



# WORK SESSION AGENDA



**Casper City Council**  
**City Hall, Council Meeting Room**  
**Tuesday, January 15, 2018, 4:30 p.m.**

<b>Work Session Meeting Agenda Items</b>		<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Community Promotions (Fleur Tremel)	Direction Requested	10 min	4:30
2.	Designated Dog Areas (Tim Cortez)	Direction Requested	30 min	4:40
3.	Abandoned Vehicle Revisions (Chief McPheeters, Will Chambers)	Move Forward for Approval	40 min	5:10
4.	Priorities & Protocol (Mayor Powell) 1. Agenda Setting 2. Sponsorships/Around the Table 3. Executive Sessions 4. Cell Phones	Direction Requested	60 min	5:50
5.	Boards & Commissions (Mayor Powell)	Direction Requested	30 min	6:50
4.	Agenda Review	Information Only	20 min	7:20
5.	Legislative Update	Information Only	20 min	7:40
6.	Council Around the Table	Direction Requested	20 min	8:00
Approximate Ending				8:20 pm

January 9, 2019

**MEMO TO:** J. Carter Napier, City Manager   
**FROM:** Fleur Tremel, Assistant to the City Manager/City Clerk   
**SUBJECT:** FY19 Community Promotions

**Meeting Type & Date**

Council Work Session January 9, 2019

**Action Type**

Informational Only

**Recommendation**

That Council vote on the amount of cash to be awarded and offer a yes or no vote to the in-kind and facility requests.

**Summary**

Council allocated \$21,900 in the current fiscal year for Community Promotions and has received thirteen (13) applications for funding. Applicants may request funds in the form of cash, in-kind assistance, and/or the use of the City's parks and facilities at a reduced rate. The \$21,900 currently set aside are intended to cover the cash, in-kind, and facility requests in the 13 applications received. In recent years, Council decided that due to less funds being available, they would not award any cash funding and only give out in-kind and facility funding. This year, it was suggested that Council would review cash requests, should there be an extraordinary request that would have the potential to bring many people into the community and create sales tax revenue.

The City Council directed staff to review the applications to see whether they met the legal requirements for the City to provide funding **and** whether or not they met the Council's stated Community Promotions guidelines. The guidelines are:

- a. The cash funds allocated by Council should be utilized to:
  1. Bring people to the community so as to enhance economic development, **and**
  2. To improve the quality of life for residents of Casper.
- b. The in-kind and facility funds allocated by Council should be utilized to:
  1. Bring people to the community so as to enhance economic development, **or**
  2. To improve the quality of life for residents of Casper.

Staff examined all the applications and indicated whether they met these guidelines on the spreadsheet in the column “Eligible.”

Staff also included additional information in the spreadsheet to provide necessary background information to Council. This column, titled “Additional Information to Consider,” will provide any information regarding whether an application was turned in late, why it did not meet legal requirements, why it did not meet the guidelines, and also whether the applicant has failed to turn in their final report from the previous funding cycle. Council had previously directed staff to make note of those organizations who did not turn in final reports as they might not be eligible to receive more funding.

The next step is for Council to fill out the voting sheet. Council members are asked to vote on *how much* cash funding each application should receive and whether facility or in-kind services should be granted. For the in-kind and facility requests Council will only have to indicate “yes” or “no” on whether the applicants should be awarded the in-kind request and the facility request. As Council has budgeted **\$21,900.00**, the total award amount on your worksheet should be **equal to or below** that amount. The spreadsheet is set up to total your requests as you enter them.

For Council’s convenience the table below shows the totals for all requests.

	Cash Requests	In-Kind Requests	Facilities Requests	Total Amount of Requests	Amount Over Budget of \$21,900
Amount for all requests submitted	\$78,885.01	\$17,961.96	\$15,820.00	\$112,667.97	\$90,767.97

**Financial Considerations**

Council set aside \$21,900 of budgeted revenue in the current fiscal year from the General Fund to be used for Community Promotions in FY19.

**Oversight/Project Responsibility**

Fleur Tremel, Assistant to the City Manager

**Attachments**

Applications (Compiled)

# COMMUNITY PROMOTIONS APPLICATION - FY 2019

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
Casper Amateur Hockey Club, Inc.

Name of Program or Event:  
Season Events 12/1/18-6/30/19



## CONTACT INFORMATION - PLEASE PRINT

Contact Person: Diane Berg                      Phone Number: 307-315-0188                      Date: 11/26/18  
Address: P.O. Box 2562, Casper WY 82602  
Email: clubcasperhockey@gmail.com  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? 83-0211124

## EVENT / PROGRAM DESCRIPTION

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## COMMUNITY PROMOTION GUIDELINES

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

Please see attached.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

### EVENT CHANGES

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*  
League play remains relatively unchanged from year to year and changes are usually precipitated by the WAHL. Tournament opportunity for CAHC is limited due to ice availability at the ice arena. Overall, our programming impacted by the in-kind grant funding will differ very little from season to season. Where CAHC has the opportunity to expand is in our Club programming, which is outside of the scope of this funding opportunity.

### DATES

On what date(s) will this event be held? 12/1/18-4/1/19

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

### ANTICIPATED ATTENDANCE AND PUBLIC PARTICIPATION

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 656

How many people do you expect to attend this event as **Spectators**? 2264

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

### SUPPORT REQUESTED

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i> <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: <b>\$5740</b>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):  Cash assistance to be used to help defray the costs of referees for the weekend tournaments and Wyoming Amateur Hockey League games.
Date Cash Needed: <b>02/01/2019</b>	

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1.					
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1. Casper Ice Arena	To host weekend hockey events, including tournaments and league games.	Dec 18-Apr 19			
2.	Ice time totaling 74.25 hours @ \$137.50/hr=\$10,209.00 per attached budget				
3.					
4.					

**BUDGET SUMMARY**

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		
Sponsorships (indicate from whom and whether the sponsorship is <b>committed funds or to be requested</b> ).		
1.		
2.		
3.		
4.		
Donations (list from whom and whether the donation is <b>committed or to be requested</b> ):		
1.		
2.		
3.		
4.		
Applicant Funds :		
Other Funds (please list source(s)):		
1.		
2.		
3.		
4.		
	<b>Total Funding:</b>	<b>\$</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	<b>Total Expenses:</b>	<b>\$</b>

	<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$</b>
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**PAST YEAR'S BUDGET**

Please attach a program budget from the last time you held this event, if available.

**CERTIFICATION**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

DBerg  
Signature

Nov 26/19  
Date

Executive Director, CAHC  
Title



## Casper Amateur Hockey Club, Inc. Community Promotions FY 2019 Application for Assistance

The Casper Amateur Hockey Club, Inc. (CAHC) is a qualified non-profit organization under Section 501(c)(3) of the Internal Revenue Code. CAHC was founded in 1969 to provide an opportunity for skaters of all ages to learn and play the game of hockey in Casper. We are unique in that we are the only youth hockey program in Casper. Our mission is to aspire to be an exceptional educational-athletic organization that provides a life-enriching experience for every athlete, while promoting a program consistent with the rules and regulation of USA Hockey, and to develop and promote positive character, sportsmanship, teamwork, fair play, and overall player development. To put it more simply, our goal is to build better people through a sport they love, surrounded by others who share the same passion. The in-kind assistance we request goes directly to offset the expenses associated with the competitive side of our program (league and tournament games) where the competitive nature of the game lends to the development of strong work ethic, leadership, and commitment in our players.

In applying for assistance from the City of Casper through the Community Promotions program, we offer the following information for your consideration:

- For the 2018-19 season, CAHC currently has over 250 participants ranging from 3 years of age to adult. We are grateful that our membership numbers have again remained stable despite the slow return in the economy.
- For the 2017-18 season, CAHC paid \$125/hour for ice time per the lease agreement with the Casper Ice Arena. The total value of CAHC's ice usage for the ten months ending May 31, 2018 was just over \$74,697, which includes \$6718.75 in in-kind ice time received through the Community Promotions FY 2018 grant. For the 2018-2019 season, the CAHC hourly ice rental rate is \$137.50/hour and our estimated season ice expense is calculated to be just over \$89,000!
- Our participants pay a registration fee ranging from \$200 for first-time skaters to \$500 for our High School age skaters. Participants with our league and traveling teams pay an additional assessment which covers the expenses incurred by the team, including those associated with tournaments, league games, etc.
- CAHC offers a scholarship program to assist families who are unable to afford the registration fees for their child to play hockey. For the 2017-18 season, we received very few applications and granted \$480 in scholarships for registration fees. For the 2018-2019 season, we have applied \$2371.83 in scholarship funds to date.
- The registration fee revenue generated is not sufficient to cover the Club's ice time cost, let alone the other expenses of the organization. To enable us to keep our fees as low as possible, our volunteers secure community sponsors and plan and support numerous fundraising projects to cover our expenses in excess of our registration fees. The Club receives approximately \$13,000.00 in revenue annually through dasher and banner advertising sponsorships. Fundraisers for the 2017-18 season included Christmas wreath sales, raffles, our annual Casper Hockey Extravaganza and other smaller fundraisers with a total net profit raised of \$8,800.00. Previously Club fundraisers have been optional for families to participate. Over the past several years, we have had a decline in participation in the fundraisers offered, which has negatively impacted our fundraising goals. This season, the Board implemented a mandatory fundraiser to help us reach our fundraising targets and we have had a positive response with this initiative.
- CAHC's impact on Casper and the surrounding communities is considerable:
  - Ideally, we host five to seven tournaments by our Travel teams that have traditionally been extremely successful. Because of our central location, we are an ideal meeting place for teams from all over the Rocky Mountain region, and we have earned the reputation of hosting fun, exciting and enjoyable tournaments. We draw teams from Wyoming, Montana, Colorado, Utah and South Dakota and each tournament generally brings 90 to 130 players and their families to Casper. Their stay usually involves a two-night stay as they arrive on Friday afternoon and depart on Sunday afternoon. This season, as with last season, we are only able to host our 6U and 8U Jamboree due to the lack of weekend ice time available at the Casper Ice Arena. We are confident that a second sheet of ice would alleviate this issue and provide even more opportunity for the user groups to positively impact the local economy.
  - As a participant in the Wyoming Amateur Hockey League (WAHL), Casper hosts numerous league games each season and last season we hosted 70 home games at the Casper Ice Arena. The games are typically held on five weekends and involve six to ten other teams from around Wyoming. These weekends bring approximately 90 to 150 players and their families to Casper and oftentimes also require a two-night stay. For the 2018-2019 season, CAHC has 60 WAHL home games scheduled.
  - CAHC is comprised of youth players participating in hockey development Sunday through Thursday, mostly evenings, for approximately 25 weeks from the second week of September through the first week of March. We also have approximately 150 adults registered with CAHC as players, officials, coaches and managers.
- In addition to the ice usage discussed above, CAHC hosts a variety of hockey events throughout the season. We host training sessions for coaches and referees from around the State. And, CAHC hosts an annual Hockey Helps the Hungry event each March, which is a fundraiser for the Salvation Army.

CAHC has been the beneficiary of the City's generosity in the allocation of Community Promotions funds for a number of years. We appreciate the support that has been given to us and we respectfully request your continued support for our upcoming season.

**Community Promotion Guidelines:**

Casper is centrally located within the state and surrounding region. CAHC brings in players and their families for tournaments and league events from Cheyenne, Gillette, Douglas, Pinedale, Sheridan, Jackson, Rock Springs, Riverton, Cody and Laramie. We also bring in players and their families for tournaments from South Dakota, Montana, Colorado and Utah.

Hockey is definitely a family event and, as such, we typically host the skater as well as his or her parents and siblings. The majority of our events require a two-night stay in one of our Casper area hotels, as well as meals from our local restaurants, fuel from our local gas stations, and shopping in our retail establishments. Hosting tournaments and league games also promotes many of our City facilities including the Casper Ice Arena, Casper Aquatics Center, and the Casper Recreation Center.

Casper Amateur Hockey Club, Inc.  
 Community Promotions FY 2019  
 Event Budget FY 18/19

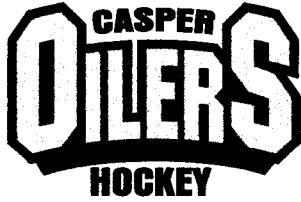
PROJECT/EVENT	EVENT EXPENSES			ENTRY FEES, ETC.
	Expenses - Ice Only	Expenses - Referees	Expenses - Other	Income
<b>Wyoming Amateur Hockey League Events</b>				
<i>Regular Season 12/1/18-6/30/19</i>				
10U (Two Teams), 12U (2 teams), 14U, HS (10 games each)				
6 teams with 10 games (22 games played on or before Nov 30, 2018)				
38 games- 60 hrs @ \$137.50/hr	8,250			
Referees - 38 games		5,740		
Donations (Raffles, Puck Toss, Etc.)			-	-
<i>State Championships (Competitive bid award system)</i>	State bid was submitted for High School State A and B for March 1-3, 2019-Bid was rejected			
<i>Late February/Early March 2019</i>	due to unfavorable event ice schedule submitted with bid			
This budget anticipates hosting two of the possible nine				
championship tournaments (assumes 12 games/tournament @ 1.75 hrs/game)				
Ice expense (\$137.50/hour)				
Referee expense (assumes \$120/game)				
Other expenses (awards, souvenirs, etc).				
Other Revenue (entry fees, sponsorships, raffles, etc.)				
<b>Casper Amateur Hockey Club Tournament Events</b>				
<i>November 2018 through March 2019-Jamboree MLK Jan 2019</i>				
Ice expense (14.25hrs/tournament @ \$137.50/hr)	1,959			
Referee expense-no expense for Jamboree		-		
Other expenses (awards, souvenirs, etc.			1,000	
Revenue (entry fees, donations, raffles, etc.)				4,000
TOTALS	<u>10,209</u>	<u>5,740</u>	<u>1,000</u>	<u>4,000</u>

NOTE: Casper Amateur Hockey Club will purchase approximately \$89,000 of total ice from August 2018 through June 2019. The additional ice not included in Community Promotions Grant funding will be utilized by our general membership and is fully paid by CAHC. The above request for donation of in-kind ice affects the weekend ice only and goes back directly to the the families involved in the league and travel teams to offset the costs of the associated team expenses.

Casper Amateur Hockey Club, Inc.  
 Community Promotions FY 2018  
 Event Budget FY 17/18

PROJECT/EVENT	EVENT EXPENSES			ENTRY FEES, ETC.
	Expenses - Ice Only	Expenses - Referees	Expenses - Other	Income
<b>Wyoming Amateur Hockey League Events</b>				
<i>Regular Season 7/1/17-6/30/18</i>				
Squirt (Two Teams), Peewee, Bantam, Girls, Midget (Two Teams) (8 games each)				
7 teams with 10 games				
1.5 hrs/game =105 hrs @ \$125/hr	13,125			
Referees - 70 games x \$115/game		8,050		
Donations (Raffles, Puck Toss, Etc.)				-
<i>State Championships (Competitive bid award system)</i>				
<i>Late February/Early March 2018</i>				
This budget anticipates hosting two of the possible nine championship tournaments (assumes 12 games/tournament @ 1.75 hrs/game)				
Ice expense (\$125/hour)	5,250			
Referee expense (assumes \$115/game)		2,760		
Other expenses (awards, souvenirs, etc).			1,500	
Other Revenue (entry fees, sponsorships, raffles, etc.)				7,400
<b>Casper Amateur Hockey Club Tournament Events</b>				
<i>November 2017 through March 2018 (assumes 4 tournaments)</i>				
Ice expense (assumes 12 hrs/tournament @ \$125/hr)	6,000			
Referee expense (assumes \$115/game)		4,140		
Other expenses (awards, souvenirs, etc.			4,000	
Revenue (entry fees, donations, raffles, etc.)				16,000
<b>TOTALS</b>	<u>24,375</u>	<u>14,950</u>	<u>5,500</u>	<u>23,400</u>

NOTE: Casper Amateur Hockey Club will purchase approximately \$70,000 of total ice from July 2017 through June 2018. The additional ice not included in Community Promotions Grant funding will be utilized by our general membership and is fully paid by CAHC. The above request for donation of in-kind ice affects the weekend ice only and goes back directly to the the families involved in the league and travel teams to offset the costs of the associated team expenses. The above also assumes the proposed increased rental cost of \$125/hour for the 2017-2018 season, as well as a League imposed increase in the number of home games to be hosted per divisional team from eight to ten.



The Casper Amateur Hockey Club, Inc.  
P.O. Box 2562  
Casper, WY 82602

November 26, 2018

Ms. Fleur Tremel  
City Manager's Office  
City of Casper  
200 N. David Street  
Casper, WY 82601

RE: Casper Amateur Hockey Club, Inc.  
Community Promotions FY 2019

Dear Ms. Tremel:

Enclosed is our application for Community Promotions funding for fiscal year 2019. We sincerely appreciate your time and consideration. Please contact me directly at 315-0188 with any questions you may have regarding our application.

Respectfully,

A handwritten signature in black ink, appearing to read "Diane Berg". The signature is written in a cursive, flowing style.

