

INFORMATION PACKET

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Friday, August 6, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

August 11, 2020 Councilmembers Absent: Johnson, Pacheco & Powell

| 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 |
| Coates Road | Direction Requested | 30 min | 4:35 |
| Massage Therapy Discussion (John Henley - MEMO DUE) | Direction Requested | 30 min | 5:05 |
| Financial Administration Guidelines Policy Review | Information Only | 20 min | 5:35 |
| 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 |

August 18, 2020 Councilmembers Absent: Johnson

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Pre-meeting: Municipal Court Update | | | | | |
| Approval of August 4 Executive Session Minutes | | | | | |
| Bright Spot - September Hunger Action Month/Wyoming Food Bank of the Rockies | | | | | |
| Bright Spot - Gastroparesis Awareness Proclamation | | | | | |
| Establishing September 1, 2020 as the Public Hearing for Consideration of Revisions to Chapter 13.32.030 of the Casper Municipal Code Related to Local Limits for the Industrial Pretreatment Program. | C | | | | |
| Amending Sections of Chapter 6.04 - Animal Care and Control 3rd Reading | | | N | | |
| 2020 NFPA70 National Electrical Code. 2nd Reading | | | N | | |
| Annexation and Plat Creating the Ide Addition to the City of Casper, and Zoning said Addition as C-3 (Central Business). 2nd Reading | | | N | | |
| Vacating Tract G, Mesa Del Sol Addition, as Public Parkland; and Approving a Zone Change of said Parcel from PH (Park Historic) to R-4 (High Density Residential). 2nd Reading | | | N | | |
| Authorizing a License Agreement between the City and Thomas and Sonja Rohrbach for the Private Use of a City-owned, Undeveloped Street Right-of-way. | | | | C | |
| Authorizing a Lease Agreement between the City of Casper and the Casper Midget Football Association. | | | | C | |
| Authorizing a Contract for Professional Services with Highlander Ski Lift Services & Construction, Inc., in the Amount of \$67,780 for the Hogadon Bullwheel Service. | | | | C | |
| Authorizing an Agreement with Westnet, Inc., in the Amount of \$74,849.25 for the Fire Station No. 1 Alerting System Project. | | | | C | |
| Authorizing a Contract for Outside-City Water Service with Arlo B. and Deborah K. See. | | | | C | |

| | | | | | |
|---|--|--|--|---|--|
| Authorizing a Contract for Professional Service with Jacobs Engineering Group, Inc., in the Amount of \$299,013, for a Risk and Resilience Assessment and Emergency Response Plan Update for the Water and Sewer Utilities as Required by America's Water Infrastructure Act of 2018. | | | | C | |
| Authorizing a Contract with Motorola Solutions, Inc. as the Designated Primary Consultant Responsible for Oversight and Maintenance of Critical Public Safety Equipment in the Total Amount of \$567,460. | | | | C | |
| Establishing the Assessment of In-house Engineering Service Fees to Capital Projects. | | | | C | |
| Authorizing Acceptance of a Grant Award from the Wyoming Office of the Attorney General Division of Victim Services, in the Amount of \$87,890. | | | | C | |
| Authorizing a Quitclaim Deed Conveying Three Parcels as Set Forth in Section 1 of Casper Municipal Ordinance No. 22-95. | | | | C | |
| Authorizing a Quitclaim Deed Conveying South Melrose Street between East 3rd and 5th Street and the East-west Alley within Block 51, White's Addition that runs from South Conwell Street to South Melrose Street with the Exception of an Access and Utility Easement. | | | | C | |
| Authorizing a Quitclaim Deed Conveying the North/South Alley between the Casper Surgical Center and East 15th Street, South Melrose and Washington Streets, Starting at the South Lot Line of Lot 17, Natrona Heights Resubdivision and Extending South to East 5th Street. | | | | C | |
| Executive Session - Property, Litigation, & Personnel | | | | | |

