

# **WORK SESSION AGENDA**




**Casper City Council  
City Hall, Council Meeting Room  
Tuesday, September 10, 2019, 4:30 p.m.**

<b>Work Session Meeting Agenda</b>		Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-Up		5 min	4:30
2.	Wyoming 2-1-1	Information Only	20 min	4:35
3.	Parades & Special Event Guide	Direction Requested	40 min	4:55
4.	Green Valley – Annexation Status Report	Move Forward for Approval	10 min	5:35
5.	Memorials, Donations, and Sponsorship Policy	Direction Requested	20 min	5:45
6.	Agenda Setting		20 min	6:05
7.	Legislative Review		10 min	6:25
8.	Council Around the Table		10 min	6:35
Approximate End Time:				6:45

**We are CASPER**

**Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness**

September 10, 2019

MEMO TO: J. Carter Napier, City Manager   
FROM: Andrew Beamer, P.E., Public Services Director   
SUBJECT: South Poplar Street and West 1<sup>st</sup> Street Enhancements Project, No. 17-072

Meeting Type & Date  
Council Work Session  
September 10, 2019

Action Type  
Direction Requested

Recommendation:  
That Council provide recommendations on the enhancements for the South Poplar Street and West 1<sup>st</sup> Street Enhancements Project, No. 17-072.

Summary:  
City staff met with WYDOT following the Council Work Session August 27, 2019, to discuss the desired enhancements for the Poplar Street and West 1<sup>st</sup> Street reconstruction project. WYDOT was advised that the City would like to see both sides of the bridge deck receive a 10-ft walk, with the understanding that the additional cost of approximately \$426,250 will be the responsibility of the City.

WYDOT was also advised that City Council has agreed to accept a donation from the Platte River Trails Trust of up to \$100,000 to install two 'bulb-outs' on the bridge, with the intent for these bulb-outs to mimic those installed on the Robertson Road bridge over the North Platte River. The City has estimated these bulb-outs to cost \$45,000 each.

WYDOT has agreed to make connections on both the north and south sides of the bridge to the pathways to the west. WYDOT has also agreed to extend a 10-ft wide sidewalk along the eastside of the project from 1<sup>st</sup> Street to West Yellowstone Highway. A connection north of the bridge to the pathway to the east would be the responsibility of the City. Because of the extensive widening of the bridge deck and retaining wall structure, this cost is estimated at \$75,000.

Lighting of the bridge deck, similar to lighting installed on the bridge over the railroad tracks north of this project, was also identified as a priority. The City will contract with a consultant for design of these improvements. These lighting enhancements are estimated to be \$125,000.

Also considered at the August 27<sup>th</sup> work session for possible enhancements were the installation of decorative street lights along Poplar Street from 1<sup>st</sup> Street to Collins Dr., as well as the installation of street trees and corresponding irrigation system. These costs were estimated at \$400,000 and \$150,000 respectively.

### Financial Considerations

The estimated cost for the proposed enhancements, other than the bulb-outs that the Platte River Trails Trust will fund, is \$626,250. Under the terms of the current cooperative agreement with WYDOT, \$589,100 is available for construction. As WYDOT will take on the design responsibilities for the sidewalk widening on the bridge deck, the construction of the two bulb-outs, and the sidewalk connection north of the bridge to the pathway to the east, this cooperative agreement will need to be amended. The funds for the amendment and estimated budget shortfall will come from the \$100,000 in 1%#16 funds available this fiscal year. These funds were intended to procure the services of a landscape/engineering firm to design and oversee the improvements that will no longer be needed.

### Oversight/Project Responsibility

Andrew Beamer, Public Services Director

### Attachments

None



**Sabrina Lane**  
Executive Director  
Wyoming 2-1-1  
307-433-3075  
manager@wyoming211.org

Facebook: Wyoming 2-1-1  
Twitter: @Wyoming2-1-1

# Who is Wyoming 2-1-1?

## *One-stop Source of Information*

- ✓ **Wyoming 2-1-1** opened its doors in 2011 and started operating in seven Wyoming counties. It quickly expanded to 12 counties in 2012, and now serves all 23 Wyoming counties.
- ✓ **Wyoming 2-1-1** is a comprehensive, statewide provider of information and referral for Wyomingites.
- ✓ **Wyoming 2-1-1** is a centralized access point to community information and referral services to provide individuals with information they need to access health and human services.
- ✓ **2-1-1** is an easy to remember, free helpline for people looking for community services and resources, especially for those who need essential services, such as food, shelter, counseling, health insurance, employment assistance, and more.
- ✓ **Wyoming 2-1-1** also provides information to communities to help them assess needs and gaps in services.
- ✓ **Wyoming 2-1-1** is a partner in disaster recovery for information dissemination.

# Wyoming 2-1-1 Staff

- Executive Director
- Community Resource Specialist - Database Curator
- Community Resource Specialist



## Office Location:

Cheyenne, WY - inside the United Way of Laramie County building.

## Office Hours:

Monday-Friday, 8 a.m.-6 p.m.

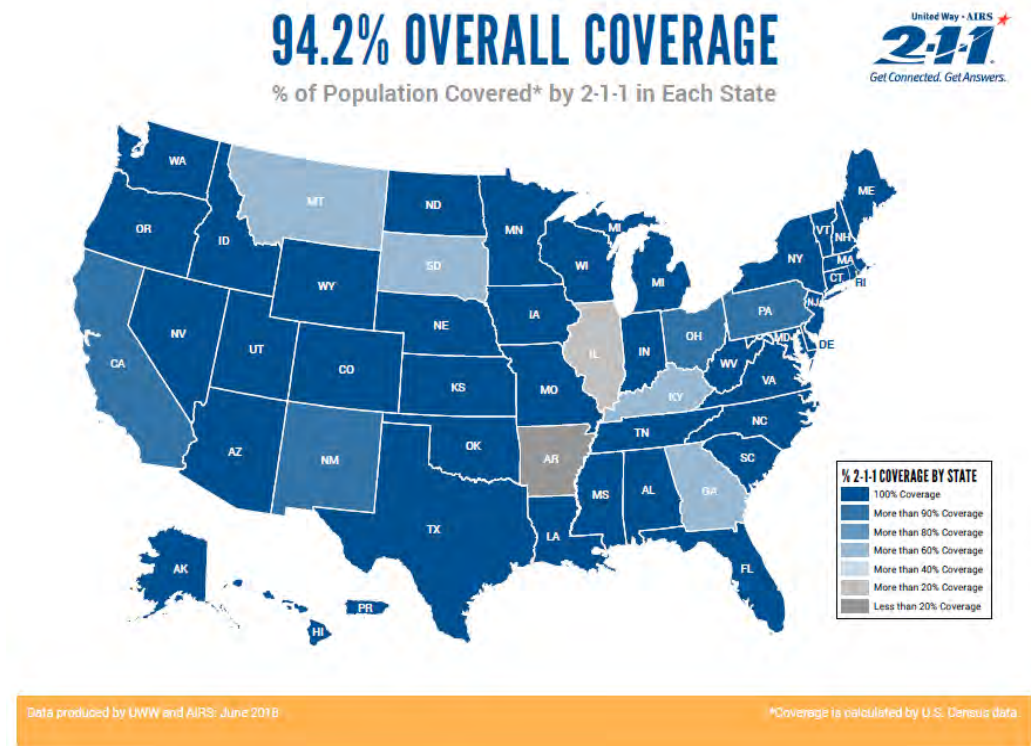
## Services Provided:

STATEWIDE



# 2-1-1 Impact Nationwide

- 2-1-1 is available in all 52 states, as well as Canada and Puerto Rico.
- 2-1-1 reaches 94.2% of the US population.
- **In the State of Wyoming, 100% of Wyoming residents have access to 2-1-1.**
- In 2018, 2-1-1's across the US answered over 12.8 million connections to help.
- Referrals were most often made for housing or utilities assistance; physical or mental health services; assistance finding and obtaining employment; and services to address and prevent homelessness.





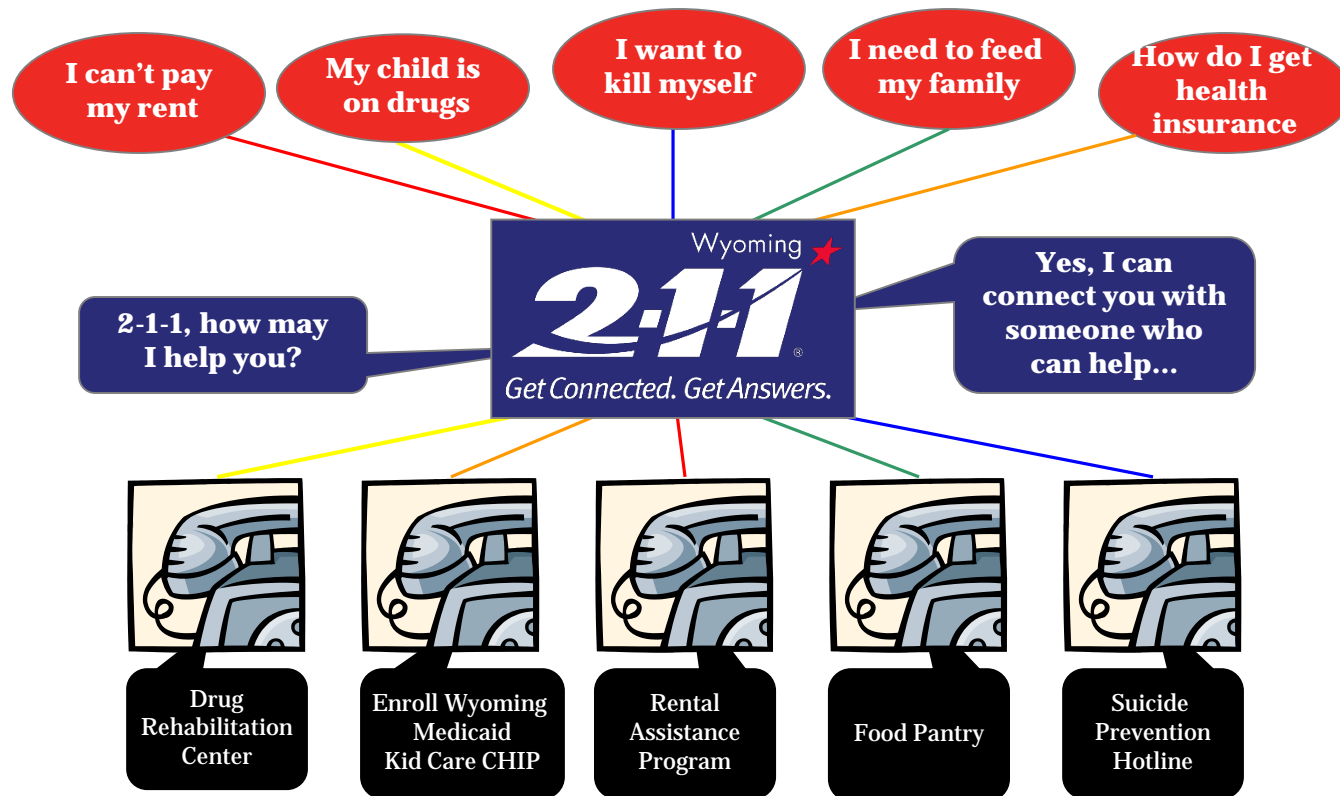
## Who can benefit from using Wyoming 2-1-1?

- Case Managers and Care Givers
- Grandparents in need of assistance with their grandchildren
- Families seeking services for their children
- Law enforcement officers helping individuals in need – suicide ideologies, homeless, victim assistance, etc.
- Veterans seeking services specifically tailored to veterans
- Individuals looking for health insurance
- Seniors seeking information about financial scams
- Human Resource professionals helping an employee find resources for transportation, childcare, or their aging parents
- Laid-off workers struggling to find employment or feed their families
- Disaster victims seeking housing, food, counseling



## How does Wyoming 2-1-1 Work?

# Providing Access to Community Resources



# Wyoming 2-1-1 Resource/Referral Database

In October 2017, Wyoming 2-1-1 underwent an expansive database conversion. Point to point, the conversion took one full year which stalled the process of updating existing resources and adding new resources. Wyoming 2-1-1 went live with its new website and database on October 1, 2018.

There are many features and advantages to the new website and database:

- Newer, fresher looking website presence
- User friendly
- Unlimited Agencies, Services, and Sites
- Unlimited Client Records
- Unlimited Public Access
- API Capabilities (contractually sharing of database with partner programs)
- New database functionality that automates annual reminders to agencies to update their information
- Electronic Agency Update Form as agency services change



# Wyoming 2-1-1 Resource/Referral Database

Accepts agency/services based upon inclusion/exclusion policy  
(updated in March 2019)

- Federal, state, county, city government services and non-profits
- Agency data is continually being collected and updated

Resources classified in database based upon “Taxonomy”

- Basic Needs
- Consumer Services
- Criminal Justice and Legal Services
- Education
- Environment and Public Health/Safety
- Health Care
- Income Support and Employment
- Individual and Family Life
- Mental Health and Substance Use Disorder Services
- Organizational/Community/International Services

**Database searching by the public is available 24/7 on our website:  
[www.wyoming211.org](http://www.wyoming211.org)**



# Snapshot of Resources in Database

Adolescent/Adult Immunizations	Alcohol Use Disorder Support Groups	Community Clinics	Community Mental Health Agencies	Comprehensive Job Assistance Centers	Domestic Violence Support Groups	Food Pantries
Free Tax Assistance	Head Start	Local Bus Fare	Mortgage Payment Assistance	Motel Bill Payment Assistance	Prescription Expense Assistance	Rent Payment Assistance
Sheriff	Temporary Financial Assistance	Transitional Housing/Shelter	Utility Service Payment Assistance	Veteran Benefits Assistance	Veterans Fly Fishing	WIC

County	Services Available - County Specific	Services Available - Multi-county and/or Statewide Services
NATRONA	164	292
STATEWIDE	553 Agencies	1967 Services



*Give Help. Get Help.*



# Tour of Website

<https://wy211.communityos.org/>



## Search Our Database to Find Community Resources

- Aging & Disability Resources
- Criminal Justice and Legal Resources
- Housing & Shelter
- Public Services
- Alcohol/Drug Abuse
- Domestic Violence
- Medical/Health Care
- Transportation
- Basic Needs & Financial Assistance
- Employment
- Mental Health
- Disaster Services
- Child Care & Education
- Food/Meals
- Military/Veterans
- Children & Families

Not Finding What You Are Looking For?  
Click Here For [Advanced Search](#) or [Dial 2-1-1!](#)



# Search Our Database to Find Community Resources

- Aging & Disability Resources
- Criminal Justice and Legal Resources
- Housing & Shelter
- Public Services
- Alcohol/Drug Abuse
- Domestic Violence
- Medical/Health Care
- Transportation
- Basic Needs & Financial Assistance
- Employment
- Mental Health
- Disaster Services
- Child Care & Education
- Food/Meals
- Military/Veterans
- Children & Families

Are you looking for Early Care & Education Programs?

