

INFORMATION PACKET

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Friday, April 3, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

April 7, 2020 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					
Pre-Meeting: Approve March 17 Executive Session Minutes					
Pre-Meeting: WAM Voting Delegate					
Pre-Meeting: Community Relations Spec Update					
Pre-Meeting: Audit Review					
Pre-Meeting: Goodstein Lease					
Pre-Meeting: Draft of Text Amendment Chapter 8.40 (Litter Control)					
Establish Public Hearing Date for April 21: Liquor License Sanctions/Update & Open Container	C				
Establish Public Hearing Date for April 21: Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District.	C				
Public Hearing: Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of said Addition as R-3 (One to Four Unit Residential). 1st Reading Ordinance		N			
Public Hearing Date: Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. 1st Reading Ordinance		N			
Plat to Creating Garden Creek Square Addition No. 2, a Subdivision Agreement, and a Zone Change of Said Addition to R-4 (High Density Residential). 3rd Reading			N		
Vacation, Replat, Zone Change and Subdivision Agreement for the Greenway Park III Addition. 3rd Reading			N		
Replat, Zone Change, and Subdivision Agreement for the Kensington Heights Addition No.1. 3rd Reading			N		
Authorizing the Delegation of Authority for COVID-19 Response.				N	
Authorizing an Agreement with the Central Wyoming Regional Water System Joint Powers Board for the 2020 Roof Replacement Project.				C	
Authorizing an Energy Efficient Commercial Building Deduction to Hein/Bond Architects and Casper Electric, Inc., as part of the Baler Building/MRF Expansion Project.				C	
Authorizing an Agreement with Wharton Asphalt LLC, in the Amount of \$47,723, for the Residential Crack Sealing Project.				C	
Authorizing an Agreement with Sheet Metal Specialties, Inc., in the Amount of \$586,500, for the Aquatics and Recreations Center HVAC Replacements Project.				C	

Authorizing an Agreement with SWi, LLC, in the Amount of \$26,330, for the Events Center Fencing Project.				C	
Authorizing an Agreement with Wayne Coleman Construction in the Amount of \$275,250, for the 2020 CPU Asphalt Repair Project.				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River, Inc., in the Amount of \$178,010, for the Miscellaneous Concrete and Storm Sewer Repairs Project.				C	
Authorizing a Lease Agreement with the State of Wyoming Department of Administration and Information, General Services Division, for the Premises Commonly Known as the Goodstein Parking Lot.				C	
Authorizing an Annexation Policy for Providing City Services to Outside-City Property.				C	
Authorizing an Agreement with Golder Associates, Inc., in the Amount of \$74,581, for the Solid Waste Monitoring Upgrades and Landfill Cell Planning Project No. 20-016.				C	
Authorizing an Agreement with Golder Associates, Inc., in the Amount of \$80,915, for the Closed Balefill Monitoring Upgrades Project No. 20-017.				C	
Approving Transfer of Ownership for Restaurant Liquor License No. 31, Himalayan Indian Cuisine, LLC, d/b/a Himalayan Indian Cuisine, Located at 232 East 2nd Street Suite 100B.					C
Executive Session - Personnel					

April 14, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Comp & Class Study Review	Direction Requested	40 min	4:35
WAM Resolution	Direction Requested	30 min	5:15
Downtown Parking Garage Capital & Operations	Direction Requested	20 min	5:45
Unsafe Structures & Equipment Ordinance	Direction Requested	60 min	6:05
Agenda Review		20 min	7:05
Legislative Review		10 min	7:25
Council Around the Table		10 min	7:35
Approximate Ending Time:			7:45

April 21, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Sole Source Purchase of Ticket Printers from Paciolan for use at the Casper Events Center					
Public Hearing: Liquor License Sanctions/Update & Open Container 1st Reading Ordinance		N			
Public Hearing: Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 1st Reading Ordinance		N			
Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of said Addition as R-3 (One to Four Unit Residential). 2nd Reading			N		
Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. 2nd reading			N		
Resolution Modifying Open Container Law (tentative)				C	
WAM Voting Delegates					C

April 28, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
College National Finals Rodeo Discussion	Direction Requested	20 min	4:35
Event Center Budget	Direction Requested	30 min	4:55
Event Center Update	Information Only	30 min	5:25
Agenda Review		20 min	5:55
Legislative Review		10 min	6:15
Council Around the Table		10 min	6:25
Approximate Ending Time:			6:35

May 5, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
May 5 - Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. 3rd reading			N		
Public Hearing: Liquor License Sanctions/Update & Open Container 2nd Reading Ordinance		N			
Public Hearing: Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 2nd Reading Ordinance		N			

Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Waiting on response from Booth family
Private Operation of Hogadon			
Formation of Additional Advisory Committees			

Staff Items:

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Tentative Budget Review	May 12, 2020		
Community Relations Spec Update		30 min	

Special Work Sessions

Budget Work Sessions	May 18 & 20
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Future Council Meeting Items

May 19 - Public Hearing - Sontrust No. 1 Addition - Annexation Compliance & 3rd Reading Ordinance
June 2 Establish Public Hearing - FY 21 Budget Adoption Summary Proposed Budget published in minutes
June 16 Public Hearing Date - FY 21 Budget Adoption

Retreat Items

Economic Development and City Building Strategy

The Wyoming Legislature adjourned on March 12th. As this was a budget session, it only lasted (thankfully) 24 days. During the session the legislature developed and approved a biennial budget which has been submitted to the governor for his review and signature. Of the 398 bills there were prefiled, approximately 140 became law.

The attached spreadsheet summarizes this tracking information by bill number. We have also included a summary spreadsheet sorted by bills WAM supported, opposed and monitored. For more detailed information about the bills WAM tracked during the session can be found on the WAM website It contains all the information about all the bills and their status in the legislative process. A direct link can be found at <https://wyomuni.org/follow-legislation>.

WAM had a successful legislative session. We were able to get three significant bills passed. These included Direct Distribution (SF 57), the Municipal Option Tax (HB 47) and Surface Water Diversion (SF 22). These bills followed the passage of a statewide lodging tax, which made their passage more difficult and more significant.

Furthermore, we helped defeat a number of bills that would have preempted local authority and were adverse to municipal interests. These include HB 22 (Affordable Housing Preemption), HB 93 (Increasing Maximum Claims Amounts), HB 183 (Municipal Elections Political Parties), HJ 02 (Taxpayers Bill of Rights), HB 180 (Repeal of Gun Free Zones).

In addition to passing and killing bills, thanks to the active participation by local elected officials WAM had a stronger presence at the Capital this year. To those that came to Cheyenne and those that sent emails and made calls to legislators – THANK YOU!

The following is a brief discussion of the bills of interest:

House Bill 19 – Municipal Franchise Fees

This bill modifies the way cities and towns deal with franchise agreements and franchisees. During the interim, WAM worked with cable and telecommunications companies to develop a bill that became HB-19. The bill passed both houses and has been enacted as HEA 0047.

House Bill 47 – Municipal Option Tax

House Bill 47 authorizes cities and towns to hold a city only sales tax election. It was developed in conjunction with the Wyoming County Commissioner's Association (WCCA). In addition to allowing for a city only sales tax election, it reduces the number of cities needed to get on a sales tax ballot, from 66% to 50%. This bill had an arduous trip through the legislative process. There were approximately 12 different amendments proposed to the bill, most of them would have had adverse impacts on the bill.