Diane Berg, Executive Director  
Casper Amateur Hockey Club

# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
**Casper Children's Chorale**

Name of Program or Event:  
**40th Mothers Day Concert**



## Contact Information - Please Print

Contact Person: **Marcia Patton** Phone Number: **307-262-4709** Date: **11/27/18**  
 Address: **Casper Children's Chorale PO 1622 82602**  
 Email: **casperchildrenschorale@gmail.com Casper, WY**  
 Is this organization a Non-Profit Organization?  Yes or  No  
 If so, what is your tax exempt EIN number? **501-C3, 509a-2, #74-2131671**

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 1/2" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

**Attachment**

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

# *Casper Children's Chorale*

P.O. Box 1622

Casper, Wyoming 82602

November 27, 2018

## **2018-2019 Community Promotions**

Mayor Ray Pacheco and Members of the Casper City Council,

Please consider the Casper Children's Chorale for funding of \$500 to assist us in presenting concerts within our community (school tour, nursing homes, church tour, holiday performances, National Anthem), specifically our May 12<sup>th</sup>, 2019 Mother's Day Concert--our 40<sup>th</sup>! We comp two tickets to each of our "families", as well as alumnae who come to Casper to help us celebrate. We charge admission of \$10 for others. The majority of our appearances are taken out into the community. Our Holiday Concert at Highland Park Community Church attracts approximately 800 audience members, many of them from outside of Casper. Notable costs for concerts are transportation, music supplies and instructional materials, guest musicians, publicity, and facility expenses. Mother's Day Concert facility expenses are \$485 to rent KWHS auditorium.

This 2018-19 season is our 40th as an auditioned chorus of eighty young musicians, ages 9-14, representing all of Casper and Natrona County. The Children's Chorale has a reputation as a highly disciplined artistic ensemble, but the main thing we promote is high expectations for our youth through musical performance. Our organization also sponsors Bel Canto, a fifty voice primer choir for children ages 7-11. Our alumni number in the thousands, and are frequent visitors to our website and Facebook page.

Proud recipients of the Wyoming Governor's Arts Award, we represent Casper throughout the United States and Canada. We alternate years of travel inside and outside our state, often competing in Heritage Music Festivals, where we have ALWAYS won the Adjudicators Award (scores of higher than 95) and all but once won the singular Outstanding Choir Award—darn that high school choir from Burbank!). In 2019 we sing with the Children's Chorus of San Antonio in Texas. As always, a primary goal of our travels is to learn history, diverse cultures, and, of course, the arts.

The Chorale is a non-profit 501 C-3 organization, tax ID number 74-2131671. A Parent Board administers all our business, with funding from corporate and private donors, and monthly fees paid by individual singers. Fund-raising opportunities are available so that each child has an opportunity to participate. We also award several full or partial membership scholarships each year to singers who are in financial need.

The Chorale has grown in size, reputation, and musical expertise since it began in 1979. It is one of Casper's brightest educational and cultural offerings for our youth. We believe the artistic potential of children is limitless. The Chorale strives to provide opportunities for singing, performance and community building that will fuel our singers' creativity and artistry. Thank you for this opportunity to apply for support from the City of Casper, enabling all children to share in the gift of song ☺!

Sincerely,   
Marcia Patton, Artistic Director

### Event Changes

If this is not a new program or event, how will it be different from last year? (Please write in your answer below.)

Since this Mother's Day Concert is in celebration of our 40th year, We are inviting, and expect, many alumni.

### Dates

On what date(s) will this event be held?

May 12, 2019

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

### Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 130

How many people do you expect to attend this event as **Spectators**? 600

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i> <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: <u>\$500<sup>00</sup>/<sub>100</sub></u> Date Cash Needed: <u>5/1/2019</u>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations");



# Casper Children's Chorale Mother's Day Concert 5/12/19

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 0
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed</b> funds or <b>to be requested</b> ).		
1.		\$ 0
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.	tickets @ \$10 limited to 200	\$2,000 <sup>00</sup>
2.	(to be requested)	\$
3.	(400 complimentary admission	\$ 0
4.	to alums + 2 per singer)	\$
Applicant Funds :	(160) (240)	\$
<b>Other Funds</b> (please list source(s)):		
1.	from our general fund	\$
2.	if possible	\$
3.		\$
4.		\$
<b>Total Funding:</b>		\$2,000 <sup>00</sup> to be requested

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1.	hall rental Kelly Walsh H.S.	\$ 485.00
2.	advertising Casper Star Tribune	\$ 250.00
3.	printing of concert programs	\$ 935.00
4.	contract musicians	\$ 400.00
5.	musical inst (piano tuning)	\$ 160.00
6.	music	\$ 765.00
7.		\$
8.		\$
9.		\$
10.		\$
<b>Total Expenses:</b>		\$ 2995.00

	<b>Total Revenue minus Total Expenses: profit (loss):</b>	\$ -995.00 <small>LOSS</small>
--	---	--------------------------------

<b>In-Kind Staffing and Services</b>  <i>N.A.</i>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1.					
2.					
3.					
4.					

<b>Facilities</b>  <i>N.A.</i>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
Please list the facility you require:	Purpose	Date	Start Time	End Time	
1.					
2.					
3.					
4.					

**Past Year's Budget**

Please attach a program budget from the last time you held this event, if available.

3 pgs attached

**Certification**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

Marcia Patton  
Signature

11/27/18  
Date

Artistic Director  
Title  
Casper Children's Choral

# Casper Children's Chorale

	Actual 2017-18	Budget 2017-18	Difference 2017-18	Budget 2018-19
<b>Income</b>				
Concert Income <i>Mother's Day Concert</i>	\$ 2,210.00	\$ 3,000.00	\$ (790.00)	\$ 3,000.00
Donations	\$ 25,833.88	\$ 15,000.00	\$ 10,833.88	\$ 16,000.00
Fundraising-Groc. Coupons	\$ (5,350.00)	\$ 2,000.00	\$ (7,350.00)	\$ 2,000.00
Grants	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Interest Income	\$ 7.42	\$ -	\$ 7.42	\$ -
Management Bel Canto	\$ 400.00	\$ 400.00	\$ -	\$ 400.00
Costume Fees	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 3,000.00
Membership dues	\$ 21,688.00	\$ 23,000.00	\$ (1,312.00)	\$ 23,000.00
<b>Total Income</b>	\$ 53,789.30	\$ 52,400.00	\$ 1,389.30	\$ 52,400.00
<b>Expenses</b>				
Accompanist's Salary	\$ 4,500.00	\$ 4,825.00	\$ 325.00	\$ 4,500.00
Advertising Expenses <i>Mother's Day Concert</i>	\$ 249.06	\$ 600.00	\$ 350.94	\$ 300.00
<i>Alla Breve</i>			\$ -	
Accompanist	\$ -	\$ -	\$ -	
CD Sales	\$ -	\$ -	\$ -	
Conductor's Salary	\$ -	\$ -	\$ -	
Contract Musician	\$ -	\$ -	\$ -	
Membership Dues	\$ -	\$ -	\$ -	
Music	\$ -	\$ -	\$ -	
Payroll Tax	\$ -	\$ -	\$ -	
FICA	\$ -	\$ -	\$ -	
Medicare	\$ -	\$ -	\$ -	
Soc. Security	\$ -	\$ -	\$ -	
<i>Total Payroll</i>	\$ -	\$ -	\$ -	
Scarves	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	
<i>Total Alla Breve</i>	\$ -	\$ -	\$ -	\$ -
Bank Charge	\$ 13.00	\$ -	\$ (13.00)	\$ -
<i>Bel Canto</i>			\$ -	\$ -
Accompanist	\$ 1,120.00	\$ 1,120.00	\$ -	\$ 1,120.00
Conductor's Salary	\$ 1,440.00	\$ 1,440.00	\$ -	\$ 1,800.00
Contract Musician	\$ -	\$ 50.00	\$ 50.00	\$ 0.00
Management Fee	\$ 400.00	\$ 400.00	\$ -	\$ 400.00
Membership Dues	\$ (5,820.00)	\$ (5,040.00)	\$ 780.00	\$ (6,440.00)
Music	\$ 592.62	\$ 700.00	\$ 107.38	\$ 700.00
Musical Instr. & Maint			\$ -	
Reh. Asst.	\$ 800.00	\$ 900.00	\$ 100.00	\$ 1,800.00
Supplies	\$ -	\$ 100.00	\$ 100.00	\$ 100.00

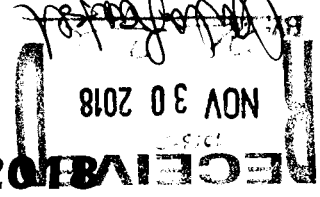
Actual 2017-18 Budget 17-18 Difference

Budget 2018-19

Uniforms	\$ 380.50	\$ 330.00	\$ (50.50)	\$ 520.00
Total Bel Canto	\$ (1,086.88)	\$ -	\$ 1,086.88	\$ 0.00
Bookkeeper's Salary	\$ 2,200.00	\$ 2,200.00	\$ -	\$ 2,200.00
Bring a Friend to Chorale	\$ -	\$ 200.00	\$ 200.00	\$ 200.00
Brochures <i>Mother's Day = \$933.00 (1/3)</i>	\$ 2,798.96	\$ 2,300.00	\$ (498.96)	\$ 2,700.00
Bus Transp.	\$ -	\$ -	\$ -	\$ -
Chorale Folders	\$ -	\$ 120.00	\$ 120.00	\$ 300.00
Concert Expense <i>Mother's Day only</i>	\$ 660.00	\$ 600.00	\$ (60.00)	\$ 660.00
Cond. Educ. Exp.	\$ 1,577.37	\$ 1,000.00	\$ (577.37)	\$ 1,125.00
Conductor's Salary	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
Contract Musician Fees <i>Mother's Day only</i>	\$ (250.00)	\$ 400.00	\$ 650.00	\$ 360.00
Corp. License	\$ 27.00	\$ 30.00	\$ 3.00	\$ 27.00
Donor Reception	\$ 246.71	\$ 750.00	\$ 503.29	\$ 1,200.00
Financial Statement	\$ -	\$ -	\$ -	\$ -
Hoagie Hootenanny	\$ 171.06	\$ 200.00	\$ 28.94	\$ 0.00
Honor Choir	\$ 858.37	\$ 600.00	\$ (258.37)	\$ 600.00
Insurance	\$ 605.00	\$ 600.00	\$ (5.00)	\$ 600.00
License Plates	\$ 47.55	\$ 50.00	\$ 2.45	\$ 58.00
Misc. Expenses	\$ 532.86	\$ 100.00	\$ (432.86)	\$ 180.00
Music <i>Mother's Day = \$176</i>	\$ 2,344.14	\$ 2,300.00	\$ (44.14)	\$ 2,300.00
Musical Composition	\$ -	\$ -	\$ -	\$ 300.00
Musical Inst. & Maint. <i>Mother's Day \$176.5 (1/3)</i>	\$ 160.00	\$ 300.00	\$ 140.00	\$ 300.00
Office Exp.	\$ 250.11	\$ 500.00	\$ 249.89	\$ 400.00
Payroll Tax				
FICA	\$ 4,085.10	\$ 2,250.00	\$ (1,835.10)	\$ 2,250.00
Medicare	\$ (387.15)	\$ -	\$ 387.15	\$ -
Social Security	\$ (1,655.40)	\$ -	\$ 1,655.40	\$ -
Total Payroll Tax	\$ 2,042.55	\$ 2,250.00	\$ 207.45	\$ 2,250.00
Permits				
Postage	\$ 293.36	\$ 300.00	\$ 6.64	\$ 300.00
Rehearsal Hall Rental	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Risers, Trailer	\$ -	\$ -	\$ -	\$ -
Section Leader Contracts	\$ 7,255.00	\$ 7,175.00	\$ (80.00)	\$ 7,225.00
Spring Trip				\$ 116,908.00
Air Transp.	\$ -	\$ -	\$ -	\$ 51,520.00
Bus	\$ 8,000.00	\$ -	\$ (8,000.00)	\$ 8,300.00
Bus Transp. In San Antonio	\$ -	\$ -	\$ -	\$ 11,288.00
Education/Entertainment	\$ 1,248.00	\$ -	\$ (1,248.00)	\$ 5,488.00
Festival Fees (Performance, Adjudication, Lodging)	\$ -	\$ -	\$ -	\$ 31,128.00
Fundraisers	\$ 9,203.98	\$ -	\$ (9,203.98)	\$ -
Meals	\$ 9,082.59	\$ -	\$ (9,082.59)	\$ 8,064.00

Actual 2017-18    Budget 2017-18    Difference    Budget 2018-19

T-Shirts	\$ 1,210.00	\$ -	\$ (1,210.00)	\$ 1,120.00
Trip Income	\$ -	\$ -	\$ -	\$ -
Fundraisers	\$ (16,805.81)	\$ -	\$ 16,805.81	\$ -
Trip Grants and Donations	\$ -	\$ -	\$ -	\$ -
Trip Payments	\$ (13,705.48)	\$ -	\$ 13,705.48	\$ -
Other Spring Trip Income	\$ -	\$ -	\$ -	\$ -
Total Trip Income	\$ (30,511.29)	\$ -	\$ 30,511.29	\$ -
Total Spring Trip	\$ (1,766.72)	\$ -	\$ 1,766.72	\$ 116,908.00
Sub Dock for CCC Accompanist (3 days at \$105 for Spring Trip and School Tour)				\$ 315.00
Uniforms			\$ -	
Performance accessories	\$ 377.60	\$ -	\$ (377.60)	\$ -
Pins	\$ 957.83	\$ -	\$ (957.83)	\$ -
Polo Shirts	\$ 1,787.10	\$ 4,000.00	\$ 2,212.90	\$ 1,750.00
Other Uniforms (Tux Pants)	\$ 2,425.44	\$ -	\$ (2,425.44)	\$ 1,250.00
Total Uniforms	\$ 5,547.97	\$ 4,000.00	\$ (1,547.97)	\$ 3,000.00
			\$ -	
<b>Total Operating Expenses</b>	\$ 52,043.19	\$ 52,400.00	\$ 356.81	\$ 52,400.00
<b>Total Expenses (Operating Plus Trip)</b>	\$ 50,276.47	\$ 52,400.00	\$ 2,123.53	\$ 169,308.00
<b>Total Income</b>	\$ 53,789.30	\$ 52,400.00	\$ (1,389.30)	\$ 52,400.00
<b>Overall Total</b>	\$ 3,512.83	\$ -	\$ (3,512.83)	(\$ 116,908.00)



# Community Promotions Application - FY 2018/2019

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
Casper Figure Skating Club

Name of Program or Event:  
Casper Invite 2019



## Contact Information - Please Print

Contact Person: Kayla Tanner Phone Number: 217-619-4711 Date: 11-30-18  
Address: PO Box 50688 Casper, WY 82605  
Email: CasperFSC@gmail.com  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? 74-1902717

## Event / Program Description

Please attach a one page, TYPED description of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

see attached

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

see attached

### Event Changes

If this is not a new program or event, how will it be different from last year? (Please write in your answer below.)

We have become part of the Adult Competition Series. This will bring in more out of town adult skaters who are earning points towards Adult Nationals.

### Dates

On what date(s) will this event be held? Feb. 8th - 10th

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

### Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 200 +/-

How many people do you expect to attend this event as **Spectators**? 400 +/-

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i> <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations");
Date Cash Needed: __ / __ / 20__	



**In-Kind Staffing and Services**

*The City can provide services to a group directly in order to facilitate an event.*

**Please be Aware** that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.

**Please use the list included in this packet to properly describe what staffing/services you will need.**

*Services that are typically requested:*

Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control  
 Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs  
 Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup

Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1.	1-5pm = 4hr				
2.	6am-5pm = 11hr @ 137.50				
3.	6am-12pm = 6hr				
4.	21hr 2887.5				

**Facilities**

*is. Please be as specific as possible re.*

*'e a 50% match for any Facility you ved, you may be awarded a 50% t the city cannot waive the rent entirely.*

**riely describe what staffing/services you**

*Facilities that are typically requested:*

Casper Events Center    Aquatics Center    City pools    Ice Arena  
 Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks

Please list the facility you require:	Purpose	Date	Start Time	End Time
1. Casper Ice Arena	Testing Session	2/8/19	1pm	5pm
2. Casper Ice Arena	Practice Ice and Competition	2/9/19	6am	5pm
3. Casper Ice Arena	Practice Ice and Competition	2/10/19	6am	12pm
4.				

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 10,000.00
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <u>committed funds</u> or <u>to be requested</u> ).		
1. Various to be requested		\$ 800.00
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <u>committed</u> or <u>to be requested</u> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		<b>\$</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. Judges Fees & Expenses		\$ 5,000.00
2. Ice Time		\$ 3,500.00
3. Awards		\$ 2,000.00
4. Programs		\$ 1,000.00
5. Hospitality Room		\$ 500.00
6. USFSA Fees		\$ 300.00
7.		\$
8.		\$
9.		\$
10.		\$
<b>Total Expenses:</b>		<b>\$ 12,300.00</b>

<b>Total Revenue minus Total Expenses: profit (loss):</b>		\$ <del>0</del>
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**Past Year's Budget**

Please attach a program budget from the last time you held this event, if available.