August 25, 2020 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 |
| Junior Council (Elissa Ruckle) | Information Only | 20 min | 4:35 |
| COVID-19 Reimbursement Application | Direction Requested | 20 min | 4:55 |
| Public Comment Periods for Ordinances | Direction Requested | 30 min | 5:15 |
| Council Ethics Discussion | Direction Requested | 30 min | 5:45 |
| LAD Billing Process | Information Only | 20 min | 6:15 |
| Agenda Review | | 20 min | 6:35 |
| Legislative Review | | 10 min | 6:55 |
| Council Around the Table | | 10 min | 7:05 |
| Approximate Ending Time: | | | 7:15 |

September 1, 2020 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|----------------------------|-----------------------|-------------------|--------------------|----------------------|
| Approval of August 18 Executive Session Minutes | | | | | |
| Public Hearing: Revisions to Chapter 13.32.030 of the Casper Municipal Code Related to Local Limits for the Industrial Pretreatment Program. | | N | | | |
| 2020 NFPA70 National Electrical Code. 3rd Reading | | | N | | |
| Annexation and Plat Creating the Ide Addition to the City of Casper, and Zoning said Addition as C-3 (Central Business). 3rd Reading | | | N | | |
| Vacating Tract G, Mesa Del Sol Addition, as Public Parkland; and Approving a Zone Change of said Parcel from PH (Park Historic) to R-4 (High Density Residential). 3rd Reading | | | N | | |
| COVID-19 Reimbursement Application Reso | | | | C | |

Future Agenda Items

| Item | Date | Estimated Time | Notes |
|---|------|----------------|--------------------------|
| Proud to Host the Best | | | September 22 (tentative) |
| Roof Inspections | | | |
| Parking on the Parkways | | 30 min | |
| David Street Station 501(c)(3) | | 30 min | |
| Meadowlark Park | | | Spring 2020 |
| Private Operation of Hogadon | | | |
| Formation of Additional Advisory Committees | | | |
| LAD Billing Process | | | August |
| Amending Ordinance No. 18-17 - Rocky Mountain Franchise | | | September 8 |
| TOPOL Addition Release of Zoning Restrictions (tentative) | | | |
| Snow Plow Plans (cost saving proposals) | | | September 8 |
| Consideration for responsible bidder status | | | |
| Off-Season Hogadon Use | | | |
| Wind Turbines | | | |

Staff Items

| | | | |
|--|--|--------|-------------|
| Limo Amendment | | | |
| Sign Code Revision | | | |
| Wind River Traffic Update | | | Summer 2020 |
| Land and Water Conservation Fund Grant | | | |
| Community Relations Spec Update Followup | | 30 min | |

Future Council Meeting Items

| |
|--|
| Sept. 15 - An Ordinance Amending Ordinance No. 18-17, a Franchise Granting an Electric Utility Easement to PacifiCorp, an Oregon Corporation, doing Business as Rocky Mountain Power. |
| Public Hearing on September 15, 2020: Resolution certifying Annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of the Ide Addition to the City of Casper complies with W.S. §15-1-402. |
| 1. Resolution. |
| 2. Third reading Ordinance Approving Annexation, and Zoning of the Ide Addition. |

Retreat Items

| |
|---|
| Economic Development and City Building Strategy |
|---|

August 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|---|---|---|-----|
| | | | | | | 1 |
| 2 | 3 <u>5:00 p.m.</u> - CNFR (Freel, Cathey) | 4 <u>6:00p</u> -Council Meeting | 5 <u>11:30a</u> -Drug Court (Huber) <u>1:00p</u> -Civil Service Commission (None) | 6 <u>7:00p</u> -Youth Empowerment (Pacheco) | 7 | 8 |
| 9 | 10 <u>8:30a</u> -Historic Preservation (Bates) | 11 <u>4:30p</u> -Council Work Session | 12 <u>6:00p</u> -Amoco Re-use JPB (Hopkins) | 13 <u>7:00a</u> -Advnce Casper (Freel) <u>4:30p</u> -Leisure Services Board (Huber) <u>7:00p</u> -Youth Empowerment (Pacheco) | 14 <u>11:30a</u> -Chamber Coordination/ Infoshare (None) | 15 |
| 16 | 17 <i>City Hall opens to the public</i> | 18 <u>11:30a</u> -Regional Water JPB (Cathey, Powell, Huber, Freel) <u>4:00p</u> -Chamber of Commerce (Cathey) <u>6:00p</u> -Council Meeting | 19 | 20 <u>7:30a</u> -Mayor/ Commissioner <u>11:00a</u> -Housing Authority (Bates) <u>4:00p</u> -Contractors' Licensing Board (Lutz) <u>5:30p</u> - City County Board of Health (Bates) <u>6:00p</u> - Planning & Zoning (Hopkins) <u>7:00p</u> -Youth Empowerment (Pacheco) | 21 | 22 |
| 23 | 24 <u>12:30p</u> -Senior Services (Pacheco) <u>2:00p</u> -CATC (Johnson) | 25 <u>11:30a</u> -Travel & Tourism (Freel, Johnson) | 26 <u>7:00a</u> -CPU Advisory Board (Bates) <u>11:30p</u> -NIC (None) <u>5:15p</u> -CAP (None) | 27 | 28 | 29 |
| 30 | 31 <u>4:00p</u> -OYD Oscars Ceremony at the Lyric (Hopkins, Freel) | 31 <u>4:30p</u> -Council Work Session | | | | |

