

INFORMATION PACKET

Table of Contents

Thursday, October 21, 2021



Item	Pages
Table of Contents	1
City of Casper Documents & Information	
The Grid - Schedule of Council Meetings & Addendum	2
Agencies, Boards and Committees Documents & Information	
Casper Natrona County Health Department Board Agenda 10.21.21	7
Casper's Council of People with Disabilities agenda 10.28.21	9
Contractor's Licensing and Appeals Board agenda 10.21.21	10
Interfaith Biannual Report 1st of FY20 10.20.21	11
Invitations, Newsletters & Other Information	
Charter Communications Channel Changes 10.20.21	19

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

October 26, 2021 Councilmembers Absent: Quest

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
Preseason Snowfighting Briefing	Information Only	20 min	4:35
Bus Stop Safety/Shoveling - Public Awareness	Direction Requested	20 min	4:55
Citywide Facility Assessment Evaluation Agreement	Move Forward for Approval	20 min	5:15
Tani Field & Mike Lansing Field Update	Information Only	20 min	5:35
Agenda Review		20 min	5:55
Council Around the Table		10 min	6:15
Approximate Ending Time:			6:25
OYD Ribbon Cutting			7:00

November 2, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Employee Mental Health Services					
Establish November 16, 2021 as the Public Hearing Date for a New Restaurant Liquor License No. 21 for Whelan Catering, Inc., d/b/a House of Sushi, Located at 260 South Center.	C				
Public Hearing: Certification of Annexation Compliance to Determine if the Annexation of Tract 31, Dowler No. 3 Subdivision Complies with W.S. § 15-1-402. And 3rd reading of ordinance		N	N		
Public Hearing: Transfer of Ownership for Retail Liquor License No. 5 Travis Taylor d/b/a Cocktail's Located at 138 South Kimball Street to 307 Horse Racing, Inc., d/b/a 307 Horse Racing, Located at 138 South Kimball Street.		N			N
Public Hearing: New Microbrewery Liquor License No. 8 for The Black Tooth Brewing Company, LLC, d/b/a Black Tooth Brewing Company, Located at 322 South David Street Suite A.		N			N
Approval and Adoption of the Casper Area MPO's Bicycle and Pedestrian Plan Update				C	
Authorizing a Resolution to Support the Film Office.				C	
Alpha Facilities Solutions - Assessment of City Buildings				C	
CEPI - Design of Center Street Enhancements				C	
Co-operative Agreement with WYDOT for Center Street Enhancements				C	
Authorizing two (2) Special Construction Proposals with Century Link for the Midwest Avenue Reconstruction Project – Elm Street to Walnut Street, Project No. 18-066.				C	

The Grid

A working draft of Council Meeting Agendas

November 2, 2021 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing a Contract for Professional Services Agreement with Granite Peak Pump Service, in the amount of \$189,185, for the Soccer Complex Irrigation Pump Station Improvements, Project No. 21-057.				C	
Authorizing a Contract for Professional Services Agreement with WLC Engineering & Surveying, in the amount of \$68,400, for the Industrial Avenue Drainage and Surfacing Improvements, Elm to David, Project No. 21-055.				C	
Authorizing an Agreement with Worldwide Industries, Corp., in the amount of \$365,894, for the CPU Tank Painting, Project No. 21-044.				C	
Authorizing a Contract for Professional Services with Civil Engineering Professionals, Inc., in the amount of \$124,685, for the Interstate 25 & Marginal Combined Beautification Project – Poplar to East Yellowstone, Project No. 21-027.				C	
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation of Transportation Interstate 25 Casper Marginal, in the amount of \$44,444, for the Interstate 25 Casper Marginal, Project No. 21-027.				C	
Authorizing a General Service Contract with Rocky Mountain Power, in the amount of \$15,888, for the Poplar and 1st Street Intersection Improvements, Project No. 17-072.				C	
Authorizing the Purchase of One (1) Utility Golf Cart, from Colorado Golf & Turn, Inc, Littleton, Colorado, in the Total Amount of \$10,827.96, for Use by Highland Cemetery of the Parks, Recreation and Public Facilities Department.					C
Authorizing the Purchase of Three (3) New Three-Quarter-Ton Pickup Trucks, from Fremont Motors, Sheridan, Wyoming, in the Total Amount of \$110,271, Before Trades, for Use by the Casper Fire Department.					C
Authorizing Mayor Freel's Appointments of Councilmembers Gamroth and Quest to the Council's Boards and Commissions Listed.					C