The bill was ultimately approved by the House and Senate, but in different forms. The Joint Conference Committee approved the House Version. The vote to concur passed the Senate by a single vote. It was signed into law today (3/13/20).

The one amendment that we were unable to remove was the one that allows a municipal option vote to occur only at a general election. We believe this limits the use this tool but does not make it completely unworkable. It is our intent to try to remove this restriction at a future legislative session. This was a significant win for WAM.

House Bill 93 – Increasing Maximum Claim Amount for Governmental Claims

This bill would increase limits of liability for claims against local governments. This bill failed introduction and is dead for the session.

House Bill 124 - Cities and towns-vehicle bid guarantee.

This bill would eliminate the requirement for bid bonds for car and trucks below \$100,000. This bill was requested by one of our WAM members. As written, the bill would prohibit a city or town from requiring a bid bond on vehicles below \$100,000. This bill was not considered for a vote and is dead for this session.

House Bill 134 – Wyoming Tourism Funding

This bill would impose a 5% statewide lodging tax on short term lodging. Of this amount 3% would be used to fund the department of tourism (effectively taking it off of the general fund). 2% would be sent back to the local governments. The distribution of the local funds would be as with the current lodging tax legislation, but the use of marketing funds has been expanded. This bill allows a local government to implement the second 2% only by a vote of the public.

House Bill 138 – Select Committee on Governmental Consolidation

This bill would establish a Select Committee on Governmental Consolidation. The Committee's charge is to "identify and recommend standards and options for reorganizing, consolidating or reducing the number of school districts, community colleges, counties, cities and legislative districts in the state and the number of legislative committees currently in existence or created by the Wyoming legislature". This bill passed the Revenue Committee but did not make the cut off for a Committee of the Whole.

House Bill 171 – Gaming Commission

House Bill 171 converts the Wyoming Para Mutual Commission into the Wyoming Gaming Commission and adds two members to the Commission. It also grandfathers existing "games of skill" until January 1, 2021. The bill charges the newly established Gaming Commission to "study gaming in the state. The study shall evaluate skill-based amusement games in the state. The commission shall examine how many games are operating in the state, the locations of all of the games, the amount of wagers made on the games and revenues earned from the games. Additionally, the commission shall provide options to the legislature for regulation of skill-based amusement games, video game terminals, sports wagering and other commercially viable forms of gaming. Additionally, the commission shall evaluate impacts to other states that have recently expanded forms of legal gaming."

The bill has passed both bodies and has received concurrence by the Joint Conference Committee.

House Bill – 183- Municipal Elections Political Parties

This bill would make municipal elections partisan elections. Candidates running for office would need declare their party affiliation and add a republican and democratic primary. Any vacancies would need to be filled with a person of the same party. This bill was heard by the House Corporations Committee and the bill did not pass.

House Bill 186 – K-12 and Local Government Structural Deficit Repair Act

This bill would increase the state sales tax from 4 to 5 percent if the Legislative Stabilization Reserve Account drops below \$500 million. The local portion (31%) of this increase would be distributed in accordance with the Madden Formula. This bill was introduced in the House and approved by the House Appropriations Committee but was not considered for a vote by the Committee of the Whole.

Senate File 22 – Surface Water Drainage

This bill authorizes cities and towns to create an enterprise fund for surface (storm) water improvements. This bill overwhelmingly passed the Senate. The bill passed the House on Friday and was enacted as SEA 0031. This was a heavy lift and wouldn't have happened with extensive lobbying from local elected officials.

Senate File 57- Direct Distribution

The Governor's Recommended Budget contained \$105 million for the biennium (\$52,500,000 per year). The Joint Appropriations Committee modified the formula to increase distributions to smaller towns, while the larger cities will see decreased revenue. The House Appropriations Committee voted to strip the amendment and restore the original Madden Formula. The Joint Concurrence Committee agreed with the Senate bill and the House or Representatives concurrence with the Senate bill. It was enacted as SEA 000024. Only 6 Representatives (Edwards, Gray, Jennings, Styvar, Tass, Winter) voted against this bill.

Senate File 108 – Public Employment Retirement

This bill increases contributions to the retirement plan and modifies the retirement age of new hires. Increased contributions are to be paid 0.33% from employees and 0.33% from employers in FY 2023 and FY 2024 and 0.34% from employees and 0.34% from employers in FY 2025. These increases total 2.00% (paid 1.00% from employees and 1.00% from employers) by FY 2025. These changes increase the plan funding from 71.5% to 90.7% over a 30-year period. This bill also creates a third tier for newly hired employees and these employees will have a retirement age of 67. This bill has passed this Senate but failed to be introduced in the House.

Senate File -128 Unemployment Compensation-Seasonal Workers

This bill would authorize the department of workforce services to designate seasonal employers and provides that unemployment compensation benefits shall not be payable to a designated seasonal employee of under specified conditions. This bill did not make the deadline for a Committee of the Whole vote.

Senate File – 134 Special Event Liquor Licenses

Senate File 134 is a preemption bill that was originally directed at the City of Cheyenne. It arose out of a dispute between the City of Cheyenne and Cheyenne Frontier Days over the cost of providing police services for the event. It mandated that the City of Cheyenne issue a malt beverage permit for the event and the permit could not be withheld. On the floor of the Senate the bill was amended to include events that occur on any indoor or outdoor rodeo or fairgrounds with the State. This bill would have affected every city and town that has a fair ground or rodeo arena. This is a serious preemption of local authority and WAM strongly opposed this bill. This bill passed the Senate. The bill was amended in the House to be applicable only to rodeo arena with a seating capacity of 7,500 people. The amended bill was passed by the House and Signed HEA 0061. This was another preemption into local affairs. However the amendments made the bill less objectionable.

MRG Funding

The Governors Recommended budget include \$22 million for MRG grants. The Joint Appropriations Committee a reduced in funding to 4.5 million, moving \$10 million into the Business Ready Community Grant program and the remainder going to fund the local portion of the WyoLink system . The budget bill was amended numerous times in to restore funding to the MRG program. At the end of the session, the Legislature restored a portion of the MRG funding. Although we have not yet seen the final version of the budget, it is our understanding (from talking to the Office of State Lands) that there will be approximately \$9 million available for MRG grants for the biennium. We realize that is significantly less than the last biennium, but given stresses on the state budget, we are happy to that we were able to almost double the funding from the JAC recommended budget.

Interim Topics

As of the writing of this document, there are no interim topics formally scheduled. We will notify you once there is a schedule of interim topics and interim committee schedule. Discussions to date have included an overhaul of the Chapter 12 (Liquor Laws), and modifications of lodging tax (allows more flexibility for tourism support services) for those communities using the 90/10 split. The Senate Revenue committee also discussed an interim topic of sales tax exemptions. We'll see how far that one goes.

In closing the WAM staff would like to again thank all the elected and appointed officials that came to Cheyenne and to those who made calls, sent emails and reached out legislators. As noted in the previous weeks legislative updates, these contacts were critical in helping WAM achieve its legislative agenda. We realize how busy you each are dealing with issues in your own communities and we appreciate you taking the time to help WAM.