We are CASPER

COMMUNICATION ACCOUNTABILITY STEWARDSHIP PROFESSIONALISM EFFICIENCY RESPONSIVENESS

RECEIVED

JUL 29 2020



FY 2020 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: Casper Housing Authority_____ | Program: Lifesteps Campus_____ | |
| Contact Person: Kim Summerall-Wright_____ | Phone Number: 307-266-1388 x17_ | Date: <u>July 14, 2020</u> |
| Email address: <u>kswright@chaoffice.org</u> | | |
| Please Select One: | 1 st Reporting Period _____ July 1 – December 31 Due on January 10 | 2 nd Reporting Period <u>X</u> _____ January 1 – June 30 Due on July 10 |

1. Mission

Please state the agency's mission/vision.

- The Casper Housing Authority provides quality affordable housing that is well integrated into the fabric of neighborhoods and serves as a foundation to improve lives and advance resident independence.

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.

| | |
|---|-----------|
| Amount Awarded for FY2020 | \$125,000 |
| Amount billed from CHA to City (1/1-6/30) | \$74,592 |
| Amount spent by CHA on Lifesteps (1/1-6/30) | \$67,367 |

3. Program Significance

Using bullets describe the individuals who are the focus of your work and are influenced by your activities.

- Our organization serves families and individuals who are low-income and live below the poverty line.
- The Lifesteps campus provides transitional housing for those that are undergoing a major life change. This could include escaping domestic violence, dealing with a substance abuse problem or other major events.

What impact did the program have on the specified target population and community?

- Impact on the community includes homeless prevention providing safe, affordable housing for those undergoing a major life change.

Have there been significant trends over the past months regarding your target population?

- Yes, COVID-19 has affected the number accepted due to the location from where people are arriving.

4. Results

Please describe the outcomes/outputs.

- Transitional Housing – Homeless families with children: Staff has been hired and trained to implement the program and local families have been accepted.
- Current families waiting for assistance - 42

Please describe the method of measurement.

- Intake and Waitlist.

Please describe the performance results.

- The partnership between the agencies is solidified through an MOU and provides a continuum of care for families with children who are living in unsafe housing situations. This process has not, historically, been in place.
- Eleven people are currently being served.

5. Program Results/Impacts (use bullets)

Explain how much (quantity) service the program delivered.

- Families are no longer afraid to take the opportunity to make a change when they are in unsafe situations as the program is available to provide a foundation towards independent housing. There are currently 42 families on the wait list. 5 housing units are available on June 30, 2020.
- In addition, space continues to be provided for Health Care for the Homeless and is now being provided for the Unaccompanied Student Initiative.

How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.

- The Social Work program, Lease, House Rules and MOU have been developed and are in place.
- Staff has been hired and the program is open.
- Eleven people are currently being served.

What does your analysis of the past year's data tell you about what is happening to the impacted target population?

- As news of the program spreads, the partners are contacted on a daily basis for placement of those who are in need. It appears that one of the greatest needs is for single parents and victims of domestic violence.

6. Results Analysis

How could the program have worked better?

- The Seton House has not found a permanent director and this has negatively impacted the timeline of the program during 2020. COVID 19 has slowed this process.