See attached

**Certification**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

Kayla M Ganner  
Signature

11-30-18  
Date

President  
Title

## **Community Promotions Application**

**Name of Sponsoring Organization: Casper Figure Skating Club (CFSC)**

**P.O. Box 50688**

**Casper, Wy 82605**

**EIN 47-3205641 501(c)(3)**

**Name of Program or Event: Casper Invitational 2019**

**Contact Information:**

**President: Kayla Tanner-**

**(217)-619-4071 [kid2178@gmail.com](mailto:kid2178@gmail.com)**

**Vice President: Mike Harvery-**

**(307)-315-2924 [milharvey@gmail.com](mailto:milharvey@gmail.com)**

**Program Description:**

**USFSA Competition: Last season we hosted the third annual U.S. Figure Skating sanctioned competition. The event hosted 102 competitors from Casper, Cody, Laramie, Rock Springs, Billings, Rapid City and Fort Collins. Everyone enjoyed their time in Casper. Each year we have seen an increase out of town competitors.**

**Community Promotion Guidelines:**

**USFSA Competition: As the hosting club for a USFSA competition, CFSC will bring skaters and their families to Casper. This is a chance for Casper residents to see the starting point of a competitive skater. These competitions prepare beginning skaters for national events and potentially the Olympics.**

**Judges will be hired to deliver the placement for each competitor. We will have awards for each competitor and will provide 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place metals.**

**We will bring revenue to the city in the form of hotel, restaurant, and shopping patrons.**

**Event Changes:**

**We are now a part of the Adult Competition Series. This will bring out of town skaters who are trying to accumulate points for Adult Nationals.**

**This past year ice rates have increased.**

**Dates:**

**USFSA Competition will be held at the Casper Ice Arena from Feb. 8<sup>th</sup> to Feb. 10<sup>th</sup>.**

## 2018 Casper Invitational Income and Expense Report

**Revenue:**

<b>Competition Event Registrations</b>	<b>\$4,938.00</b>
<b>Testing Registrations</b>	<b>\$960.00</b>
<b>Practice Ice</b>	<b>\$307.00</b>

<b>Total Revenue</b>	<b>\$6,205.00</b>
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**Expenses:**

<b>Ice Time</b>	<b>\$3,000.00</b>
<b>Programs and Office Expenses</b>	<b>\$242.00</b>
<b>Copier rental, office supplies</b>	
<b>Awards</b>	<b>\$1,140.00</b>
<b>Medals</b>	
<b>Officials Expenses</b>	<b>\$2,982.00</b>
<b>Travel, food, lodging</b>	
<b>Props</b>	<b>\$130.00</b>

<b>Total Expenses:</b>	<b>\$7,494.00</b>
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<b>Final Profit/Loss</b>	<b>-\$1,289.00</b>
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# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.



Name of Sponsoring Organization:  
Casper Soccer Club

Name of Program or Event:  
Spring Jamboree

## Contact Information - Please Print

Contact Person: Wendy Brown Phone Number: 307-473-2617 Date: 11/20/2018  
 Address: PO Box 2101 - (1700 East K St) Casper, WY 82602  
 Email: wendyb@caspersoccerclub.com  
 Is this organization a Non-Profit Organization?  Yes or  No  
 If so, what is your tax exempt EIN number? 83-0271001

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below and attach another (1) sheet if necessary.)

The Casper Soccer Club has hosted the Spring Jamboree for 15+ years. The event brings in approximately 55-65 teams from around the state as well as Montana, South Dakota and Colorado. The players that participate range in age from 7 to 15. The participants families are responsible for the travel and travel individually. The Casper Jam brings in approximately 3000 parents, players, coaches, referees and fans to watch the games, stay in the hotels, dine at the restaurants, visit the retail stores and see the sites of Casper.

The funds allocated by the community promotion grant will be used to decrease the facility cost and the some of the sanitation cost of the event. The adjustment in the budget can afford additional promo items for the event and keep the registration for the event at a reasonable fee.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

The assistance with the facility cost helps with keeping the event priced at a reasonable registration fee. The Casper Spring Jam has an economic impact on the city of Casper during the weekend of games. The event will bring to the city approximately 3000 people for the weekend. They will stay in the hotels 1 or 2 nights and will frequent the restaurants and the retail stores and other businesses.

## Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

Last year we implemented online check in for the teams. We will improve in the team check in process. We will continue with the format of girl teams on one day of the event and boy teams on the other day.

We will be focusing on referee recruitment for the event and education of the younger and inexperienced referees.

## Dates

On what date(s) will this event be held? April 13 & 14, 2019

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

## Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 1300

How many people do you expect to attend this event as **Spectators**? 3000+

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

## Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i> <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations");
Date Cash Needed: <u>  </u> / <u>  </u> / <u>  </u>	



<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				

Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Trash Services	1 4-6 yd dumpster & 8 90gal cans	N Casper Soccer Complex	4/13	7am	4/14 7pm
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				

Please list the facility you require:	Purpose	Date	Start Time	End Time
1. N Casper Soccer Complex – sport fields & parking area	Soccer Tournament	4/13	7am	4/14 - 7pm
2.				
3.				
4.				

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 26350.00
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1. CACVB – committed funds		\$ 2000.00
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1. Concession Sales		\$ 1200.00
2. Vendors		\$ 300.00
3.		\$
4.		\$
<b>Total Funding:</b>		<b>\$ 29850.00</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. Referee Expenses-Ref, Assignor, lodging, meals		\$ 13461.00
2. Facility – Soccer fields		\$ 1000.00
3. Sanctioning, Insurance, scheduling, processing fees		\$ 5399.00
4. Field prep, equipment,		\$ 2977.00
5. Medical Services		\$1680.00
6. Sanitation Services – R&R, Trash		\$ 1359.00
7. Rental equipment -tent chairs tables		\$ 950.00
8. Staff		\$ 2932.00
9. Utilities		\$ 300.00
10.		\$
<b>Total Expenses:</b>		<b>\$ 30028.50</b>

<b>Total Revenue minus Total Expenses: profit (loss):</b>		<b>\$&lt; -178.50&gt;</b>
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## Past Year's Budget

Please attach a program budget from the last time you held this event, if available.

See Attached Budget from 2018

## Certification

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

Wendy Brown  
Signature

11/29/2018  
Date

Exec Director  
Title

  
**Casper Soccer Club**  
PO Box 2101  
Casper, WY 82602

## **Event/Program Description of the Spring Jamboree**

Casper Spring Jamboree is a 2-day soccer event held at the North Casper Soccer Complex.

The Casper Soccer Club, CSC, is a member of Wyoming Soccer Association who is affiliated with US Youth Soccer and US Soccer. The affiliated members of US Youth Soccer may host and participate in events around the US in specific regions. We are in the Western Region or Region IV. The region will host regional events and national events that our teams can participate in.

The CSC is the host of a couple of soccer events during the year. The Casper Spring Jamboree is one of the first events of the spring season. It is held in early April, after the long winter.

The Jamboree has traditionally been a qualifying event for our State Cup Championships in May.

The Jamboree is unique as compared to other events in the state because it is jamboree or festival style play and it is half games. Each team is guaranteed a certain number of games without a championship or final games. A winner is not declared, just soccer games. The Casper Spring Jamboree guarantees each team 4 half games of soccer against 4 different opponents.

Last year we had 124 teams participate in the Spring Jamboree. Teams from Loveland, Colorado, Billings, Montana, Spearfish, South Dakota as well as our loyal supporters from around the state. Gillette, Sheridan, Buffalo, Lander, Riverton, Rock Springs, Worland, Powell, Cody and Cheyenne all had teams that came to the event to compete.

The girl teams will participate in 4 games on Saturday and the boy teams will participate in 4 games on Sunday. Each team will have a break between the games. The teams will have a preview of the season by competing in the Spring Jamboree. It is a great fun way to get the season started.

# 2019 Spring Jamboree

April 13, 14 2019, Casper WY- North Casper Soccer Complex

	Estimated Budget	
	income	expenses
<b>Income</b>		
Registration Fees-avg \$310 x 85 teams	\$26,350.00	
Concession/Vendor	\$ 1,500.00	
Sponsorship/In Kind Services (CACVB grant)	\$2,000.00	
<b>Total Income</b>	<b>\$29,850.00</b>	
<b>Expenses</b>		
Credit Card Processing fees 4% of fees		1,054.00
Application to host fee		350.00
Lease City of Casper		1,000.00
WYS Tournament Fees 85 teams x \$30		2,550.00
<b>Referee Expenses</b>		
Assignor/asst assignor		1,875.00
Referee Compensation		8,500.00
Room for assignor/refs \$98 x 11 rooms x2 nights		2,156.00
Snacks/meals/drinks		900.00
Tent/table/chair rental		950.00
Field prep/paint/supplies etc. \$100x16 field+ 45hrsx \$19.50		2,477.50
Misc. expenses -		500.00
Medical - 24hr x \$35 x 2 persons		1,680.00
R&R Services \$25x 11 units x2/day x 2 days		990.00
Got Soccer Management 85 teams x \$17		1,445.00
Concession Employees 4 x 26hrs x \$8 +\$100tax		932.00
Trash Service		369.00
Utilities/building/office cost for event		300.00
Tournament director		2,000.00
<b>Total Expenses</b>		<b>30,028.50</b>
<b>Net Income or Loss</b>		<b>&lt;178.50&gt;</b>

# 2018 Spring Jamboree

April 14-15, 2018- Casper WY- North Casper Soccer Complex

	Estimated Budget		Actual Budget	
	income	expenses	Income	Expenses
<b>Income</b>				
Registration Fees-avg \$285 x 70 teams	\$19,950.00		\$27,310.00	
Concession	\$1,000		\$1,589.95	
vendors	\$225.00		\$426.00	
Sponsorship/In Kind Services			\$250.00	
<b>Total Income</b>	<b>\$21,175.00</b>			
			<b>\$29,575.95</b>	
<b>Expenses</b>				
Credit Card Processing fees 4% of fees		927.00		\$1,721.11
Application to host fee		350.00		\$350.00
Lease City of Casper		1,000.00	promo grant	\$500.00
WYS Tournament Fees		1,950.00		\$3,135.00
<b>Referee -Assignor/asst assignor</b>		1,875.00		\$1,572.00
Referee Compensation		8,500.00		\$7,928.00
Room for assignor/refs		1,600.00		\$1,119.43
Snacks/meals/drinks		900.00		\$169.66
Tent/table/chair rental		740.00		\$818.00
Field prep/paint/supplies etc		2,100.00		\$2,312.11
Misc expenses -		300.00		\$247.50
Medical - 21hr x \$35 x 2 persons		1,500.00		\$1,527.50
R&R Services		990.00		\$700.00
Got Soccer Management		875.00		\$1,312.50
Concession Employees		700.00		\$668.00
Trash Service		369.00	promo grant	\$184.50
Utilities/building/office cost		165.13		\$155.71
Tournament director		2,000.00		\$2,000.00
<b>Total Expenses</b>		<b>26,841.13</b>		<b>\$26,421.02</b>

# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
Casper Soccer Club

Name of Program or Event:  
WYOMING STATE CUP &  
CHAMPIONSIPS



## Contact Information - Please Print

Contact Person: Wendy Brown Phone Number: 307-473-2617 Date: 11/25/2018  
 Address: PO Box 2101 - (1700 East K St) Casper, WY 82602  
 Email: wendyb@caspersoccerclub.com  
 Is this organization a Non-Profit Organization?  Yes or  No  
 If so, what is your tax exempt EIN number? 83-0271001

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below and attach another (1) sheet if necessary.)

The Casper Soccer Club will be the host for the Wyoming State Cup. The event brings in approximately 55-65 teams from around the state of Wyoming. The players that participate range in age from 7 to 15. The participants families are responsible for the travel and travel individually. The Wyoming State Cup will bring in approximately 3000 parents, players, coaches, referees and fans to watch the games, stay in the hotels, dine at the restaurants, visit the retail stores and see the sites of Casper.

The funds allocated by the community promotion grant will be used to decrease the facility cost and the some of the sanitation cost of the event. The adjustment in the budget can afford the promo items for the event and keep the registration for the event at a reasonable fee.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

The assistance with the facility cost helps with keeping the event priced at a reasonable registration fee. The Wyoming State Cup will have an economic impact on the city of Casper during the weekend of games. The event will bring to the city approximately 4350 people for the weekend. They will stay in the hotels 2 to 3 nights and will frequent the restaurants and the retail stores and other businesses of Casper.

## Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*  
 Last year we implemented online check in for the teams. We will improve in the team check in process. We will be focusing on referee recruitment for the event and education of the younger and inexperienced referees. We are working on bringing in a variety of street food vendors and possibly providing evening entertainment on Saturday evening.

## Dates

On what date(s) will this event be held? May 25, 26 & 27, 2019

Will Casper be the regular home for this event? Yes,  No, its home is: The Wyoming Cup is bid out every 2 years. Casper was awarded the State Cup for 2019 & 2020

## Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 1350

How many people do you expect to attend this event as **Spectators**? 3000+

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

## Support Requested

<b>Cash</b>	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
Amount: \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed:  __/__/__	



<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1. Trash Services	1 4-6 yd dumpster & 8 90gal cans	N Casper Soccer Complex	5/25	7am	5/27 7pm
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1. N Casper Soccer Complex – sport fields & parking area	Soccer Tournament	5/25	7am	5/27 - 7pm	
2. Wells Park	Fun Entertainment gathering – possible movie being displayed	5/25	4 pm	11 pm	
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		52000.00
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1. CACVB – will be applying for		\$ 2500.00
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1. Concession Sales		\$ 1200.00
2. Vendors		\$ 2300.00
3. Advertising		\$ 800.00
4.		\$
	<b>Total Funding:</b>	<b>\$ 58800.00</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. Referee Expenses-Ref, Assignor, lodging, meals		\$ 23823.00
2. Facility – Soccer fields		\$ 1500.00
3. Sanctioning, Insurance, scheduling, processing fees		\$ 16150.00
4. Field prep, equipment,		\$ 2595.00
5. Medical Services		\$2520.00
6. Sanitation Services – R&R, Trash		\$ 1300.00
7. Rental equipment -tent chairs tables		\$ 1619.00
8. Staff		\$ 3171.00
9. Utilities		\$ 230.00
10. Awards, Promo items, goodie bags, programs		\$9184.00
	<b>Total Expenses:</b>	<b>\$ 62092.00</b>

	<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ &lt;3292.00 &gt;</b>
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**Past Year's Budget**

Please attach a program budget from the last time you held this event, if available.

See Attached Budget from 2018

**Certification**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

Wendy Brown  
Signature

11/29/2018  
Date

Exec Director  
Title



## **Event/Program Description of the Wyoming State Cup & Championships**

The Casper Soccer Club, CSC, is a member of Wyoming Soccer Association who is affiliated with US Youth Soccer and US Soccer. The affiliated members of US Youth Soccer may host and participate in events around the US in specific regions. We are in the Western Region or Region IV. The region will host regional events and national events that our teams can participate in after they have competed in and have won the state championship events.

The CSC is the host of a couple of soccer events during the year. The Wyoming State Cup & Championship is the annual championship event for WSA. Casper Soccer Club was awarded the event for the 2019/2020 soccer seasons. It is held over Memorial Day weekend.

The Wyoming State Cup is the WSA State Championship games, and unique in the fact that it is limited to WSA(Wyoming USYS teams) affiliated members. Each team is guaranteed 3 games with the possibility of advancing to the championship game. Winners are eligible to attend the Far West Regionals or Region IV Presidents Cup. These events are regional events with the possibility of advancing to USYS Nationals.

Last year we had 124 teams participate in the Wyoming Cup. Teams from Gillette, Sheridan, Casper, Buffalo, Lander, Riverton, Rock Springs, Worland, Evanston, Laramie, Rawlins, Powell, Cody and Cheyenne came to the event to compete for the title of State Champion.

The event allows teams for ages U8 to U15 to compete in an event that promotes teamwork and good sportsmanship. Players, coaches and teams have a sense of pride competing in a statewide event against teams of their own age. They may have competed against the teams in other events around the state, but this is for the state championship title.

**Wyoming State Cup 2019**  
**May 26, 27 & 28, 2019 - North Casper Soccer Complex**

<b>Projected Budget</b>		
<b>Income</b>	<b>Income</b>	<b>Expenses</b>
Income team registration fees (125 teams average \$415)	52,000.00	
Concessions	1,200.00	
T-shirt Vendors & Others	2,300.00	
Advertising for program	\$800	
<b>Total Estimated Income</b>	<b>56,300.00</b>	
<b>Expenses</b>		
Credit card processing fees 5%		\$2,600.00
Referee Assigning Fee 580 assignments x \$3.50		\$2,030.00
Assistant Referee Assigning Fee		\$435.00
Referee payments		\$15,318.00
Lodging (referee & ref staff)		\$4,000.00
Meals & Snacks & Beverages		\$2,040.00
<b>Fees to WSA Sanctioning &amp; App to host fees</b>		<b>\$13,550.00</b>
<b>Field Prep-labor/paint/set up/fuel/</b>		<b>\$2,595.00</b>
<b>Awards/medals/trophies - 312 x2 x\$4.75/award</b>		<b>\$2,964.00</b>
rec team awards 30 teams x 8plyrs per teams \$4.25		\$1,020.00
<b>Player Bags/promo items \$3.50 x 1250 + S&amp;H- \$4375.00</b>		<b>\$4,400.00</b>
<b>Programs/ Poster Schedules/misc.-game cards/misc. supplies</b>		<b>\$800.00</b>
<b>Rental Equipment</b>		
Tent/Chairs/Table/PA System -		\$1,119.00
<b>Concession employees</b>		\$871.00
<b>City Lease \$500/day x 3 days \$1500</b>		<b>\$1,500.00</b>
<b>Sanitation - R &amp; R Services</b>		\$1,000.00
<b>Utilities/building/office use cost</b>		\$230.00
<b>Trash Service</b>		\$300.00
<b>Medical -</b>		\$2520.00
<b>Director/Field Marshal/Supervisor</b>		\$2,300.00
<b>Rent of Golf Cart</b>		\$500.00
<b>TOTAL ESTIMATED EXPENSES</b>		<b>\$62092.00</b>

\*Budget does not include the amount that will be requested from the CACVB grant

**Wyoming State Cup 2018**  
**May 26, 27 & 28, 2018 - North Casper Soccer**  
**Complex**

		<b>Projected Budget</b>		<b>Actual Budget</b>	
<b>Income</b>		<i>Income</i>	<i>Expenses</i>	<i>Income</i>	<i>Expenses</i>
Income team registration fees (125 teams average \$415)		52,000.00		\$55,905.00	
Concessions		1,200.00		\$1,800.00	
T-shirt Vendors & Others		2,300.00		\$5,838.00	
Advertising for program		\$800			
<b>Total Estimated Income</b>		<b>56,300.00</b>		<b>\$63,543.00</b>	
<b>Expenses</b>					
Credit card processing fees 5%			\$2,600.00		\$1,611.52
Referee Assigning Fee 580 assignments x \$3.50			\$2,030.00		\$2,044.00
Assistant Referee Assigning Fee			\$435.00		\$0.00
Referee payments			\$14,975.00		\$15,318.00
Lodging (referee & ref staff)			\$4,320.00		\$1,506.50
Meals & Snacks & Beverages			\$2,040.00		\$213.23
<b>Fees to WSA Sanctioning &amp; App to host fees</b>			\$13,175.00		\$13,550.00
<b>Field Prep-labor/paint/set up/fuel/ corner flags &amp; replacements</b>			\$2,595.00		\$2,226.38
<b>Team Check in Room</b>			\$150.00		\$35.00
<b>Awards/medals/trophies - 312 x2 x\$4.75/award</b>			\$2,964.00		\$2,093.64
rec team awards 30 teams x 8plyrs per teams \$4.25			\$1,020.00		\$780.00
<b>Player Bags/promo items \$3.50 x 1250 + S&amp;H- \$4375.00</b>			\$4,400.00		\$3,041.29
<b>Programs/ Poster Schedules/misc.-game cards/misc. supplies</b>			\$800.00		\$881.50
<b>Rental Equipment</b>					
Tent/Chairs/Table -			\$1,000.00		\$974.00
PA System			\$119.00		\$0.00
<b>Concession employees</b>			\$750.00		\$871.00

comp  
rooms  
Donations

# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
Casper Sports Alliance

Name of Program or Event:  
Oil City Street Slam



## Contact Information - Please Print

Contact Person: John Giantonio Phone Number: 307-234-5362 Date: 11/20/2018  
Address: 139 West 2<sup>nd</sup> Street, Suite 1B, Casper, WY 82601  
Email: john@visitcasper.com  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? 47-1642491

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

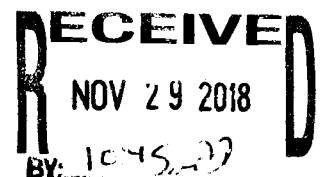
- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 1/2" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below and attach another (1) sheet if necessary.) These funds will be used to offset the expenses related to the Oil City Street Slam – 3x3 Basketball tournament – held on June 29 – 30, 2019. This tournament hosted 104 teams in 2018 and we anticipate a 20% increase in teams for 2019. The funds will be used to offset costs – security, portalets, flatbed golf cart, food, audio & entertainment, rental at David Street Station.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents? The anticipated 40% of teams that participate in the 3x3 tournament are local. Having events and activities for locals to participate in improves the perception of the community and perceived quality of life. This tournament also benefits local restaurants, attractions, merchants and hoteliers driving economic impact and generating good will.



## Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

We did not receive funding through Community Promotions in previous years. However, this event is in its fourth year and we have moved the dates of the event to drive participation and accommodate other events. In 2019, being able to use all of David Street Station will make the event far more attractive and will assist with the organization and operation of the event.

## Dates

On what date(s) will this event be held? June 29 – 30, 2019

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

## Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 650

How many people do you expect to attend this event as **Spectators**? 1625

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

## Support Requested

<p><b>Cash</b></p>	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
<p>Amount: <b>\$5,370.01</b></p>	<p>To be used for (please be specific, i.e. “we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County” as opposed to “public relations”): The event costs total 29,370.01. We are requesting \$5,370.01 from the city to offset costs which include: Overnight security - \$640.01; Portalets - \$840.00; Flatbed golf cart - \$250.00; Food for officials and volunteers \$640.00 –; Audio/Entertainment - \$2,800.00; Backboard Decals - \$200.00</p>
<p>Date Cash Needed: <u>06/30/2019</u></p>	



<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				

Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Trash Service	Empty trash containers and remove trash bags daily.	Streets surrounding David Street Station	June 29 – 30, 2019	12 Noon	5:00 p.m.
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p style="text-align: center;">Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				

Please list the facility you require:	Purpose	Date	Start Time	End Time
1.				
2.				
3.				
4.				

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$3,600.00
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).	
1. Foss Motors - C	\$7,500.00
2. Shoshone Rose Casino & Hotel – TBR	\$3,000.00
3. Casper Orthopedics – TBR	\$750.00
4. Visit Casper	\$12,500.00
Pepsi/Teton - TBR	\$1,500.00
WYDOT – Advertisement – TBR	\$750.00
Sinclair/Spectra – TBR	\$1,500.00
Backboards - TBR	\$300.00
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):	
1.	\$
Applicant Funds :	\$
<b>Other Funds</b> (please list source(s)):	
1.	\$
<b>Total Funding:</b>	<b>\$19,250.00</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).	
1. Bid Fee	\$12,500.00
2. David Street Station	\$11,500.00
3. Security	\$840.00
4. Flatbed	\$250.00
5. Food	\$640.00
6. Audio & Entertainment	\$2,800.00
7. Decals	\$200.00
8.	\$
9.	\$
10.	\$
<b>Total Expenses:</b>	<b>\$29,370.01</b>

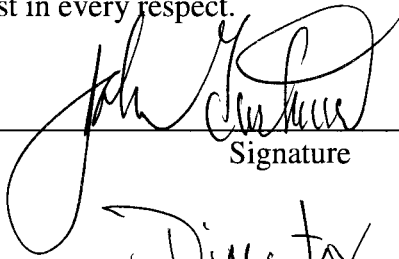
	<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$(10,120.01)</b>
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**Past Year's Budget**

Please attach a program budget from the last time you held this event, if available.

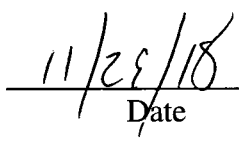
**Certification**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.



---

Signature



---

Date



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Title

<b>2018 3X3 Casper</b>	
<b>Expenses</b>	
Bid Fee	\$ 12,500.00
Security	\$ 640.01
Portalets	\$ 840.00
Flatbed	\$ 250.00
Food for Referees and Staff	\$ 640.00
Audio & Entertainment	\$ 2,800.00
Backboard Decals	\$ 200.00
<b>Sub Total</b>	<b>\$ 17,870.01</b>
<b>Income</b>	
Team Registrations	
Sponsorship	\$ 15,650.00
T-Shirts	
<b>Sub Total</b>	<b>\$ 15,650.00</b>
<b>Total</b>	<b>(\$2,220.01)</b>

# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
**Natrona County Public Library**

Name of Program or Event:



## Contact Information - Please Print

Contact Person: Lisa B. Scroggins Phone Number: 237-4935 x115 Date: \_\_\_\_\_  
Address: 307 E 2<sup>nd</sup> Street; Casper, Wyoming 82601  
Email: lscroggins@natronacountylibrary.org  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? \_\_\_\_\_

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** *(Please write in your answer below, and attach another (1) sheet if necessary.)*

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

## Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

**We have never done a program with this level of best-selling author before.**

## Dates

On what date(s) will this event be held? During the month of May 2019

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

## Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? \_\_\_\_\_

How many people do you expect to attend this event as **Spectators**? **Minimum of 150-300 people.**

**Possibility of higher attendance if we are able to secure a larger venue.**

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

## Support Requested

<p><b>Cash</b></p>	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
<p>Amount: <b>\$15,000</b></p>	<p>To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):</p>
<p>Date Cash Needed: <b>3/15/2019</b></p>	<p>We will use the funds to pay the speaker fees and traveling expenses for a presentation and book signing by Lisa Scottoline, <i>New York Times</i> bestselling and Edgar Award-winning author of twenty-four novels. <i>(She has 30 million copies of her books in print in the United States, and she has been published in thirty-five countries. She has served as the president of Mystery Writers of America, and her thrillers have been optioned for television and film.)</i></p>

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1.					
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1.					
2.					
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		\$

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).		
1. Speaker Fees and traveling expenses for Bestselling author Lisa Scottoline		\$15,000
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
<b>Total Expenses:</b>		\$15,000

<b>Total Revenue minus Total Expenses: profit (loss):</b>		(\$15,000)
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**Past Year's Budget**

Please attach a program budget from the last time you held this event, if available.

**Certification**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

Lisa B. Scroggins  
Signature

11/28/18  
Date

Executive Director  
Title

According to the Visit Casper website, *“Tourism is Wyoming’s second largest industry, and in the Casper area alone, equates to more than \$296 million in economic impact. It creates more than 2,700 jobs in Natrona County, and its ripple effect can be felt across nearly every business and industry.”* (Tourism Impacts in Natrona County, 2017)

We know that tourism is a major driver in economic development. Because tourism is most successful when locals create experiences for visitors giving them a reason to visit our community, the Natrona County Library will use Community Promotions funds to enhance hosting a national bestselling author such as Lisa Scottoline<sup>1</sup> for a personal appearance and book signing event. By securing such a well-known and popular author, this event will bring visitors from across Wyoming and neighboring states to Casper. They will come to hear the author’s presentation and meet her afterwards, and will be in Casper long enough to spend money, boosting the local economy.

Ms. Scottoline’s appearance will have a direct and an indirect impact on the local economy. The direct impact of this event will be the revenue generated as visitors purchase the author’s books, secure lodging, dine out, visit local night spots, and buy fuel. There will also likely be a boost to retail and grocery shopping as out-of-towners enjoy the variety of stores Casper offers. The indirect impact of this event will be to the employees of the impacted businesses, as tourism revenue supports labor costs and employee benefits. In addition, sales tax collected during the event will be beneficial to all municipalities in Natrona County.

Tourism isn’t the only positive impact of this event. Having a nationally recognized author visit Casper will reinforce literacy as a core community value. Studies show that adults who value literacy typically complete post-secondary education, have higher earning capacity and are more likely to contribute to the success of their communities. Studies also show that children raised in families that value literacy have a greater chance of success in adulthood.

<sup>1</sup> *Lisa Scottoline is a highly sought after speaker who has received numerous awards for her writing. The author of 31 novels, her books have been included on multiple bestseller lists including The New York Times, USA Today, The Wall Street Journal, Publishers Weekly, Washington Post and the Los Angeles Times.*

#### Bibliography

*Tourism Impacts in Natrona County.* (2017). Retrieved from Visit Casper: <https://visitcasper.com/industry/tourism-impacts/>

# Community Promotions Application – FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.



Name of Sponsoring Organization:  
The Nicolaysen Art Museum

Name of Program or Event:  
NIC Fest 2019

## Contact Information – Please Print

Contact Person: Dana Vidney Phone Number: <sup>(307)</sup> 760-1656 Date: 11/27/18  
 Address: 400 E. COLLINS DRIVE  
 Email: dana@thenic.org  
 Is this organization a Non-Profit Organization?  Yes or  No  
 If so, what is your tax exempt EIN number? 83-0230592

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written “Event/Program Description,” and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½” by 11” paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

Please see attached sheet.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

We use in-kind services from the City for trash including extra bins for the cleanliness of NIC Fest, roll off dumpsters and the removal each day.

### Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

We are keeping NIC Fest on the first weekend of CNFR, however, using event feedback will be shifting some areas per event participant feedback including more vendors in the family fun zone and more comfort stations.

### Dates

On what date(s) will this event be held? June 7-9, 2019

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

### Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 150

How many people do you expect to attend this event as **Spectators**? 10,000

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

### Support Requested

<b>Cash</b>	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
<p>Amount: <u>\$ 15,000</u></p> <p>Date Cash Needed: <u>4/1/2019</u></p>	<p>To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):</p> <p><u>We will use \$10,000 to supplement the cost of the Event Coordinator and \$5,000 will be used for promotion (ie posters, billboards, radio).</u></p>

## **City of Casper Community Promotions Grant Event Description the for The Nicolaysen Art Museum's NIC Fest**

In its 14<sup>th</sup> anniversary, NIC Fest 2019 has become a cornerstone of summertime events for Casper and the region. Attended by over 10,000 people in 2018, this juried art show has grown to include community business and non-profit booths, three days of main stage entertainment, a family fun zone, artists tents full of original art, and food and drink vendors. NIC Fest has become a must-attend community event for not only local Wyoming residents but for citizens in our region. Partnerships with the City of Casper and many other generous sponsors have made this possible.

NIC Fest is an arts and culture event that represents the kind of high-quality community events that Casper and the state of Wyoming need to cultivate to promote our way of life. As a benefit to the city of Casper, the event adds greatly to our community vitality. Events like NIC Fest make Casper a destination area for out-of-town visitors and garners revenue for local businesses through lodging, food purchases, and additional retail shopping. For individuals looking to relocate to the Casper area, a strong base of community activities is an essential factor. As the premier summer festival in Wyoming, NIC Fest offers an attractive incentive in the area of community activities and arts accessibility. Sales tax on the art and food items sold at NIC Fest also benefit the city of Casper. In addition, The NIC spends more than \$26,000 hiring performing artists to entertain our guests at the festival and purchasing goods and services from local businesses to make the event possible, further contributing to our economic impact of this event.

In 2017, The NIC moved the date of NIC Fest to coincide with the opening of CNFR. This was done with the support and encouragement of Visit Casper which had received feedback that CNFR participants wanted more to do before the rodeo started. We saw increased food and beverage sales and hope NIC Fest will be a positive in keeping CNFR in Casper.

NIC Fest also fosters a culture of community volunteerism as the festival requires the help of community volunteers to make the festival successful. People from all walks of life, who care deeply about our city, the arts, and The NIC, volunteer each year at NIC Fest.

Finally, NIC Fest greatly increases access to the arts in Casper. Artists from across the United States have the opportunity to introduce and sell their work to a large audience. Many of our attendees also visit the galleries of The NIC during the three day event. This fits directly with the NIC's mission to educate and enrich the community through engaging experiences in contemporary art. Art is critical to the health and vitality of a community and The NIC strives to be the cultural anchor of our wonderful city.

**In-Kind Staffing and Services**

The City can provide services to a group directly in order to facilitate an event.

**Please be Aware** that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.

**Please use the list included in this packet to properly describe what staffing/services you will need.**

Services that are typically requested:

Security (Police) EMT's Ski Lift Tickets Golf Passes Traffic Control  
 Trash Service (cans/dumpsters) Use and Delivery of Tables/Chairs  
 Baseball Field Preps Museum Passes Pool Passes Litter Control/Cleanup

Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Trash Service	Extra Trashbins/walkoff	The NIC	June 7-9	June 7 9am	June 9 7pm
2. Security	Police - Daytime	The NIC	June 7-9	10am	6pm
3. Clean up	Grounds pick-up	The NIC	June 9	4pm	7pm
4.					

**Facilities**

Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.

**Please be Aware** that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.

**Please use the list included in this packet to properly describe what staffing/services you will need.**

Facilities that are typically requested:

Casper Events Center Aquatics Center City pools Ice Arena  
 Fort Caspar City Hall Recreation Center Sports fields City Parks

Please list the facility you require:	Purpose	Date	Start Time	End Time
1.				
2.				
3.				
4.				

# Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
	<b>Total Funding:</b>	<b>\$</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
	<b>Total Expenses:</b>	<b>\$</b>

	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	<b>\$</b>
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Nicolaysen Art Museum  
**Profit & Loss by Class**  
 July 2017 through June 2018

	2018 <u>ACTUAL</u>	2019 <u>BUDGET</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>6000 · Contributed Income</b>		
6003 · Foundations	10,000.00	11,500.00
6101 · Sponsorships	34,405.53	45,000.00
<b>Total 6000 · Contributed Income</b>	<u>44,405.53</u>	<u>56,500.00</u>
6005 - In-kind	57,707.00	58,000.00
<b>6100 · Earned Income</b>		
<b>6103 · Event Revenue</b>		
6103.6 · Food/Beverage Sales	2,760.00	3,000.00
6103.8 · Booth & Artists Fees	33,570.00	47,250.00
6103 · Event Revenue - Other	27,868.90	29,000.00
<b>Total 6103 · Event Revenue</b>	<u>64,198.90</u>	<u>79,250.00</u>
<b>Total 6100 · Earned Income</b>	<u>64,198.90</u>	<u>79,250.00</u>
<b>Total Income</b>	<u>166,311.43</u>	<u>193,750.00</u>
<b>Gross Profit</b>	166,311.43	193,750.00
<b>Expense</b>		
<b>7500 · Professional Services</b>		
7503 · Contract Fees	12,151.25	20,000.00
7510 · Engineering/Sound	1,500.00	1,500.00
7510 - Engineering/Sound - In-kind	1,000.00	1,000.00
7511 · Event Entertainment	21,050.00	21,050.00
<b>Total 7500 · Professional Services</b>	<u>35,701.25</u>	<u>43,550.00</u>
<b>7999 · Museum Marketing &amp; Advertising</b>		
8000 · Marketing & Promotion	3,330.10	3,500.00
8000 · Marketing & Promotion - In-kind	17,500.00	17,500.00
<b>Total 7999 · Museum Marketing &amp; Advertising</b>	<u>20,830.10</u>	<u>21,000.00</u>
<b>8700 · Occupancy/Operations</b>		
8701 · Printing	100.00	250.00
8707 · Licenses & Fees	300.00	300.00
8710 · Bank & Credit Card Fees	831.65	800.00
8712 · Hospitality, Catering & Food	214.95	220.00
8712 · Hospitality, Catering & Food - In-kind	2,500.00	2,500.00
8713 · Meals & Entertainment	1,517.85	1,500.00
8714 · Rentals	16,180.00	17,000.00
8714 · Rentals - In-kind	7,247.00	7,250.00
8715 · Utilities	682.75	700.00
8724 · Building Maintenance/Upgrades	116.07	116.07
8801 · Supplies	10,026.31	8,000.00
8801 - Supplies - In-kind	26,460.00	26,460.00
<b>Total 8700 · Occupancy/Operations</b>	<u>66,176.58</u>	<u>65,096.07</u>
<b>Total Expense</b>	<u>122,707.93</u>	<u>129,646.07</u>
<b>Net Ordinary Income</b>	<u>43,603.50</u>	<u>64,103.93</u>
<b>Net Income</b>	<u><u>43,603.50</u></u>	<u><u>64,103.93</u></u>



## Past Year's Budget

Please attach a program budget from the last time you held this event, if available.