If you have questions about any legislative issue, please do not hesitate to call Bob McLaurin at (307) 413-3483 or me at (307) 414-0265.

To: Casper City Council
From: Advance Casper
Date: April 1, 2020
RE: Contract with Sustainable Strategies

To Whom It May Concern:

I write this memo in support of renewing our contract with Sustainable Strategies for another year. I have included, on the following page, some of the projects that they have assisted us with. More importantly, the collaboration among our communities in defining specific goals and working a plan has been the highlight of this agreement, thus far. Instead of each community working diligently in their own interest we move forward as a team understanding the desired outcome and assisting one another through the process with the professional guidance of Sustainable Strategies.

Although I was not in attendance, I believe very strongly that the trip to Washington, D.C. was a pinnacle moment. It gave us the opportunity to put faces and names with the decision makers for the programs, and the relationships made during the trip will be what set us apart from other communities in the highly competitive world of grants.

The agreement will remain the same, if accepted, with Advance Casper contributing \$20K of the proposed \$50K. The remaining \$30K will be split evenly among the City of Casper, Natrona County, and the Town of Mills.

In conclusion, I think it is imperative that we have professional guidance in Washington, D.C. in the upcoming year. The federal government is playing a much larger role in our communities and having a company help us navigate new programs while keeping a finger on the pulse of our nation's capital will be the difference maker.

Thank you for your consideration,



Justin D. Farley CEO/President
Advance Casper

PROJECTS:

Development and implementation of an Opportunity Zone Roadmap and implementation strategy, including through creating a Community Wide Investment Prospectus and assisting with stakeholder education and connection to Opportunity Funds,

- Development and implementation of a Community Wide Roadmap aligning the priorities of Advance Casper, Natrona County, Casper, and Mills,
- Monthly calls to discuss upcoming funding opportunities and Opportunity Zone strategy,
- Continuous consulting on upcoming grant funding through S2spotlight newsletters, client alerts, and on call services,
- Development and submission of a Recreation Economy for Rural Communities technical assistance grant to support a regional strategy for connection outdoor recreation to downtown growth (not awarded),
- Development of a strategy for partnering with the National Development Council to fund construction of a new Casper Police Station,
- Revision of, submission of, and advocacy for a US DOT BUILD application for the Casper Midwest Avenue Reconstruction project (resubmission in progress),
- Assistance with organizing trip for White House Office on Opportunity and Revitalization to Casper to discuss Opportunity Zones and advocate for key projects, including US DOT BUILD grant
- Organization and execution of a DC trip for Casper partners to build relationships with the US Congressional Delegation and federal agencies and to advocate for pending grant applications,
- Advocacy to IRS to ensure Opportunity Zone regulations facilitate redevelopment of brownfields properties (successfully secured key changes to regulations),
- Development of a strategy for pursuing EDA Public Works funds for the Westwinds Road Extension project for Natrona County (on hold for further developments),
- Development and submission of a FEMA Hazard Mitigation application for engineering and design funding for the restoration of the riverfront in Mills (pending),
- Development and submission of a Scotts Field Refurbishment grant for a new infield and other upgrades at a baseball field in North Casper (advanced to final round – pending),
- Development and submission of a FEMA Assistance to Firefighters grant for funding for a new pumper/engine for the Town of Mills Fire Department (pending),
- Development and submission of a DOJ COPS Hiring grant for funding to hire one new police officer (pending),
- Development and submission of an EDA Seed Funding grant for Advance Casper to launch new Breakthrough 307 funds (in progress)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>11:30a</i> -Drug Court (Huber)	2	3	4
5	6 <i>5:00 p.m.</i> - CNFR (Freel, Cathey)	7 <i>6:00p</i> -Council Meeting	8 <i>6:00p</i> -Amoco Re-use JPB (Hopkins)	9 <i>7:00a</i> -Advance Casper (Freel) <i>4:30p</i> -Leisure Services Board (Huber)	10  <i>11:30a</i> -Chamber Coordination/ Infoshare (None)	11
12 	13 <i>8:30a</i> -Historic Preservation (Bates)	14 <i>4:30p</i> -Council Work Session	15	16 <i>7:30a</i> -Mayor/ Commissioner <i>11:00a</i> -Housing Authority (Bates) <i>4:00p</i> -Contractors' Licensing Board (Lutz) <i>5:30p</i> - City County Board of Health (Bates) <i>6:00p</i> - Planning & Zoning (Hopkins)	17	18
19	20	21 <i>11:30a</i> -Regional Water JPB (Cathey, Powell, Huber, Freel) <i>4:00p</i> -Chamber of Commerce (Cathey) <i>6:00p</i> -Council Meeting	22  <i>7:00a</i> -CPU Advisory Board (Bates) <i>11:30p</i> -NIC (None) <i>5:15p</i> -CAP (None)	23 <i>11:30a</i> - Disability Council (Powell)	24	25
26	27 <i>12:30p</i> -Senior Services (Pacheco) <i>2:00p</i> -CATC (Johnson) <i>4:00p</i> -OYD Advisory Committee (Hopkins, Freel)	28 <i>11:30a</i> -Travel & Tourism (Freel, Johnson) <i>4:30p</i> -Council Work Session	29	30		



April 2020

Many meetings in April may have changes due to COVID-19, These are the known adjustments at this time. Please watch out for notices from the meeting organizers as the meeting dates approach.

ARAJPB

Plans include to conduct their regular meeting scheduled on April 8, 2020. There will be a call-in number so that anyone can participate.

The call-in number is 515-606-5172 followed by 323780.

Casper Area Chamber of Commerce

For the Chamber, we will be holding our Info-share through a zoom. It will still be at 11:30.

CATC

Right now, let's leave the CATC Board meeting there. I'm not sure this will be over by the end of April but I remain optimistic.

Contractor's Licensing Board

The Contractors' Board will be pending the closure of City Hall.

Regional Water and Public Utilities

We are looking into having our meetings remotely, but will know more by the end of the week.

OYD

Meeting will be via Zoom.

Planning Commission

Meeting will be held.

Platte River Advisory Commission

No meeting in April

Senior Center

The meeting for Casper Senior Center will be held Monday, April 27th at 2:00 pm via Zoom.

Visit Casper

Yes, our meeting will be Tuesday, April 28th. Here's the Zoom info:

Topic: Visit Casper April Board Meeting

Time: Apr 28, 2020 11:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/850729799>

Meeting ID: 850 729 799

Youth Empowerment

No meetings in April.

Casper's Council for People with Disabilities - AGENDA

Thursday, March 26, 2020 at 11:30 AM

Participation via Skype ONLY for this meeting due to recommendations by the CDC, Governor Gordon and the State Health Officer regarding Closures of Public Places due to COVID-19, Coronavirus

1. Roll call
2. Review of the previous month's minutes & approval of minutes
3. Old Business:
 - Discuss updates from Committees since the last Council meeting on February 27, 2020 to address established priorities as listed below:
 - o QOL Committee – Zulima Lopez, Chairperson
 - Public transportation expansion and operating times
 - o Public Relations (PR) Committee – John Wall, Chairperson
 - Updates on CCPD Facebook page and City of Casper website.
 - Update on CCPD Flyer
 - o Events Committee – Nikki Green, Chairperson
 - Follow up discussion regarding the Casper Disability Day event held on March 7, 2020.
 - Possible event in July, 2020 to celebrate the 30th anniversary of the signing of the Americans with Disabilities Act (ADA) into law. The official anniversary date is July 26, 2020.
 - o Fundraising Committee – Linda Jones, Chairperson
 - Updates
4. New Business:
 - Review of By-Laws for possible changes
 - Council Bright Spot – Update as statement was provided in lieu of in-person attendance at the City Council meeting on March 17th.
 - Any other new business or public comment
5. The next scheduled meeting is April 23, 2020 at 11:30 AM.

