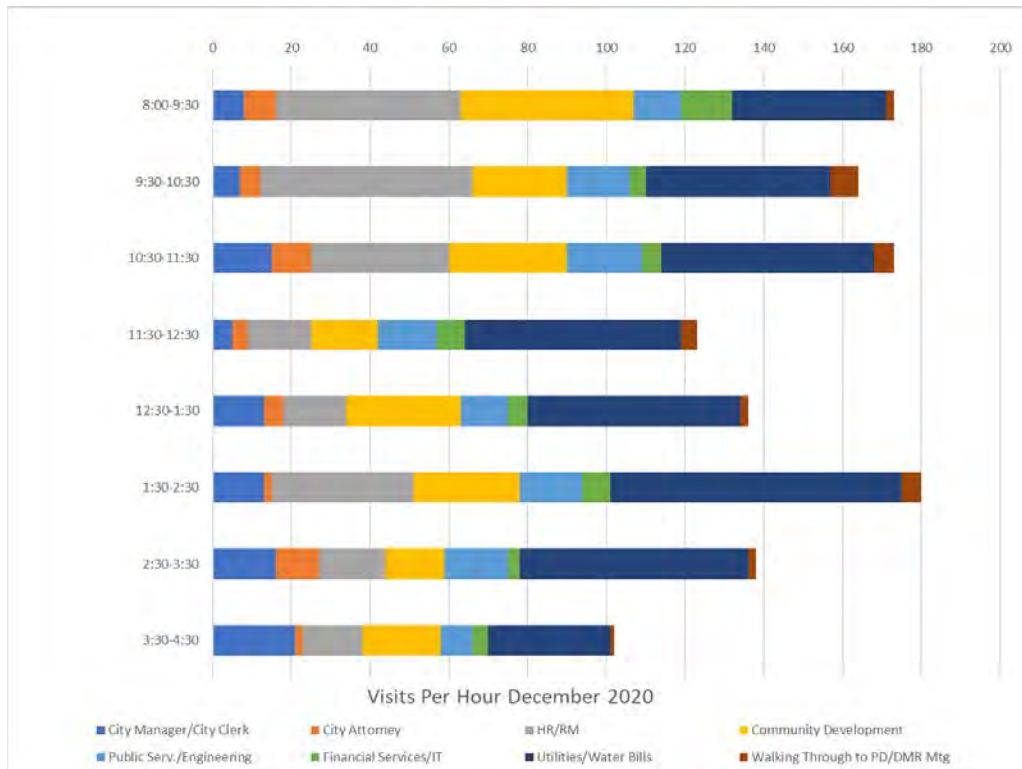
12/1/20-12/31/20	Total Visits	Avg Daily	Own Mask	City Mask	Refused Mask
City Manager/City Clerk	98	5	97	1	0
City Attorney	47	2	46	1	0
HR/RM/BAS	236	12	234	2	0
Community Development	206	11	200	6	0
Public Serv./Engineering	114	6	105	9	0
Financial Services/IT	48	2	48	0	0
Utilities/Water Bills	412	21	391	21	0
Walking Through to PD/DMR Mtgs	28	1	23	4	1
Totals	1189	61	1144	44	1

*No data captured for December 28 or 29 due to Greeter absence

December mask refusal: 0.08%.

The mask mandate went in effect on November 18, 2020. Masks are provided to customers who do not have their own. Clear face shields are provided to those who have a medical condition that keeps them from safely wearing cloth face covering.

Busiest monitored hour of the day in December: 1:30-2:30 p.m.



City Hall COVID Greeter Trends for January 2021

Average visitors per day in January: 54

Busiest weekday for customers in January: Monday (avg. 72 visitors)

Busiest single date in January: Monday, 1/4/21 – 112 visitors

Slowest single date in January: Monday, 1/18/21 (MLK Holiday) – 38 visitors

Visitors by Area in January:

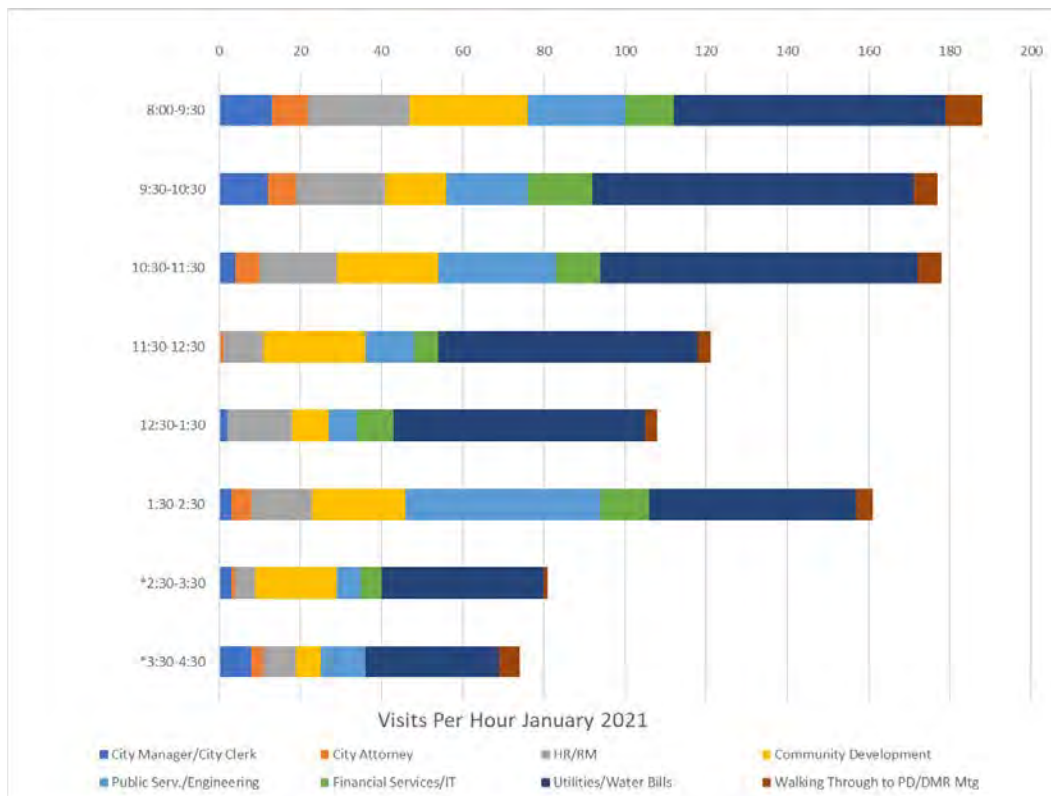
1/1/21-1/31/21	*Total Visits	Avg Daily	Own Mask	City Mask	Refused Mask
City Manager/City Clerk	45	2	44	1	0
City Attorney	32	2	31	1	0
HR/RM/BAS	120	6	116	4	0
Community Development	152	8	144	8	0
Public Serv./Engineering	157	8	151	6	0
Financial Services/IT	71	4	67	4	0
Utilities/Water Bills	474	24	443	30	1
Walking Through to PD/DMR Mtgs	37	2	35	1	1
Totals	1088	54	1031	55	2

*No data captured from 2:30-4:30 from January 5 to January 15 due to Greeter staffing shortages

January mask refusal: 0.18%

The mask mandate went in effect on November 18, 2020. Masks are provided to customers who do not have their own. Clear face shields are provided to those who have a medical condition that keeps them from safely wearing cloth face covering.

Busiest monitored time of the day in January: 8:00-9:30 p.m.