Are you looking for Home Visiting?

Are you looking for Child Nutrition Programs?

- o SNAP
- o WIC
- o Summer Food Service Program

Are you looking for Parenting/Family Support?

Are you looking for Parenting Support?

- o Parenting Education
- o Parenting Skills Classes
- o Expectant/New Parent Assistance
- o Disability Related Parenting Programs
- o Youth Enrichment Programs

Are you looking for Kinship Support?



Reset Search

Resource Search Tab Search Results

Resource Search Results



Filter

Agency Name	Service Name	Service Associated Sites
Parent Information Center	Parent Information Center	Parent Information Center
Peak Wellness Center, Inc.	Youth and Family Services	Peak Wellness Center
Parent Information Center	Parent Education Network	Parent Education Network

Your search returned 3 results.

**Service**

- Parent Education Network
- Parent Information Center**
- Parents Helping Parents of Wyoming

**Site**

- Parent Education Network
- Parent Information Center
- Parents Helping Parents of Wyoming

Hide Menu

# Service

**Service Details**

[Submit Service Revision Request](#)

**Service Name**  
Parent Information Center

**Alias**  
PAT, P.A.T., Parents as Teachers, PEN, P.E.N., Parent Education Network, PIC, P.I.C., Parent Information Center, Family to Family

**Service Description**  
Information, support, and resources to parents and providers of children with disabilities. Support includes parent-friendly workshops that focus on accessing authentic resources and training regarding the laws and services that are available to children with disabilities in Wyoming. Have trained parent advocates that work directly with parents and schools across the state.

**Service Post**

- Family Support Centers/Outreach PH-2360.2400
- Disability Related Parenting Programs PH-6100.1700

**Associated Resources**

**Area Served**  
Statewide: Albany, Big Horn, Campbell, Carbon, Converse, Crook, Fremont, Goshen, Hot Springs, Johnson, Laramie, Lincoln, Natrona, Niobrara, Park, Platte, Sheridan, Sublette, Sweetwater, Teton, Uinta, Washakie, Weston

**Geographic Area Served**

**Hours of Operation**  
Monday to Friday: 8am - 5pm

**Languages Other than English**  
Spanish

**Associated Sites**  
Parent Information Center

**Contact Details**

**Phone (Main)**  
307-684-2277

**Email Address**  
✉ info@wpic.org

**Website/URL**  
🌐 http://www.wpic.org

**Fax**  
888-389-6542

**TDD phone**

**Service Details**

**Eligibility**  
Parents, grandparents, educators, and service providers of children with a disability.

**Application/Intake Process**  
Call for information or appointment.

**Fee Structure**

**Intended Participants**

**Insurance Accepted**



## Search Our Database to Find Community Resources

- Aging & Disability Resources
- Criminal Justice and Legal Resources
- Housing & Shelter
- Public Services
- Alcohol/Drug Abuse
- Domestic Violence
- Medical/Health Care
- Transportation
- Basic Needs & Financial Assistance
- Employment
- Mental Health
- Disaster Services
- Child Care & Education
- Food/Meals
- Military/Veterans
- Children & Families

Not Finding What You Are Looking For?  
Click Here For [Advanced Search](#) or [Dial 2-1-1!](#)



# Public Resource Search Search for resources available in your community.

Search

Resource Search Tab Search Results

I Am Looking For This Service

**Service Name**

Contains

I Am Looking For This Agency

**Agency Name**

Contains

I Need

**Service Keyword**

Is Like

**Service Category**

Includes any

**Area Served**

Is Like

Search

# Public Resource Search Search for resources available in your community.

Search

Resource Search Tab Search Results

## Search Results

### State Respite Program

307-777-3443 - State Respite Program : 6101 Yellowstone Rd Suite 186C Cheyenne WY, 82002, US  
State Respite is a state funded program that enables parents to take a break from the care of their child for a few hours.  
Agency: Wyoming Department of Health

### Pregnancy Support Services

307-632-7619 - Pregnancy Support Services : 314 E 21st Street Cheyenne WY, 82001, US  
Pregnancy support services to women and couples experiencing an unplanned pregnancy. Assistance with developing an adoption plan if that is the desire of the birth parents, or information and referral services and support if birth parents chose to parent. The Wyoming Childrens Society does not provide termination counseling. If you have experienced termination of a pregnancy and are dealing with feelings of grief and loss, we can assist you in accessing support services.  
Agency: Wyoming Children's Society

### Pregnancy Outreach and Prevention Program

307-632-7619 - Pregnancy Outreach and Prevention Program : 314 E 21st Street Cheyenne WY, 82001, US  
For women and teens who have experienced a pregnancy, may or may not be currently parenting, and may or may not have made an adoption plan. Program includes individual support services and a 15 week group program addressing self-sufficiency. Mission is to reduce subsequent unplanned pregnancies by empowering women and teens to improve their lives through education, advocacy and enhanced life skills. The overall objective is to increase financial independence, reduce the risk of future unintended pregnancies and to strengthen families.  
Agency: Wyoming Children's Society

### Foster Care Program

307-352-2509 - Foster Care Program : 2451 Foothill Doulevard, Suite 103 Rock Springs WY, 82002, US  
Foster care is a temporary service to ensure the safety and well being of child(ren)/ youth while in out-of-home placement and in the Custody of the Wyoming Department of Family Services (DFS). Individuals or families interested in becoming a foster parents can contact the Foster Care Coordinator who serves their county to get information on how to become a foster parent. Foster Care Coordinators by County Albany County (307) 721-1984 2020 Grand Ave., Suite 400 Laramie 82070 Big Horn County (307) 548-6503 616 Second Ave. North Greybull 82426 Campbell County (307) 682-7277, ext. 248 1901 Energy Court, Suite 300 Gillette 82716 Carbon County (307) 328-0612, ext. 38 P.O. Box 2409 Rawlins 82301 Converse County (307) 532-2191 1618 East M Street Torrington 82240 Crook County (307) 682-7277, ext. 248 1901 Energy Court, Suite 300 Gillette 82716 Fremont County (307) 332-4038 201 N. 4th Street Lander 82520 Goshen County (307) 532-2191 1618 East M Street Torrington 82240 Hot Springs County (307) 548-6503 616 Second Ave North Greybull 82426 Johnson County (307) 682-7277, ext. 248 1901 Energy Court, Suite 300 Gillette 82716 Laramie County (307) 777-5101 1510 E. Perkins Cheyenne 82001 Lincoln County (307) 780-2756, ext. 226 350 City View Dr., Suite 306

**Wyoming Department of Health**

**Service**

- 24/7 Nurse Line - Wyhealth...Get Plugged In!
- Acquired Brain Injury Waiver (ABI)
- Adult Developmental Disabilities Waiver (DD)
- Albany County Public Health
- Albany County WIC
- Big Horn County Public Health - Greybull
- Big Horn County Public Health - Lovell
- Big Horn County WIC Office - Greybull
- Big Horn County WIC Office - Lovell
- Campbell County Public Health
- More...

**Site**

- 24/7 Nurse Line - Wyhealth...Get Plugged In!
- Acquired Brain Injury Waiver (ABI)
- Adult Developmental Disabilities Waiver (DD)
- Albany County Public Health
- Albany County WIC
- Big Horn County Public Health - Greybull
- Big Horn County Public Health - Lovell
- Big Horn County WIC Office - Greybull
- Big Horn County WIC Office - Lovell
- Campbell County Public Health
- More...

Hide Menu

# Service

**Service Details**

[Submit Service Revision Request](#)

**Service Name**  
State Respite Program

**Alias**

**Service Description**  
State Respite is a state funded program that enables parents to take a break from the care of their child for a few hours.

**Service Post**  
Children's Out of Home Respite Care PH-7000.6000-160

**Associated Resources**

**Area Served**  
Statewide: Albany, Big Horn, Campbell, Carbon, Converse, Crook, Fremont, Goshen, Hot Springs, Johnson, Laramie, Lincoln, Natrona, Niobrara, Park, Platte, Sheridan, Sublette, Sweetwater, Teton, Uinta, Washakie, Weston

**Geographic Area Served**

**Hours of Operation**

**Languages Other than English**

**Associated Sites**  
State Respite Program

**Contact Details**

**Phone (Main)**  
307-777-3443

**Email Address**  
✉

**Website/URL**  
<http://www.health.wyo.gov/ddd/respitecare/index.html>

**Fax**  
307-777-6047

**TDD phone**

**Other Phone**

**Service Details**

**Eligibility**  
In order to meet the qualifications for the program your child must be under the age of 21 and have a developmental disability. A developmental disability is defined as a severe, chronic disability which is attributable to a mental, emotional or physical impairment or a combination of impairments that is likely to continue indefinitely and results in substantial functional limitations in three (3) or more of the following areas: 1. Self Care 2. Receptive and expressive language 3. Learning 4. Mobility 5. Self-direction 6. Capacity for independent living 7. Economic self-sufficiency This information can be verified by physician, psychologist or IEP/IFSP. Children who are currently being served though the Childrens Mental Health waiver or the Child DD waiver may NOT apply for state respite. If a child is funded in either of those programs, DD must be notified and the child will be removed from the state respite program.

# Wyoming 2-1-1

Other Services



# Disaster/Crisis Response


---

2-1-1 enhances public safety and crisis recovery efforts.



## Helping Agencies (Resources/Services) and Community Leaders

# 2-1-1 CAN BE USED TO ASSESS NEEDS AND FIND SOLUTIONS IN COMMUNITIES.



2-1-1 tracks caller demographics, presenting needs, unmet needs and referrals made.

Data gathered provides information about gaps in services and duplication of services which is beneficial for health care leaders and community planners.

2-1-1 staff conduct follow-up surveys with callers to assess the caller's use and satisfaction of the referral agency along with the caller's satisfaction of 2-1-1 services.

# 2018

## INFORMATION AND DATA



## Demographics of Callers

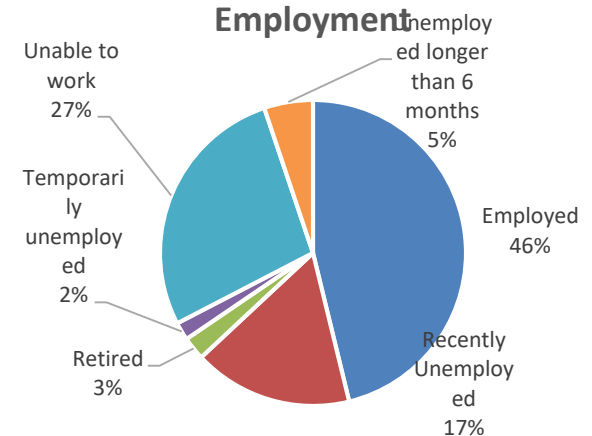
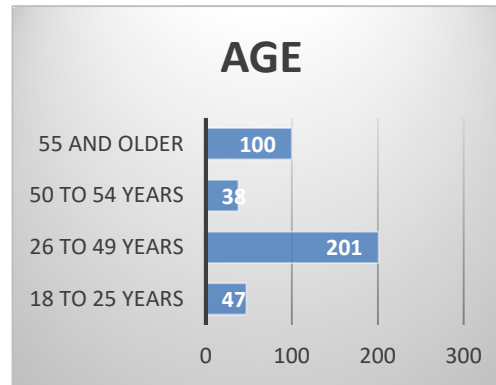
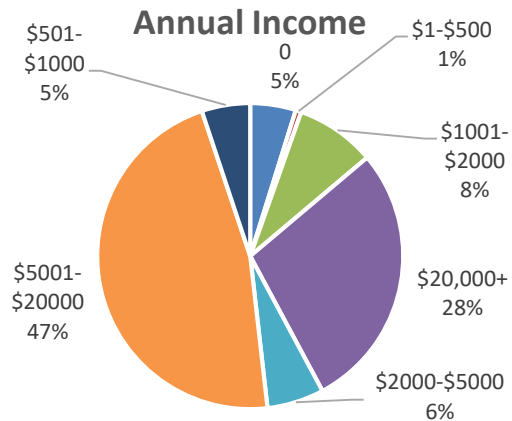
January 2018 -  
December 2018

Wyoming 2-1-1 received  
3447 calls (3206 unique  
callers) and provided  
5066 referrals statewide.

This year 12% of callers  
(or 385 individuals)  
agreed to a full intake.