Casper's Council of People with Disabilities

MINUTES from Meeting Held on Thursday, March 26, 2020 at 11:30 AM
Participation via Skype ONLY for this meeting due to recommendations by the
CDC, Governor Gordon and the State Health Officer regarding Closures of Public
Places due to COVID-19, Coronavirus

Attendees: Voting Members: Austin Berlin, Chairperson; Renate Pullen, Secretary; Zulima Lopez, Treasurer; Maria (Masha) Flinn, Michelle Onstott, Luan Plumb, John Wall, Bonnie Wilson

Liaisons, Alternates & Guests: Matthew Kowalski, Eric Distad

1. Roll Call – Roster completed by Renate Pullen, Secretary
2. Minutes from February 27, 2020 Meeting – A motion was made by Bonnie Wilson and seconded by Zulima Lopez to approve the minutes. The minutes were approved by the Council members.
3. Old Business:
 - *QOL Committee* – Zulima Lopez, Chairperson
 - o Several members met with Habitat for Humanity and learned about their program, as the organization wanted to make sure our Council knew about their services and their program. Literature will be sent via email at a later date.
 - o Zulima suggested that we use Survey Monkey to distribute the Council's transportation survey due to the precautions and social distancing and closures in response to COVID-19. She will work on this.
 - *Public Relations (PR) Committee* – John Wall, Chairperson
 - o Austin provided an update that the CCPD Facebook page is featuring Laurel Henry's speech from the Disability Day Event as well as the City Council Bright Spot information/feature.
 - o City of Casper Webpage for the Council: Zulima informed the group that the City employee assisting with this project has accepted another position within the City, so this position is currently open with the City, so the Council's webpage is still pending.
 - o Business Cards and mailing envelopes:
 - The Council is awaiting approval on the name change to Casper's Council of People with Disabilities, so printed materials will wait until formal approval is given.

- Zulima attached information via Skype on bids from Mountain States Lithographing for business cards and envelopes. The price voted on and approved were the larger quantity at a lower price, so 1000 business cards for \$147.31 and 500 envelopes for \$110.74. Renate Pullen moved that pending the approval of the Council name change the CCPD purchase the larger quantity of both the business cards and envelopes and it was seconded by Zulima Lopez, and approved by the Council. No letterhead is necessary at this point as we can print it out.
 - Zulima provided an updated Financial Report and it's attached to these minutes for review. We still will need to pay for the poster printing for our Disability Day event.
- *Events Committee* – Nikki Green, Chairperson
 - Renate Pullen provided an update regarding the event for Casper Disability Day on March 7, 2020, at the Ramkota Hotel. The group estimated about 70-100 attendees visited throughout the day. The event did not result in donations, but all participants & vendors seemed to enjoy the day. Bonnie stated the vendors did great as they all had activities and greeted all the visitors. The room was away from public traffic, so we may look for a venue with more public exposure next time. Michelle Onstott stated that another fundraiser was going on at the same date and time, and given this we had a good turnout. Masha thought the event was successful. Zulima mentioned that both Masha and Austin were interviewed by the media and did a great job representing the Council.
 - Renate mentioned that a possible event could occur in July, if closures and precautions are lifted given the pandemic currently happening, to celebrate the signing of the Americans with Disabilities Act (ADA). The official anniversary date of the signing is July 26th.
- *Fundraising Committee* – Linda Jones, Chairperson (Zulima provided an update)
 - Zulima drafted a cash handling protocol for donations as requested by the City's Financial Services Department. This is attached to these minutes for review.
 - Zulima is waiting on clarification on people being able to donate on the website or online. More to come on this.

4. New Business:

- Review of By-Laws – Zulima reported that since we do not have a checking account, and do not plan to, she removed reference to a checking account and signatures on checks in the current CCPD By-Laws. The City Manager and Zulima discussed the minimum number of voting members for the council. It was agreed that we should have a minimum of 12 voting members. Discussion occurred as to if we need to have a minimum at all? Concerns were expressed that we may not have enough people for all the sub-committees without a minimum requirement. Currently there is a maximum of 16 voting members, but this does not limit the sub-committee membership or liaisons. *We will have a special meeting on Tuesday, April 7th at 11:30 AM via Skype to vote on the By-Laws.*
- City Council Bright Spot Update – Austin informed the CCPD that we sent a statement to the City Council for their Bright Spot feature due to requests to not attend in person due to COVID-19 precautions, and it is featured on the CCPD Facebook page.
- Zulima, as Treasurer, is to provide a Financial Report at each meeting and this will be added to the Agenda moving forward.
- Zulima will look into the platform to use moving forward as the City uses Skype for Business, but she can check into Zoom as well to try to make it easier for participation.

5. The meeting adjourned at 12:40 PM. A special meeting will be held on Tuesday, April 7th at 11:30 AM via Skype to vote on the By-Laws. The next regular meeting will be held on Thursday, April 23, 2020, at 11:30 AM.

Minutes taken by: Renate Pullen, Secretary



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133 South McKinley Street, Casper, WY 82601
(307) 234-9325 ~ www.mslwyo.com



Quotation

Ref: 1646661

Date: **03/25/2020**
To:
Job Reference **BUSINESS CARDS - CCPD**
Company: **City Of Casper**

Dear ,

Thank you for your recent enquiry, please find your quotation set out as follows:

Business Cards Full Bleed	Quantity	Price per 1000	Price (ex Tax)
Full color, 2x3½ printed both sides on House 80# Cover	500	\$187.72	\$93.86
23x35 Accent (10302767/1301360) 6/19 80lb	1,000	\$147.31	\$147.31

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely,

KAYLEN R LEWIS SALES
307-234-9325 (w) | (307) 234-9325 (m) | msl@mslwyo.com | www.mslwyo.com

Toll Free Phone: (800) 584-9340
Fax to: (307) 237-9521

Quotes are valid for 30 days from date on quote. Prices are subject to changes if any job parameters are modified, before or during production and printing process.

Taxes: All prices are subject to Sales/Use taxes. Taxes are destination-based, meaning the tax is applied based on the location where the buyer takes possession of the item or where it is delivered.

Disk/design: Quotes given on the basis that print ready artwork is supplied (unless otherwise agreed). Any time required above the quoted art and/or prepress time will be charged. Delivery: This quote includes delivery in the Casper vicinity (50 mile radius) otherwise please allow for this.