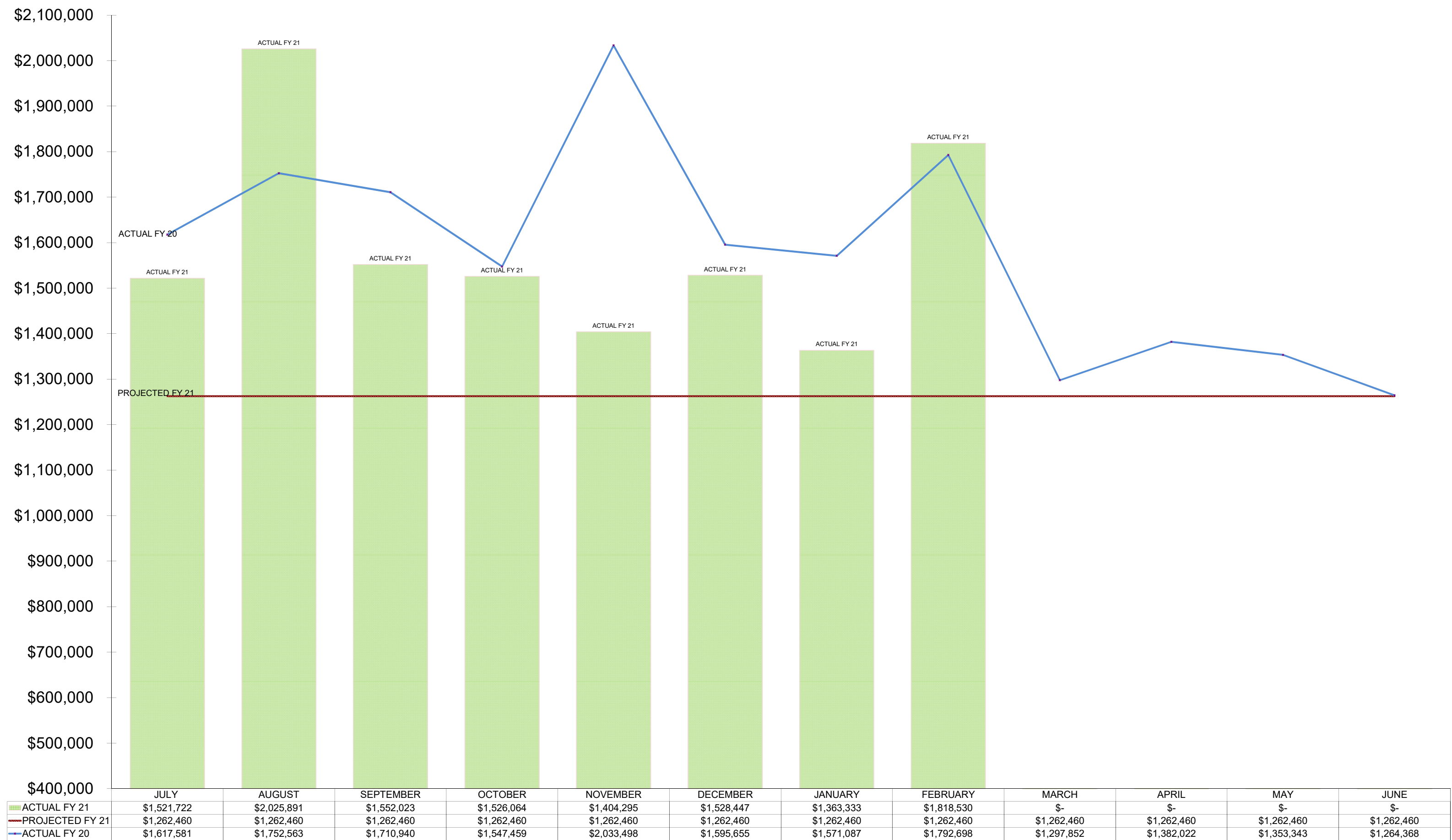


City of Casper
Optional 1% and State Shared Sales Tax Receipts
66.67% of Fiscal Year 2021 has Lapsed

Below is the optional Sales tax report for FY21 we are currently at 66.67% of the budget year.
 General Fund is up 26.15% from projected year to date which is at 84.10% of budget.
 1%16 is up 28.67% from projected year to date which is at 85.78
 % of budget


State Shared Sales Tax					
	Date	Amount	Amount	Actual-Budget	Percent of
	Received	Received	Budgeted		Annual Budget
FY 2020 General Fund	7/6/2020	\$ 1,521,722	\$ 1,262,460	\$ 259,263	10.04%
	8/10/2020	2,025,891	1,262,460	763,431	23.42%
	9/9/2020	1,552,023	1,262,460	289,563	33.66%
	10/6/2020	1,526,064	1,262,460	263,604	43.74%
	11/5/2020	1,404,295	1,262,460	141,835	53.00%
	12/4/2020	1,528,447	1,262,460	265,987	63.09%
	1/7/2021	1,363,333	1,262,460	100,873	72.09%
	2/4/2021	1,818,530	1,262,460	556,070	84.10%
	Mar		1,262,460		
	Apr		1,262,460		
	May		1,262,460		
	Jun		1,262,460		
	Total FY 2021		\$ 12,740,306	\$ 15,149,519	\$ 2,640,626
Optional 1% Tax					
FY 2020 1%16	7/6/2020	\$ 1,265,670	\$ 1,033,333	232,336	10.21%
	8/10/2020	1,677,982	1,033,333	644,649	23.74%
	9/9/2020	1,299,470	1,033,333	266,136	34.22%
	10/6/2020	1,282,918	1,033,333	249,585	44.56%
	11/5/2020	1,184,279	1,033,333	150,946	54.12%
	12/4/2020	1,272,486	1,033,333	239,152	64.38%
	1/7/2021	1,136,779	1,033,333	103,446	73.55%
	2/4/2021	1,517,479	1,033,333	484,146	85.78%
	Mar		1,033,333		
	Apr		1,033,333		
	May		1,033,333		
	Jun		1,033,333		
	Total FY 2021		\$ 10,637,062	\$ 12,400,000	\$ 2,370,396
Total		\$ 23,377,368	\$ 27,549,519	\$ 5,011,022	