# STATEWIDE DEMOGRAPHICS OF CALLERS

12% of callers (or 385 individuals) agreed to complete a full intake



## Demographics also collected from this group of callers:

- 71% (404) were women and 29% (168) were men
- 135 families reported being on food stamps
- 117 individuals reported having some form of disability
- (developmental, hearing, mental, physical, or some combination)
- 54 individuals reported being either a veteran or active military
- 117 callers indicated they did not have health insurance

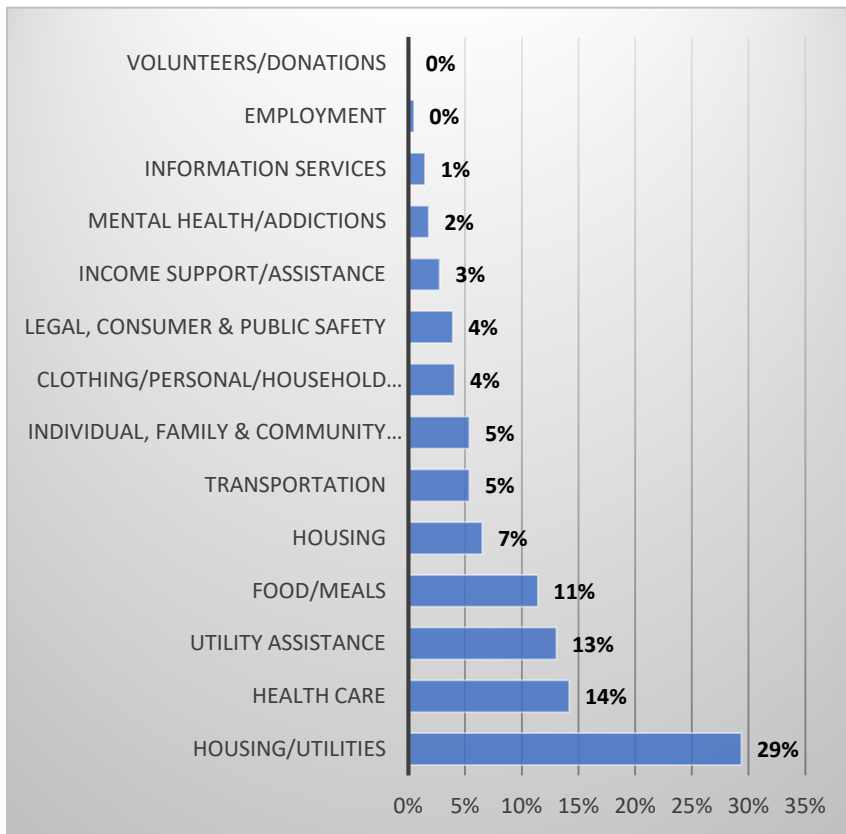
# Natrona County

---

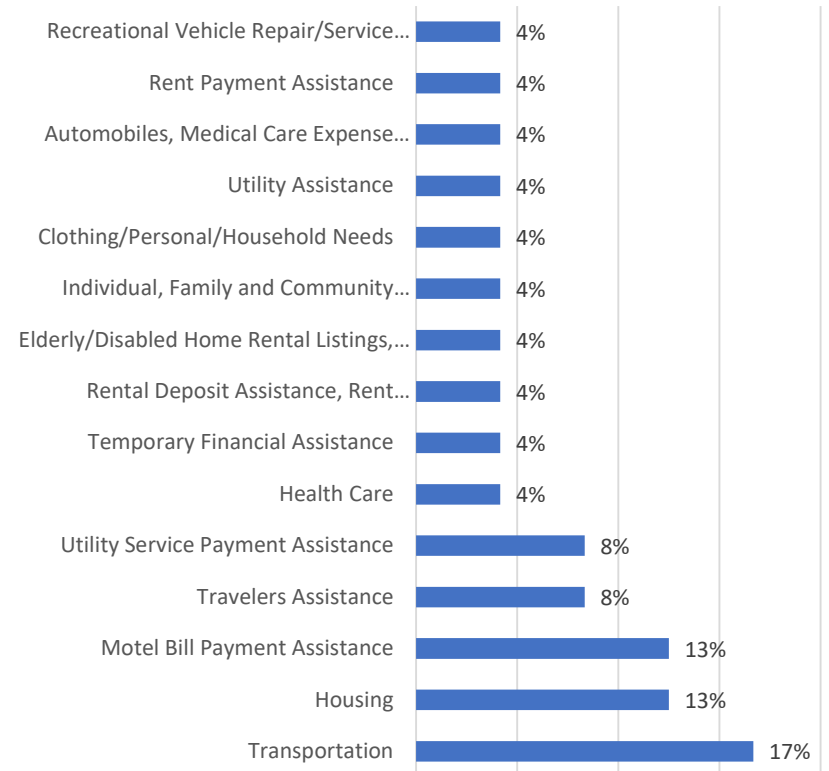
County	Number of Calls in 2018	Number of Referrals in 2018	Population (2017)	Calls per Capita	Referrals per Capita
NATRONA	466	963	81,023	0.0058	0.0119
STATEWIDE	3447	5066	583,200	0.0059	0.0087

# Natrona County 2018

## Top Presenting Needs



## Unmet Needs



# Reason Unmet 2018

## Natrona County

### No referral given/Service unavailable

Automobiles, Medical Care Expense Assistance

Clothing/Personal/Household Needs

Housing

Individual, Family and Community Support

Motel Bill Payment Assistance

Recreational Vehicle Repair/Service Complaints

Rent Payment Assistance

Rental Deposit Assistance

Temporary Financial Assistance

Transportation

Travelers Assistance

Utility Service Payment Assistance

### Client ineligible

Health Care

Housing

Utility Assistance

Utility Service Payment Assistance

### Other

Elderly/Disabled Home Rental Listings,  
Housing Authorities, Protection and  
Advocacy for Individuals With  
Disabilities, Landlord/Tenant Dispute  
Resolution

# Wyoming 2-1-1

Trends, Marketing and Sustainability



# 2-1-1 PRIORITIES

## Statewide Visibility

- Educating on Wyoming 2-1-1 through outreach and marketing
- Adding more resources to database
- Reducing duplication of efforts

Diversify funding resources

Build board statewide

Recruit community liaisons statewide for broader presence and representation

# OUTCOMES



Increase call volume and number of referrals given by 30% annually



Increase number of resources added to database by 20% annually



Identify potential partners and funding opportunities to ensure financial stability



Be prepared and ready to quickly assist in a community response in the event of a disaster and/or emergency to support information collection and dissemination.

# Marketing and Outreach

## Rack Cards, Posters, Social Media

Find community resources fast, free and easy!

**Dial 2-1-1**

- Rent / Housing
- Food / Meals
- Health Services
- Prescription Assistance
- Utility Assistance
- Mental Health
- Veteran Services
- Substance Abuse, Senior Services, Transportation, Youth Programs and more...

Wyoming **2-1-1**  
Get Connected. Get Answers.

**Dial 2-1-1**  
Find community resources fast, free, and easy

Wyoming **2-1-1**  
Get Connected. Get Answers.

Information on...	Veteran Services	Mental Health
Utility Assistance	Rent/Housing	Food/Meals
Health Services	Prescription Assistance	Legal Assistance

Senior Services  
Disability Services  
Substance Abuse  
Youth Programs  
and more...

Search the Database 24/7:  
wyoming211.org

Dial 2-1-1 or  
888-425-7138

Mon.-Fri.  
8am-6pm

Wyoming Department of Health | WFW | Wyoming Veterans Commission | LIVE UNITED United Way



## Events

Homeless Veterans Stand Down  
Point in Time Count for the Homeless  
Community Baby Showers

Resource Fairs  
Conferences/Booths  
Community Events

# CURRENT FUNDERS

- ❖ Wyoming Department of Health
  - ❖ Annual Contract
- ❖ Wyoming Department of Family Services
  - ❖ Wyoming Kinship Navigator Program
- ❖ Cheyenne Regional Medical Center
- ❖ United Way
  - ❖ Laramie County & Albany County
- ❖ Wyoming Community Foundation
- ❖ First Interstate Bank
- ❖ Cheyenne Women's Civic League

# COLLABORATIONS

## ❖ Enroll Wyoming

- ✓ Navigator for Open Enrollment

## ❖ Wyoming Homeless Collaborative

- ✓ Centralized point of access for the homeless

## ❖ Suicide Prevention

- ✓ Discussing options on how to develop a statewide hotline

# FOLLOW US ON SOCIAL MEDIA

---

Website: [www.wyoming211.org](http://www.wyoming211.org)

Facebook: <https://www.facebook.com/WY211/>

Instagram: <https://www.instagram.com/wyoming211/>

LinkedIn: [www.linkedin.com/Wyoming211](http://www.linkedin.com/Wyoming211)

We have a new URL –

If you have us listed on your website, please update the link to  
<https://wy211communityos.org>





Thank you!!

So as you can see, Wyoming 211 is a diverse, important resource and a partner to many in the State of Wyoming.

- ✓ If you know of someone in need please share this information! Refer!
- ✓ Please help us spread the word about Wyoming 2-1-1
- ✓ Invite Wyoming 2-1-1 to present at your next organization meeting or at a community meeting
- ✓ Let us know who is not in the database that we need to invite!
- ✓ Become a Board Member or a community volunteer – or make a recommendation to someone who would be a great fit!
- ✓ Consider financially supporting Wyoming 2-1-1

Thank you for your time this evening.

Questions??





## CONTACT INFORMATION

**Sabrina Lane**, Executive Director

Wyoming 2-1-1

1007 East Lincolnway

Cheyenne, WY 82001

307-433-3075

[manager@wyoming211.org](mailto:manager@wyoming211.org)

September 6, 2019

**MEMO TO:** J. Carter Napier, City Manager JA

**FROM:** John Henley, City Attorney JH  
Fleur Tremel, Assistant to the City Manager/City Clerk FT  
Carla Mills-Laatsch, Licensing Specialist CML

**SUBJECT:** Resolution for the Event Policy Guide as Revised.  
Parade Ordinance

Meeting Type & Date

Work Session

September 10, 2019

Action type

Information Only

Recommendation

That Council review the most recent proposed Ordinance revisions (see 10.12.030) and the most recent proposed Special Events Planning Guide and Policy revisions (see pages 4 and 5) and determine if there are other revisions needed.

Summary

Council passed Resolution 18-259 and the Special Event Guide in December of 2018 and set application fees. Staff has made several proposed revisions to the Event Policy Guide. Some of these were for clarity, but most were to simplify the process. Additionally, staff changed the classifications of event on the event impact chart, as Staff believes this will alleviate the burden on smaller events to apply for a Special Event Permit.

At the August 6, 2019 City Council meeting, it was pointed out that the revision process for the Parade Ordinance and the shorter deadlines for filing an application for a small event pursuant to the Special Event Guide and Policy could preclude timely appeal of a parade permit and application denial. Therefore, the time for the police department review was shortened to two (2) business days after delivery of the application by the Clerk's office to the Police Chief/designee and that a negative decision (denial) by the Police Chief/designee would be e-mailed to the applicant within three (3) business days of the delivery of the parade application to the Police chief/designee by the Clerk. (See 10.72.030)

The Special Event changes on pages 4 and 5 of the policy (extend the time to file a parade application to a minimum of twenty (20) days – thus assuring adequate time for review, communication, filing of appeal and appeal to be heard.

As we progress, we learn about new things that may cause issues. Twenty years ago, we did not know anything regarding bouncy houses. We now know how common bouncy houses are at events and the issues they pose.

To be compatible with the Parade deadlines, City staff have changed the deadlines in the Special Event Guide. Low impact events and parade applications now have a minimum 20-day requirement before the event/parade.

Financial Considerations

There will be a minimal loss of revenue from the reduction of fees.

Oversight/Project Responsibility

John Henley, City Attorney

Fleur Tremel, Assistant to the City Manager/City Clerk

Carla Mills-Laatsch, Licensing Specialist

Attachments

Revised Special Events Planning Guide and Policy 2019 Version 18

Revised Parade Ordinance

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ARTICLE I – PARADES –  
SECTIONS 10.72.010-10.72.140

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF  
THE CITY OF CASPER, WYOMING:

That Article I – Parades – Sections 10.72.010-10.72.140 of the Casper Municipal  
Code is hereby amended to read as follows:

Article I. – Parades

10.72.1010 – Definitions.

For the purposes of this article, the following words and phrases shall have the meanings  
respectively ascribed to them by this section:

- A. “Chief of police” means the chief of police of the city or the chief’s designee.
- B. “Parade” means any parade, march, ceremony, show, exhibition, pageant or procession of any kind, or any similar display, in or upon any street, park or other public place in the city.
- C. “Parade permit” means a permit as required by this article.
- D. “Business days” are Mondays through Fridays which are not official Holidays recognized by the State of Wyoming for purposes of closing State offices.

(Prior code § 24-124)

10.72.020 – Permit – Required when.

- A. No person shall engage in, participate in, aid, form or start any parade, unless a parade permit shall have been obtained from the chief of police.
- B. This article shall not apply to:
  - 1. Funeral processions;
  - 2. Students going to and from school classes or participating in educational activities; provided, that such conduct is under the immediate direction and supervision of the proper school authorities.
  - 3. A governmental agency acting within the scope of its functions.

47 (Prior code § 24-126)

48

49 10.72.030 – Permit – Application – Filing period.

50

51 A. A person seeking issuance of a parade permit shall file an application pursuant to  
52 the Special Events Planning Guide and Police of the City of Casper.

53

54 B. An application for a parade permit shall be filed pursuant to Casper’s Special  
55 Events Planning Guide and Policy.

56

57 C. The application for a parade permit shall set forth the following information:

58 1. The name, address and telephone number of the person seeking to conduct  
59 such parade;

60

61 2. If the parade is proposed to be conducted for, on behalf of, or by an  
62 organization, the name, address and telephone number of the headquarters  
63 of the organization and of the authorized and responsible heads of such  
64 organization;

65

66 3. The name, address and telephone number of the person who will be the  
67 parade chairman and who will be responsible for its conduct;

68

69 4. The date when the parade is to be conducted;

70

71 5. The route to be traveled, the starting point and the termination point;

72

73 6. The approximate number of persons who, and animals and vehicles which,  
74 will constitute such parade, the type of animals and description of the  
75 vehicles;

76

77 7. The hours when such parade will start and terminate;

78

79 8. A statement as to whether the parade will occupy all or only a portion of the  
80 width of the streets proposed to be traversed;

81

82 9. The location by streets of any assembly areas for such parade;

83

84 10. The time at which units of the parade will begin to assemble at any such  
85 assembly area or areas;

86

87 11. The interval of space to be maintained between units of such parade;

88

89 12. If the parade is designed to be held by, and on behalf of or for, any person  
90 other than the applicant, the applicant for such permit shall file with the  
91 chief of police a communication in writing from the person proposing to  
92 hold the parade, authorizing the applicant to apply for the permit on his

93   behalf;

94  
95   13.     Any additional information which the chief of police shall find reasonably  
96   necessary to a fair determination as to whether a permit should issue.

97  
98                   D.     The chief of police, where good cause is shown therefor, shall have the authority to  
99                   consider any application hereunder which is filed less than the minimum number  
100                   of days before the date such parade is proposed to be conducted, pursuant to the  
101                   City of Casper’s Special Events Planning Guide and Policy.

102  
103                   E.     There shall be no fee for the issuance of parade permit, but the fees and charges to  
104                   help pay for staff time and overtime and the requirements for insurance, as set forth  
105                   in Casper’s Special Event Planning Guide and Policy shall be collected and  
106                   obtained as required therein.

107  
108 (Prior code § 24-127)

109  
110 10.72.040 – Permit – Contents.

111  
112                   Each parade permit shall state the following information:

- 113                   A.     Starting time;
- 114                   B.     Minimum speed;
- 115                   C.     Maximum speed;
- 116                   D.     Maximum interval of space to be maintained between the units of the  
117                   parade;
- 118                   E.     The portions of the streets to be traversed that may be occupied by the  
119                   parade;
- 120                   F.     The maximum length of the parade in miles or fractions thereof;
- 121                   G.     Such other information as the chief of police shall find necessary to the  
122                   enforcement of this article.

123  
124  
125  
126  
127  
128  
129  
130  
131 (Prior code § 24-133)

132  
133 10.72.050 – Permit – Conditions for issuance.