November 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		5 min	4:30
Phase III of Graves Implementation - Employee Compensation	Information Only	20 min	4:35
Parks Watering Data	Direction Requested	30 min	4:55
Council Goals Update & Tracking Demo	Direction Requested	30 min	5:25
Agenda Review		20 min	5:55
Legislative Review		20 min	6:15
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

The Grid

A working draft of Council Meeting Agendas

November 16, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Bright Spot - Veterans' Graves Adoption Project					
New Restaurant Liquor License No. 21 for Whelan Catering, Inc., d/b/a House of Sushi, Located at 260 South Center.		N			N

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Parkway Parking			After FY22
Hate Crimes Ordinance			
Safe Place Program Implementation & Resolution			
Parliamentary Procedures			

Staff Items:

Sign Code Revision			
Blood Borne Pathogens			
Street Projects Priority List	Dec. 14		
Infrastructure Funding Public Outreach Plan	Dec. 14		
Utility Rate Changes for Water, Sewer & Refuse Collection	Dec. 14		

Potential Topics-- Council Thumbs to be Added:

Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			
Drug Court Update/Report			

Future Regular Council Meeting Items:

Public Hearing Date - Disposition of City-Owned Property Located Near the Southwest Corner of South Beverly Street and East 4th Street.	Dec. 21		
Budget Calendar	Dec. 7 Pre-Meeting		

Retreat Items:

Economic Development and City Building Strategy

This page
unintentionally
left blank



CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING

THURSDAY, OCTOBER 21ST, 2021

Virtual by Zoom or in person in the North Platte Conference Room

<https://us02web.zoom.us/j/85874128562>

Phone: 1 253 215 8782 Passcode: 858 7412 8562

5:30 PM

- I. AGENDA/MINUTES**
 - a. Previous Meeting Minutes/Notes**
 - i. September meeting*

- II. BUDGET/FINANCIAL**
 - a. FINANCIALS**
 - i. August financials*
 - ii. September financials*

- III. BOARD**
 - a. Next Meeting Date**
 - i. Proposed Meeting Date November 18th, 2021*

- IV. HEALTH OFFICER**
 - i. Health Officer Report

- V. DIVISION REPORTS**
 - a. ADMINISTRATION**
 - i. COVID-19 UPDATE**
 - 1. Update-Testing/Vaccination
 - 2. Staffing concerns-Retention

 - i. General Administration**
 - 1. Reporting grid-updated, please review
 - 2. Strategic Planning for Board-tabled until January 2022

3. FOIA policy-tabled
4. Performance evals
5. Building update
6. City of Mills MOU*

b. COMMUNICABLE DISEASE

- i. Expedition
- ii. WyAETC
 1. Contract from University of Washington*
- iii. HIV Case Management

c. COMMUNITY PREVENTION

- i. Community Prevention
- ii. WCRS
- iii. WYCC

d. ENVIRONMENTAL HEALTH

e. NURSING PROGRAMS

- i. DISEASE PREVENTION CLINIC
- ii. ADULT HEALTH PROGRAM
- iii. MATERNAL CHILD HEALTH PROGRAM

f. PUBLIC HEALTH PREPAREDNESS- Tammy

- i. Preparedness
- ii. CPR

g. City/County Liaison

h. Board Member Reports

i. Adjourn

j. Executive Session- Personnel

Casper's Council of People with Disabilities (CCPD) - AGENDA

Thursday, October 28, 2021 at 11:30 AM

Participation In-Person in the Downstairs Meeting Room at City Hall,
200 North David Street, Casper, or Virtually via Microsoft Teams

1. Roll call & introduction of guests
2. Review of the previous month's minutes & approval of minutes
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD.
4. Question & Answer (Q&A) with the City Council Representative.
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
 - Update on Transportation Priorities
 - o Public Relations (PR) Committee – John Wall, Chairperson
 - Updates on CCPD Facebook page & CCPD website
 - o Events Committee – Nikki Green, Chairperson
 - Update – Christmas Parade
 - o Fundraising Committee – Linda Jones, Chairperson
 - Update regarding 2022 calendar fundraising project
 - o Vote on CCPD membership applications
 - o Follow-up from presentation to Casper City Council done on October 12, 2021
6. New Business:
 - Financial Report – Presented by the Treasurer
 - Any other new business or public comment
7. Next scheduled meeting is November 18, 2021 at 11:30 AM.