Sales Tax FY 2021 Versus Projection and Prior Year



	<u>ACTUAL FY 20</u>	<u>PROJECTED FY 21</u>	<u>ACTUAL FY 21</u>
YTD TOTAL	\$ 13,621,480	\$ 10,099,679	\$ 12,740,305
YTD VARIANCE			\$ 2,640,626
			% Difference
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			44.05%
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			26.15%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			1.44%
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-6.47%
			In Dollars
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-SAME MONTH			\$556,070
CHANGE FROM FY21 PROJECTED TO FY21 ACTUAL-YEAR TO DATE			\$2,640,626
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH			\$25,832
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE			-\$881,175

February 3, 2021

MEMO TO: J. Carter Napier 

FROM: Fleur Tremel, City Clerk
Kenneth R. Marken, Assistant City Attorney

SUBJECT: Restitution on criminal cases

On January 26, 2021, at the City Council Meeting, a question arose regarding restitution and whether it could be paid to the City of Casper Fire Department for arson cases. The City Attorney's Office review relevant case law and state statutes and has provided an explanation.

The concept of restitution is a creature of statute; strictly speaking it does not exist at common law through criminal court except by statute. This comes from the case, *Hite v. State*, 2007, 172 P.3d 737.

For the State of Wyoming, the enabling statute for restitution through criminal court lies at W.S. § 7-9-101 *et seq.* By statute, "Restitution" is defined as "full or partial payment of **pecuniary damage** to a victim." *Id., Sec. (a)(iv)*. "Pecuniary damage" means all damages which a victim could recover against the defendant in a civil action arising out of the same facts or event....", but not including non-economic damages such as punitive damages, pain and suffering, and emotional damages. *Id., Sec. (a)(iii)*

Imposition of restitution is within the criminal court's discretion, and fortunately, not *res judicata* relative to amount. Indeed, W.S. § 7-9-110 specifically provides that proceedings under W.S. § 7-9-101 *et seq.* does not limit or impair a victim's rights to sue and recover ALL compensable damages from the defendant in a separate civil action, subject to set-off for any restitution actually recovered through the criminal judgment and sentence.

Regarding whether the City would be able to seek restitution, is explained by looking at *Merkison v. State*, 2000 WY 22, 996 P.2d 1138, where the Wyoming Supreme Court noted that under WS Section 7-9-101(a)(v), a "Victim" means a *person* who has suffered pecuniary damage as a result of a defendant's criminal activities." Relying then upon the general construction statutes of Wyoming, the Court held: "[D]efinition at Wyo. Stat. Ann. § 8-1-102(a)(vi) (LEXIS 1999) provides:


- (a) As used in the statutes unless the legislature clearly specifies a different meaning or interpretation or the context clearly requires a different meaning:
 - ... (vi) "Person" includes an individual, partnership, corporation, joint stock company or any other association or entity, public or private[.]

Under such construction the Wyoming Supreme Court concluded that “[u]nder the clear and unambiguous definition of "person" contained therein as "any other association or entity, public or private," DCI qualifies as a "person," and, hence, as a "victim" under § 7-9-101(a)(v)” entitled to recover as restitution the amount of ‘buy money’ which DCI had furnished to the Defendant to make drug purchases from him.

In summary, any victim is entitled to recover restitution in a criminal case so long as the loss is “pecuniary”, and there is a nexus between the Victim’s loss and the Defendant’s crime, or the Defendant has agreed to pay restitution as a part of a plea agreement, notwithstanding the absence of either factor.

Therefore, it is the opinion of the City Attorney’s Office, that the City is be able to seek restitution, and would seek it, whenever the chance arose.

February 3, 2021

MEMO TO: J. Carter Napier, City Manager 
FROM: Andrew Beamer, P.E., Public Services Director
SUBJECT: Street Grades

Meeting Type & Date:
Council Information Packet
February 5, 2021

Action Type:
Information Only

Summary:

Depending on the surrounding terrain, the Casper Municipal Code allows grades up to 8% for Collector Streets and up to 15% for Local Streets. Exceptions may be allowed by the City Engineer for extenuating circumstances. If a street were to be constructed in the proposed 7th Street vacation area between McKinley Street and Jackson Street, it would have an approximate grade of 17 %.