134  
135 I.     The chief of police shall issue a permit as provided for under this article when, from a  
136                   consideration of the application and from such other information as may otherwise be  
137                   obtained, if the Chief finds that:  
138

- 139 A. The conduct of the parade will not substantially interrupt the safe and orderly  
140 movement of other traffic contiguous to its route; and  
141
- 142 B. The conduct of the parade will not require the diversion of so great a number of  
143 police officers of the city to properly police the line of movement and the areas  
144 contiguous thereto as to prevent normal police protection to the city; and  
145
- 146 C. The conduct of such parade will not require the diversion of so great a number of  
147 ambulances to prevent normal ambulance service to portions of the city other than  
148 that to be occupied by the proposed line of march and areas contiguous thereto; and  
149
- 150 D. The concentration of persons, animals and vehicles at assembly points of the parade  
151 will not unduly interfere with proper fire and police protection of, or ambulance  
152 service to, areas contiguous to such assembly areas; and  
153
- 154 E. The conduct of such parade will not interfere with the movement of fire-fighting  
155 equipment in route to a fire; and  
156
- 157 F. The conduct of the parade is not reasonably likely to cause a clear and present  
158 danger of injury to persons and property; and  
159
- 160 G. The parade is scheduled to move from its point or origin to its point of termination  
161 expeditiously and without unreasonable delays in route; and  
162
- 163 H. The parade is not to be held for the sole purpose of advertising any product, goods  
164 or event, and is not designed to be held purely for private profit.  
165
- 166 II. The chief of police shall decline to issue a permit as provided for under this article when,  
167 from a consideration of the application and from such other information as may otherwise  
168 be obtained, if the Chief finds:  
169
- 170 A. The application for permit (including any required attachments and submissions) is  
171 not fully completed, executed, and any fees or insurance are not paid or obtained;  
172 or  
173
- 174 B. The application for permit contains a material falsehood or misrepresentation; or  
175
- 176 C. The applicant is legally incompetent to contract or to sue and be sued; or  
177
- 178 D. The applicant or the person on whose behalf the application for permit was made  
179 has on prior occasions damaged City's or private property and has not paid in full  
180 for such damage, or has other outstanding and unpaid debts to the City; or  
181
- 182 E. The use or activity intended by the applicant would conflict with previously  
183 planned programs organized or authorized by the City and previously scheduled for  
184 the same time and place; or

185 F. The use or activity intended by the applicant would present an unreasonable danger  
186 to the health or safety of the applicant, or other users of the City property, City  
187 employees or of the public.  
188

189 (Prior code § 24-128)

190

191 10.72.060 – Permit – Notice to city and other officials.

192

193 Immediately upon the issuance of a parade permit, the chief of police shall send a copy  
194 thereof to the following:

195

196 A. City manager;

197

198 B. Fire chief;

199

200 C. Director of the department or public works;

201

202 D. City clerk

203

204 (Prior code § 24-132)

205

206 10.72.070 – Permit – Notice of rejection.

207

208 The chief of police shall act upon the application for a parade permit within ~~ten~~ two (2)  
209 business days after the Chief receives- has been provided a copy of the application by the City  
210 Clerk's office. If the chief of police disapproves the application, he shall ~~mail-~~ e-mail to the  
211 applicant, and copy the City Manager, City Attorney and Mayor, within three business days after  
212 the chief has been provided a copy of the application by the City Clerk's office.

213

214 (Prior code § 24-129)

215

216 10.72.080 – Permit – Appeal procedure.

217

218 Any person aggrieved shall have the right to appeal the denial of a parade permit to the city  
219 council. The appeal shall be taken within three business days after the e-mailed notice of  
220 disapproval. The appeal must state the grounds therefore and the relief requested and must be e-  
221 mailed to the Chief of Police, the City Manager, the City Attorney and hand-delivered to the City  
222 Clerk. The city council shall act upon the appeal at the next scheduled regular work session  
223 meeting occurring no less than three business days after the City Clerk's receipt of the appeal.

224

225 (Prior code § 24-130)

226

227 10.72.090 – Alternative permit procedure.

228

229 The chief of police, in denying an application or a parade permit, shall be empowered to  
230 authorize the conduct of the parade on a date, at a time or over a route different from what named



231 by the applicant. An applicant desiring to accept an alternate permit shall, within two days after  
232 notice of the action of the chief of police, file a written notice of acceptance with the chief of  
233 police. An alternate parade permit shall conform to the requirements of, and shall have the effect  
234 of, a parade permit under this article.

235  
236 (Prior code § 24-131)

237  
238 10.72.100 – Permit – Compliance with regulations – Possession during parade.

239  
240 A. A permittee under this article shall comply with all permit directions and conditions  
241 and with all applicable laws, the current Special Event Planning Guide and Policy  
242 conditions, and ordinances.

243  
244 B. The parade chairman or other person heading or leading such activity shall carry  
245 the parade permit upon his person during the conduct of the parade.

246  
247 (Prior code § 24-134)

248  
249 10.72.110 – Permit – Revocation conditions.

250  
251 The chief of police shall have the authority to revoke a parade permit issued under this  
252 article upon violation of the standards for issuance as set forth in this article or for violation of the  
253 conditions as set forth pursuant to the Special Event Planning Guide or Policy.

254  
255 (Prior code § 24-135)

256  
257 10.72.120 – Parking restrictions on parade route – Signs.

258  
259 The chief of police shall have the authority, when reasonably necessary, to prohibit or  
260 restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a  
261 parade. The chief of police shall post signs to such effect, and it shall be unlawful for a person to  
262 park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on  
263 a street unposted in violation of this article.

264  
265 (Prior code § 24-125(c))

266  
267 10.72.130 – Driving through parades prohibited.

268  
269 No driver of a motorized or pedaled vehicle, shall drive between the vehicles or animals or  
270 persons in a parade when such vehicles, animals or persons are in motion and are within a  
271 conspicuously designated parade.

272  
273 (Prior code § 24-125(b))

274  
275 10.72.140 – Obstruction and interference prohibited.

276

277 No person shall unreasonably hamper, obstruct or impede, or interfere with any parade or  
278 a parade assembly or with any person, vehicle or animal participating or used in a parade.

279  
280 (Prior code § 24-125(a))

281  
282  
283 PASSED on 1st reading the \_\_\_\_ day of \_\_\_\_\_, 2019

284  
285 PASSED on 2nd reading the \_\_\_\_ day of \_\_\_\_\_, 2019

286  
287 PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_\_  
288 day of \_\_\_\_\_, 2019.

289  
290  
291 APPROVED AS TO FORM:

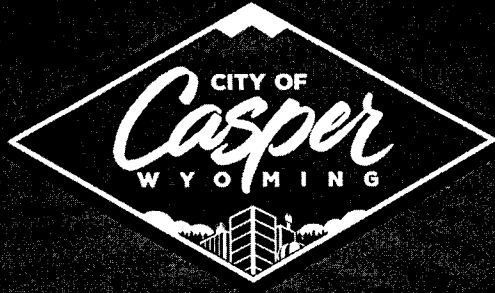
292  
293  
294 \_\_\_\_\_

295  
296  
297 ATTEST:  
298  
299  
300  
301 \_\_\_\_\_  
302 Fleur D. Tremel  
303 City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Charles Powell  
Mayor

2019



**CITY OF CASPER  
SPECIAL EVENTS PLANNING GUIDE  
AND POLICY**

| Version 4618



City of Casper  
Special Event Planning Guide and Policy

City of Casper  
**Special Event  
Planning Guide and Policy**

---

**Dear Customer:**

Welcome to Casper! We are excited that you have chosen Casper as your event location. This Special Event Planning Guide and Policy (Guide and Policy) provides the information, policies, process, procedures, resources, and permits for you to apply for a Special Event Authorization. This guide will help you determine which permit(s) you may require.

The City of Casper's Licensing Specialist will be your point of contact throughout the process; please feel free to contact the Licensing Specialist at any time. The success of your event relies heavily upon you providing complete, thorough, and detailed information. The following contact information is provided for your assistance as you complete the application:

- **City of Casper Website:** [www.casperwy.gov](http://www.casperwy.gov)
- **City of Casper Special Event Application:**  
[www.casperwy.gov/SpecialEventPlanning](http://www.casperwy.gov/SpecialEventPlanning)
  - [www.casperwy.gov/business/licenses\\_and\\_permits/special\\_events\\_liquor\\_permits](http://www.casperwy.gov/business/licenses_and_permits/special_events_liquor_permits)
- **Licensing Specialist:**  
*Carla Mills-Laatsch*  
[camills@casperwy.gov](mailto:camills@casperwy.gov)  
(307) 235-7568

We look forward to working with you to ensure that your Special Event is fun, safe, and successful.

## Purpose and Definitions

### PURPOSE

In an effort to treat all persons and groups uniformly, the City has established regulations concerning the use of streets, sidewalks, greenways, and other public facilities and thoroughfares in the City for all organized special events with the purpose of protecting the health and public safety of citizens; limiting the inconvenience to residents, businesses, places of worship and learning, and other regular users of these facilities; establishing a straightforward and accountable process for customers; and enabling public agencies to manage these events in a cost-effective and well-coordinated way.

### DEFINITIONS

#### ➤ **Special Event**

A *special event* is generally defined as an organized activity that occurs outdoors on City property. ~~More specifically, in order to meet the criteria of this policy, a Special Event~~ Outdoor City Property is defined as:

- ~~Occurs on City property, but not on property that is already under lease to another entity. "City property" includes any~~ Any City owned park, trail, street, parking lot, alley, lawn, ~~sports field,~~ or similar outdoor place. Property is "already under lease" to another entity if that other entity has day to day control of the property.

~~If your event meets the criteria of~~ is an outdoor event that occurs on City property and meets the requirements listed on page 4 of this guide, then your event is a Special Event. ~~If it is not a Special Event~~ your event is NOT outdoors on City property, then this Guide does not apply to you, but please be aware that some activities still might need special permits from the City of Casper.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

#### ➤ **Extra Municipal Services**

The term *Extra Municipal Service* refers to any reasonably required service above and beyond the normal services provided by the City government on a non-event day. Examples of Extra Municipal Services may include police services, traffic control, dedicated EMS presence, delivery and collection of extra trash containers, site preparation at City parks and facilities, and other such services. Since the City must pay a cost to provide these services, the Customer will be asked to pay the City for any Extra Municipal Services provided.

A Price List for Extra Municipal Services is available if extra services are requested or necessary.

#### ➤ **Special Event Application, and Special Event Authorization**

In general, the Customer requests the right to hold an event by filling out a Special Event Application. The Special Event Application is then used to create a Special Event Authorization and any other permits which may be necessary.

The *Special Event Application* is a form that each Customer must submit in order to receive permission to hold their event, though certain very small events are exempt from this requirement.

The *Special Event Authorization* is a document that is issued to the Customer. It describes the event in general terms, it lays out restrictions and requirements in regards to the execution of the event, and it serves as evidence that the Special Event has been authorized.

➤ **ALCOHOL SERVICE PERMIT(S)- (Not applicable to all events)**

If the event will involve the possession or consumption of alcoholic beverages, then the event organizer must apply for the proper permits. Please be aware that having alcohol at an event may result in additional insurance and security requirements. If your event is outdoors in any open space, or certain structures in the City you must obtain an open container permit. If there are multiple open container permits adjacent to one another then the open container permit will extend to events which are next to each other. Catering permits may be applied for by a Retail Liquor License holder only. Malt Beverage permits can be applied for by any individual or organization; rented facilities will require a lease or an agreement showing that alcoholic beverages are allowed on the premises.

As of August 5, 2019 all employees, and agents of any business operating with a City of Casper issued liquor license (including catering and malt beverage permits) who are engaged in the selling or serving of alcoholic or malt beverages shall successfully complete an alcohol sever training program as approved by W.S. 12-2-402. Please see the State of Wyoming Liquor Division's website at <http://eliqor.wyoming.gov/> for a list of approved training. This includes all volunteers.

Large Events or high impact events may apply for a waiver from the open container restrictions. A letter requesting the waiver must be given to the City Manager or his designee with the requested area and event.

All events involving food must contact Natrona County Health Department at 307-235-9340

## **Event Impact Classifications**

---

The City categorizes special events into one of three classifications. Events that are large and/or complicated will be classified as "High Impact" events. Smaller or less complicated events will be classified as "moderate" or "low" impact events.

This classification affects when the application is due, because City staff will need more time to prepare for a large or complicated event, and it affects the amount of the application fee.

***Important Note: During the review process, the City has the right to change the classification of your special event if it has been deemed to meet different criteria.***

## EVENT IMPACT CHART

**How to Use This Chart:** Events that match the criteria of more than one classification will be assigned to the more restrictive level (for example: if an event meets criteria of both Low Impact and Moderate Impact events, the event will be classified as having a Moderate Impact). Also, please remember that this chart is only applicable to "Special Events." A "Special Event" is an activity that occurs *outdoors* and which occurs *on City property*.

Event Characteristics	CATEGORY
Anticipated attendance at the event will exceed <b>2,500</b> people and or event is expected to require more than <b>\$1,000</b> worth of Extra Municipal Services	HIGH Impact Event <b>Application Fee \$50</b>
Anticipated attendance at the event exceeds <b>300</b> people and will require Extra Municipal Services <del>or cause an impediment/</del> <u>require a closure to a Public Right of Way, and/or alcohol will be consumed or sold, (i.e., street, sidewalk, trail, or similar thoroughfare)</u> <del>or anticipated attendance at the event exceeds 100 people and will involve the consumption, selling, or serving of alcohol).</del>	MODERATE Impact Event <b>Application fee \$4030</b>
Anticipated attendance at the event is <del>less</del> <u>more</u> than <b>100</b> people but the event will require Extra Municipal Services <del>or cause an impediment/</del> <u>require a closure to a Public Right of Way, and/or alcohol will be consumed or sold, (i.e., street, sidewalk, trail, alley, or similar thoroughfare), or</u> <del>anticipated attendance at the event is more than 50 people and the event will involve the serving or consumption of alcohol.</del>	LOW Impact Event <b>Application fee \$3015</b>
Anticipated attendance is <del>less than</del> <u>100</u> people, there will be no impediment to a Public Right of Way (i.e., street, sidewalk, trail, or similar thoroughfare), no Extra Municipal Services will be needed from the City (see page 2), and no alcohol will be consumed at the event.	Negligible Impact – No event application needed
Anticipated attendance is <del>less than</del> <u>50</u> <del>100</del> people, there will be no <u>minimal</u> impediment to a Public Right of Way (i.e., street, sidewalk, trail, or similar thoroughfare), and <del>no</del> <u>or minimal</u> Extra Municipal Services will be needed from the City (see page 2).	Negligible Impact – No event application needed <del>Not Considered</del> <u>Special Event –</u> <u>However if a Parade permit is required, a parade application must be filed with the City Clerk's office, no later than 20 days before the requested parade date.</u>

## APPLICATION DEADLINES

Event applications must be submitted according to the deadlines for each specific event type as outlined below, and will be accepted no more than one (1) year prior to the date of the event. If the Licensing Specialist believes that an expedited review is possible, then the Licensing Specialist shall accept a late application provided that it is accompanied by a late fee in addition to the regular application fee. The City does not guarantee that any event will be fully reviewed if it is submitted after the deadline.