## Certification

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

Dana Vitney  
Signature

11/27/2018  
Date

Marketing & Special Events Manager  
Title

# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  Proud To Host The Best Committee
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Name of Program or Event:  State High School Culminating Events
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## Contact Information - Please Print

Contact Person: <u>Renee Penton-Jones/ Karin East</u> Phone Number: <u>307-266-6000</u> Date: <u>11/30/2018</u>
Address: <u>800 North Poplar Street</u>
Email: <u>gm@ramkotacasper.com</u>
Is this organization a Non-Profit Organization? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No
If so, what is your tax exempt EIN number? <u>82-5129765</u>

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written “Event/Program Description,” and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½” by 11” paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** *(Please write in your answer below, and attach another (1) sheet if necessary.)*

Funds will be dedicated to feeding the hundreds of volunteers who assist with hosting each tournament. They will also be utilized for scholarships for one female and one male participant from each school division and awarded during state basketball. Finally, funds will help to offset expenses for use of facilities during these events.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

The ability for participants, coaches, school members, families and fans to attend championship events in Casper delivers millions of tax dollars back to the community. Businesses experience an increase in purchases during these weekends and Casper residents benefit by the money that is coming into Casper. They also benefit from the opportunity to attend and enjoy watching these athletes compete.

### Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

### Dates

On what date(s) will this event be held? \_\_\_ Events occur in late October, February, the first two weekends in March and mid-May

Will Casper be the regular home for this event?  Yes     No, its home is: \_\_\_\_\_

### Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? \_Several hundred athletes from throughout the state.\_

How many people do you expect to attend this event as **Spectators**? 2017 figures – Volleyball averaged 4,400/ day x 3 days; Wrestling averaged 3,300/day x 3 days; 1A/2A averaged 9,100/day x 3 days, 3A/4A averaged 10,700/day x 3 days and Track averaged 10,300/day x 3 days.

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

### Support Requested

<b>Cash</b>	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
Amount: <b>\$20,000</b>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed: 05__ / __01__ /2018__	Cash will be used for the purchase of food for volunteers and to help offset scholarships for athletes from each division.

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1.					
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1.					
2.					
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).	
1. Please see attached	\$
2.	\$
3.	\$
4.	\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):	
1. Please see attached	\$
2.	\$
3.	\$
4.	\$
Applicant Funds :	\$
<b>Other Funds</b> (please list source(s)):	
1.	\$
2.	\$
3.	\$
4.	\$
<b>Total Funding:</b>	<b>\$</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).	
1. Please see attached	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
<b>Total Expenses:</b>	<b>\$</b>

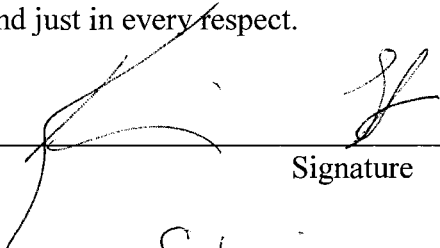
	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	<b>\$</b>
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## Past Year's Budget

Please attach a program budget from the last time you held this event, if available.

## Certification

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

  
\_\_\_\_\_  
Signature  
  
Chair  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

**The Casper Proud To Host The Best (PTHB) Committee** was established by a group of volunteers in an effort to maintain and retain five of the Wyoming High School Activities Association culminating athletic events. Beginning with Volleyball in late October, Wrestling in late February, 1A/2A and 3A/4A basketball the first two weekends in March and state track in mid-May, our group works with a variety of local venues to ensure that there are enough volunteers in place to facilitate successful events. We also work to obtain donations that are utilized to pay for venues and some staff time along with providing multiple meals during the tournaments.

Casper provides a unique opportunity for participants and fans. Most are from smaller communities so they enjoy the overall experience of shopping, dining and entertainment that Casper offers. The ability to utilize the Casper Events Center and Casper College lends to a championship atmosphere that can't be matched elsewhere in the state. It is an annual opportunity to showcase what Casper has to offer.

Annual costs associated with these efforts are in the neighborhood of \$170,000. Volunteer time exceeds 1,000 hours. The return is great for Casper; especially since the events happen during slow times in Casper. In addition to tax dollars, visitors spend with local businesses.

The committee recognizes and appreciates the MOU between City, CEC, NCSD, WHSAA and Casper College. The partnership has been very beneficial toward helping us to continue meeting our obligations.

<b>Worksheet</b>	<b>Local Option Sales Tax</b>	<b>State Sales Tax</b>	<b>State Sales Tax Returned to Casper</b>	<b>Direct Spending Impact</b>
WHSAA Volleyball	\$ 4,173.76	\$ 11,686.53	\$ 5,008.51	\$ 417,376.00
WHSAA Wrestling	\$ 5,980.83	\$ 16,746.32	\$ 7,177.00	\$ 598,083.00
WHSAA 1A 2A Basketball	\$ 4,905.27	\$ 13,734.76	\$ 5,886.32	\$ 490,527.00
WHSAA 3A 4A Basketball	\$ 6,627.27	\$ 18,556.36	\$ 7,952.72	\$ 662,727.00
WHSAA Track	\$ 16,328.00	\$ 45,718.40	\$ 19,593.60	\$ 1,632,800.00
<b>Totals</b>	<b>\$ 38,015.13</b>	<b>\$ 106,442.36</b>	<b>\$ 45,618.16</b>	<b>\$ 3,801,513.00</b>



**Proud To Host The Best  
A/R Aging Summary  
As of November 28, 2018**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CACVB	0.00	0.00	30,000.00	0.00	0.00	30,000.00
Candlewood Suites	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Casper College Foundation	0.00	0.00	10,000.00	0.00	0.00	10,000.00
Casper Orthopedic Associates	0.00	0.00	2,000.00	0.00	0.00	2,000.00
DDA of Casper	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Economic Development JPB	0.00	0.00	30,000.00	0.00	0.00	30,000.00
Hampton Inn & Suites	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Holiday Inn - Casper East	0.00	0.00	2,000.00	0.00	0.00	2,000.00
Johnson Restaurant Group	0.00	0.00	2,500.00	0.00	0.00	2,500.00
Laughing Out Loud, LLC	0.00	0.00	6,000.00	0.00	0.00	6,000.00
Lodar, Inc.	0.00	0.00	2,000.00	0.00	0.00	2,000.00
Pizza Ranch	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00
Postel Management, Inc.	0.00	0.00	2,000.00	0.00	0.00	2,000.00
Ramkota Hotel & Conference Ctr	0.00	0.00	2,000.00	0.00	0.00	2,000.00
Timberline Hospitalities	0.00	0.00	3,000.00	0.00	0.00	3,000.00
Wendoming Food Service	0.00	0.00	2,000.00	0.00	0.00	2,000.00
<b>TOTAL</b>	<b><u>1,000.00</u></b>	<b><u>0.00</u></b>	<b><u>97,500.00</u></b>	<b><u>0.00</u></b>	<b><u>2,000.00</u></b>	<b><u>100,500.00</u></b>

**Casper Sports Alliance**  
**Sales by Customer Summary**  
 July 2017 through June 2018

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	Jul '17 - Jun 18
CACVB	34,500.00
Candlewood Suites	1,000.00
Casper College Foundation	10,000.00
Casper Orthopedic Associates	2,000.00
Economic Development JPB	30,000.00
FCA Casper Adult Chapter	2,500.00
First Interstate Bank	2,000.00
Hampton Inn & Suites	1,000.00
Hilton Garden Inn	1,000.00
Holiday Inn - Casper East	2,000.00
Johnson Restaurant Group	1,500.00
La Quinta Inn Casper	1,000.00
Laughing Out Loud, LLC	6,000.00
Lodar	2,000.00
Postel Management, Inc.	2,000.00
Ramkota Hotel & Conference Ctr	2,000.00
Timberline Hospitalities	3,000.00
Wendoming Food Service	2,000.00
Wyoming Choice Hotels Region 11	8,000.00
<b>TOTAL</b>	<b>113,500.00</b>

### Casper Sports Alliance Transaction Detail By Account

July 2017 through June 2018

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>4000 · Sponsorships</b>									
Invoice	11/01/2017	5049	Wyoming Choice Hotels Region 11	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	2,000.00
Invoice	11/01/2017	5049	Wyoming Choice Hotels Region 11	2018/2019 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	4,000.00
Invoice	11/01/2017	5049	Wyoming Choice Hotels Region 11	2019/2020 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	6,000.00
Invoice	11/01/2017	5049	Wyoming Choice Hotels Region 11	2020/2021 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	8,000.00
Invoice	11/01/2017	5050	Laughing Out Loud, LLC	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	6,000.00	14,000.00
Invoice	11/09/2017	5051	Economic Development JPB	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	30,000.00	44,000.00
Invoice	11/09/2017	5052	Casper College Foundation	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	10,000.00	54,000.00
Invoice	11/09/2017	5053	Ramkota Hotel & Conference Ctr	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	56,000.00
Invoice	11/09/2017	5054	Casper Orthopedic Associates	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	58,000.00
Invoice	11/09/2017	5055	Hilton Garden Inn	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	1,000.00	59,000.00
Invoice	11/09/2017	5056	Hampton Inn & Suites	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	1,000.00	60,000.00
Invoice	11/09/2017	5057	La Quinta Inn Casper	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	1,000.00	61,000.00
Invoice	11/09/2017	5058	Candlewood Suites	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	1,000.00	62,000.00
Invoice	11/09/2017	5059	Johnson Restaurant Group	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	1,500.00	63,500.00
Invoice	11/09/2017	5060	Postel Management, Inc.	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	65,500.00
Invoice	11/09/2017	5062	Timberline Hospitalitys	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	3,000.00	68,500.00
Invoice	11/09/2017	5065	Wendoming Food Service	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	70,500.00
Invoice	11/09/2017	5066	First Interstate Bank	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	72,500.00
Invoice	11/09/2017	5067	Holiday Inn - Casper East	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	74,500.00
Invoice	11/09/2017	5068	Lodar	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,000.00	76,500.00
Invoice	02/08/2018	5069	CACVB	2017/2018 Proud to Host the Best Sponsorship-WHSAA Marching Band	Proud to ...		11000 · Accou...	4,500.00	81,000.00
Invoice	02/22/2018	5070	CACVB	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	30,000.00	111,000.00
Deposit	04/26/2018	11017	Casper Inn, LLC	VOID: Deposit	Proud to ...	X	1000 · Bank of...	0.00	111,000.00
Invoice	06/12/2018	5071	FCA Casper Adult Chapter	2017/2018 Proud to Host the Best Sponsorship	Proud to ...		11000 · Accou...	2,500.00	113,500.00
General Journal	06/30/2018	JE 05		Reclassify as Due to Proud to Host the Best	Proud to ...		2740 · Due to ...	-2,500.00	111,000.00
<b>Total 4000 · Sponsorships</b>								<b>111,000.00</b>	<b>111,000.00</b>
<b>4030 · Merchandise Sales</b>									
Deposit	05/22/2018			Track	Proud to ...		1000 · Bank of...	130.00	130.00
Deposit	05/29/2018			Proud to Host the Best Miller Lite	Proud to ...		1000 · Bank of...	865.00	995.00
<b>Total 4030 · Merchandise Sales</b>								<b>995.00</b>	<b>995.00</b>
<b>4080 · Grants</b>									
Deposit	03/27/2018		McMurry Foundation.	Proud to Host the Best Sponsorship	Proud to ...		1000 · Bank of...	30,000.00	30,000.00
Deposit	03/27/2018		McMurry Foundation	Scholarship	Proud to ...		1000 · Bank of...	4,000.00	34,000.00
<b>Total 4080 · Grants</b>								<b>34,000.00</b>	<b>34,000.00</b>
<b>TOTAL</b>								<b>145,995.00</b>	<b>145,995.00</b>

Register: 1000 · Checking-First Interstate Bank

From 07/01/2018 through 11/28/2018

Sorted by: Date, Type, Number/Ref

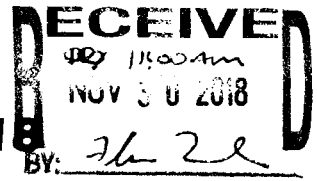
<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
07/06/2018			30000 · Opening Balan...	Deposit		X	50,673.35	50,673.35
07/19/2018	10000	Casper Star Tribune	6010 · Advertising/Ma...		1,000.00	X		49,673.35
07/19/2018	10001	Bush-Wells Sporting ...	5500 · Event Expenses		162.00	X		49,511.35
08/20/2018	10002	Skogen, Cometto & ...	7020 · Professional Fees		51.00	X		49,460.35
08/28/2018			-split-	Deposit		X	5,000.00	54,460.35
10/23/2018	10003	Casper Events Center	5500 · Event Expenses	State Marching...	7,787.30	*		46,673.05
10/23/2018	10004	Skogen, Cometto & ...	7020 · Professional Fees		300.00	*		46,373.05
11/20/2018	10005	Skogen, Cometto & ...	7020 · Professional Fees	Inv#410224	113.75	*		46,259.30
11/20/2018	10006	Casper Star Tribune	6010 · Advertising/Ma...		2,005.00			44,254.30
11/20/2018	10007	Casper Events Center	5500 · Event Expenses		21,978.84			22,275.46

## Casper Sports Alliance Transaction Detail By Account July 2017 through June 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>5000 - 1A/2A Basketball</b>									
Bill	08/01/2017	PHB - 1A/2A BB	Qdoba Mexican Eats - East	PHB: 3/2/17 1A/2A BB	Proud to ...		20000 - Accou...	600.00	600.00
Bill	04/05/2018	639	Casper Events Center	WHSAA 1A/2A Basketball	Proud to ...		20000 - Accou...	32,837.65	33,437.65
Bill	05/20/2018	2018314-1	Natrona County School District	Facilities 03.03.18	Proud to ...		20000 - Accou...	795.00	34,232.65
Total 5000 - 1A/2A Basketball								34,232.65	34,232.65
<b>5100 - 3A/4A Basketball</b>									
Check	04/05/2018	6163	Pizza Ranch #0775		Proud to ...		1000 - Bank of ...	162.52	162.52
Bill	04/05/2018	640	Casper Events Center	WHSAA 3A/4A Basketball	Proud to ...		20000 - Accou...	36,345.25	36,507.77
Bill	05/20/2018	2018314-1	Natrona County School District	Facilities 03.08.18	Proud to ...		20000 - Accou...	1,348.00	37,855.77
Bill	05/20/2018	2018314-1	Natrona County School District	Facilities 03.09.18	Proud to ...		20000 - Accou...	1,348.00	39,203.77
Bill	05/20/2018	2018314-1	Natrona County School District	Facilities 03.10.18	Proud to ...		20000 - Accou...	795.00	39,998.77
Total 5100 - 3A/4A Basketball								39,998.77	39,998.77
<b>5300 - Event Expenses</b>									
Bill	08/01/2017	Ticket #5	Pizza Ranch #0775	PHB: 7/19/17 - World Record Track Camp	Proud to ...		20000 - Accou...	550.00	550.00
Bill	08/01/2017	PHB-World Re...	Qdoba Mexican Eats - West	PHB: World Record Track Camp - 7/20/17	Proud to ...		20000 - Accou...	900.00	1,450.00
Bill	11/09/2017	VBI 2017-01	Natrona County Schools	Food & Beverage Services for Volleybal Tourney	Proud to ...		20000 - Accou...	890.40	2,340.40
Bill	11/09/2017	Volleyball	Casper Events Center	Thursday Dinner, Coaches meeting & Friday Dinner	Proud to ...		20000 - Advertis...	3,375.00	5,715.40
Bill	11/09/2017	Volleyball	Casper Events Center	Saturday Coaches meeting and Lunch	Proud to ...		20000 - Accou...	1,575.00	7,290.40
General Journal	04/05/2018	JE 03		Sam's Club- Cups & Coffee	Proud to ...		6000 - Advertis...	56.76	7,347.16
General Journal	04/05/2018	JE 03		Sam's Club - Cups, plates & sterno	Proud to ...		6000 - Advertis...	56.71	7,403.87
General Journal	04/05/2018	JE 03		Ridley's - creamer	Proud to ...		6000 - Advertis...	5.98	7,409.85
Total 5300 - Event Expenses								7,409.85	7,409.85
<b>5400 - Track</b>									
Bill	08/01/2017	Invoice #019230	Wyoming High School Activities Assn	Invoice #019230: 2017 State Track - Ticket Takers	Proud to ...		20000 - Accou...	1,306.75	1,306.75
Bill	06/05/2018	19872	Wy High School Activities Association	Ticket Takers - 2018 State Track	Proud to ...		20000 - Accou...	1,440.00	2,746.75
Bill	06/05/2018	May Expense ...	Leanne Miller	Sam's Club- State Track	Proud to ...		20000 - Accou...	50.25	2,797.00
Bill	06/05/2018	May Expense ...	Leanne Miller	Sam's Club-State Track	Proud to ...		20000 - Accou...	87.48	2,884.48
Bill	06/05/2018	May Expense ...	Leanne Miller	Chipotle-State Track	Proud to ...		20000 - Accou...	254.15	3,138.63
Bill	06/05/2018	744	City of Casper Events Center	Promoter Billing for WHSAA State Track Meet (Labor)	Proud to ...		20000 - Accou...	5,230.56	8,369.19
Total 5400 - Track								8,369.19	8,369.19
<b>5500 - Volleyball</b>									
Bill	02/20/2018	461	Casper Events Center	WHSAA Volleyball Tournament	Proud to ...		20000 - Accou...	18,936.77	18,936.77
Total 5500 - Volleyball								18,936.77	18,936.77
<b>5550 - Marching Band</b>									
Bill	02/20/2018	201617TIC03	Casper Events Center	WHSAA Marching Band Competition	Proud to ...		20000 - Accou...	8,000.00	8,000.00
Total 5550 - Marching Band								8,000.00	8,000.00
<b>5600 - Wrestling</b>									
Bill	04/05/2018	638	Casper Events Center	WHSAA Wrestling	Proud to ...		20000 - Accou...	32,088.54	32,088.54
Total 5600 - Wrestling								32,088.54	32,088.54
<b>5700 - Wy Student Leader Scholarships</b>									
Bill	06/14/2018	W09568568	University of Wyoming	Grace Ellen Tanner ID#W09568568	Proud to ...		20000 - Accou...	500.00	500.00
Bill	06/14/2018	W09707847	University of Wyoming	Braxton William Applequist ID#W09707847	Proud to ...		20000 - Accou...	500.00	1,000.00
Bill	06/14/2018	#5582533	Northern Arizona University	Olivia Paige Thoney ID#5582533	Proud to ...		20000 - Accou...	500.00	1,500.00
Bill	06/14/2018	W09332052	University of Wyoming	Sydney Jo Horton ID#W09332052	Proud to ...		20000 - Accou...	500.00	2,000.00
Bill	06/14/2018	W09734118	University of Wyoming	Quinton Brooks ID#W09734118	Proud to ...		20000 - Accou...	500.00	2,500.00
Bill	06/14/2018	#12220032	University of Kentucky	Dane Mason Bennett ID#12220032	Proud to ...		20000 - Accou...	500.00	3,000.00
Bill	06/14/2018	#10817061	Colorado School of Mines	Tristan Cole Barney ID#10817061	Proud to ...		20000 - Accou...	500.00	3,500.00
Bill	06/14/2018	W09751716	University of Wyoming	Julia Halmay ID#W09751716	Proud to ...		20000 - Accou...	500.00	4,000.00
Total 5700 - Wy Student Leader Scholarships								4,000.00	4,000.00
<b>6000 - Advertising</b>									
Bill	06/14/2018	528	FCA Casper Adult Chapter	Ad in 5 State Tournaments for School Year 2017-2018	Proud to ...		20000 - Accou...	8,125.00	8,125.00