**CITY OF CASPER
LICENSING AND APPEALS BOARD
CITY HALL, DOWNSTAIRS MEETING ROOM
October 21th, 2021
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

AGENDA

- I. ROLL CALL**
- II. APPROVAL OF JULY NOTES**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**
- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

GENERAL CONTRACTORS

The Haskell Company – Mitchell Hall – Class I – Selected as GC for Casper Wyoming Temple

Augustine Construction LLC – Class II – To expand companies building area.

Austin Hoover – Class I – Wanting to start his own company

Nelson Painting & Remodel – To perform small residential projects and repairs

APPRENTICE, JOURNEYMAN, MASTER


Seth Bauders – Mechanical Journeyman

- VI. COMPLAINTS**
- VII. COMMUNICATIONS FROM PERSONS PRESENT**
- VIII. ADJOURNMENT**



FY 2021 One Cent Funding Biannual Report

Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Interfaith of Natrona County</u>	Program: <u>Emergency Services</u>	
Contact Person: <u>Lindsey Tempest</u>	Phone Number: <u>307-235-8043</u> Date: <u>10/20/2021</u>	
Email address: <u>lindsey@interfaithnc.org</u>		
Please Select One:	1 st Reporting Period <u>X</u> July 1 – December 31 Due on January 10	2 nd Reporting Period _____ January 1 – June 30 Due on July 10
*I apologize for the last submission; I was unaware of this reporting requirement until I recently took over the bookkeeping duties at Interfaith and realized we hadn't been receiving our funding. -LT 		

1. Mission

Please state the agency's mission/vision.

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

3. Program Significance

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- What impact did the program have on the specified target population and community?
- Have there been significant trends over the past months regarding your target population?

4. Results

- Please describe the outcomes/outputs.
- Please describe the method of measurement.
- Please describe the performance results.

5. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered.
- How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?

6. Results Analysis

- How could the program have worked better?
- How will you address this?

7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.



HELPING THOSE IN NEED

October 18, 2021

Mission

To provide emergency services, as well as to fill in the gaps with basic survival needs through a coalition of churches and other organizations, and to provide case management and support services.

Financial Information

Interfaith FY July 1, 2020 – Dec 31, 2020

Total Proposed Budget \$116,000

Total Expenses \$ 82,641 As of December 31, 2020

One Cent #16 Funding- Allocation

June 1, 2020- December 31, 2020

- | | |
|---|------------|
| • Towards Director's Salary | \$4,000.00 |
| • Towards Housing Counselors and Staff Salary | \$2,376.50 |
| • Towards Rent | \$4,000.00 |
| • Towards Emergency Services | \$3,290.20 |

\$13,666.70

Program Significance

- Natrona County residents
- Individuals/Families living at or below the Extreme Federal Poverty guideline
- Individuals experiencing homelessness

The impact of the program met the needs of 2,470 individuals within Natrona County July 1, 2020- December 31, 2020. The program impacted low-income Natrona County residents through emergency services. Some of the program services provided include rent or deposit (to house or keep housed), utilities, birth certificates, Wyoming ID or driver's license, work boots, medical/dental and prescription assistance, gasoline vouchers, personal care bags, diapers, and laundry vouchers. The program impacted the community by providing our community members with necessary emergency services. The program reduced the risk of potential homelessness for Natrona County. This is shown in the results table through the utilization of emergency services.

Trends- There is a decreased number of individuals served for 2020. Our total 2019 number of individuals served was 6,760 whereas, the total for 2020 is 4,347. This decrease in numbers is largely due to the fact that Interfaith closed several times during 2020 due to COVID. Interfaith was closed the last 2 weeks of March 2020 and the entire month of April 2020 per the governor's guidelines to close and quarantine. Additionally, Interfaith closed from Nov 13-Nov 27 as there were several positive COVID results amongst staff. While we did see a decrease in service numbers, we do not believe it was due to a decrease in need but rather an inability to access services due to office closures and limiting clients in the office during open hours.