- High Impact Events

Applications for High Impact events must be received at least ~~35 business days~~ 30 days prior to the proposed date of the event.

Formatted: Font: Bold

- Moderate Impact Events

Applications for Moderate Impact events must be received at least ~~25 business~~ 25 days prior to the proposed date of the event.

- Low Impact Events

Applications for Low Impact events must be received at least 20 business days prior to the proposed date of the event.— However, if a Parade permit is required, a parade application must be filed with the City Clerk's office, no later than 20 days before the requested parade date.

<u>Schedule of Late Fees</u>	
Application Submitted 1 – 14 days late	\$25
Application Submitted 15 – 30 days late	\$75



## APPLICATION, AUTHORIZATION, and PERMITTING PROCESS

An application is not considered complete until the application form and the non-refundable application fee have been received. The review process will determine whether the event is to be authorized, it will identify which associated permits will be required, and it will help to determine if any Extra Municipal Services from the City will be required (for a definition of “Extra Municipal Service,” see page 2).

As the City begins processing the application, the Licensing Specialist will contact the Customer with updates and requests to facilitate the approval process. Please be aware that the City may deny any type of event if it is deemed not to be in the best interest of the City or if the event will create an undue burden on a particular geographic area, to include abutting residents or businesses.

Following a thorough review, the Licensing Specialist, with input and the recommendations from the affected City departments, will make an application ruling consisting of one of the following:

- Approved, No Conditions. Special Event Authorization and any corresponding Permit(s) approved and issued as requested without conditions;
- Approved, Subject to Conditions. Special Events Authorization and any Permit(s) approved and issued subject to certain conditions deemed reasonable and necessary;
- Denied. Special Event Authorization denied.

### APPLICATION PROCESS OVERVIEW

Commented [FT1]: Up to you. I looked at it yesterday but then I thought, well maybe we will need to issue with conditions. Like give us your vendors etc.

Commented [CM2R1]: Yeah, lets keep it for now.

#### ➤ **Step 1: Filling out the Application**

- ~~Customer fills out the Special Event Application, including any required permits.~~
- Every Special Event Application will need to be accompanied by, at a minimum:
  1. Application
  2. Recurring Events Schedule (if applicable)
  3. Application Fee (and Late Fees, if applicable)
  4. Site Plan/Route Map
  5. Public Notification Plan
  6. Restroom Plan
  7. Waste Management Plan
  8. Emergency Action Plan
    - a. Please contact the Natrona County Health department at 307-235-9340 for guidelines.

#### ➤ **Step 2: Submitting the Application**

- Customer delivers the completed application to the Licensing Specialist, along with the Application Fee.

- Licensing Specialist goes through a preliminary review of the Special Event Application for completeness and clarity. The Licensing Specialist may request revisions or additions from the Customer; if this is the case, then the revisions will be required before the processing of the application can begin.

➤ **Step 3: Reviewing the Special Event Application**

- Licensing Specialist, or designee will provide receipt of application within 5 business days of submittal.
- Licensing Specialist sends the application materials to applicable City departments for their review.
- Regarding the issuance of Permits: Officials from various City departments will review permit forms and work with Licensing Specialist to obtain more information from the customer or to request modifications to the application when necessary. Certain types of permits can be approved or denied in advance of the event, but other permits cannot be issued until the site has been inspected and/or other final arrangements have been made by the Customer. Additionally, an event with recurring dates may require multiple permits; however, this will all be covered under one application.
- Regarding the provision of Extra Municipal Services: Officials from the various City Departments that might need to provide Extra Municipal Services will determine the scope of the Extra Municipal Services needed. From there, these officials will determine if the Extra Municipal Services are available, and if so, what the cost would be to provide those services and will provide documentation detailing these services.

➤ **Step 4: Public Notification**

- Public Notification Plan: The Customer will develop a Public Notification Plan. The Licensing Specialist will approve a plan that addresses the needs of the public. This may include a 2<sup>nd</sup> notice being sent out to the public if first notification was more than 2 months prior to the event.
- Customer executes the approved Public Notification Plan. Any feedback received by the Customer will be forwarded on to the Licensing Specialist. All feedback will be compiled and reviewed by City Staff and conditions may be placed upon the Event Authorization.

➤ **Step 5: Pulling it All Together**

- Licensing Specialist compiles all prepared documentation and permits and calculates the total fee to provide all permits and Extra Municipal Services. This compiled packet of information is summarized in the Event Authorization document.
  - *Important:* The Event Authorization may include special restrictions or requirements on the event so as to limit negative impacts on area residents or businesses, or to provide for greater public safety.
- High Impact events will also require review and approval by the City Manager.

➤ **Step 6: Timing of Authorization**

- The City of Casper's goal is to promote events in Casper and to authorize all applications. However, in order to ensure permit authorization, the City may require various changes to your event.

- Therefore, authorization timeline will depend on many factors such as event size, whether more information is needed, and whether any changes will be required.

➤ **Step 7: Issuance of the Special Event Authorization**

- Customer pays the calculated fee for permits.
- Customer provides the Licensing Specialist with certificates of insurance.
- Customer signs the Event Authorization.

➤ **Step 8: After the Authorization, but Prior to the Event**

- Customer follows the payment plan in regards to Extra Municipal Services. Depending on the services needed, this might entail paying for all or a portion of the services prior to the event. Vendor list must be submitted to the Licensing Specialist two weeks before the event date.

➤ **Step 9: Day of the Event**

A copy of the Special Event Authorization and all event permits are on site and will be produced for inspection upon the request of any City official.

➤ **Step 10: After the Event**

If applicable, Licensing Specialist sends invoices to the Customer for uncovered services and damages. Payments are due thirty (30) days after issuance.

## **APPLICATION CONDITIONS and DENIALS**

An authorization may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such an event. Prior experience of the applicant in holding any event, or in holding the Special Event which is the subject of the application, will be considered and may impact the issuance of Special Event authorizations and/or permits.

Additionally, the City may base its denial decision on one or more of the following grounds:

- The application is not complete;
- Required forms and/or documents were not submitted;
- The application fee and/or permit fee(s) have not been paid;
- Required insurance has not been obtained;
- Goods or services will be sold at the event but the applicant has not produced any sales tax permits for itself or vendors for the event;
- The Customer cannot or will not pay the cost for any determined Extra Municipal Services;
- The application and/or its supporting forms contain a material falsehood or misrepresentation;
- It is reasonably believed that the event would cause undo harm or inconvenience to the participants, community or the surrounding neighborhood.

- The Customer and/or its organizational leaders have on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously authorized, permitted, or requested;
- The Customer and/or its organizational leaders violated the terms of a prior authorizations or permits issued to or on behalf of the applicant and/or its officers;
- The Customer is not legally competent to sign a contract or to be held responsible for its actions;
- The Customer has, on prior occasions, been required to pay for Extra Municipal Services or damages to City property and has not paid in full for such expenses or damages;
- City resources that would be necessary for the proper and safe conduct of the event are unlikely to be available at the time of the event.
- The special event use or activities intended by the Customer would conflict with previously planned events and programs which have been organized by others either through the use of City facilities or the unavailability of sufficient City resources for the proposed event;

The City reserves the right to revoke a previously issued Event Authorization if any violation of law is reasonably believed to have occurred in conjunction with this event or the preparation for said event, or if the Customer is reasonably believed to have violated any City rule or policy in regards to his or her preparation for this event, and/or if the Customer has failed to meet his or her obligations as described under the Event Authorization and/or the associated documents therewith.

### FEES

- *Application Fees and Late Fees* (if applicable) are due upon the submission of the Event Application. This fee is non-refundable, and the application will not be reviewed until the application fee has been received. Payment of the application fee does not guarantee event approval; however, Customers will have the option to modify dates, locations, and other aspects of the event in order to win approval.
  - The Licensing Specialist will attempt to assess the Event Impact Level for each event when the application is submitted. The Event Impact Level is used to calculate the application fee, and it will be used to determine whether the Event Application was submitted on time. If the application was submitted late (see page 11), then appropriate late fees will apply. Like Application Fees, late fees must be paid before the Application will be processed.

Event Type	Application Fee
❖ High Impact Event	❖ \$50
❖ Moderate Impact Event	❖ <del>\$40</del> 30
❖ Low Impact Event	❖ <del>\$30</del> 15

- It can be the case that a new classification will be assigned during application review, and this reclassification might affect the fees that would be due from the Customer.
- Payment of *Permit Fees* is due after the event application has been reviewed. The Event Authorization will not be issued until all Permit Fees have been paid.
- Payment for *Extra Municipal Services* is due upon invoice. The Customer shall be liable for and shall pay to the City the actual cost of all Extra Municipal Services provided by the City. Typical Extra Municipal Services include contracted police officers, dedicated EMT staffing, delivery and collection of trash containers, site preparation at City parks and facilities, and other such services.
- *Determining the Types, Amounts, and Costs of Extra Municipal Services*  
 Prior to any approval of a Special Event Authorization, the City Departments potentially affected by the proposed Special Event shall review the application and report their respective findings to the Customer and to the Licensing Specialist. These findings may indicate that Extra Municipal Services are needed.

If Extra Municipal Services are needed, officials from the impacted City Department will communicate this fact to the Customer, along with a cost estimate for the Extra Municipal Services to be provided. This communication will occur before the Event Authorization is issued.

➤ Refund Policy

There is no reimbursement or refund of application fees or late fees except and unless the reimbursement would be due to a reclassification of the event from one Impact Level to another. Fees may be transferable toward future event applications and permits if the event is cancelled due to inclement weather or other emergency situations, at the discretion of the City Clerk.

**PUBLIC NOTIFICATION PLAN**

---

In an effort to improve communications and to keep citizens, businesses, and other establishments fully informed of all events that will potentially impact their area, the City requires all Customers to notify the affected public about their upcoming event. Notification requirements are done at the expense of the Customer. The Customer will need to submit a Public Notification Plan along with their application.

➤ Identifying Affected Parties

Customers must notify all reasonably affected community members, including residents, businesses, schools, and places of worship about the event, associated road closures, and other impacts. Additionally, any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood Partnerships and Homeowner Associations must also be notified, when applicable. Reasonably affected means if any disruption to a normal commute, accessibility to homes and businesses as well as loud noises must be notified of the closure.

➤ Notification Timeline

The following table outlines the number of calendar days in advance of the event that public notification must be made. Please note that the dates on this chart are the dates upon which the notification has been *completed* (i.e., the dates by which all notifications have been received by all affected parties):

Event Type	Notification Deadline
High Impact	30 Days
Moderate Impact	15 Days
Low Impact	5 Days

**The Customer and the Licensing Specialist will keep records of any concerns or objections received about the event. The Customer will share any objections with the Licensing Specialist. Any concerns received will be reviewed, and they will be taken as a factor in the review of the application.**

An event authorization will not be issued until the notification has occurred and objections, if any, have been reviewed.

➤ Notification Components

Information to include on all notifications is listed below:

1. Name of Event
2. Name of sponsoring organization (if applicable)
3. Date(s) of event, and for each day, the time it will begin and the time it will end
4. Description of associated road closures (if applicable) the times that these road closures will be in effect
5. Description of the event and the noise impacts of the event, such as music or fireworks, and their timeframe
6. Name and contact information of Customer (including phone number and email address)
7. Website associated with event (if applicable)

➤ Approved Notification Methods

A Public Notification Plan will typically include a mix of the following public notification methods:

- Option 1: Mailed Postcards.  
Customers may mail standardized postcards to the affected community members. The goal of the postcard requirement is to build a notification pattern that is consistent, highly visible, and recognizable to the public.
- Option 2: Individual Communication.  
The Customer may individually contact affected community members in person, over the phone, or via email. If this notification method is used, then a log of these interactions must be kept, and upon completion of this activity, the log must be submitted to the Licensing Specialist.
- Option 3: Apartment or Business Complex Notification.

The Customer may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex. Proof of this alternate form of notification must be submitted to the Licensing Specialist.

The Customer may utilize a combination of the above methods for notification, or may submit a suggested alternative method. For reoccurring events please provide a notification plan that takes its recurring nature into account.

**The City of Casper encourages Customers to use additional notification means such as social and broadcast media, local calendars, and press releases as a way to supplement any notification already called for in the events guide.**

## INSURANCE REQUIREMENTS and INDEMNIFICATION

---

~~In order to receive an Event Authorization for an Any Special event that will occur on City property and 100 or more people will attend, require the Customer will need to provide the City with a certificate of insurance, and the certificate will need to list the City of Casper as an additionally, its employees, agents, officers, officials and volunteers as additional insured party. The required elements of the insurance policy will vary depending on the activities that your event will entail.~~

### ➤ Comprehensive General Liability -- (Required for all events)

The Customer will need to provide Insurance Services Office Form CG 00 01 covering comprehensive general liability (CGL) on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$250,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

This CGL policy must specifically include the City of Casper as an additionally insured party. It is common for organizations such as non-profit and for-profit corporations to carry a comprehensive general liability insurance policy for that organization's general activities, and it might be the case that events are already covered by that policy. If this is the case, then the Customer may want to contact their insurance provider to arrange for the issuance of a certificate of insurance that specifically lists the City of Casper as an additionally insured party.

Please use this as the wording on the certificate of insurance: *City of Casper, its employee, agents, officers, officials, and volunteers as additional insureds.*

### ➤ Indemnification -- (Required for all events)

As a condition of Event Authorization, the Customer will need to indemnify the City of Casper, including its officers, officials, employees, agents, and contractors. An indemnification clause will be included in the Event Authorization.

### ➤ Third Party Insurance for High Risk Activities -- (Not applicable to all events)

Certain kinds of safety sensitive activities will need to be specifically covered by the insurance policy. These activities are commonly excluded from standard CGL policies. Safety sensitive activities include, but are not limited to activities such as:

- Inflatables (such as bouncy houses)
- Amusement houses (such as fun houses or haunted houses)
- Carnival-style rides
- Fireworks and pyrotechnics
- Bonfires and open flames

If the event will feature this sort of activity, then the Customer will be required to provide the City with a certificate of insurance that specifically includes coverage for that activity. The City of Casper reserves the right to require additional insurance for events based on the specific activities that will occur as a part of that event.

Coverage of this sort should be on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. The certificate of insurance may be held by the Customer or by the vendor that is specifically managing this portion of the event, but in either case, the certificate must include the City of Casper as an additionally insured party.