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(307) 234-9325 ~ www.mslwyo.com



Quotation

Ref: 1646198

Date: **03/24/2020**
To:
Job Reference: **#10 REGULAR ENVELOPE - CCPD**
Company: **City Of Casper**

Dear ,

Thank you for your recent enquiry, please find your quotation set out as follows:

Envelopes	Quantity	Price per 1000	Price (ex Tax)
One color, 4 1/8x9 1/2 printed one side on House #10 Regular	100	\$917.80	\$91.78
Envelope Hard Box WW (890-1357) 3/20 24lb	500	\$221.48	\$110.74

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely,

KAYLEN R LEWIS SALES
307-234-9325 (w) | (307) 234-9325 (m) | msl@mslwyo.com | www.mslwyo.com

Toll Free Phone: (800) 584-9340
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Taxes: All prices are subject to Sales/Use taxes. Taxes are destination-based, meaning the tax is applied based on the location where the buyer takes possession of the item or where it is delivered.

Disk/design: Quotes given on the basis that print ready artwork is supplied (unless otherwise agreed). Any time required above the quoted art and/or prepress time will be charged. Delivery: This quote includes delivery in the Casper vicinity (50 mile radius) otherwise please allow for this.

CASPER'S COUNCIL OF PEOPLE WITH DISABILITIES

FINANCIAL CONTROLS POLICIES AND PROCEDURES

Purpose. Casper's Council of People with Disabilities (CCPD) is a nonprofit extension of Casper City Government committed to protecting and using our assets for our established mission. Proper financial practices are important in doing this, since proper practices help to prevent and detect errors and fraud. Good financial practices also assure taxpayers and donors that we use their funds and gifts for the purposes for which they were intended.

I. GENERAL PRACTICES

Review of Risks. These policies were drafted after consideration of the risks associated with the various aspects of our financial operations to enact policies and procedures designed to minimize those risks. The CCPD will review these policies each year to consider whether the risks have changed. Such changes may include receipt of grant monies for the first time or receipt of grants with restrictions, a change in the laws regulating our organization, or a major change in our programs. If so, the members need to identify any new risks and adopt appropriate procedures to minimize those risks. The CCPD shall consult with a professional if necessary to ensure that it is properly addressing the risks.

Segregation of Roles. There are several fiscal "roles" in our organization—custody, authorization, execution, and monitoring. For example, the person who accepts a donation has custody, and the person who approves payment of a bill is authorizing. As much as possible, the CCPD seeks to separate the responsibilities for fiscal roles so that at least two, and preferably more, individuals fulfill these roles. It is particularly important that the same person does not authorize and execute any transaction. At each step of handling funds, the organization shall ensure that more than one person verifies that the step is done correctly.

II. RECEIPT OF FUNDS

RISKS

The CCPD faces the risk that funds that we receive may be stolen or lost or that someone may be falsely accused of stealing funds. We also face the risk that we may fail to record a restriction that a donor has placed on our use of funds.

POLICY

All funds, whether cash or check, which the organization receives will be deposited intact into the bank account, with no monies removed to make payments or for other purposes. All cash receipts should be deposited into the bank as soon as possible. This allows for a complete accounting and independent verification of what happens to our funds. Communications from donors that establish restrictions on the use of their contributions will be saved. If we believe that a donor has restricted the use of funds in a conversation, we will follow up and get written confirmation of the donor's intent.

PROCEDURES

1. *Receipt of Cash or Checks at City Hall.* The City of Casper Customer Service staff opens all mail addressed to the organization. Checks addressed to Casper's Council of People with Disabilities shall be deposited in the appropriate City account by City Customer Service or Account Receivable (AR) staff.

Cash received at City Hall shall be handled by City staff in accordance with City of Casper policies and procedures for cash handling and shall be deposited in the appropriate City Account by City Customer Service or AR staff. All deposit receipts for cash or check deposits shall be provided to the City staff member who serves on the CCPD. If that member is not the Treasurer, the receipt shall be forwarded to the Treasurer for appropriate recordkeeping.

2. Receipt of Cash or Check outside of City Hall. Cash is easily stolen and must be handled carefully. If cash or check is accepted for donations or fundraising:

- If possible, when cash is expected to be provided for a donation or purchase, two members should be present for the exchange of cash.
- It is not necessary to write out a receipt for contributions made by cash or check unless the donor requests a receipt. However, the individuals accepting cash or a check must document all checks received at an event or otherwise on the CCPD Deposit Form. We will compare this list to the deposit to be sure all cash and checks have been included in the deposit.
- If a receipt is requested, the member accepting the cash or check should provide a temporary written receipt to the donor. The receipt should state the donor's name and address, the date, the amount of the cash or check and the purpose of the payment. The member(s) accepting funds and providing a temporary receipt should inform the donor that an official receipt will be mailed from the CCPD Treasurer. A copy of the temporary receipt must be retained for the CCPD Treasurer.
- If cash was received through a mass collection, such as a donation jar, in which it is not possible to know who gave what amount, the individuals accepting the contributions must simply note the total amount of the cash collected on the CCPD Deposit Form. We will compare this amount to the deposit to be sure all cash has been included in the deposit.
- All money and temporary receipt copies must be put in a locking money bag or cash drawer.
- The member(s) will provide all money and receipt(s) and the CCPD Deposit Form to the Secretary at the end of each event or day. If the Secretary is unavailable, a designee shall be assigned to perform financial responsibilities in the Secretary's place.
- When the Secretary (or designee) accepts the funds from the member, one other person will accompany the Secretary so that they can count the funds together and verify the deposit on the CCPD Deposit Form.
- The Secretary (or designee), along with the verifier, shall confirm that the temporary receipts and CCPD Deposit Form matches the cash and checks provided in the money bag or cash drawer. The Secretary (or designee) shall complete the Deposit Information on the CCPD Deposit Form and prepare a deposit ticket in duplicate.
- The Secretary (or designee) shall seal all cash, checks, and the white deposit ticket in the clear deposit bag and document the relevant information on the bag. The Secretary shall then provide the deposit bag, the CCPD Deposit Form, and all temporary receipts to the Treasurer.

- The Treasurer shall deposit the funds with the City of Casper Customer Service staff or at the bank (if outside of regular business hours) and enter the deposit as revenue into the CCPD financials.
- The Treasurer shall provide a copy of the CCPD Deposit Form to the City of Casper's CCPD representative. The City's representative will notify provide the documentation to the Finance Supervisor so the deposit can be credited to the CCPD Fund.
- The Treasurer shall retain a receipt book with pre-printed receipt numbers and carbon copies. No pages may be removed from the receipt book. The receipt book shall be kept in a locked drawer or safe.
- The Treasurer shall create an official receipt for each cash or check transaction as requested, carefully matching what is on the Temporary Receipts.

The Treasurer or the Treasurer's designee shall train all members and volunteers in these procedures.