For comparison purposes, below is a list of some of the steeper streets in Casper and their approximate corresponding grade.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Grade</u>
15 th Street	West of McKinley Street		13 %
5 th Street	Lincoln Street	Jefferson Street	12 %
12 th Street	Bonnie Brae Street	Mitchell Street	10 %
13 th Street	Oakcrest Avenue	Mitchell Street	10 %
11 th Street	Bonnie Brae Street	Jefferson Street	15 %
Walnut Street	Goodstein Drive	60 th Street	10%

Casper's Council of People with Disabilities

MINUTES from Meeting Held on Thursday, January 28, 2021 at 11:30 AM

Participation via Microsoft Teams Online

Attendees: Voting Members: Austin Berlin, Chairperson; Nikki Green, Vice-Chairperson; Renate Pullen, Secretary; Zulima Lopez, Treasurer; Maureen Barnes, Ardell Breed, Linda Jones, Steven McNichols, Michelle Onstott, John Wall, Bonnie Wilson

Liaisons, Alternates & Guests: Ray Pacheco, City Council Liaison

1. Roll Call
2. Minutes from December 17, 2020 Meeting – Nikki made a motion to approve the minutes, and Zulima seconded the motion. The CCPD members approved the minutes from the previous meeting.
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD: Ray Pacheco introduced himself and explained his role as our City Council Liaison. At the last City Council meeting Masha had come to the meeting to discuss the snow on sidewalks and concerns for individuals with disabilities during the winter months, and the council will be considering these concerns. Councilman Pacheco attended his first CATC meeting as their City Council Liaison as well. He will have more information as he continues on these committees. Renate will email an updated roster to the CCPD members with these minutes to include Councilman Pacheco's email address.
4. Question & Answer (Q & A) with the City Council Representative: Nothing to report.
5. Old Business:
 - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
 - o QOL Committee – Zulima Lopez, Chairperson
 - o Public transportation priorities & projects – Masha and Zulima attended the City Council Meeting in January to provide an update on the transportation priorities and projects. They discussed the results of the transportation survey and the key take-aways from the survey and priority items to address in 2021. Project 1 was updated and establishes the CCPD's partnership with MPO and the continued partnership and attendance at their stakeholder meetings as well as providing them feedback. Zulima will send an updated priority and project sheet to the CCPD members. They also discussed snowy and icy sidewalks with the City Council and the difficulty that presents for everyone, especially individuals with disabilities. The City Council is looking at a City team to assist us with this initiative.
 - o Public Relations (PR) Committee – John Wall, Chairperson
 - o John provided an update for the PR Sub-Committee. He has reached out to about 5 businesses regarding snow removal. They are willing to step up when snow arrives. Casper could see significant snow in another week or so.

- Events Committee – Nikki Green, Chairperson
 - Nikki presented an event proposal celebrating Disability Awareness Month in March, 2021. The Events sub-committee members met, and came up with a social media focused event with the theme, “Music Unites Casper.” The event would focus on a different area of music each week to highlight. One week would be music therapy, and social media posts related back to the weekly topic would be scheduled for the entire week. Friday’s would include a Facebook live event that the community could login to and join. Week 2 could focus on Alzheimer’s, Dementia and memory loss, and focus on music therapy and its benefits. The sub-committee has reached out to memory care units to do the Facebook Live event on that Friday. There is a movie called “Music” and it’s to be released in February, and it focuses on a woman with autism. Singer Sia directed the movie. The CCPD would encourage watch parties at home as it will be available on streaming devices. Nikki reached out to Sia directly and the marketing company for the film to develop a Q & A to go along with the watch party. The 4th week would focus on famous people with disabilities within the music industry and musicians. Renate gathered information on some musicians including Beethoven, Ray Charles, Bill Withers, Rick Allen of Def Leppard, Tony Iommi of Black Sabbath and Paul Stanley, co-founder of the band KISS. The proposal would be on the last Friday, March 26th to gather Casper artists, musicians and song writers to have the Facebook Live event to stream a concert. Chad Lore is willing to host it or play as needed. Nikki was asking about the Ford Wyoming Center to possibly have the Facebook Live event. Councilman Pacheco and Zulima were brainstorming some other ideas for locations in the community such as the Fort Caspar Museum. Nikki would be willing to be a temporary administrator for the CCPD Facebook page to manage the posts and responses for this event. John made a motion to move forward with this event in March, and Maureen seconded the motion, and the motion was approved by the CCPD.
 - Fundraising Committee – Linda Jones, Chairperson
 - Calendar Fundraising Project Update – Linda provided an update on the project. John reported that 4-H and Boy Scouts of America would help in selling the calendars. The updated calendar collage was presented with screen sharing for review by the CCPD. Zulima stated that we could recreate some of the photos that we were not able to get formal permission to use. The calendars should be ready by mid-February. 100 calendars will be printed by Mountain States Lithographing. The CCPD will advertise the sale of the calendars on the CCPD Facebook page when they’re ready. The fundraising sub-committee needs to discuss how to further sell the calendars. Zulima will set up a separate sub-committee meeting to discuss further details on the sale of the calendars.
6. New Business:
- Financial Report – Presented by the Treasurer – The Financial Report is unchanged. There has been no additional revenue received or expenses incurred.
 - ** This information was provided after the meeting: The quote from Mountain States Lithographing is \$134.80 for 100 13”x19” calendar backs with full color photo collage. It will be an additional \$27.70 to have Mountain States assemble the 100 calendars for us. Total estimated cost is \$162.50 for the 100 calendars.