➤ Liquor Liability - (Not applicable to all events)

If the responsible organization will be supplying alcoholic beverages, then the general liability insurance must specifically include host liquor liability coverage. If the responsible organization is using a caterer or other vendor to supply alcohol, then that vendor must have liquor liability coverage in addition to the Customer’s host liquor liability coverage. If the responsible party intends to *sell* alcohol, then either the responsible party or the vendor providing the alcohol for sale must have a valid liquor sales license, and the vendor’s liquor liability coverage will need to specifically include coverage for the sale of alcohol. The limits for each of these coverages shall be no less than \$1,000,000.

➤ Automobile Liability - (Not applicable to all events)

If the event will involve motorized transportation (such as shuttle bussing, or valet parking) then the Customer will need to have automotive insurance. If the vehicles are owned by the host organization, then the Customer will need to provide Insurance Services Office Form Number CA 0001 covering Code 1 (any auto). If the vehicles are not owned by the host organization, then the Customer will need to provide Insurance Services Office Form Number CA 0001 covering Code 8 (hired) and Code 9 (non-owned). All auto coverage must have a limit of no less than \$1,000,000 per accident for bodily injury and property damage, and all auto coverage will need to list the City of Casper as an additionally insured party.

---

***In Closing...***

Again, thank you for choosing Casper to hold your event. Please contact the Licensing Specialist throughout the process with any questions you may have. We look forward to helping you conduct a safe, successful, and fun event!



Formatted: Left

August 28, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
Craig Collins, AICP, City Planner *CC*  
SUBJECT: Annexation Update – Green Valley Mobile Home Addition

Meeting Type & Date:  
Council Work Session, September 10, 2019

Action Type:  
Information only, no action required

Summary:

Prior to the approval of any annexation the City is required, by State law, to complete an annexation report/study of the area to determine potential costs to the City as well as the residents of the area, and to ensure that City-provided public services are available to the area. The annexation report/study is typically reviewed, and findings are made by resolution concurrent with the third reading of the ordinance approving the annexation. The annexation report/study is sent to affected property owners, as well as all utility companies approximately a month before the final hearing. Staff has not received any comments or concerns from anyone that received the report/study.

By law, the report/study must contain certain information and details, including:

- (i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which, as a result of the annexation, will then be brought within one-half (1/2) mile of the new corporate limits of the City, if it has exercised the authority granted under W.S. 15-3-202(b)(ii).
- (ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation.
- (iii) A list of basic and other services customarily available to residents of the city or town and a timetable when those services will reasonably be available to the area proposed to be annexed.
- (iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection.
- (v) The current and projected property tax mill levies imposed by the municipality.
- (vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation.

The attached annexation report/study goes into detail to provide all the required items listed. The report/study concludes that the City can provide all customary City-services to the area, and will not incur any additional costs. When reviewing annexation proposals and development proposals in general, the City Council should recognize that there are significant differences in the cost/benefit balance depending on whether the growth/development is financially sustainable. Location is almost always the most important factor. Infill development, in proximity to existing City properties, is always less costly to service than new development areas on the outskirts. Location, in this context, relates to proximity to existing public services, adequate transportation infrastructure, utility availability, overall density, and heavy dependence on the ultimate land use of the area.

Community Development staff held a neighborhood meeting at the Oregon Trail School on August 5, 2019, which was attended by only a single resident of the area. In preparation for the neighborhood meeting, staff put together a Frequently Asked Question/Answer sheet, which is also being provided with this memo, for Council's benefit. The City Council previously received the annexation report/study in the August 20, 2019 Council meeting packet, in conjunction with first reading of the ordinance. No changes to the report/study have been made since the Council reviewed it on August 20<sup>th</sup>.

Financial Considerations:

None at this time

Oversight/Project Responsibility:

Craig Collins, City Planner  
Community Development Department

Attachments:

Final Annexation Report/Study  
Frequently Asked Questions  
Vicinity Map

# Green Valley Mobile Addition

2019 ANNEXATION REPORT

July, 2019

PREPARED BY:

CITY OF CASPER  
COMMUNITY DEVELOPMENT DEPARTMENT

## **PURPOSE**

This report, a statutory requirement of annexations, is in general terms, a cost/benefit analysis meant to provide the City and affected property owners a clear picture of the effects of annexing properties into the City of Casper.

## **BACKGROUND INFORMATION / DESCRIPTION OF AREA**

The Casper City Council approved Resolution No. 19-104 initiating the annexation of the Green Valley Mobile Home Park, located at 2760 South Robertson Road. The property encompasses approximately 14-acres, consists of a single, un-platted lot, and is located on the west side of Robertson Road. The property is surrounded on all four sides by properties located within the Casper City limits, and is serviced by City of Casper public utilities. Trash collection within the mobile home park is handled by private contractors. All internal “streets” are privately owned and maintained, and Robertson Road, along the east frontage of the property is fully developed.

For the purpose of analysis within this report, the following assumptions have been made:

▪ Estimated Population	260
▪ Potential yearly sales tax revenue	\$147,160
▪ Potential yearly property tax revenue	\$362
▪ Area within designated Growth Boundary	Yes
▪ Enterprise Departments	Unaffected
▪ Potential building permit revenue	Negligible, area is built-out
▪ Surveying requirements	Unplatted, survey required
▪ Transit/Bus	Area is not currently served
▪ Municipal Code Compliance	No apparent violations
▪ Likely zoning classification	R-6 (Manufactured Home/Mobile Park)

## **DEVELOPMENT COSTS**

There will not be any City-borne infrastructure development costs as a result of this annexation. All internal roads within the Mobile Home Park are privately owned and maintained. Robertson Road, which provides dedicated public access to the property, is fully improved, including a recently constructed 10’ wide pedestrian walkway. In that the parcel being annexed is in an infill area of the City, completely surrounded by properties already located within the City limits, therefore, no new public streets, new utilities, or other long-term maintenance obligations are being absorbed by the City.

The property owner will not be required to complete any public improvements, and therefore, will not incur any development costs as a result of the annexation of the property.

## **STATUTORY REQUIREMENTS**

Wyoming Statute 15-1-402 sets specific requirements with regard to the annexation process and the supporting documentation. Subsection (c) requires that an annexing municipality prepare an annexation report, which shall, at a minimum, contain:

- (i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which, as a result of the annexation, will then be brought within one-half (1/2) mile of the new corporate limits of the City, if it has exercised the authority granted under W.S. 15-3-202(b)(ii); *(See appendix for map)*.
- (ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation; *(See "Development Costs" section above)*.
- (iii) A list of basic and other services customarily available to residents of the city or town and a timetable when those services will reasonably be available to the area proposed to be annexed; *(See individual City Department or Division sections below, all services will be available immediately upon annexation)*.
- (iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection; *(See individual City Department or Division sections below)*.
- (v) The current and projected property tax mill levies imposed by the municipality; and, *(See "Economics and Sources of Revenue" section below for tax information)*.
- (vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation. *(See "Development Costs" section above)*.

**COMPLIANCE WITH W.S. 15-1-402.**

The annexation of the subject property meets the requirements of W.S. 15-1-402 for the following reasons:

1. The annexation of the area is for the protection of health, safety, and welfare of the persons residing in the area and in the City because public utilities, including water and/or sewer, are available to the property, as are all other City services, including, but not limited to Emergency Services.
2. The urban development of the area will constitute a natural, geographical, economical, and social part of the City because the area is entirely surrounded by properties currently located within the City limits of Casper. The area is not isolated by any natural or man-made features and is a natural extension of the City limits.
3. The annexation of the area is a logical and feasible addition to the City and the extension of basic and other services customarily available to the residents of the City can reasonably be furnished to the area because the area is adjacent to properties currently being served by City services. The area can be serviced without the need for additional City-funded infrastructure such as water trunk lines, booster stations, or storage tanks. The City of Casper will not have to expend capital dollars

on emergency response or public works equipment, nor hire additional personnel to serve this area.

4. The annexation of the area is contiguous with, and adjacent to, the City limits on all four sides.
5. The City does not operate its own electric utility. Rocky Mountain Power will provide electric service for the area, as they do for the balance of the City of Casper.
6. All of the conditions required and set forth in Wyoming State Statute 15-1-402(c) exist and the required procedures for the annexation of the area have been met. This annexation report was prepared pursuant to Wyoming State Statute 15-1-402(c) and will be disseminated to affected landowners and utility companies according to Wyoming Law.
7. The time and place for the public hearing to determine whether or not the proposed annexation complies with Wyoming State Statute 15-1-402 will be published in the Casper Star-Tribune twice; a minimum of 15-days prior to the final public hearing, and notice will be given as provided by Wyoming State Statute 15-1-405.

#### **SERVICES TO BE PROVIDED BY THE CITY OF CASPER AND ESTIMATED COSTS.**

Properties located within the City of Casper benefit from all the programs and services of local government. For purposes of this study, the eight (8) departments or divisions that provide direct, basic services to Casper properties have been considered, to gain a relative measure of service costs. In addition, the report considers the possible effects to the City's transit system, overseen by the Metropolitan Planning Organization (MPO).

The relative service costs for City services that are attributable to each property that is within the City of Casper municipal limits were derived by dividing each department's FY 2020 budget by the number of "properties" or "accounts" in the City of Casper (obtained from Public Utility Billing). According to the Public Utilities Division, there are approximately 20,559 residential properties/accounts and 1,874 commercial properties/accounts, for an approximate total of 22,433 properties/accounts in Casper. This analysis is intended to meet the Wyoming State Statutes' requirement to provide estimated service "costs" associated with the annexation. The analysis as presented does not suggest ACTUAL costs being incurred by the City, unless specifically noted herein, but attempts to quantifiably measure the impact of the annexation based on existing budgets and properties served. A second method of estimating costs has been included, which is based on population rather than the number of properties/accounts in Casper. The property-based analysis paints a much different, and possibly more accurate picture regarding the costs of growth. It is acknowledged that neither method is an ideal way to determine ACTUAL costs, but instead, is useful to illustrate different viewpoints on the financial effects of growth on the organization.

Although the costs provided within this report can, in most cases, be considered theoretical, and are only a consideration of immediate costs/benefits today, it is important for decision-makers to note that in general, whenever the City grows through annexations, and new streets are constructed, or new utilities are constructed, the City also acquires long-term maintenance costs associated with that new infrastructure. In addition, over the long-term, the incremental expansion of the City requires that City services such as fire, police, sanitation, snow plowing, transit, etc. must also expand, typically, with an inadequate increase in City funding/revenue necessary to cover the yearly provision of those services. It is, more often than not, a misconception that the increased tax revenue that the City receives as a result of annexations will adequately cover the actual long-term costs involved, especially if life-cycle/maintenance costs, and service costs are considered. Incrementally, these costs, over time, can have a very real negative impact on City finances. For this reason, carefully managing growth to be located in appropriate (infill) areas, and also managing the eventual land uses and densities associated with growth, is a financially conservative strategy that the City must consider to remain solvent over the long term.

- \$500-\$600 per lineal foot – Cost to build a standard City (local) street. Equates to \$2,640,000 - \$3,168,000 per mile, and includes curb, gutter, sidewalk, streetlights, asphalt, etc. (Source: CEPI – Civil Engineering Professionals Inc.)
- \$300,000 - \$591,000 per mile – Cost to maintain a local City Street (not collector or arterial) over a 20-year life-cycle. (Source: City Engineering Division)

➤ Expected routine maintenance includes:

- Year 2 – Crack Sealing
- Year 5 – Chip Seal and Crack Seal
- Year 7 – Crack Sealing
- Year 10 – Major Repair/Patching
- Year 13 – Crack Seal
- Year 15 – Chip Seal and Crack Seal
- Year 20 – Reconstruction

## **POLICE DEPARTMENT:**

The Casper Police Department will provide law enforcement services, which consist of answering calls for service, and patrolling the proposed addition. Based on the total budget for the Police Department, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Police Department budget that is apportioned to each property/account in the City is \$690 (*\$15,490,691 current Police Department budget, divided by 22,433 properties/accounts in the City*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not be an accurate assessment. Instead, if estimated cost were based on population, the analysis would look much different. The addition of 260 persons would comprise a 0.4% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Police Department budget*) that would be attributable to this particular property is approximately \$69,664 per year (*\$15,490,691 x 0.4%*).



The Casper Police Department will not have to make any departmental changes in terms of personnel, equipment or vehicles that involve actual costs to the City as a result of this annexation. Police services will be available immediately upon the completion of the annexation of the area.

#### **FIRE DEPARTMENT:**

The Casper Fire Department provides fire / EMS services, which consist primarily of answering calls for emergency services. Based on the total budget for the Fire Department, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Fire Department budget that is apportioned to each property/account in the City is \$413 (*\$9,278,947 current Fire Department budget, divided by 22,433 properties*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not be an accurate assessment. Instead, if estimated cost were based on population, the analysis would look much different. The addition of 260 persons would comprise a 0.4% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Fire Department budget*) that would be attributable to this particular property is approximately \$37,116 per year ( $\$9,278,947 \times 0.4\%$ ).

The Casper Fire Department will not have to make any departmental changes in terms of personnel, equipment or vehicles that involve actual costs to the City as a result of this annexation. Fire service will be available immediately upon the completion of the annexation of the area.

#### **STREETS AND TRAFFIC DIVISIONS:**

The Casper Street Division provides services such as road maintenance, snow-plowing and snow removal. The Traffic Division provides services such as traffic sign installation, streetlight repair, and traffic signal maintenance. Based on the total budget for the Street and Traffic Divisions, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Street and Traffic budget that is apportioned to each property/account in the City is \$171 (*\$3,831,942 current Street/Traffic budget, divided by 22,433 properties*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not be an accurate assessment. Instead, if estimated cost were based on population, the analysis would look much different. The addition of 260 persons would comprise a 0.4% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Street/Traffic budget*) that would be attributable to this particular property is approximately \$15,328 per year ( $\$3,831,942 \times 0.4\%$ ).

The Streets/Traffic Division will not incur additional capital costs as a result of this annexation, and will not need to hire additional personnel or purchase additional equipment

to service this property. Streets/Traffic Division service will be available immediately upon the completion of the annexation of the area.

#### **PUBLIC UTILITIES DIVISION (WATER AND SEWER):**

The Public Utilities Division provides services such as water and sewer service, main maintenance, meter reading, hydrant flushing, meter replacement, and service line installation. The Public Utilities Division is an Enterprise Account and is totally self-funded through various fees.

The City will not incur any additional capital costs associated with providing water and sewer service to the area. There will be no new publicly-funded infrastructure required to serve the area, such as storage tanks, booster stations, lift stations or water trunk lines. There will not be additional operational costs. All costs to provide water and sewer service to the area should be equal to revenues generated by the property. Public Utilities service will be available immediately upon the completion of the annexation of the area.