Casper's Council of People with Disabilities Cash/Check Handling Checklist

- Where possible, have two people available to handle money
- Accept cash or check from a donor
- Ask donor if they want a receipt. If they say yes:
 - Fill out (or ask the donor to fill out) temporary receipts
 - The donor receipt is given to the donor
 - The CCPD receipt is retained for the Treasurer
 - Tell the donor they will get an official receipt and thank you letter from the CCPD Treasurer
- Document the donation on the CCPD Deposit Form
- Put the funds and CCPD temporary receipt in a locking cash bag
- At the end of the event or day, the member with the cash bag will give the bag and the CCPD Deposit Form to the Secretary or her designee
- The Secretary will locate another member to help count and verify the funds in the bag
- The Secretary and the verifier will count the money and compare it to receipts and the CCPD Deposit Form
- The Secretary and verifier completes the Deposit Information on the CCPD Deposit Form
- The Secretary prepares a deposit ticket in duplicate
- The Secretary seals cash, checks, and the white deposit ticket in a clear deposit bag and fills in the information on the bag
- The Secretary give the deposit bag, CCPD Deposit Form, and all temporary receipts to the Treasurer
- Treasurer deposits the funds at the bank or the City of Casper Customer Service Counter and documents the deposit as revenue in CCPD financials
- Treasurer forwards a copy of the CCPD Deposit Form to City representative of the CCPD
- City CCPD member provides the CCPD Deposit Form to the City of Casper Finance Supervisor so deposit can be credited to the appropriate fund
- Treasurer creates and sends an official receipt and thank you letter to donor for each transaction

**Casper's Council of People with Disabilities
Temporary Receipt (Donor Copy)**

Date: _____

Donor Name: _____

Donor Address: _____

Cash Amount: _____

Check Amount: _____

Indicate if funds are to be used for a specific purpose): _____

**Casper's Council of People with Disabilities
Temporary Receipt (CCPD Copy)**

Date: _____

Donor Name: _____

Donor Address: _____

Cash Amount: _____

Check Amount: _____

Indicate if funds are to be used for a specific purpose): _____

**Casper's Council of People with Disabilities
Temporary Receipt (Donor Copy)**

Date: _____

Donor Name: _____

Donor Address: _____

Cash Amount: _____

Check Amount: _____

Indicate if funds are to be used for a specific purpose): _____

**Casper's Council of People with Disabilities
Temporary Receipt (CCPD Copy)**

Date:

Casper's Council of People with Disabilities

Deposit Form

Check Donation List			
Donor Last Name	Check Number	CCPD Member who accepted Check	Check Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Check Amount			\$

Cash Donation List			
Donor Last Name	Receipt (Yes or No)	CCPD Member who accepted Cash	Cash Amount
N/A - Mass Collection	No		\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Check Amount			\$

Deposit Information

Date: _____

Event (if applicable): _____

Cash Amount: _____

Check Amount: _____

Total Deposit Amount: _____

Deposit Slip Number: _____

Deposit Bag Number: _____

Deposit Prepared by (print name and initial): _____

Deposit Verified by (print name and initial): _____

CCPD Revenue Line: 01-100000-47330000000351

CCPD Revenues as of 3/24/2020

Name	Deposit Date	Amount	Comment
Nowcap	12/20/2019	\$ 1,100.00	Sponsorship and booth rental
Child Development Center	1/8/2020	\$ 100.00	booth rental
Community Action	1/10/2020	\$ 100.00	booth rental
Wyoming Relay	1/27/2020	\$ 100.00	booth rental
NAMI & Iris Clubhouse	2/5/2020	\$ 100.00	booth rental
Aspire Case Management	2/13/2020	\$ 1,100.00	Sponsorship and booth rental
WY Independent Living	2/20/2020	\$ 100.00	booth - check sent but not received
Girl Scouts of MT/WY	2/20/2020	\$ 100.00	booth - check sent but not received
Special Olympics WY	2/25/2020	\$ 100.00	booth rental
Casper Autism Support	2/27/2020	\$ 50.00	booth rental
I-Reach 2	3/3/2020	\$ 100.00	booth rental

Total Revenue **\$3,050.00**

CCPD Expenses as of 3/24/2020

Vendor	Purchase Date	Amount	Check or Card
Ramkota Hotel & Conference Center	3/6/2020	\$ 1,109.96	Check

Total Expenses	\$ 1,109.96
Budget	\$ 2,000.00
Account Balance	\$ 890.04



**STATE OF WYOMING
EXECUTIVE DEPARTMENT
EXECUTIVE ORDER**

Order 2020-5

RESTAURANT/BAR & GRILL EMERGENCY LIQUOR SERVICE

WHEREAS, the people of the State of Wyoming are faced with a state of emergency due to the global outbreak of a novel coronavirus named COVID-19; and

WHEREAS, I, Mark Gordon, Governor of the State of Wyoming, declaring a State of Emergency and Public Health Emergency in the State of Wyoming on March 3, 2020 (Executive Order 2020-2); and

WHEREAS, on March 19, 2020, the Wyoming State Health Officer, Alexia Harrist, issued a Statewide Public Health Order Closing Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools Statewide. Under this Order, restaurants may still offer window service, walk-up service, drive-through service, or drive-up service; and

WHEREAS, a number of businesses throughout the state possess either a Restaurant or a Bar & Grill liquor license, granted under Wyoming Statutes §§12-4-407 and/or 413, for purposes of selling alcoholic beverages along with food service. However, under those licenses, alcoholic beverages are limited to on-premise consumption at the business; and

WHEREAS, restaurants and bars & grills throughout the state, due to the emergency, are suffering severe economic deprivations which may be relieved by allowing these licensed businesses to offer alcoholic beverages for off -premise consumption; and

WHEREAS, the State of Wyoming has the ability, through an executive order, to make emergency changes to the policies of the Liquor Division of the Wyoming Department of Revenue, so as to encourage economic stability through the operation of liquor licenses.

NOW, THEREFORE, pursuant to the authority vested in me by the Constitution and by the laws of the State of Wyoming, I, Mark Gordon, do hereby order, declare, and direct:

1. A state of emergency was declared in Wyoming on March 3, 2020 (Executive Order 2020-2).
2. Businesses which possess a Restaurant or Bar & Grill liquor license, granted under Wyoming Statutes §§12-4-407 and/or 413, are permitted to sell limited off-premise

malt beverages and wines with the following conditions and are hereby authorized to allow for take-out and/or curbside pickup:

- a. The alcohol sale must be made on the same receipt or transaction as the accompanying food sale; and
- b. The total alcohol purchase price may not exceed 49% of the total pre-tax ticket price of the entire order; and
- c. Alcohol must be in its original, sealed container; and
- d. Alcohol sales fall under the same age restrictions and other requirements as all other alcohol sales in this state; and
- e. Alcohol sales must be made at regular menu prices as were in effect by the business on March 18, 2020, with no further discounts; and
- f. Alcohol sales are limited to no more than 750 milliliters of wine or no more than 48 ounces of malt beverage; and
- g. The business must notify local law enforcement that they are temporarily selling off-premise and provide a menu price list; and
- h. Completion of the alcohol portion of the sale must occur within the licensed building (or through a phone or internet order directly received within the licensed building). Orders must be placed using a credit card, debit or other electronic payment at the business location.
- i. This Executive Order, and its provisions, only apply to take-out and/or curbside pickup directly at the licensed business location.

Be it further ordered, the Executive Order shall expire upon the conclusion of the emergency, but no later than midnight, April 17, 2020.

This Executive Order is effective midnight March 30, 2020.

Given under my hand and the Executive Seal of the State of Wyoming this 30th day of March 2020.


Mark Gordon
Governor

Chlorine (Bleach) Solution Fact Sheet

Chlorine bleach is an effective disinfectant when used properly. The EOC has been distributing a 200 part per million bleach solution for disinfection to kill COVID-19. Here are some facts regarding this solution and how it works.