## Casper Sports Alliance Transaction Detail By Account July 2017 through June 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 6000 · Advertising								8,125.00	8,125.00
<b>6100 · Committee Expense</b>									
Bill	05/20/2018	WHSAA Board	Karin East	Lunch @ Silver Fox for WHSAA Board	Proud to ...		20000 · Accou...	1,303.80	1,303.80
Bill	05/20/2018	ProudToHostT...	Universal Athletic		Proud to ...		20000 · Accou...	340.20	1,644.00
Total 6100 · Committee Expense								1,644.00	1,644.00
<b>6350 · Design/Production</b>									
Bill	06/05/2018	532	FCA Casper Adult Chapter	Ad for spring State Tournaments for School Year 2017-2...	Proud to ...		20000 · Accou...	300.00	300.00
Total 6350 · Design/Production								300.00	300.00
<b>6380 · Dues &amp; Subscriptions</b>									
General Journal	05/04/2018	JE 03		PTHTB - Wyoming Secretary of State	Proud to ...		6000 · Advertis...	27.00	27.00
Total 6380 · Dues & Subscriptions								27.00	27.00
<b>7425 · Mileage Reimbursements</b>									
Bill	10/05/2017	Exp Reimb	John Giantonio	Take Coach to Eadsville trail for World Record Track Ca...	Proud to ...		20000 · Accou...	10.70	10.70
Bill	10/05/2017	Exp Reimb	John Giantonio	PHB Meeting at Ramkota	Proud to ...		20000 · Accou...	1.82	12.52
Bill	11/01/2017	Exp Reim NOV	John Giantonio	Volleyball mtg at CEC	Proud to ...		20000 · Accou...	2.35	14.87
Check	04/05/2018	6162	John Giantonio	PTHTB 1A/2A Basketball	Proud to ...		1000 · Bank of ...	27.79	42.66
Check	04/05/2018	6162	John Giantonio	PTHTB 3A/4A Basketball	Proud to ...		1000 · Bank of ...	27.79	70.45
Bill	06/05/2018	May Reimb	John Giantonio	Pick up Cinnabons for PTHTB	Proud to ...		20000 · Accou...	4.58	75.03
Bill	06/05/2018	May Reimb	John Giantonio	Pick up Cinnabons for PTHTB	Proud to ...		20000 · Accou...	4.58	79.61
Total 7425 · Mileage Reimbursements								79.61	79.61
<b>7450 · Office Supplies</b>									
Bill	06/14/2018	409133	Skogen, Cometto & Associates, P.C.	Checks, deposits slips & envelopes for PTHTB	Proud to ...		20000 · Accou...	310.41	310.41
Total 7450 · Office Supplies								310.41	310.41
<b>7700 · Sponsorship</b>									
Bill	07/14/2017	2017-2018 INV...	Wyoming Coaches Association	2017-2018 - INVOICE: Sponsorship - WCF Clinic Lunche...	Proud to ...		20000 · Accou...	4,500.00	4,500.00
Bill	04/05/2018	19862	Wy High School Activities Association	2017/18 WHSAA Tournaments	Proud to ...		20000 · Accou...	5,000.00	9,500.00
Total 7700 · Sponsorship								9,500.00	9,500.00
<b>7760 · Transfer to PTHTB</b>									
Check	06/27/2018	6203	Proud to Host the Best	To transfer out monies belonging to PTHTB	Proud to ...		1001 · BOW - ...	50,673.35	50,673.35
Total 7760 · Transfer to PTHTB								50,673.35	50,673.35
<b>TOTAL</b>								<b>223,695.14</b>	<b>223,695.14</b>



# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
**Special Olympics Wyoming**

Name of Program or Event:  
**Special Olympics Wyoming – Area V Winter Games**



## Contact Information - Please Print

Contact Person: Dan Lang Phone Number: (307) 235-3062 Date: 11.30.18  
Address: 239 West 1<sup>st</sup>, Casper, WY 82601  
Email: fieldservices@specialolympicswy.org  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? 23-7418345

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written “Event/Program Description,” and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 ½” by 11” paper.** Documents of other sizes, and any other items, will be discarded.

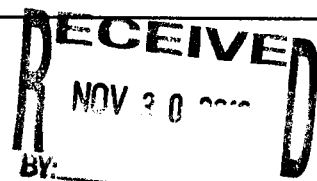
## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

**The Area V Winter Games are a regional event in preparation for the State Winter Games held in Jackson in February. Approximately 75 athletes, partners and coaches from central Wyoming (primarily Casper) compete in Alpine Skiing, Snowboarding, Cross Country Skiing, and Snowshoeing.**

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?  
**Hogadon has been a tremendous resource for the community and for Special Olympics Wyoming. Our athletes with intellectual disabilities will compete in Alpine Skiing or Snowboarding at the Area Winter Games. Sports training and competition has proven benefits in physical fitness and developing confidence.**

**The opportunity for our athletes to compete is the culmination of training and hard work. The event is also a chance for volunteers and the community to support our Special Olympics athletes.**



## Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

Casper has been hosting the Area V Winter games for many years, so while not a new program we believe that each year the event is offered our athletes get better, more athletes join the organization, and the event gets better.

## Dates

On what date(s) will this event be held? Tentatively January 25<sup>th</sup>

Will Casper be the regular home for this event?  Yes  No, its home is: \_\_\_\_\_

## Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 75

How many people do you expect to attend this event as **Spectators**? 25

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

## Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i> <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed: __ / __ /20__	



<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1. <b>Ski Lift Tickets</b>	<b>Alpine Competition</b>	<b>Hogadon</b>	<b>1/25/18</b>		
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1.					
2.					
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1. <b>Sam's Club – to be requested</b>		\$ 1,000
2. <b>Festival of Trees proceeds – received</b>		\$ 1,000
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1. <b>General Funds</b>		\$ 1,000
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		<b>\$3,000</b>

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).		
1. <b>Awards</b>		\$ 350
2. <b>Lunch</b>		\$ 850
3. <b>Lift Tickets</b>		\$ 1,300
4. <b>Administrative support costs</b>		\$ 500
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
<b>Total Expenses:</b>		<b>\$3,000</b>

<b>Total Revenue minus Total Expenses: profit (loss):</b>		<b>\$ 0</b>
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**Past Year's Budget**

Please attach a program budget from the last time you held this event, if available.

**Certification**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

*Passella P. Dowse*

\_\_\_\_\_  
Signature

November 30, 2018  
Date

\_\_\_\_\_  
President & CEO  
Title

## **Special Olympics Wyoming Area V Winter Games** **January 26, 2018**

The Area Winter Games are held annually in preparation for central Wyoming athletes to compete at the State Winter Games held in Jackson.



Approximately 75 athletes, partners, and coaches compete in four sports; Alpine Skiing, Snowboarding, Cross Country Skiing, and Snowshoeing. The competition is split between the Cross Country Touring Center, Skunk Hollow and Hogadon with the greatest number competing at Hogadon.

This event is part of the year-round sports program offered by Special Olympics to children and adults with intellectual disabilities. As part of the general rules of Special Olympics no athlete is prohibited from participation based on their ability to pay, as such we are committed to looking at reduced costs and alternative funding to continue offering events.

### **Special Olympics Wyoming Mission statement**

*The mission of Special Olympics Wyoming is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

## 2018 Special Olympics Wyoming Area V Winter Games

Donations		
2. Festival of Trees proceeds		\$ 1,250
3. General Funds		\$ 1,505
	<b>Total Funding:</b>	<b>\$2,755</b>

Anticipated Expenses for this program or event (please be as specific as you can).		
1. Awards		\$ 200
2. Lunch		\$ 775
3. Lift Tickets		\$ 1,280
4. Administrative support costs		\$ 500
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
	<b>Total Expenses:</b>	<b>\$2,755</b>

	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	<b>\$ 0</b>
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# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
USA Softball of Wyoming

Name of Program or Event:  
State Final Tournament



## Contact Information - Please Print

Contact Person: Rebecca Pexton Phone Number: 307-351-8319 Date: \_\_\_\_\_  
Address: 803 S. 10<sup>th</sup> St. Douglas, WY 82603  
Email: rebeccapexton@gmail.com  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? 83-0256890

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 1/2" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

The funds will be used for field, light + maintenance fees for use of the facilities. Additional fees will go toward the cost of hotel rooms in Casper for the umpires. Any Casper grant money goes specifically back to Casper businesses.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

Last year 57 teams with a total of 559 players, their parents, coaches, and siblings attending. This event brings in money mainly to the hotel and food businesses that employ Casper individuals.

**Event Changes**

If this is not a new program or event, how will it be different from last year? (Please write in your answer below.)

Last year due to Rec/Parks dept staffing issue we were not able to have fields maintained as regularly required. This was mainly in part to all the activities in Casper. Staff that was available did an excellent job but we did not achieve required standards.

**Dates**

On what date(s) will this event be held? July 11-14, 2019

Will Casper be the regular home for this event?  Yes  No, its home is: It is rotated around the state to accommodate teams.

**Anticipated Attendance and Public Participation**

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 112 w/coaches

How many people do you expect to attend this event as **Spectators**? 198 Attended opening ceremonies + the rest arrived later that evening.

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

**Support Requested**

<p><b>Cash</b></p>	<p>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</p> <p>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</p>
<p>Amount: <u>\$ 3500 - 5000</u></p>	<p>To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):</p>
<p>Date Cash Needed: <u>7/14/2019</u></p>	<p>To be used for Casper field usage and the umpire rooms. It may be necessary to add 1 more field to have a total of 9 available.</p>

**In-Kind Staffing and Services**

*The City can provide services to a group directly in order to facilitate an event.*

**Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.**

**Please use the list included in this packet to properly describe what staffing/services you will need.**

*Services that are typically requested:*

Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control  
Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs  
Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup

Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Field Prep	Rake, water Chalk field	Cross Roads North Casper	7/12-7/14	8:00am First pitch	late evening depending on bracket
2. Empty Trash		Crossroads North Casper	7/12-7/14	Noon + 7?	
3.					
4.					

**Facilities**

*Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.*

**Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.**

**Please use the list included in this packet to properly describe what staffing/services you will need.**

*Facilities that are typically requested:*

Casper Events Center    Aquatics Center    City pools    Ice Arena  
Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks

Please list the facility you require:	Purpose	Date	Start Time	End Time
1. Crossroads Field	Play Softball Tournament	7/12-7/14	7:00am warmup 8:00am	Fast pitch
2. North Casper Field	Play Softball Tournament	7/12-7/14		last game on 1 field finished @ 4:30 pm
3.				
4.				



## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1. Visit Casper		\$ 5000
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$ 13500
<b>Other Funds</b> (please list source(s)):		
1. I		\$
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		\$ 18500

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. Casper fields, lights + maintenance staff		\$ 8103
2. Umpires - 30 temps		\$ 12750
3. Umpire meals - lunch + dinner + water		\$ 1000
4. Trophies + Patches		\$ 2534
5. Balls + new Up Chub		\$ 987
6. Umpire Room		\$ 3945
7. Insurance + fees		\$ 1420
8. Brackets printed		\$ 35
9. Assessment Fees		\$ 2040
10. Rest Room Pump Outs		\$ 1500
There are addition expenses	<b>Total Expenses:</b>	\$ 33914

<b>Total Revenue minus Total Expenses: profit (loss):</b>		\$ (15414)
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## Past Year's Budget

Please attach a program budget from the last time you held this event, if available.

## Certification

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

Rebecca Pexton  
Signature

11-29-18  
Date

Wyoming Junior Olympic Commissioner  
Title

Rebecca Pexton  
Junior Olympic Commissioner  
USA Softball of Wyoming  
803 S 10<sup>th</sup> Street  
Douglas, WY 82633

November 29, 2018

Good day,

USA Softball of Wyoming, formerly known as ASA, holds a culminating state event for our Wyoming female players in July. Last year was the successful introduction of an 8 and under group. All of us as Commissioners and Council members are volunteer members and are involved because of our passion for softball. My JO program through the adult program.

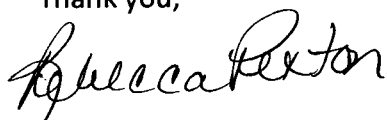
Costs have definite increased for everyone involved and previously where cities allowed use of the fields, lights and maintenance is now something that understandable is charged for. That means we have had to cut back on items that are should be a benefit such as program books for the girls with their pictures. I personally covered the \$5880 cost to create those last year as a donation.

For the players ages 6-18 going to state is the goal for every team. Since I have begun this position I have been slowly implementing the procedures used as National Tournaments which adds a little bit of ahh to the softball program. If they do play a sanctioned tournament out of state our girls are a bit more educated and will feel more comfortable with procedures.

It was just voted into National Code that our umpires are to receive a \$5 per game increase. This is justly deserved and raises it to \$30 per game but it was an unprepared for budget increase.

Any type of donation of funds or field usage would be greatly appreciated toward this project.

Thank you,



307-357-8319

rebeccapexton@gmail.com

# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
Visit Casper

Name of Program or Event:  
2020 International Roundup



## Contact Information - Please Print

Contact Person: Ryan Hauck \_\_\_\_\_ Phone Number: 307.234.5362 \_\_\_\_\_ Date: 11/26/2018 \_\_\_\_\_  
 Address: 139 W 2<sup>nd</sup> Street 1B, Casper, WY, 82601  
 Email: ryan@visitcasper.com \_\_\_\_\_  
 Is this organization a Non-Profit Organization?  Yes or  No  
 If so, what is your tax exempt EIN number? 83-0328838 (Joint Powers Board) \_\_\_\_\_

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 1/2" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

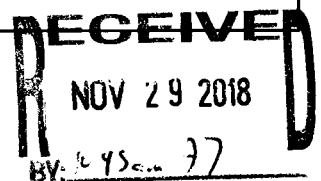
## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

Visit Casper is pleased to share that Casper, Wyoming, has been selected as the host city for the Rocky Mountain International Round-Up (IRU) tradeshow in April 2020. In just two days, 50 international and domestic travel buyers from more than 10 countries will meet in Casper with over 80 supplier organizations from Idaho, Wyoming, Montana, North Dakota and South Dakota to conduct business negotiations that result in the generation of more than \$130M in future travel to the 5-state region. At IRU, buyers and sellers are able to conduct business that would otherwise be generated only through an exhaustive number of around-the-world trips.

Today, Casper is 1% of Wyoming's product being sold internationally. Since 2014, 55% more tour operators are selling Casper hotels, 83% more overnight trips are available for sale and estimated rooms booked are up 69%. Hosting IRU, along with other international marketing efforts, will increase Casper's exposure to international markets exponentially. And an increase in international visitation = an increase in visitor spending and economic impact to our area.

There is a significant cost to be the host city for IRU. Our request is to help offset the cost of transportation for our 50 international tour operators.



How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

Tour operators who participate in IRU have the capacity to send thousands of people through Casper in future years. The average international traveler spends more than business travelers, athletes and spectators, and domestic visitors so increasing this number gradually over time can have a meaningful and real impact on our economy. The tie to quality of life comes in the form of tax collections on visitor spending, jobs, earnings and more.

### Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

IRU was held in Cody in 2016. Since that time, Cody has seen a 20% increase in the number of international tour operators actively selling their destination. In 2018 Cody had an estimated 21,124 rooms booked which equates to \$6,501,603 in plus revenue. The track record for ANY destination hosting this event is positive and results in an increased number of bookings and room nights sold.