#### **SANITATION DIVISION:**

The Sanitation Division provides weekly garbage collection and disposal services. The Sanitation Division is an Enterprise account, which means that the service is entirely paid for by user fees and is not funded out of the City general fund. All sanitation costs should equal the revenues generated by the users. Sanitation service will be available immediately upon the completion of the annexation of the area.

#### **PARKS DIVISION:**

The Parks Division builds and maintains parks, landscaping, sports facilities, open space and trails throughout the City, for the benefit of Casper residents. Based on the total budget for the Parks Division, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Parks Division budget that is apportioned to each property/account in the City is \$90 (*\$2,026,527 current Parks Division budget, divided by 22,433 properties*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not be an accurate assessment. Instead if estimated cost were based on population, the analysis would look much different. The addition of 260 persons would comprise a 0.4% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Parks Division budget*) that would be attributable to this particular property is approximately \$8,106 per year (*\$2,026,527 x 0.4%*).

The Parks Division will not have to make any departmental changes in terms of personnel, equipment, vehicles or new parks that involve actual costs to the City as a result of this annexation. Parks Division service will be available immediately upon the completion of the annexation of the area.

## **COMMUNITY DEVELOPMENT DEPARTMENT:**

The Planning, Building/Code Enforcement Divisions provide services related to the inspection of structures as they are constructed, response to citizen complaints regarding violations of the Municipal Zoning Code, permitting and licensing contractors, and future land-use planning for the City. Based on the total budget for the Community Development Department, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Community Development budget that is apportioned to each property/account in the City is \$75 (*\$1,676,978 current Planning/Code Enforcement budget, divided by 22,433 properties*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not be an accurate assessment. Instead if estimated cost were based on population, the analysis would look much different. The addition of 260 persons would comprise a 0.4% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Planning/Code Enforcement budget*) that would be attributable to this particular property is approximately \$6,708 per year (*\$1,676,978 x 0.4%*).

The Community Development Department will not need to make any changes that will involve additional costs to the City as a result of the annexation of the area. Community Development Department service will be available immediately upon the completion of the annexation of the area.

## **ENGINEERING DIVISION:**

The Engineering Division provides services such as the permitting of curb cuts, public utility locating, investigating drainage concerns, surveying, and oversight of capital construction projects. Based on the total budget for the Engineering Division, and the 22,433 properties served in the City of Casper, it could be estimated that the fraction of the Community Development budget that is apportioned to each property/account in the City is \$36 (*\$815,871 current Planning/Code Enforcement budget, divided by 22,433 properties*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not be an accurate assessment. Instead if estimated cost were based on population, the analysis would look much different. The addition of 260 persons would comprise a 0.4% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated service cost (*portion of the total Engineering Division budget*) that would be attributable to this particular property is approximately \$3,263 per year (*\$815,871 x 0.4%*).

Current Engineering Division staff levels and equipment are adequate, and there will be no actual cost increase to the Engineering Division as a result of the annexation of the area. Engineering Division service will be available immediately upon the completion of the annexation of the area.

## **TRANSIT:**

The City of Casper, along with surrounding towns, contracts with the Casper Area Transportation Coalition (CATC), a non-profit group, for transit service. The present contractor, CATC, is a private, non-profit organization governed by a Board of Directors that also oversees CATC's operations. CATC oversees two services:

1. The eponymously named CATC, which is a door-to-door paratransit service, providing transportation for the Casper area's handicapped and elderly populations;
2. The Bus, which is a fixed-route bus transit system.

Casper Area Transit (CAT) is financed through a combination of sources including the City of Casper One-Cent and General Fund, and Federal Transit Administration (FTA) Section 5307 and Section 5316 funds. The total amount of local Casper-only funding budgeted for Fiscal Year 2020 is \$608,000, while Federal funding sources total \$1,024,312. It is estimated that the fraction of the Transit budget that is apportioned to each property/account in the City of Casper to provide transit service is \$72.76 (\$1,632,312 is current Transit Casper and Federal-sourced budget, divided by 22,433 properties).

There will be no immediate budgetary impact to Transit as a result of this annexation.

## **ECONOMICS AND SOURCES OF REVENUE**

City services are funded through a number of sources, including taxes and service/user fees. As indicated above, the enterprise fund services (water, sewer, and sanitation) are paid for one hundred percent (100%) by service/user fees collected, and do not impact the City's general fund. The remaining City services, funded out of the general fund, are supported in large part by various taxes and fees for services. The largest projected sources of general fund revenues for the City in FY20 are sales tax (\$18,672,852), revenue from the State of Wyoming (\$12,574,924), property taxes (\$4,160,683), charges for goods and services (\$5,196,957) and license/permit fees (\$6,238,998). It is generally accepted that given the current Wyoming tax structure, many residential properties do not generate sufficient tax revenue to the City to offset the expense to provide them with City services; whereas commercial properties typically generate higher property taxes, as well as sales taxes, to more-adequately cover the cost of providing City services.

As properties are developed, license/permit fees will be paid to the City in the form of building permits. Once developed, these areas generate revenues in the form of franchise fees for utilities such as cable, telephone, electricity and natural gas. Other impacts of an annexation are not easily measured but are no less important. With all development come construction jobs, sale of construction materials, furniture, furnishings, and numerous direct and indirect support to existing local businesses. In addition to direct employment generated in the construction industry, other employment sectors likely benefit as well, such as, but not limited to, real estate, engineers, environmental testing, architects and utility companies, all of which positively contribute to the overall local economy.

## CONCLUSION

Assuming the City Council ultimately annexes the property, the property owner and residents will receive the same City services that every other property within the incorporated City receive. As illustrated, the City of Casper can provide these services without incurring any immediate additional costs related to a need for additional staff, equipment or publicly-funded facility expansion or infrastructure. The property is surrounded by properties that are already receiving City services; therefore, the property can be absorbed into the City of Casper without any noticeable financial or operational effect.

Green Valley Mobile Home Park (Robertson Road)			
Description	Revenue	Expenditures/Costs	Notes
Sales Tax (Population increase of 260)	\$147,160 yearly		
Property Tax (Total Assessed Value = \$72,375)	\$362 yearly		
Building Permits (Area is currently fully built-out)	\$0		
Public Street/Improvements Construction (All streets are internal/private)			\$0
Public Street Maintenance over a 20 year period (No public streets)			\$0
Surveying, recording, public notice & administrative costs to process annexation		(\$3,000 - \$6,500)	
General Fund Service Costs		\$140,185 yearly	*See Annexation Study/Report for analysis
<b>Total Yearly Revenue</b>	<b>\$147,522</b>		
<b>Total Expenditures/Costs</b>		<b>(\$3,000 - \$6,500)</b>	
<b>20-year projections</b>	<b>\$2,950,440</b>	<b>(\$2,810,000)</b>	
<b>20-year projected Net</b>	<b>\$140,440</b>		(Positive)
<b>Estimated Time to Break-Even (Revenues equal Expenditures)</b>	<b>Not Applicable</b>		*Revenue exceeds costs

### Summary Table (Revenue vs. Costs over 20 years)

Although this report primarily analyzes the costs and benefits to the City of Casper (the organization), as with any development proposal, it must also be considered that there are costs and benefits to the entire community as well. When reviewing annexation proposals and development proposals in general, the City Council should recognize that there are significant differences in the cost/benefit balance depending on whether the growth/development is financially sustainable. Location is almost always the most important factor. Infill development, in proximity to existing City properties, is always less costly to service than new development areas on the outskirts. Conversely, low density, sprawling development is much more costly to provide with City services because of inherent inefficiencies of its location and design. Location, in this context, relates to proximity to existing public services, adequate transportation infrastructure, utility availability, overall density, and heavy dependence on the ultimate land use of the area.

## APPENDIX

1. RESOLUTION INITIATING ANNEXATION.
2. VICINITY MAP OF AREA TO BE ANNEXED.
3. ANNEXATION EXHIBIT – LEGAL DESCRIPTION
4. 2018 MILL LEVIES FOR NATRONA COUNTY.
5. UTILITY COMPANY ADDRESSES.

RESOLUTION NO.19-104

A RESOLUTION INITIATING THE ANNEXATION OF 14.5-ACRES, MORE OR LESS, DESCRIBED AS THE GREEN VALLEY MOBILE HOME PARK, LOCATED AT 2760 SOUTH ROBERTSON ROAD

WHEREAS, the City of Casper ("City") provides water, sanitary sewer and emergency services ("City Services") to the Green Valley Mobile Home Park, located at 2760 South Robertson Road ("Outside Property"); and,

WHEREAS, the Outside Property is surrounded on all sides by properties currently located within the corporate limits of the City; and,

WHEREAS, it is a substantial benefit to Outside Property Owners and their successors in interest ("Outside Property Owners") to receive City Services; and,

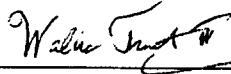
WHEREAS, annexation of the Outside Property will ensure that those who are receiving City services are contributing financially to the cost of providing those services; and,

WHEREAS, City Council wishes to initiate the annexation of the Green Valley Mobile Home Park, pursuant to Section 16.36.010 of the Casper Municipal Code, and in accordance with Wyoming State Statutes.

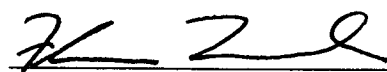
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That City staff shall initiate the annexation of the Green Valley Mobile Home Park, located at 2760 South Robertson Road, pursuant to State and local law.

PASSED, APPROVED AND ADOPTED this 18<sup>th</sup> day of June, 2019.

APPROVED AS TO FORM:

  
\_\_\_\_\_

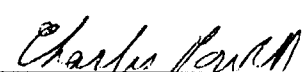
ATTEST:

  
\_\_\_\_\_

Fleur D. Tremel  
City Clerk

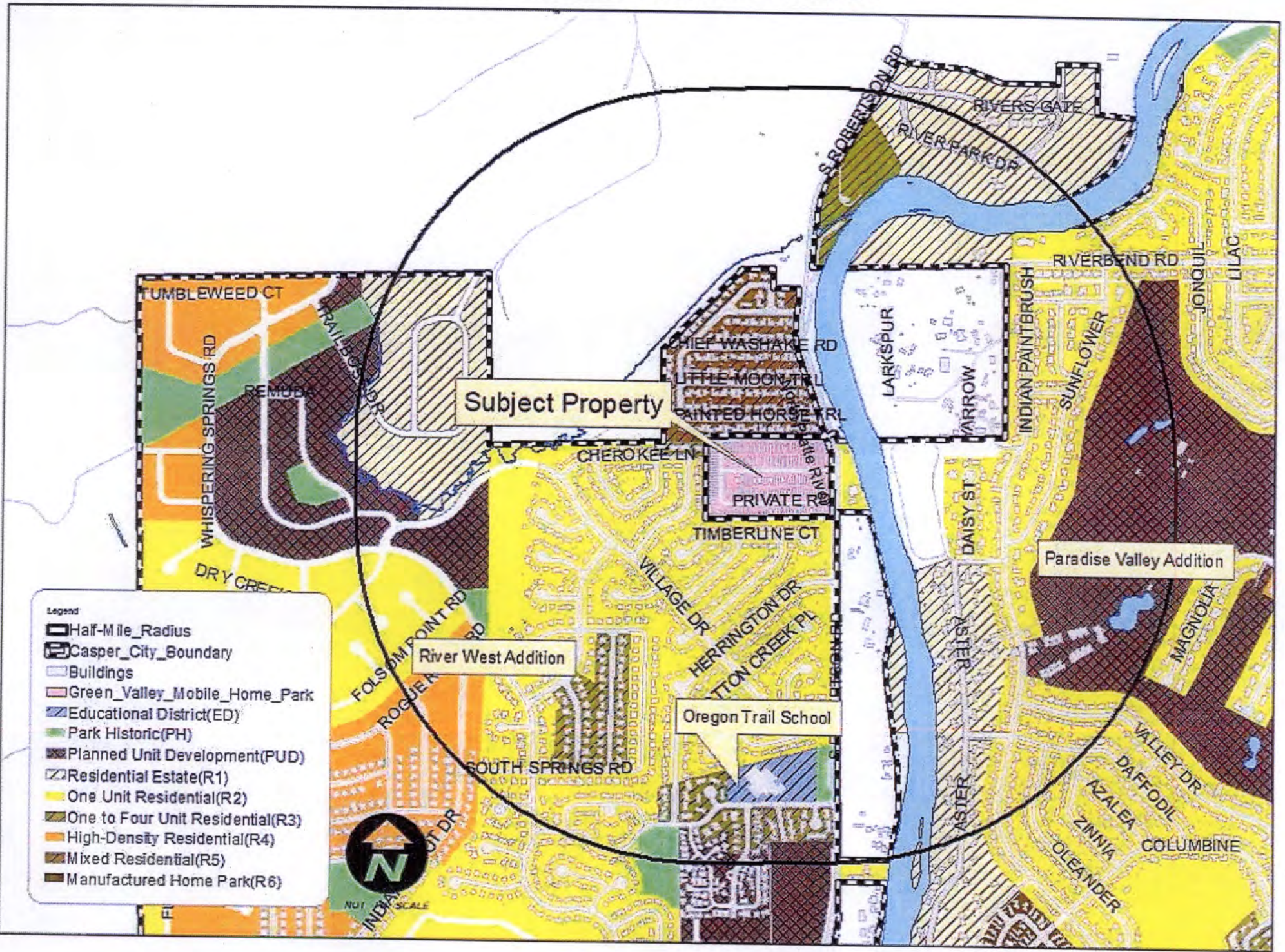
CITY OF CASPER, WYOMING  
A Municipal Corporation



  
\_\_\_\_\_

Charles Powell  
Mayor

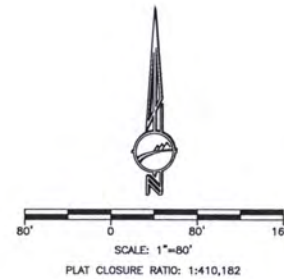
# Green Valley Mobile Home Park Potential Annexation Area





# AN ANNEXATION PLAT OF THE GREEN VALLEY MOBILE ADDITION

A SUBDIVISION OF PORTION OF THE NE1/4SE1/4 AND SE1/4SE1/4, SECTION 15 TOWNSHIP 33 NORTH, RANGE 80 WEST SIXTH PRINCIPAL MERIDIAN NATRONA COUNTY, WYOMING TO THE CITY OF CASPER, WYOMING  
SCALE: 1"=80'