- The active ingredient in bleach is sodium hypochlorite. Household bleach is a solution of 5-6% sodium hypochlorite.
 - More doesn't mean better. While the higher the amount of bleach equals a higher level of disinfection, most surfaces do not need a strong (medical) disinfection. An intermediate 200 ppm solution will kill the COVID-19 virus effectively. This is less than ¼ cup of bleach per gallon of water. A higher solution is not warranted.
 - Bleach solutions can be corrosive and cause skin, eye, and respiratory irritation. Appropriate PPE such as gloves should be worn when applying the disinfectant.
-
- Bleach solutions may degrade, so the solution is tested to ensure that the concentration is adequate for disinfection.
 - Surfaces are left wet for at least 1 minute. This is the amount of time the solution needs to effectively kill the virus.
 - Bleach is a great disinfectant but is not a great cleaning agent. Surfaces that need cleaning are cleaned first, then disinfected. For safety, the bleach solution is never mixed with other chemicals.
 - Once dry, surfaces are safe to touch and sit on without damaging clothing or irritating skin.
- If you are disinfecting with bleach at home:**
- Do not mix bleach with other cleaners. Bleach can chemically react with lots of other cleaners-- so just don't do it. It's best to leave the process as two step. Step 1 clean and let surface dry; Step 2 disinfect.
 - Bleach may damage surfaces or discolor materials; so check surfaces in an inconspicuous area first.
 - Wear cleaning gloves when applying the disinfectant to protect skin from irritation.

From: Liz Becher <lbecher@casperwy.gov>

Sent: Monday, March 30, 2020 1:10 PM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>; Carter Napier <cnapier@casperwy.gov>

Subject: For the Information Packet - Update from the Casper Housing Authority and Covid 19 response

Good afternoon,

I hope this finds you all safe and healthy. I wanted to let you know how things are going at CHA and how we are serving our tenants during this trying time.

All offices are closed to the public. Intakes and meetings with tenants are done by appointment only. Staff are working on special projects and processing income change paperwork. We have 3 that are quarantined and 3 on voluntary furlough. All other teams are working on individual projects and segregated from each other. We are enforcing the segregation in case any one team needs to quarantine, so that service delivery will continue to the tenants.

Agency Status:

1. The housing team is processing all income changes and only doing intakes by appointments. Property managers are talking to tenants by phone and helping with food distribution. All are masked and gloved when talking directly to anyone outside the organization and food is handed out the door of the community buildings. There is no qualification required.
 2. FSS Team is picking up school lunches and delivering to the individual properties. They are working through Joshua's Storehouse to deliver individual boxes of food to the elderly and disabled. Additionally, they are picking up the food from the actual food bank and handling delivery and distribution to the properties.
 3. Maintenance has one person responding to emergency calls only. The other staff are cleaning and organizing the shops and doing minor construction projects in empty buildings
 4. The Daycare is open to essential personnel only. Additional Staff are doing painting, cleaning and organizing in empty units and buildings. Kitchen staff are doing deep cleaning and cooking for the daycare and staff. They are serving each team separately.
- ü We do have 4 tenants that are sick and self-quarantined in 2 different housing projects. We have given them written information and talked to them on the phone, asking them to call the emergency line and go to the new respiratory clinic. Their food, and any information, is left outside their door and they get it 5 minutes after staff have knocked on their door.
 - ü Of the 3 staff who are quarantined, 1 is medically fragile due to cancer treatment, 1 just came back from Disney World and is quarantined for 14 days and 1 may have been exposed to a sick child who is a family member. All 3 are teleworking.
 - ü We have sent a request to the Governor to declare Housing Authorities as essential and received a verbal response of "yes" from one of the task force members today.

We are serving our tenants by providing childcare, food, transportation for school lunches and support to those who are dealing with disabilities, are elderly, or have mental health problems. This is to keep everyone calm and hopefully in their homes. We are also monitoring children who may be at risk of abuse and potential domestic violence situations. We are keeping the health of our staff as our top priority and keeping them working in a safe environment.

Right now, everything is under control and we are doing everything we can to keep our staff and tenants safe. If you guys need any additional information or have any questions, please feel free to give me a call. My direct line is 307.233.7017. Take care and stay safe out there!

Kim Summerall-Wright
Executive Director

Casper Housing Authority
145 N. Durbin Street
Casper, WY 82601

307.266.1388 Ex. 17
307.237.4869 Fax



www.chaoffice.org
www.facebook.com/CasperHousingAuthority

"Failure cannot live in the same place where tenacity, leadership and determination reside."

City of Casper

Families First Coronavirus Response Act (FFCRA) Policy

The purpose of this policy is to communicate the law established under the Families First Coronavirus Response Act (FFCRA), in response to the COVID-19 pandemic currently happening in the local community, state, nation and world. This policy and law are temporary, as it takes effect on April 1, 2020, and will expire on December 31, 2020.

FFCRA Paid Sick Leave

Full-time employees are eligible to take up to 80-hours of paid leave for one of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who has been advised to self-quarantine or is experiencing symptoms of COVID-19.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child-care provider of such son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Part-time employees are eligible to take paid emergency sick leave for one of the above reasons, but on a prorated basis. For purposes of the FFCRA, a part-time employee is an employee who is normally scheduled to work fewer than 40 hours per week. Benefited hours available for use will be determined by calculating the employee's average daily hours worked over the most recent six (6) months.

An employee will need to submit an *FFCRA Paid Sick Leave Request* form, as soon as practical, to Human Resources to determine if he/she qualifies for the FFCRA Paid Sick Leave for reasons #2 through #6 above. If it is determined that an employee qualifies for FFCRA Paid Sick Leave, Human Resources will add the appropriate pay code for the qualifying dates/times to the employee's timecard. Employees and/or supervisors will need to maintain constant contact with Human Resources to ensure an accurate timecard. Failure to provide notice in a practical timeframe may result in the employee being absent without approved leave.

In the event of a local quarantine or isolation order (reason #1 above), Human Resources will add an FFCRA Paid Sick Leave bank to all employees. Supervisors will be responsible for communicating with Human Resources regarding which employees will be utilizing the FFCRA Paid Sick Leave and/or working remotely.

The maximum amount of FFCRA Paid Sick Leave for any of the six reasons above is 80 hours.

All employees are eligible for FFCRA Paid Sick Leave regardless of how long they have worked for the City of Casper. However, the City may elect to exclude an employee who is an

emergency responder (an employee who is necessary for services needed to limit the spread of COVID-19, i.e. Police, Fire-EMS, Public Tele-communicators, and Public Works personnel) from the application of FFCRA Paid Sick Leave provisions under the Act. The City will allow FFCRA Paid Sick Leave to emergency responders under the circumstances in number #2 and #3.

Supervisors cannot require an employee to find someone to cover his/her hours as a condition for using FFCRA Paid Sick Leave.

Unused hours in an employee's FFCRA Paid Sick Leave bank will not be paid out upon a resignation, retirement, and/or termination and hours will not rollover for use in 2021.