How will you address this?

- This has been addressed by hiring and training of staff.

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.

- All participants are registered via an application process and a lease is in place.

Casper's Council of People with Disabilities

MINUTES from Meeting Held on Thursday, July 23, 2020 at 11:30 AM
Participation via Microsoft Teams 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; Nikki Green, Vice-Chairperson; Renate Pullen, Secretary; Zulima Lopez, Treasurer; Maureen "Mo" Barnes, Ardell Breed, Masha Flinn, Linda Jones, Steven McNichols, Michelle Onstott, John Wall, Bonnie Wilson

Liaisons, Alternates & Guests: Matt Kowalski, Council Liaison

1. Roll Call
2. Minutes from May 28, 2020 & June 25, 2020 Meetings – The minutes were approved by the Council.
3. Old Business:
 - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
 - o QOL Committee – Zulima Lopez, Chairperson
 - o Public transportation survey update – Zulima provided an update on preliminary survey results. To date there have been 31 respondents. The survey will be active through August, so we are hoping for more responses.
 - o Public Relations (PR) Committee – John Wall, Chairperson
 - o Updates on CCPD Facebook page. There is a video on the CCPD Facebook page recognizing the 30th Anniversary of the ADA. Austin would like to have a children's book read via video to post and share for this 30th Anniversary of the ADA, and would like a volunteer to read it. Michelle Onstott volunteered to assist with this.
 - o Recognition of the 30th Anniversary of the signing of the ADA. John updated the Council on his Zoom meeting with the Wyoming Senators' representatives. Zulima will be asking our Mayor to recognize and issue a proclamation regarding the 30th Anniversary of the signing of the ADA.
 - o Events Committee – Nikki Green, Chairperson
 - o No further updates.
 - o Fundraising Committee – Linda Jones, Chairperson
 - o Discussed calendar idea. Linda would like to sell the calendars in November for 2021. Linda stated that we would need photos from the disability community to put it together, and Zulima would be able to access the release that the City uses and update this for the CCPD to be able to use photos. We would still need a vote from the Council to

approve the calendar, and Linda will put together a proposal and email to the Council for consideration and voting via email. John, Art, Michelle & Zulima will work with Linda on this proposal.

4. New Business:

- a. Financial Report – Presented by the Treasurer – The Financial Report is attached to these minutes. The fiscal year ended June 30, 2020, and the CCPD came in under budget with \$222.61 remaining.
 - b. Austin discussed an upcoming WIL Peer Advocacy Conference on September 16th. She asked if anyone was interested in presenting information with her regarding advocating in the community. Linda Jones volunteered to be a part of this presentation with Austin.
 - c. City Hall is working on re-opening. Details are currently being worked out, and Zulima reported that a greeter will be hired for City Hall to ensure compliance with public health recommendations. There will be one main entrance open to the public, and Zulima should know more next month to determine if we are able to meet in person in the downstairs conference room or in Council Chambers for our next meeting.
5. The meeting adjourned at 12:30 PM. The next scheduled meeting is August 27, 2020 at 11:30 AM.

Minutes taken by: Renate Pullen, Secretary

CCPD Treasurer Report - End of Fiscal Year 2020

CCPD Revenues as of 6/30/20

| 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 rental |
| Girl Scouts of MT/WY | 2/20/2020 | \$ 100.00 | booth rental |
| 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 6/30/20

| Vendor | Invoice Date | Date Paid | Amount | Check or Card |
|---|--------------|---------------|--------------------|---------------|
| Ramkota Hotel & Conference Center | 3/6/2020 | 4/8/2020 | \$ 1,109.96 | Check |
| Oil City Printers - 24x36 poster | 3/18/2020 | 3/30/2020 | \$ 58.80 | Pcard |
| Mountain States Litho - business cards (1000) | 4/30/2020 | 6/2/2020 | \$ 147.31 | Check |
| Mountain States Litho - envelopes (500) | 4/21/2020 | 6/2/2020 | \$ 110.74 | Check |
| Postal Pros - survey insert in water bills | 6/7/2020 | 7/21/2020 | \$ 280.67 | Pcard |
| Postal Pros - survey insert in water bills | 6/28/2020 | Est. 8/5/2020 | \$ 88.11 | Check |
| Postal Pros - credit for survey inserts | 6/30/2020 | Est. 8/5/2020 | \$ (18.20) | Check |
| | | | | |
| | | | | |
| Total Expenses | | | \$ 1,777.39 | |
| Budget | | | \$ 2,000.00 | |
| Account Balance | | | \$ 222.61 | |