Results

The results show that we were able to provide emergency services to 2,470 individuals during the second half of the fiscal year. We had a significant decrease in services due to COVID. We transitioned to only allowing 1 client in the office at a time, as well as working towards seeing clients remotely. Additionally, we had to close our office for the majority of the month of November due to positive COVID tests amongst staff and needing to quarantine. Lastly, Interfaith had several changes in Executive Director staffing during the second half of the fiscal year.

Performance- July 1, 2020- December 31, 2020

Birth Certificate- 79
Case management- 503
Rent- 63
Cleaning Supplies/ TP- 35
Diapers/wipes- 23
Drivers License/ID- 71
Laundry Vouchers- 39
Gasoline- 40
Steel Toe Boots- 6
Medical/Dental- 7
Prescription Assistance- 12
Personal Care Bag- 83
Blankets- 12
Utilities- 24
Undergarments- 65

Method of Measurement

CharityTrak (social service database) is utilized to track everyone who comes to Interfaith and the services they receive.

Program Results/Impacts

- 1,386 Emergency Service provided July 1, 2020- December 31, 2020
- Homelessness prevention through emergency services
- Provided for basic survival needs
- Promoted self-sufficiency and independent living through case management and supportive services.
- Program results indicate we are meeting our goals (homelessness prevention) through providing emergency services.
- Quality- Results indicate families are staying housed through the utilization of Interfaith services. Housing is directly tied to a person's overall health.

Results Analysis

Our results show a continuing ability to identify individuals that need emergency services for homeless prevention and basic survival needs.

Our ability to provide impactful emergency services continues to be hindered by lack of funding. Due to this hinderance, we continue to turn individuals away. Based on these results, we see a need to identify how many individuals we turn away. We will begin to track this number so that we have a better understanding of the unmet needs in the community.

We continue to address our financial shortfall through additional grant opportunities and reaching out to potential donors who support the mission of Interfaith. In addition, we are partnering with other agencies so as not to provide an overlap in services. We also partner with other local agencies that are willing to help support our mission.

Population Served

The method used to determine the number of individuals served is the same as our method of measurement. By utilizing a social service database (CharityTrak) we are able to track the number of individuals we serve and the services we provide.

INTERFAITH OF NATRONA COUNTY
Profit & Loss Budget vs. Actual
 July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Donations				
4080 · Amazon Smile	20.52			
4010 · Donations Churches	59,253.71	0.00	59,253.71	100.0%
4020 · Donations Individual/Business	7,155.00	0.00	7,155.00	100.0%
4000 · Donations - Other	284.00			
Total 4000 · Donations	66,713.23	0.00	66,713.23	100.0%
4100 · Fundraising Income				
4110 · Fundraiser	2,576.67	0.00	2,576.67	100.0%
4130 · A Night in the Cold	0.00	0.00	0.00	0.0%
Total 4100 · Fundraising Income	2,576.67	0.00	2,576.67	100.0%
4200 · Funds from foundations				
4210 · Funds From Foundations - Other	3,000.00	0.00	3,000.00	100.0%
Total 4200 · Funds from foundations	3,000.00	0.00	3,000.00	100.0%
4300 · Funds From Grants				
4375 · Housing Authority Food Grant	3,500.00			
4301 · City of Casper - CDBG	0.00	0.00	0.00	0.0%
4340 · Blue Envelope Health Fund	0.00	0.00	0.00	0.0%
4360 · United Way	8,200.02	0.00	8,200.02	100.0%
4365 · Other Grants	4,000.00			
4370 · City of Casper - 1 Cent Funding	8,541.68	0.00	8,541.68	100.0%
Total 4300 · Funds From Grants	24,241.70	0.00	24,241.70	100.0%
4400 · Interest income	19,370.13			
4650 · Misc Income	209.51			
Total Income	116,111.24	0.00	116,111.24	100.0%
Gross Profit	116,111.24	0.00	116,111.24	100.0%
Expense				
6000 · Client Services				
6010 · Shelter	11,403.00	0.00	11,403.00	100.0%
6020 · Utilities	676.46	0.00	676.46	100.0%
6030 · Gasoline	287.00	0.00	287.00	100.0%
6040 · Identification	1,917.09	0.00	1,917.09	100.0%
6050 · Work Footwear	202.66	0.00	202.66	100.0%
6070 · Medical	572.06	0.00	572.06	100.0%