If an employee starts to take the FFCRA Paid Sick Leave for one or more of the reasons listed above, he/she must continue to take FFCRA Paid Sick Leave each day until either (1) the full amount of FFCRA Paid Sick Leave has been exhausted or (2) the employee no longer has a qualifying reason for taking FFCRA Paid Sick Leave.

If any employee no longer has a qualifying reason to take FFCRA Paid Sick Leave before the bank is exhausted, he/she may take any remaining paid sick leave hours at a later time (if another qualifying reason occurs) until December 31, 2020.

Any employee that has used said paid sick leave for reasons #2, #3, and/or #4 is subject to the Return to Work requirements listed in the City of Casper's Pandemic Response Plan.

Employees are not entitled to FFCRA Paid Sick Leave due to lack of work and/or facility closures.

In the event of a Federal, State, or local quarantine or isolation, an employee is not entitled to FFCRA Paid Sick Leave if remote work is available and the employee refuses said work. It is not considered "refusal to work" if an employee does not have internet access and/or the appropriate equipment required to perform his/her job remotely.

Expanded Family Medical Leave Act (FMLA)

Some employees may be eligible for expanded FMLA leave if they:

- Have been employed by their current employer for at least 30 calendar days,
- Are unable to work remotely or report to their worksite, and
- Are caring for their child who is younger than 18 and whose school or place of care has closed or
- Cannot place their child with their childcare provider due to a public health emergency

The first ten (10) days of leave may be taken as unpaid leave or the employee can substitute any accrued leave for the unpaid portion; however, employees are not required to use accrued leave. Employees may also elect to use the FFCRA Paid Sick Leave to cover the first 80-hours of their absence (a separate request form is required).

An employee will need to submit an *FFCRA Expanded FMLA Request* form, as soon as practical, to Human Resources to determine if he/she qualifies for the expanded FMLA.

The employee may be asked to provide a notice of closure or unavailability from his/her child's school, place of care, or child care provider.

Intermittent leave is permitted in circumstances where the employee has the ability to work remotely and/or report to their workplace for a portion of their regular workday or work week when work is available. Intermittent leave is not required.

Human Resources will add the appropriate pay code for the qualifying dates/times to the employee's timecard. Employees and/or supervisors will need to maintain constant contact with Human Resources to ensure an accurate timecard.

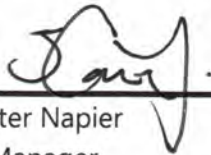
The FMLA expansion specifically dictates that paid leave is only available when an employee must care for a child whose school and/or child care provider is closed. Standard FMLA leave for a serious medical condition will still follow the provisions as outlined in City of Casper Rules and Regulations. Contact Human Resources with questions regarding FMLA.

Note that all existing certification requirements, including providing medical certifications, under the FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the FMLA.

Employees may take a total of 12 weeks of leave during a 12-month period under the FMLA, including the Emergency Family and Medical Leave Expansion Act. Additionally, expanded family and medical leave is only available until December 31, 2020; thereafter, only standard FMLA leave is available.

Approved By:

Date:



J. Carter Napier
City Manager

4/1/2020



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official *DE*,
Craig Collins, AICP, City Planner

Subject: Bi-Monthly January/February 2020, Commercial Development Report

Date: 03-30-2020

Permitting Update:

For the months of Jan/Feb. 2020, 7 building permits for single family homes were issued, compared to 3 for the same period last year. The Building Division issued 100 building, 160 Electrical, 148 Mechanical and 165 Plumbing permits with fees totaling \$216,594.65. This is up \$89,637.33 for the same period last year. Overall, the Building Division's value of construction for Jan/Feb. was \$8,478,807.68 which is up \$5,160,336.32 for the same period last year.

Inspection Update:

The Building Division completed 302 building, 271 electrical, 294 plumbing, 88 mechanical, 67 grey slip/consult inspections, and 48 plan reviews for the month of Jan/Feb.

Commercial Construction Update:

Below is a breakdown of the commercial projects that are in progress:

- State Office Building (444 West Collins) All foundation work is complete, steel erection is in process, area A structural steel is complete for the 1st and 2nd floors. Backfill and earthwork are in process. Elevator shafts are in process of forms and concrete.
- Hilltop Bank at the Compass (4140 Centennial Hills) Structural steel is in process, slab is complete for 1st floor. Site work in process.
- Park Elementary School Remodel/addition Phase 1 (104 W. 9th St.) Floor slab is complete, structural steel to begin.
- Boyd Ave. Church Gym (2225 CY Ave.) interior drywall is in process.
- Senior Center Remodel (1801 E. 4th St.) Final finish's in process.
- Rodolph Brothers (2100 E. Yellowstone) Final finish's in process
- Senior Living Homes (Fairgrounds Addition) One twin home in process.

- Advanced Wall Systems Storage Buildings (1037 Foster Rd.) 4 buildings in various stages of construction.
- Smile Doctors (5271 E. 2nd St.) Interior framing, rough in for mechanical, plumbing and electrical in process.
- V.A. Remodel (6000 E 2nd St.) Under-slab plumbing in process
- Retina Center remodel (307 S. Jackson) Demo work in process.

Projects Completed:

- There were no completed projects for the month of February

New Plans Submitted for approval:

- Meadowlark Senior Affordable Housing (Coffman and Outer Dr.) \$4,900,000.00
- The Nolan Phase 1 Row Houses (222 S. David) \$2,750,000.00



CASPER AREA

METROPOLITAN PLANNING ORGANIZATION

AGENDA
Policy Committee Meeting
 March 31, 2020
 11:00 a.m.
 Casper City Hall, Downstairs Meeting Room

	Item	Recommended Action	Notes
I.	Call to Order and Introductions		
II.	Minutes of previous Policy meeting (2-23-2020)	Approve	
III.	Elect new Chairman and Vice Chairman	Approve	
IV.	Program Updates 1. Transit Update – Steve Kurtz/CATC 2. Transportation Management Contract - Pam 3. I.T. – Michael Szewczyk	Information	
V.	Citizen Committee Update	Information	
VI.	UPWP – Amendment – Liz Becher Jeremy Yates	Approval	Reallocating \$5,000 from FY19 UPWP for Casper Study to Sponsorship for Wyoming Bike/Walk/Trails Summit
VII.	Wayfinding Master Plan – Liz Becher/Jeremy Yates	Approval	
VIII.	Long Range Transportation Plan – Jeremy Yates		Final document copies will be distributed
IX.	Aerial Flight – Denyse Wyskup	Information	
X.	Aerial Flight QA/QC – Denyse Wyskup	Information	
XI.	Mills Main Street Corridor – Renee Hardy	Information	
XII.	Traffic Counts – Jeremy Yates	Information	Starting May 4, 2020
XIII.	Update on other UPWP Projects – Jeremy Yates <ul style="list-style-type: none"> • Bar Nunn Corridor Study • Chamberlain Road Access PEL Study • Evansville Traffic Studies • Public Participation Plan Update 	Information	
XIV.	MTIP – Jeremy Yates/Juli Monahan	Information/Discussion	
XV.	FY2021 UPWP	Information/Discussion	
XVI.	Other Business	Information/Discussion	
XVII.	Adjourn		

Next Policy Committee Meeting:
 May 21, 2020
 11:00 a.m.
 Casper City Hall Downstairs Meeting Room