From: Roehr, Mary <Mary.Roehr@charter.com>
Sent: Monday, August 3, 2020 4:07 PM
Subject: Spectrum Channel Lineup Changes

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 |
|-------------------|----------------------------|
| Showtime Showcase | Cancellation of Rebranding |
| Showtime Beyond | Rebrand to SHO BET |

Please contact me at mary.roehr@charter.com, or 406-671-7956 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

DATE: AUGUST 5, 2020
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

CIVIL SERVICE COMMISSION MEETING

WEDNESDAY, AUGUST 5, 2020

1:00 P.M.

Join by phone

1-307-314-2685

Access code: **648 299 05#**

AGENDA

1. Approval of July 1, 2020 Meeting Minutes
2. Certify Police Sergeant Promotional List
3. Other Business
4. Set Next Meeting Date
September 2nd
October 7th
5. Adjourn

From: Ashley Bright <abright@bgccw.org>

Sent: Monday, August 3, 2020 5:25 PM

Subject: Rhonda Zimmerman: "A Precious Jewel of Wyoming" - Media Release: Philanthropic Businesswoman Named Honoree of Annual Breakfast



For Immediate Release

Aug. 3, 2020

Contact: Ashley Bright, CEO, BGCCW (307) 235-4079

Philanthropic Businesswoman Named Honoree of Annual Breakfast

Casper – Watching her dad take in friends and helping neighbors as a young teen, she learned about the importance of giving back. Her generous spirit and passion for helping youth has earned Casper businesswoman Rhonda Zimmerman the distinction of honoree for the Boys & Girls Clubs of Central Wyoming's Annual Breakfast. The 22nd Annual Awards & Recognition Breakfast to benefit the Boys & Girls Club will be held on Wednesday, October 21, 2020 at the Casper Events Center.

Adopted at birth, Rhonda grew up in Casper. No stranger to hard work and perseverance, Ms. Zimmerman earned a degree in social work from UWCC and went on to help youth as a counselor at the Youth Crisis Center, the Wyoming Behavioral Institute, and Central Wyoming Counseling Center. During that time, she also owned two convenience stores in Casper. She and her son currently own and operate E&F Towing and Transport, and she is a partner in Onus IV Hydration in Colorado. Rhonda is the co-founder of Casper Family Connections and a long-time board member of the Club.

This year's featured speaker is NFL Hall of Famer Andre Reed of the Buffalo Bills. Prior to a successful career in professional football, Mr. Reed could be found almost every day at his local Boys & Girls Club in Allentown, PA. Drafted by the Buffalo Bills in 1985, he played 16 seasons, going to four Super Bowls. He founded the *Read with Reed Foundation* that encourages kids to spend time between the pages of books.

Reserve your table now as space is limited due to health restrictions. Breakfast will be served at 6:30 a.m. with the program beginning at 7 a.m. There is no cost for tickets and/or table reservations. Instead all ticket holders will be expected to make a contribution to support the thousands of youth impacted by the Club.

The Breakfast is the culmination of the Boys & Girls Clubs of Central Wyoming's Annual Giving Campaign; **Forward Together for Our Kids**. The **Forward Together** Campaign addresses the crucial areas of need to recover from COVID related impacts and to build a sustainable future for the Club. Contributions in this campaign will help the Club reach a \$1.7 million, two-year fundraising goal to support its \$3.9 million budget.

You can make reservations online at bgccw.org/breakfast20 or by calling (307) 235-4079.

###

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GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

Shauna VanderLinden

Director of Development & Marketing

Office: 307.235.4079

[Website](#) | [Facebook](#)

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GREAT FUTURES START H



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

Ashley Bright

CEO

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1406

[Website](#)

[Facebook](#)



**When school's out,
Clubs are in.**

GREAT FUTURES START HERE.



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