The meeting adjourned at 12:20 PM. The next scheduled meeting will be held online through Microsoft Teams and is scheduled on February 25, 2021 at 11:30 AM. Minutes taken by: Renate Pullen, Secretary

From: Roehr, Mary <Mary.Roehr@charter.com>
Sent: Friday, January 29, 2021 1:17 PM
Subject: Charter/Spectrum Channel Lineup Changes

Hello.

Charter Communications/Spectrum is making changes to our residential channel lineup for customers in your community.

PROGRAMMING	CHANGE
NFL Network & Tennis Channel	Launch on News, Sports & More

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

Please contact me should you have any questions.

Sincerely,

Mary Roehr



Mary Roehr | Director, Government Affairs, Colorado, Montana, Wyoming | C: 406-671-7956
951 W. Custer Ave. | Helena, MT 59601



Serve Wyoming



ANNUAL REPORT
2 0 2 0



Serve Wyoming



*Mission:
Improving lives and strengthening
Wyoming communities through volunteerism*

Letter From The Governor



December 1, 2020

Dear Friends in Service,

I am moved by the stories of service and volunteerism across Wyoming, especially during this unprecedented time. Wyoming AmeriCorps Members made a powerful impact on issues facing our state. The various projects include improving schools, fighting poverty, rebuilding after disasters, providing health services, preserving the environment, and supporting veterans and military families. All of these have been accomplished in addition to COVID response related services such as performing wellness checks, online school/support, web-based professional development, delivering meals, assisting in the Volunteer Wyoming digital volunteer/donation hub, and so much more. AmeriCorps Members are getting things done for Wyoming!

It is that time of year when I reflect on the many blessings of living in Wyoming. Our world class recreation, unsurpassed scenic vistas, abundant wildlife, and the giving nature of our residents are some of the things for which I am truly grateful. AmeriCorps Members that serve Wyoming stand out among them.

This year, ServeWyoming, Wyoming's Commission for Service and Volunteerism, oversaw 150 AmeriCorps and 32 AmeriCorps (Volunteer Generation Fund) Members who performed critical services throughout the state. Since the program's founding, nearly 3,210 Wyoming residents have served more than 3.2 million hours and have qualified for Segal AmeriCorps Education Awards totaling more than \$7.2 million.

Wyoming organizations continue to have higher-than-ever demands for their services and will continue to have AmeriCorps Members serving through the end of the year. Early on, ServeWyoming launched the COVID Initiative designed to connect nonprofit organizations and agencies across the state in this unique time. I am happy to report that it continues connecting people to this day.

I would like to thank AmeriCorps Members who honorably served and/or continue to serve with Action Resources International, Antelope Butte Foundation, Casper College, Northwest College, University of Wyoming – Wyoming Conservation Corps, Teton Science Schools, The Science Zone, and the Food Bank of the Rockies: Wyoming. You are truly making a difference.

Sincerely,

A handwritten signature in blue ink that reads "Mark Gordon". The signature is fluid and cursive.

Mark Gordon
Governor

ServeWyoming promotes efforts among private, non-profit, and governmental organizations that advance community service, volunteer programs and activities across Wyoming. ServeWyoming gives every citizen an opportunity to help solve our biggest challenges in education, the environment, public safety, human needs, disaster, youth, and veteran and family assistance.

2020-2021
GRANTEES

Antelope Butte Foundation

Provide an affordable & accessible avenue for youth & beginners to get outside & engage in physical activity.