### Dates

On what date(s) will this event be held? \_\_ April 19-22, 2020

Will Casper be the regular home for this event?  Yes  No, its home is: This event rotates annually

### Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? \_\_ 150

How many people do you expect to attend this event as **Spectators**? \_\_ 20

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i> <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: <b>\$4,000</b>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):

Date Cash Needed: 06/01/2019	Funding will be used to secure one 55-person coach bus for four days. The coach will be used to transfer 50 international tour operators and staff around Casper. (See itinerary attached.)
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<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1.					
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
Please list the facility you require:	Purpose		Date	Start Time	End Time
1.					
2.					
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).	
1. Spectra Venue Management - C	\$3,500
2. The NIC - C	\$200
3. Eggington's - C	\$660
4. Wyoming Symphony - C	\$100
5. Historic Trails West - C	\$5,100
6. Frontier Brewing - C	\$720
7. C85 Group - C	\$2,390
8. Lou Tauberts - C	\$1,200
9. The Lyric - C	\$1,000
10. Gaslight Social - C	\$4,020
11. Ramkota Hotel and Conference Center - C	\$11,800
12. Wyoming Office of Tourism - R	\$10,000
13. Visit Casper - C	\$10,000
14.	\$
15.	\$
16.	\$
17.	\$
18.	\$
19.	\$
20.	\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):	
1.	\$
2.	\$
3.	\$
4.	\$
<b>Applicant Funds :</b>	\$
<b>Other Funds</b> (please list source(s)):	
1.	\$
2.	\$
3.	\$
4.	\$
<b>Total Funding:</b>	<b>\$40,690</b>



<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. One bus April 19-22, 2020		\$4,000
2. Spectra: Hogadon and Casper Events Center – food and drinks for two nights		\$7000
3. Rental of NIC		\$500
4. Eggington's Catering		\$900
5. Wyoming Symphony playing for 1 hour		\$430
6. Historic Trails West 2hr wagon ride with Dutch oven cookout		\$5100
7. The Lyric – rental for 1 hour		\$1000
8. Branding Iron – venue, apps and 2 drinks for 60 people		\$1320
9. Frontier Brewing – venue and 2 drinks for 60 people		\$720
10. Wonder Bar – venue, apps and 2 drinks for 60 people		\$1320
11. Lou Tauberts – hats and private shopping experience		\$2200
12. Ramkota Hotel & Conference Center – rooms for staff and state offices, food for 4 breaks and two lunches during trade show		\$31830
13. Gaslight Social – venue rental, dinner, 2 drinks, and free gaming for 60 people		\$4020
	<b>Total Expenses:</b>	<b>\$60,340</b>

	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	<b>-\$19,650</b>
--	--	------------------

### Past Year's Budget

Please attach a program budget from the last time you held this event, if available.

N/A

### Certification

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

  
 \_\_\_\_\_  
 Signature

*11/26/2018*  
 \_\_\_\_\_  
 Date

*Director of Sales*  
 \_\_\_\_\_  
 Title

# Community Promotions Application - FY 2018

Please use this application to request support for events and programs that will take place between December 1, 2018 and June 30, 2019. Applications are due in City Hall by 12:00 p.m. on **November 30, 2018**.

Name of Sponsoring Organization:  
Visit Casper

Name of Program or Event:  
Ski for Light



## Contact Information - Please Print

Contact Person: Ryan Hauck \_\_\_\_\_ Phone Number: 307.234.5362 \_\_\_\_\_ Date: 11/26/2018 \_\_\_\_\_  
Address: 139 W 2<sup>nd</sup> Street 1B, Casper, WY, 82601  
Email: ryan@visitcasper.com \_\_\_\_\_  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? 83-0328838 (Joint Powers Board) \_\_\_\_\_

## Event / Program Description

Please attach a **one page, TYPED description** of the event or program that you are asking us to support. **Please be as detailed as possible.** When thinking about how to write this description, answer some of the following questions:

- What is the purpose of this event or program, and how does it fit into the mission of your organization?
- What will the event or program be like for someone who is participating in it?
- How is this event remarkable or unique for the Casper area?

Applicants are strongly discouraged from attaching additional pages, brochures, etc. **You may attach up to two pages of supporting material** (in addition to this application form, the written "Event/Program Description," and your budget documents) if you believe that it is needed in order to explain your program or event. **Please do not include anything other than 8 1/2" by 11" paper.** Documents of other sizes, and any other items, will be discarded.

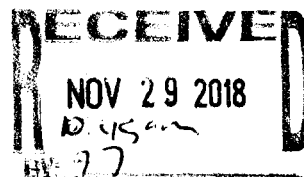
## Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.)

Ski for Light is an organization that facilitates cross country skiing opportunities for visually and mobility impaired athletes. The 2020 National Ski for Light Week will bring 150 participants, 100 worker-bees/companions, and 20 support staff to Casper for a 10-day period to cross country ski on Casper Mountain and enjoy our local amenities. In addition to producing over 1200 room nights (\$100k+ in revenue), attendees will spend money in our downtown core, at restaurants, in retail establishments, and on entertainment options that will ultimately benefit the local business community and generate sales tax revenue. If Casper is selected as the host city for this event, most of the programmed activities will take place at the Biathlon Center.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents?

The cash contribution requested will be used to offset the cost of transporting the athletes from The Ramkota Hotel to the Biathlon Center. In regard to quality of life, a vibrant visitor economy translates to a vibrant local economy in the form of jobs, taxes, earnings and growth.



## Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*

New Event

## Dates

On what date(s) will this event be held? January 23-February 1, 2020

Will Casper be the regular home for this event?  Yes  No, its home is: This event is typically held in CO. We are getting an opportunity to bid for the 2020 event.

## Anticipated Attendance and Public Participation

A **participant** is someone who is actively involved in the activity; a **Spectator** is a someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator!

How many people do you expect to be **Participants** in this event or program? 250

How many people do you expect to attend this event as **Spectators**? 0

Please be aware that you will be asked to submit the actual count of Participants and Spectators on the Final Report form after the conclusion of your program or event.

## Support Requested

<p><b>Cash</b></p>	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
<p>Amount: <b>\$8,275</b></p>	<p>To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):</p>
<p>Date Cash Needed: <b>06/01/2019</b></p>	<p>Three 55-person coach buses for Monday-Saturday. These will take the skiers and guides to and from the Ramkota and Biathlon Center</p>

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1.					
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</b></p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1.					
2.					
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1. Ramkota – Hotel for site visit		\$600
2. Ramkota - \$5/room/night rebate to help with transportation		\$5900
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$0
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1.		\$0
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		<b>\$0</b>

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).		
1. Three buses per day Monday-Saturday		\$14,175
<b>Ski for Light Site Visit</b>		
3. \$500 reimbursement bonus for flying to Casper		\$500
4. Meals for three over two days		\$255
5. Hotel for three for two nights		\$600
6. Nordic ski gear rental for three		\$45
7. Biathlon center ski passes for three		\$15
8. Large meal – Cathy Rossor, Rob Rossor, Brian Price, Dale Bohren, Karin East, Renee Penton-Jones, Bruce Lamberson, Brian Sully, Brook Kaufman, Ryan Hauck, Omar Francis, 3 Ski for Light planners		\$400
9.		
10.		
<b>Total Expenses:</b>		<b>\$15,990</b>

		<b>\$9,490</b>
--	--	----------------

	Total Revenue <i>minus</i> Total Expenses: profit (loss):
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**Past Year's Budget**

Please attach a program budget from the last time you held this event, if available.

**Certification**

I certify under penalty of perjury, that this application and the items included therein, are correct and just in every respect.

*A. Vauck*  
Signature

*11/26/2018*  
Date

*Director of Sales*  
Title

January 2, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Tim Cortez, Parks and Recreation Director  
Jim Gerhart, Interim Parks Manager

SUBJECT: Possible areas to provide dog owners additional facilities throughout Casper.

Meeting Type & Date

Council Work Session

January 15<sup>th</sup>, 2019

Action Type

Information Only

Recommendation:

Locations for possible expansion of services to dog owners in the community. Due to \$100,000 obligation being earmarked for improvements on the area behind Rocky Mountain Oncology on East 2nd Street (page 8), staff has developed some basic costs that could improve it into an exclusive dog park.

Summary:

Staff has developed a list of possible locations that could facilitate an expansion to services to dog owners in the community. This list is broken down into three categories:

Designated Off Leash Areas – These areas would be treated much like Morad Park is now. Dogs would be allowed to be off leash in these areas but no significant infrastructure is in place to keep them from escaping. (Initial expense ~\$8,000) (Yearly upkeep ~ \$3,500).

Exclusive Dog Park Areas – These areas would be considered good candidates to install infrastructure that would allow pets to be contained in an area but allow them to be off leash. These areas would be much like Lake McKenzie Dog Park (totally fenced off, dog park amenities, etc.). These areas would involve a significant financial expenditure to provide. (Initial expense ~\$369,500) (Yearly upkeep ~ \$24,102)

Trail Park Areas – These areas would include any flat space next to a public trail within the city and could be considered a “pocket” dog park. They would consist of a small fenced off area that a dog walker could swing into to let their dog off leash in a contained area while they sit and take a break. These areas would require only fencing and dog waste bags. (Initial expense ~\$11,200) (Yearly upkeep ~ \$3,500).

Financial Considerations

No Financial Considerations unless Council would like to move forward with improving any of the provided areas.

Oversight/Project Responsibility

Tim Cortez, Parks and Recreation Director

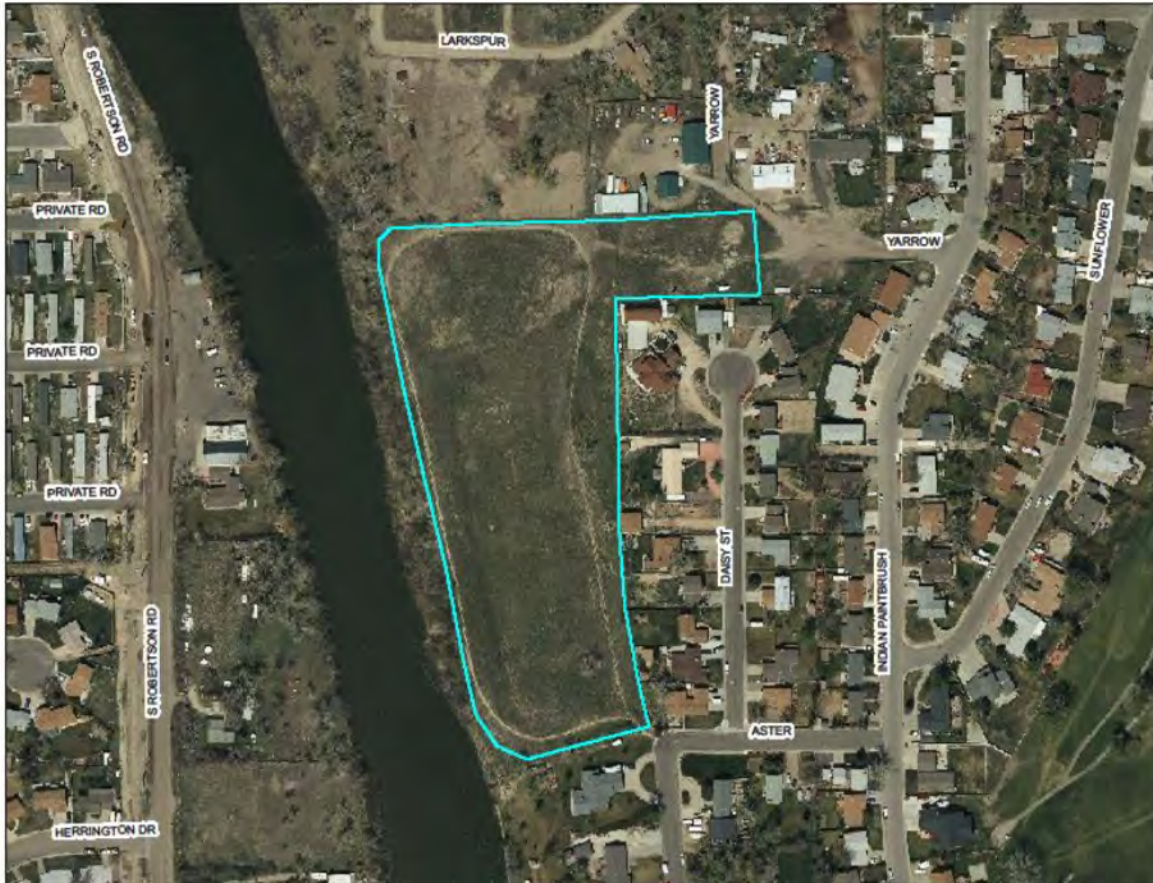
Attachments

Additional dog area packet



## Designated Off Leash Areas:

Sewage Lagoon in Paradise Valley (Lot 15 Block 27 Paradise Valley Subdivision): This property has plenty of open space available and will eventually have a bridge connecting it to River West. It does not currently have street access thus parking would be a limiting factor.



### Designated Off Leash Areas:

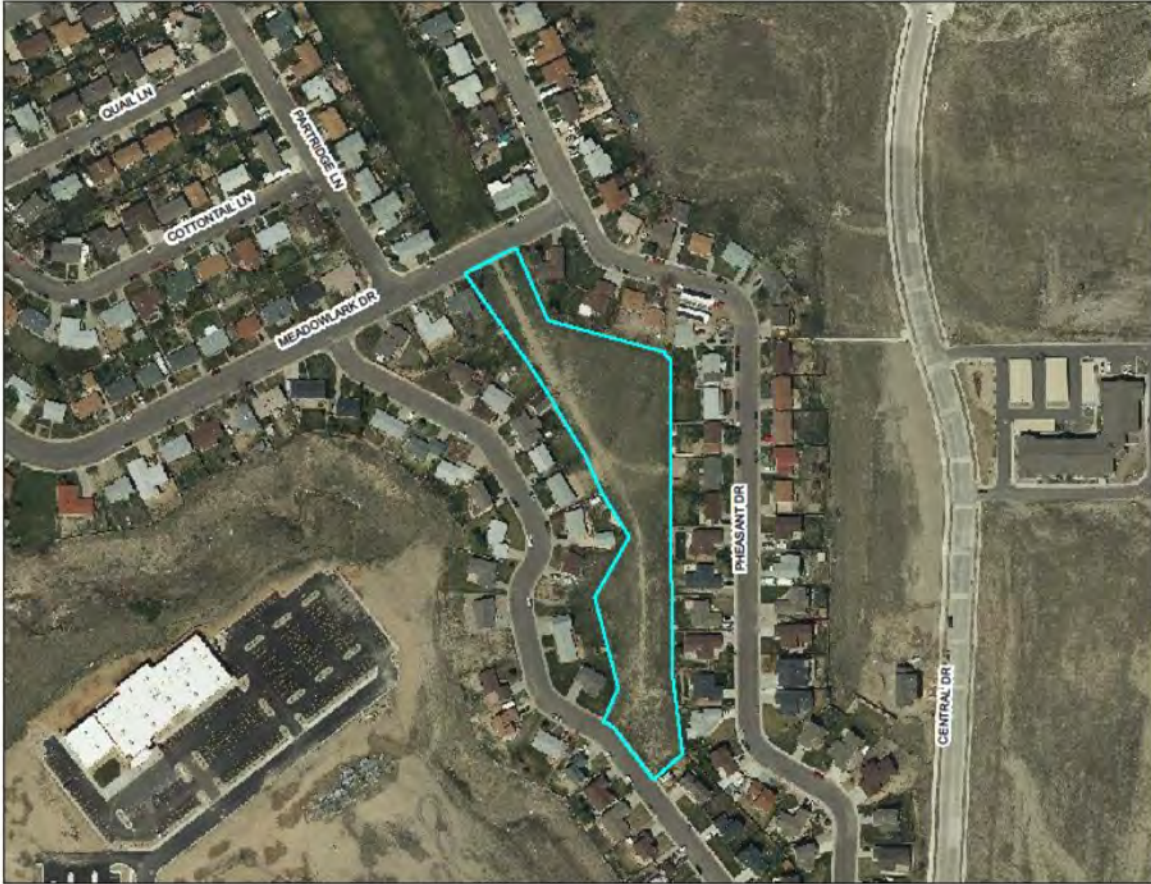
Begonia (Block 9 Platte View Bluffs Subdivision): This property is a little over an acre and has street access. It borders the South side of the river and currently has a six-foot chain link fence along the Begonia Street.





### Designated Off Leash Areas:

Meadowlark Undeveloped (Meadowlark Hills Subdivision): This property has street access from the North and South sides. It is surrounded on the East and West by residential housing.



**Designated Off Leash Areas:**

Undeveloped Riverview Park: This area is West of Riverview Park and has street access along M Street. It has large trees and borders the river to the North.





## Designated Off Leash Areas:

North Platte Park is a large riparian area that contains the disc golf course. The Platte River Parkway traverses the entire parcel.





## Exclusive Dog Park Areas:

Prairie Park (Lot 1 Block 19 Trails West Estates Subdivision): Undeveloped park land that has plenty of street access.



Prairie Park is undeveloped and receives minimal maintenance (rough mowing twice per year). It is a five-acre parcel which original purpose was for a neighborhood park. This facility could be developed into a neighborhood park with a dog park area inside of it.

Lake McKenzie Dog Park encompasses two acres and cost \$150,000 to install a pathway, year round water service for drinking fountains and dog rinsing, dog waste stations, a small parking lot, and fencing to surround it. There was no irrigation installed for turf grass because the area is not allowed to be irrigated as it sits on and old landfill.