10:47 AM

10/20/21

Cash Basis

INTERFAITH OF NATRONA COUNTY Profit & Loss Budget vs. Actual July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
6090 · Client Services - Personal Care	0.00	0.00	0.00	0.0%
Total 6000 · Client Services	15,058.27	0.00	15,058.27	100.0%
6100 · Payroll Expenses				
6110 · Executive Director	29,062.50	0.00	29,062.50	100.0%
6120 · Case Management	14,775.10	0.00	14,775.10	100.0%
6130 · Bookkeeper	4,689.75	0.00	4,689.75	100.0%
6140 · Office Cleaning	1,676.00	0.00	1,676.00	100.0%
6150 · Federal PR Taxes (FICA/MED)	3,913.91	0.00	3,913.91	100.0%
6160 · State PR Taxes (SUI/WC)	1,012.86	0.00	1,012.86	100.0%
Total 6100 · Payroll Expenses	55,130.12	0.00	55,130.12	100.0%
6200 · Office Expenses				
6273 · Office Expense Other	468.76			
6271 · PPE expenses	149.42			
6210 · Office Rent	6,000.00	0.00	6,000.00	100.0%
6220 · Office Equipment Rent	968.48	0.00	968.48	100.0%
6230 · Computer Software	72.00	0.00	72.00	100.0%
6240 · Office Supplies	999.15	0.00	999.15	100.0%
6250 · Postage	165.00	0.00	165.00	100.0%
6260 · Telephone	1,299.27	0.00	1,299.27	100.0%
6200 · Office Expenses - Other	2,205.51			
Total 6200 · Office Expenses	12,327.59	0.00	12,327.59	100.0%
6300 · Contractual Services				
6310 · Audit	0.00	0.00	0.00	0.0%
Total 6300 · Contractual Services	0.00	0.00	0.00	0.0%
6410 · Fundraising	0.00	0.00	0.00	0.0%
6415 · Advertising	0.00	0.00	0.00	0.0%
6440 · Government Fees	0.00	0.00	0.00	0.0%
6450 · Insurance Expense				
6455 · Liability Insurance	0.00	0.00	0.00	0.0%
Total 6450 · Insurance Expense	0.00	0.00	0.00	0.0%
6460 · Membership Dues	125.00	0.00	125.00	100.0%
6470 · Training- unrestricted	0.00	0.00	0.00	0.0%
Total Expense	82,640.98	0.00	82,640.98	100.0%
Net Ordinary Income	33,470.26	0.00	33,470.26	100.0%

10:47 AM
10/20/21
Cash Basis

INTERFAITH OF NATRONA COUNTY
Profit & Loss Budget vs. Actual
July through December 2020

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
4361 - United Way Relief Fund	<u>280.78</u>			
Total Other Income	<u>280.78</u>			
Other Expense				
FFCRA	<u>1,346.00</u>			
Total Other Expense	<u>1,346.00</u>			
Net Other Income	<u>-1,065.22</u>			
Net Income	<u><u>32,405.04</u></u>	<u>0.00</u>	<u>32,405.04</u>	<u>100.0%</u>

From: Roehr, Mary <Mary.Roehr@charter.com>
Sent: Wednesday, October 20, 2021 9:44 AM
Subject: Charter Spectrum Channel Lineup Change

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello.

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

PROGRAMMING	CHANGE
Tennis Channel	Tier Launch on Lifestyle & Stream (Sinclair)
EPIX	HD Expansion: Contracted distribution of all 4 EPIX networks in HD : EPIX, EPIX2, Drive-in and Hits

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

The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and any attachments. If you are not the intended recipient, you are notified that any use, dissemination, distribution, copying, or storage of this message or any attachment is strictly prohibited.