12 MEMBERS

Wyoming Food Bank of the Rockies

Making food security a reality for every Wyoming family

5 MEMBERS

TETON SCIENCE SCHOOLS

Provide education and science training for educators, youth and young adults and promote environmental education.

47 MEMBERS

AmeriCorps

*Getting Things Done
in Wyoming!*

ServeWyoming oversees, funds and monitors Wyoming AmeriCorps programs, with more than *150 AmeriCorps members* who provide services such as teaching and mentoring children, environmental stewardship, veterans and military family assistance, and disaster services.

AmeriCorps members commit to serving up to one year for their nation addressing a critical need and earn an education award to reduce college costs or repay student loans. This increases economic opportunity for AmeriCorps members by encouraging post-secondary education and reducing student debt. They have earned more than **\$7.2 Million in education awards**. Since 1994, there have been more than *3,150 AmeriCorps members* who have served in Wyoming.

Check out our 2020-2021 Grantees and learn how they are making a difference all around the state! If you are an organization interested in becoming an AmeriCorps program, contact ServeWyoming.





IN 2020, AMERICORPS WORKED
HARD TO SERVE YOU. HERE'S WHAT
WE ACCOMPLISHED:

1: 1,812 Children & Youth Tutored or Mentored



2: Over 11,398 hours served in response to COVID-19



3: 30,040 Hours of Service Provided (Valued at \$326,968)



4: 766 Volunteers Recruited, Reporting Over 4,575 Hours of Service



2020-2021 GRANTEES

SCIENCE ZONE

Will use a planning grant to develop an AmeriCorps program to increase access to science education in Natrona County.

PLANNING GRANT

ACTION RESOURCES INTERNATIONAL

Provide leadership, education & system advocacy to advance social change & end violence, including crisis intervention.

20 MEMBERS

UNIVERSITY OF WYOMING WYOMING CONSERVATION CORPS

Promote leadership and provide natural resource and environmental management experience to young adults.

41 MEMBERS

VOLUNTEER WYOMING

Your Statewide Volunteer Center

Volunteer Wyoming is a FREE statewide resource designed to connect volunteers with nonprofits making a difference in our communities. In 2020:

Over **25,258 volunteer outreach referrals** were provided through our call center, the matching database (www.volunteerwyoming.org), newsletters, the Professional Volunteer Network (Pro Bono), service events, social media, and others projects and partnerships.

6 Volunteer Guides were produced and distributed in Campbell, Laramie, Natrona, Parkland, and Sheridan counties, offering local nonprofits the opportunity to promote their volunteer opportunities for free and connect with community members looking to give back. In total, **445 organizations** participated in the Guides by promoting **920 volunteer opportunities** to their local communities, including **92 COVID-19 volunteer and donation opportunities**.

Our Volunteer Management Trainings also help strengthen volunteer programs across Wyoming. In 2020, we conducted **64 volunteer management trainings** throughout the state, which saw **420 total participants** and approximately **840 training hours**. These trainings focused on volunteer management, volunteer recruitment, utilizing higher skilled volunteers, and how to use our volunteer matching database, volunteerwyoming.org





Volunteer Wyoming
A project of *Serve Wyoming*

**VOLUNTEERISM IS
A LIFELONG PURSUIT!**



4,758
USERS currently
registered in the
system

1,347
NONPROFITS
with active profiles

679
Volunteer
OPPORTUNITIES
currently posted

134,675
NONPROFIT
profile views took
place across the
year

SOCIAL
opportunities
received the highest
rate of
RESPONSES
via the system at
18.57%

THE PROFESSIONAL VOLUNTEER NETWORK

In September of 2018, ServeWyoming was the recipient of a grant from the Corporation for National and Community Service, called the Volunteer Generation Fund. This three-year grant award has been used to relaunch our Professional Volunteer Network (PVN/AKA Pro Bono) Initiative, with a service-learning component via a mutual partnership with select Wyoming Community Colleges.

PVN is designed to lead, mobilize and engage Wyoming volunteers who agree to give their time, professional expertise and applied learning to nonprofits in need of volunteer management and capacity building support, in the form of short-term, training focused projects known as Service Grants.

To re-build the PVN Initiative ServeWyoming has been leveraging the education and expertise of community college students participating in service learning curriculum, pair them with a professional volunteer who will mentor them through a short-term project with a local nonprofit in need of capacity building support. ServeWyoming has awarded subgrants to Casper College and Northwest College.