If we were to develop a two-acre dog park in this area, we would want to irrigate it and provide two one acre areas so we could close one for turf renovations while leaving one open for use. We could estimate the cost of this to be similar to Lake McKenzie in regards to paths and fencing; however, irrigating would add a significant amount. At \$2.65 per square foot it would add \$230,000. Add to that the fencing \$40,000, trees \$12,500 for ~20 trees, \$75,000 for paths, and \$12,000 for dog park amenities and the total is \$369,500 for two acres.

**Exclusive Dog Park Areas:**

Tract G Mesa Del Sol Addition: This property has no current street access; however, it will eventually.





## Exclusive Dog Park Areas:

Oncology (PUD Open Space) Property: This property has street access and a pond.



Fencing \$40,000

Irrigation for 254,000 Sq. Ft. \$673,100 @ \$2.65 per Sq. Ft.

Dog Park Amenities \$20,000 (Benches, Dog Waste Stations, Drinking Fountains, etc.)

10' Pathway at 1800' length \$106,200 @ \$59 per foot.

Trees \$20,000



**Exclusive Dog Park Areas:**

Verde James Park: This park encompasses 5 acres. It has a large open flat area on the south side that could be developed into a dog park.



### Exclusive Dog Park Areas:

Highland Park by Ice Arena Parking Lot: This area of Highland Park would be large enough to have a dog park on. It has ample parking from the Ice arena lot. It borders the cemetery on the west side.





**Exclusive Dog Park Areas:**

Westwood Park: This park is flat and has a small parking area.



**Exclusive Dog Park Areas:**

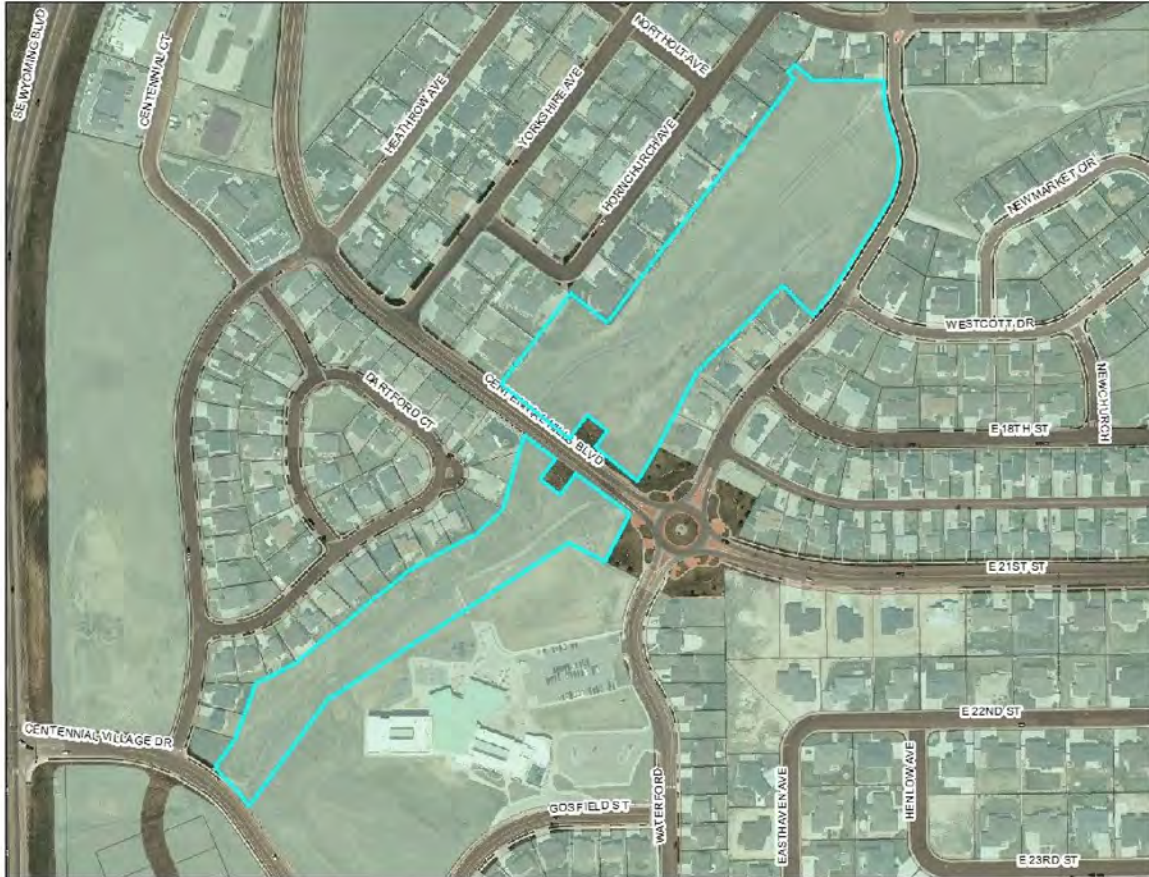
Riverview Park Expansion: This area has irrigation and turf, but has been much underused. It has Street access along M Street and an available parking lot in Riverview Park.



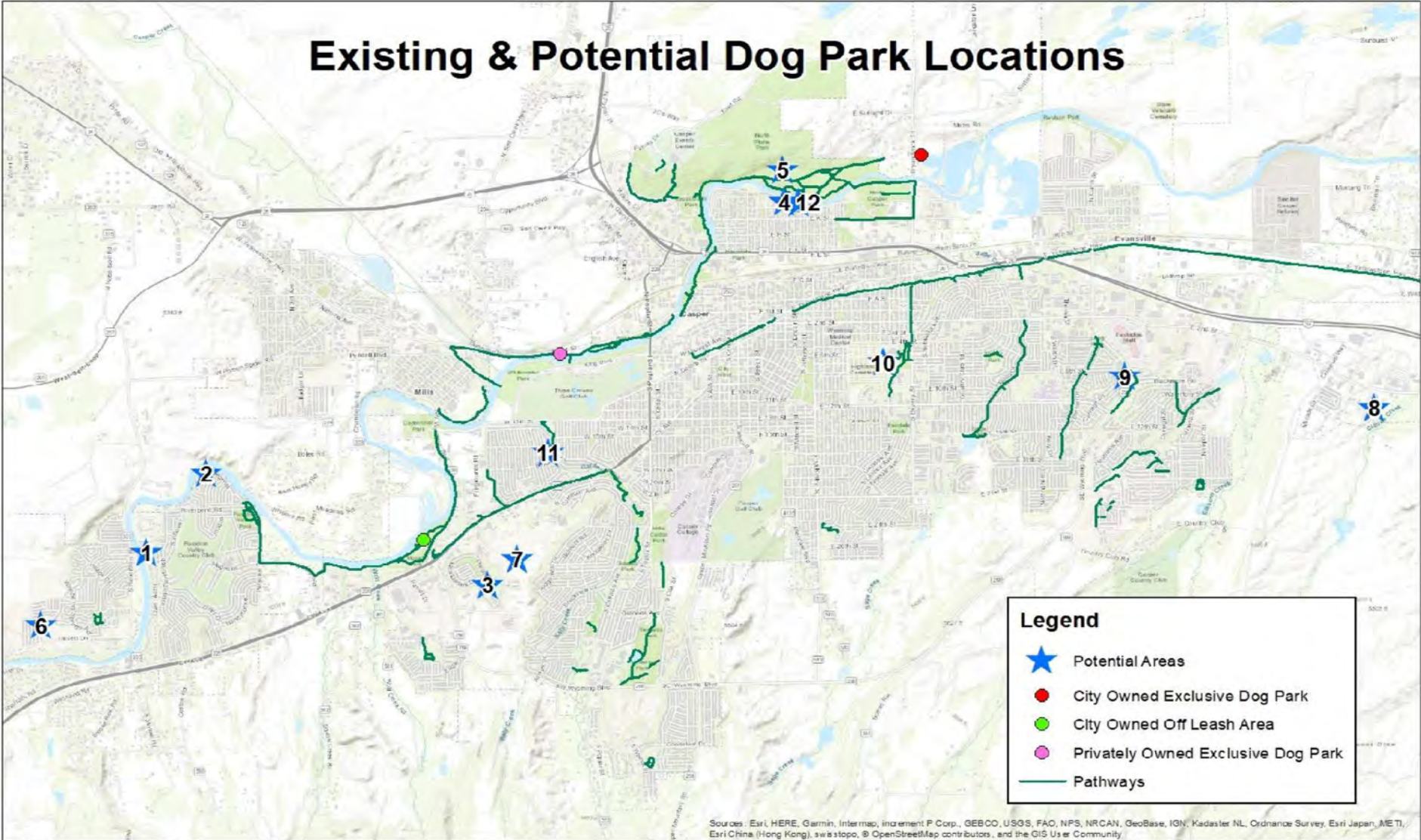


## Trail Park Areas:

Centennial Hills Pathway sits on HOA property but is maintained by the city. It would be possible to put a small pocket dog park along it where terrain allows.



# Existing & Potential Dog Park Locations





December 6, 2018

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Keith McPheeters, Police Chief *KMcP 307*  
SUBJECT: Removal of Abandoned Vehicles

Meeting Type & Date:

Work Session  
January 15, 2019

Action Type

Direction requested

Recommendation

That Council provide direction regarding updating Chapter 10.60 – Removal of Abandoned Vehicles

Summary

Current Casper Municipal Code Section 10.60, regarding abandoned vehicles, while mirroring Wyoming State Statutes, contains some archaic, inapplicable, and cumbersome language. The proposed ordinance change addresses some of these in an attempt to streamline and simplify the removal of abandoned vehicles from City streets. These changes do not address junk vehicles on private property, as those are covered by other Code sections and handled by the Code Enforcement Department.

References to “impounding” a vehicle have been changed to “removing” a vehicle, since they will be towed to wrecker company storage lots, not a secure police impound. Similarly, references to storing them in the City garage have been removed since such a storage facility no longer exists.

The criteria for determining whether a vehicle is abandoned have been clarified in proposed section 10.60.080A by adding language that reinforces the concept that factors beyond a vehicle being inoperative and unlicensed enter into a presumption of abandonment. These include obvious signs of inoperability, the fact that a vehicle has not been moved for a significant time, and other factors that may be observed by a City officer.

Financial Considerations

The proposed Ordinance does not impact the City’s budget.

Attachments

Proposed Ordinance

## **Chapter 10.60 – ~~IMPOUNDMENT AND~~ REMOVAL OF ABANDONED VEHICLES**

- **Article I. - General Impoundment Removal Procedures**

Pursuant to W.S. 31-13-103, the following Code provisions are adopted.

10.60.010 – Authorization to remove and store vehicles.

Whenever any police officer finds a vehicle unattended upon any street, alley or other public property where such vehicle constitutes an obstruction to traffic or for other reasons set forth in Section 10.60.020, such officer is authorized to provide for the removal of such vehicle to the nearest city garage or other place of safety designated by the chief of police or his appointed authority, at the expense of the registered owner thereof.

(Prior code § 24-116)

10.60.020 – Circumstances requiring removal of vehicle.

A. Members of the police department are authorized to remove a vehicle from a street or highway or restricted parking area to the city garage or other place of safety under the circumstances hereinafter enumerated:

1. When any vehicle is left unattended upon any bridge or viaduct or in any subway, where such vehicle constitutes an obstruction to traffic;

2. When a vehicle upon a highway is so disabled as to constitute an obstruction to traffic and the person or persons in charge of the vehicle are by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal;

3. Reserved;

4. When the driver of such vehicle is taken into custody by the police department and such vehicle would thereby be left unattended upon a street, highway or restricted parking area;

5. When such vehicle is found being driven on the streets or highways and is not in proper condition to be driven;

~~6. When a driver, owner or person in charge of such vehicle, while driving or in charge of such vehicle, or while such vehicle was parked or stopped, has received a notice to answer to a charge against him for violation of the provisions of this title or other traffic ordinances, and such driver, owner or person in charge has failed to appear and answer to such charge;~~

~~B. Any vehicle may be impounded in the city garage, if voluntarily agreed to by the owner thereof, upon the suspension of any fine or other penalty imposed against the driver or owner by the municipal court for a violation of a traffic ordinance;~~



~~C. Any violator taken into custody pursuant to the provisions of this title or other city ordinances prohibiting driving when under the influence of intoxicating liquor may at the discretion of the proper authority be released without posting bond if he agrees to the impounding in the city garage of the vehicle owned and driven by him to insure his appearance in the municipal court to answer the charges against him, and pay such fine as may be assessed against him.~~

*(Prior code § 24-117)*

(Ord. No. 10-11, § 1, 3-1-2011)

10.60.030 – Private wrecker service and places of **impoundment storage** – Charges set by council resolution.

The chief of police is authorized to provide for the removal of vehicles under this chapter by private wrecker services and to provide for places of **impoundment storage**. No vehicle **impounded removed** under this chapter shall be released therefrom until such charges for towing such vehicle into storage and storage charges have been paid by the registered owner thereof. The charge for towing, storage or removal of such motor vehicle shall be fixed by the city council by resolution from time to time; provided, however, that when in the judgment of the chief of police a vehicle has been **impounded removed** through no fault of the owner, and where the levying of such charges would be unjust, such towing, storage and removal charges shall be paid out of the city's general fund if such charges were incurred through the towing, storage or removal by a private service.

*(Prior code § 24-118)*

10.60.040 – Notice to owner.

Whenever an officer removes a vehicle from a street as authorized in this chapter and the officer knows or is able to ascertain from the registration or other records in the vehicle or otherwise the name and address of the owner thereof, such officer shall immediately give or cause to be given notice in writing to such owner of the fact of such removal, the reasons therefor and of the place to which such vehicle has been removed.

*(Prior code § 24-119)*

10.60.050 – Procedure when owner unknown.

Whenever an officer removes a vehicle from a street under this chapter and does not know and is not able to ascertain the name of the owner, or for any other reason is unable to give the notice to the owner as hereinbefore provided, and in the event the vehicle is not returned to the owner within a period of three days, then and in that event the chief of police may consider that the motor vehicle may have been stolen and shall immediately send or cause to be sent a written report of such removal by mail to the state department, whose duty it is to register motor vehicles. Such notice shall include a complete description of the vehicle, the date, time and place from which removed, the reasons for such removal, and name of the garage or place

where the vehicle is stored, with the request that the owner of such vehicle be notified immediately.

(Prior code § 24-120)

#### 10.60.060 – Disposal of vehicles.

~~Any vehicle impounded pursuant to this chapter and left unattended~~ **Any vehicle left unattended** on public or private property without the express consent of the owner or person in lawful possession or control of such property, for a period in excess of five days, shall be deemed to be abandoned and shall be disposed of in the manner provided in this chapter.

(Prior code § 24-121)

#### Article II. – Abandoned Vehicles

#### 10.60.070 – Prohibited where – Exceptions – Removal procedure.

A. No person shall abandon a motor vehicle on the streets, alleys or public property of the city.

B. Reserved.

C. Any police officer who has reasonable grounds to believe that a vehicle has been abandoned may remove the vehicle, or cause it to be removed at the expense of the owner. ~~to the nearest place of impoundment provided for by the county or the sheriff of the county.~~ Removal of an abandoned vehicle from private property shall be upon the written request, upon a form prescribed by the department of revenue, of the owner or person in lawful possession or control of the property. The police department shall immediately send, or cause to be sent, a written report of such removal to the department of revenue, which report shall include a description of the vehicle, the date, time and place of removal, the grounds for removal and the place of impoundment of such vehicle.

D. For purposes of this section, a vehicle shall be presumed to be abandoned if it is left unattended on a street, alley or other public ground for more than twenty-four hours after a notice of intent to ~~impound~~ **remove** has been placed on it pursuant to paragraph E of this section, or private property without express consent of the owner or person in lawful possession or control of the property more than five days after a notice of intent to ~~impound~~ **remove** has been placed on it pursuant to paragraph E of this section.

E. A notice of intent to ~~impound~~ **remove** an abandoned vehicle by a police officer shall be placed in a prominent position on a vehicle when a police officer reasonably believes it is abandoned. The notice of intent shall remain on the vehicle at least twenty-four hours prior to removal by a police officer if abandoned on a street, alley, or any other public ground, and five days if abandoned on private property.

(Prior code § 24-121.1)  
(Ord. No. 10-11, §§ 2, 3, 3-1-2011)

10.60.080 – Abandonment presumed when – Exceptions.

A. For the purpose of this section, a vehicle shall be presumed to be abandoned if it is in an inoperable condition and is not currently registered, **or shows other indicia leading a reasonable person to believe the vehicle has been abandoned, including, but not limited to obvious signs of inoperability such as flat or missing tires, obvious mechanical defects, the accumulation of weeds or detritus around the vehicle, or the fact that the vehicle is not parked within one hundred (100) feet of the registered owner’s address and has not moved for a period of five (5) days or more.**

B. This section and the provisions contained in this code concerning storage of wrecked, disabled vehicles and junk, shall not apply to:

1. Antique or historic motor vehicles as defined in Section 31-1-101 of the Wyoming Statutes; provided same are licensed pursuant to Section 31-3-102 of the Wyoming Statutes;

2. Vehicles kept in an enclosed garage or storage building; provided same are not visible from any other land or public way;

3. Vehicles used for riprap on rivers, streams or reservoirs, or for erosion control;

4. Vehicles used for educational or instructional purposes at any public school;

5. Vehicles or junk in the custody of the city being stored pending disposal;

6. Vehicles and junk at junkyards which are licensed under, and in compliance with, the laws of the city.

(Ord. 19-86, 1986: prior code § 24-121.2)

10.60.090 – Storage and towing fees set by council resolution.

All storage and towing fees shall be established by the city council by resolution.

(Prior code § 24-121.4)

10.60.100 – Disposal of vehicles.

All abandoned vehicles ~~impounded~~ **removed** under the provisions of this chapter may be disposed of in accordance with Section 31-13-106 et seq., of the Wyoming Statutes, 1977, as amended.