By partnering with Wyoming community colleges that support service learning curriculum, students are offered the opportunity to give back in a truly meaningful way that utilizes their skills and education in a real-world setting, while nonprofits stand to receive volunteer management and capacity building assistance from skilled professionals that they would otherwise be unable to afford.

On top of that, the PVN Initiative allows for skilled professionals to stay active in their communities, share their expertise, and serve as a mentor to students. ServeWyoming is seeking professionals from a variety of business backgrounds who are interested in volunteering their skills with students and a qualified nonprofit for a capacity-building, short-term specific project.



In need of capacity building assistance?

Nonprofits interested in receiving PROFESSIONAL capacity building assistance from students and professional mentor pairs, visit www.servewyoming.org, where you can learn more about whether you qualify, the process to apply and the ins and outs of the Professional Volunteer Network Initiative.

To learn more about the Professional Volunteer Network Initiative and/or get involved, please contact us at (307) 234-3428 or [Hello@ServeWyoming.org](mailto>Hello@ServeWyoming.org)

STORIES OF SERVICE

With her AmeriCorps service now focused on assisting two nonprofit partner organizations in the Jackson Hole area, Elsa is grounded and encouraged by the passionate Teton Science Schools (TSS) mentors who make AmeriCorps members feel connected daily.

Now, more than ever, Elsa believes in the importance of serving your community.

#StoriesofService



Elsa R.
Teton Science Schools



Find fulfillment through service!

“

I love my community and wanted to be able to give back to it. Serving has made me feel more involved. Giving some of my time, knowing I am creating change, gave me an amazing feeling!

”

#StoriesofService



Jennifer L.
United Way of Natrona County



250 hours

MLK DAY

On Jan. 20, approximately 125 volunteers participated in our MLK Day service event in Casper. Volunteers participated in a number of servIce projects, including making peanut butter and jelly sandwiches that were included in Wyoming Food For Thought Project's weekend food bags for food-insecure youth.

70 volunteers

PROJECT HOMELESS CONNECT

On Jan. 20, ServeWyoming recruited and managed 70 volunteers, who provided over 320 hours of service to the annual Homeless Point in Time Count and Project Homeless Connect in Casper. Volunteers served meals, managed donations, greeted guests, and assisted with the street count.

54 agencies

COVID-19 Initiative

In 2020, 10 VGF student service learners and their mentors served over 69 hours to address community needs pertaining to COVID-19

COVID Response :

- Enrolling nonprofits into the Volunteer Wyoming digital hub (COVID Initiative) that serves as a statewide resource during the response
- Patient intake and health services
- Providing noncontact delivery of meals
- Conducting wellness checks and senior check-ins
- Providing online school/support and mentoring for at risk kids
- Conducting web-based professional development
- Recruiting highly-skilled volunteers to build nonprofit capacity



Second Service:

The Wyoming Veterans Trail Crew (WyVTC) completed its fourth season in 2020, after becoming the first veterans crew of its kind in the nation three years ago. Dedicated to their mission to build, maintain, and improve upon motorized trails across Wyoming, these AmeriCorps members earned industry recognized certifications and trainings to help them on their journeys to a career in land management. Beyond the certifications earned in training, these members receive a competitive living stipend, an AmeriCorps education award, quality food, and a chance to return to a team setting with fellow veterans.

2020 Commissioners:

*Rebecca Acord
Green River*

*Melissa Amick
Cheyenne*

*Amy Busch
Ex-Officio, Cheyenne*

*Kimball Croft
Cody*

*Andy Gienapp
Cheyenne*

*Shelley Hammel
Cheyenne*

*Andrea Harrington
Vice Chairwoman, Cheyenne*

*Kenya Haynes
Cheyenne*

*Lauren Kinney
Cheyenne*

*Brandon Kosine
Casper*

*Nancy McKenzie
Cheyenne*

*Spencer Pollock
Cheyenne*

*Kathryn Primrose
Secretary, Lander*

*Joey Samudio
Laramie*

*Melissa Stahley-Cummings
Chairwoman, Casper*

*Gus Stonum
Laramie*

*Dean Welch
Casper*

*Christina West
Cheyenne*

*Zoe White
Pinedale*

Staff:

*Shelly McAlpin
Executive Director*

*Allison Maluchnik
Senior Program Manager*

*Wendy Luck
Program Director*

*Keri Owen
Program Manager*





330 S Center St Ste 317 (307) 234-3428
P.O. Box 1271 (866) 737-8304
Casper, WY 82602 (307) 234-3438 (fax)

Thank you

for your support of Serve Wyoming
& volunteerism in our state!