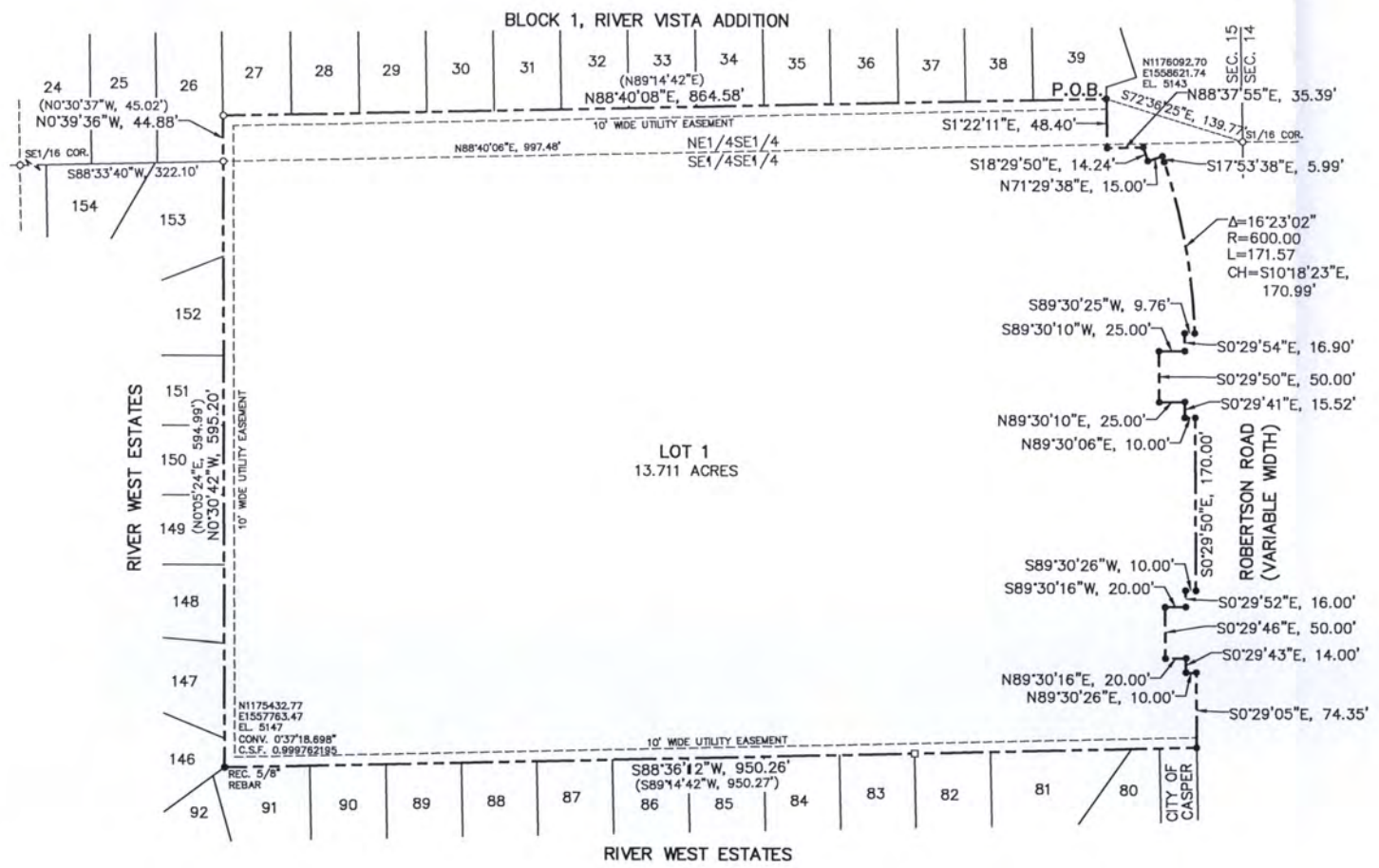


BASIS OF BEARING:  
WYDOT GRID NORTH BASED ON WYOMING STATE PLANE COORDINATES, EAST CENTRAL ZONE, NAD83/93 GROUND DISTANCE - U.S. SURVEY FOOT USING A PROJECT FACTOR OF 1.000248580

COORDINATES REFER TO CITY OF CASPER GIS DATUM, WYOMING STATE PLANE COORDINATES, EAST CENTRAL ZONE, NAD 83/86. ELEVATIONS REFER TO NAVD88 AND ARE NOT TO BE USED AS BENCHMARKS.

### LEGEND:

- RECOVERED BRASS CAP
- RECOVERED ALUMINUM CAP
- SET BRASS CAP
- MEASURED RECORD
- ANNEXATION BOUNDARY EASEMENT



### CERTIFICATE OF ANNEXATION AND DEDICATION

The City of Casper, Natrona County, Wyoming, through its Mayor, hereby certifies that the foregoing lands located in and being portions of the NE1/4SE1/4 and SE1/4SE1/4, Section 15, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and also identified as a portion of Green Valley Mobile, a subdivision in Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the northeasterly corner of the Parcel being described and a point in the westerly line of Robertson Road and from which point the southeast corner of said NE1/4SE1/4 and S1/16 corner common to Sections 14 and 15, bears S.72°36'25"E., 139.77 feet; thence from said Point of Beginning and along the easterly line of said Parcel and the westerly line of said Robertson Road, S.1°22'11"E., 48.40 feet to a point; thence continuing along the easterly line of said Parcel and the westerly line of said Robertson Road, N.88°37'55"E., 35.39 feet to a point; thence S.18°29'50"E., 14.24 feet to a point; thence N.71°29'38"E., 15.00 feet to a point; thence S.17°53'38"E., 5.99 feet to the beginning of a curve; thence along the arc of a true curve to the right, having a radius of 600.00 feet and through a central angle of 16°23'02", southeasterly, 171.57 feet and the chord of which bears S.10°18'23"E., 170.99 feet to the end of said curve; thence S.89°30'25"W., 9.76 feet to a point; thence S.0°29'54"E., 16.90 feet to a point; thence S.89°30'10"W., 25.00 feet to a point; thence S.0°29'50"E., 50.00 feet to a point; thence N.89°30'10"E., 25.00 feet to a point; thence S.0°29'41"E., 15.52 feet to a point; thence N.89°30'06"E., 10.00 feet to a point; thence S.0°29'52"E., 16.00 feet to a point; thence S.0°29'46"E., 50.00 feet to a point; thence S.0°29'43"E., 14.00 feet to a point; thence N.89°30'16"E., 20.00 feet to a point; thence S.0°29'05"E., 74.35 feet to the southeasterly corner of said Parcel and the northeasterly corner of a drainage and utility easement in River West Estates; thence along the southerly line of said Parcel and the northerly line of said River West Estates, S.88°36'12"W., 950.26 feet to the southwesterly corner of said Parcel and southeasterly corner of Lot 146, River West Estates; thence along the westerly line of said Parcel and the easterly line of said River West Estates, N.0°30'42"W., 595.20 feet to a point and northeasterly corner of Lot 153, River West Estates, and southeasterly corner of Lot 26, Block 1, River Vista Addition and a point in and intersection with the southerly line of said NE1/4SE1/4, Section 15; thence along the westerly line of said Parcel and easterly line of said Lot 26, Block 1, River Vista Addition, N.0°39'36"W., 44.88 feet to the northwesterly corner of said Parcel and southwesterly corner of Lot 27, Block 1, River Vista Addition; thence along the northerly line of said Parcel and the southerly line of said River Vista Addition, N.88°40'08"E., 864.58 feet to the Point of Beginning and containing 13.711 acres, more or less, as set forth by the plat attached and made a part hereof.

The lands as appears on this Plat was duly annexed into the corporate boundaries of the City of Casper, Natrona County, Wyoming pursuant to the land owners petition under the provisions of Section 15-1-401 et. seq. of the Wyoming State Statutes, 1977, as amended and after Notice and Public Hearing, City Ordinance Number \_\_\_\_\_ was passed and adopted on final reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, accordingly the land described is annexed to the City of Casper, Wyoming. The annexation as named above and Robertson Road as shown on the Plat has previously been dedicated as a public road and all existing roadways within Lot 1, Green Valley Mobile Addition are private with no public maintenance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

CITY OF CASPER, NATRONA COUNTY, WYOMING  
200 N. DAVID STREET  
CASPER, WYOMING 82601

Attest: \_\_\_\_\_  
City Clerk Mayor

### CERTIFICATE OF SURVEYOR

I, Paul R. Svenson, a registered professional land surveyor, License No. 10272, do hereby certify that this plat was made from notes taken during actual surveys made by me or under my direct supervision during the month of June, 2019 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said surveys.



STATE OF WYOMING }  
COUNTY OF NATRONA } ss

The foregoing instrument was acknowledged before me by Paul R. Svenson this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_ Notary Public

### APPROVALS

APPROVED: City Council of the City of Casper, Wyoming this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

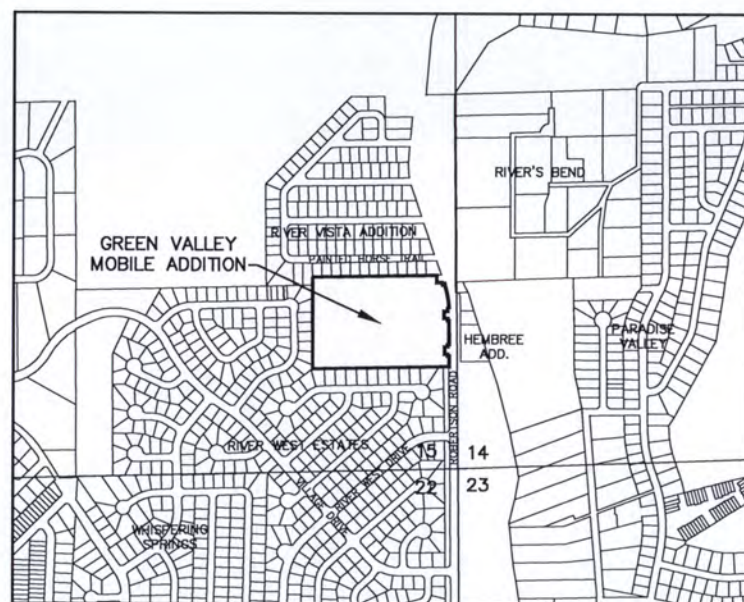
Attest: \_\_\_\_\_  
Town Clerk Mayor

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
City Engineer

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
City Surveyor



LOCATION AND VICINITY MAP  
SCALE: 1"=600'



ENGINEERING • SURVEYING  
200 PRONGHORN, CASPER, WY. 82601  
W.D. NO.: 14694-02 DATE: 6-25-19 FILE NAME: GREEN VALLEY MOBILE ANNEX

**2018 TAX LEVIES NATRONA COUNTY  
TAXING DISTRICTS**

DISTRICT DIST #	CASPER							S D #1 120
	150	EDGERTON 151	EVANSVILLE 152	MIDWEST 153	MILLS 154	BAR NUNN 155	MOUNTAIN 121	
State School Foundation Program	12.000	12.000	12.000	12.000	12.000	12.000	12.000	12.000
School District #1	<b>6.000</b>							
6 mill school levy	6.000	6.000	6.000	6.000	6.000	6.000	6.000	6.000
Operating Levy	25.000	25.000	25.000	25.000	25.000	25.000	25.000	25.000
Recreation Levy	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
BOCES	0.500	0.500	0.500	0.500	0.500	0.500	0.500	0.500
Bonds & Interest	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL SCHOOL DISTRICT</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>	<b>32.500</b>
Community College	<b>4.000</b>							
Operating Levy	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
Additional Operating Levy	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
BOCES	0.500	0.500	0.500	0.500	0.500	0.500	0.500	0.500
Bonds & Interest	1.890	1.890	1.890	1.890	1.890	1.890	1.890	1.890
<b>TOTAL COMMUNITY COLLEGE</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>	<b>7.390</b>
Natrona County	<b>12.000</b>							
General Fund	12.000	12.000	12.000	12.000	12.000	12.000	12.000	12.000
<b>TOTAL NATRONA COUNTY</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>
County Weed & Pest	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Municipal Levies	8.000	8.000	8.000	8.000	8.000	8.000		
Sewer, Water & Fire Bonds								
Fire Protection							3.000	3.000
<b>TOTAL LEVY FOR DISTRICT</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>72.890</b>	<b>67.890</b>	<b>67.890</b>

**2018 SPECIAL DISTRICTS**

TAX DISTRICT	MILL LEVY		
0121 CASPER MOUNTAIN FIRE	3.000	0149 BRANDT-GOTHBERG	VARIES
0156 DOWNTOWN DEV AUTHORITY	16.00	0160 BLOODY TURNIP	\$150/\$300
0122 PIONEER WATER & SEWER	8.000	0162 BROOKHURST	\$120.00
0128 WARDWELL WATER & SEWER	8.000	0163 EAST HENRIE ROADWAY	\$264.00
0134 MILLS/WARDWELL	8.000	0164 BIG RIVER ESTATES	\$250 PER OWNER
		0167 NORTH MOUNTAIN VIEW	\$295.00 PER LOT OR \$20.00 ADM
		0169 MILE HIGH	\$175.00 PER TAP
TAXING ENTITIES MILL LEVY		CATTLE TRAIL ACRES	
STATE SCHOOL FOUNDATION	12.00	WEEK CREEK	
SCHOOL DISTRICT #1	32.50	0148 CLEAR FORK	\$600
CASPER COLLEGE	7.390	0170 SCHLAGER I & S	
COUNTY WEED & PEST	1.000	0171 SIX MILE DRAW	
MUNICIPAL LEVIES	8.000	0172 HORSE RANCH ACRES I & S	
COUNTY FIRE PROTECTION	3.000	0173 CATTLE TRAIL ACRES I & S	
CASPER MOUNTAIN FIRE	3.000		
NATRONA COUNTY	12.00		

IMPROVEMENT & SERVICE DISTRICTS	REQUESTED DOLLARS
0123 PURSEL LANDS	\$100.00 PER LOT
0124 LAKEVIEW	\$530.00
0126 WESTLAND PARK	\$250.00
0127 RED BUTTE	\$225.00
0131 RENAUNA	VARIES
0132 SKYLINE RANCHES	VARIES
0136 VISTA WEST/WESTGATE PARK	\$986.00
0137 WEBB CREEK	\$700.00
0139 SANDY LAKE ESTATES	\$100.00
0140 SUNLIGHT	\$100.00
0141 INDIAN SPRINGS	VARIES
0142 THE ASPENS	\$250.00
0143 PARK EAST RANCHETTES	\$40.00
0144 POISON SPIDER	\$625.00
0146 SKYVIEW/COLMAN	\$200.00 PER LOT

**UTILITIES**

Rocky Mountain Power

Rocky Mountain Power  
2840 East Yellowstone Hwy  
Casper, WY 82609

Century Link

Century Link  
103 North Durbin Street  
Casper, WY 82601

Charter

Charter  
451 South Durbin Street  
Casper, WY 82601

Black Hills Energy

Black Hills Energy  
1535 East Yellowstone  
Casper, WY 82601

Mountain West Telephone

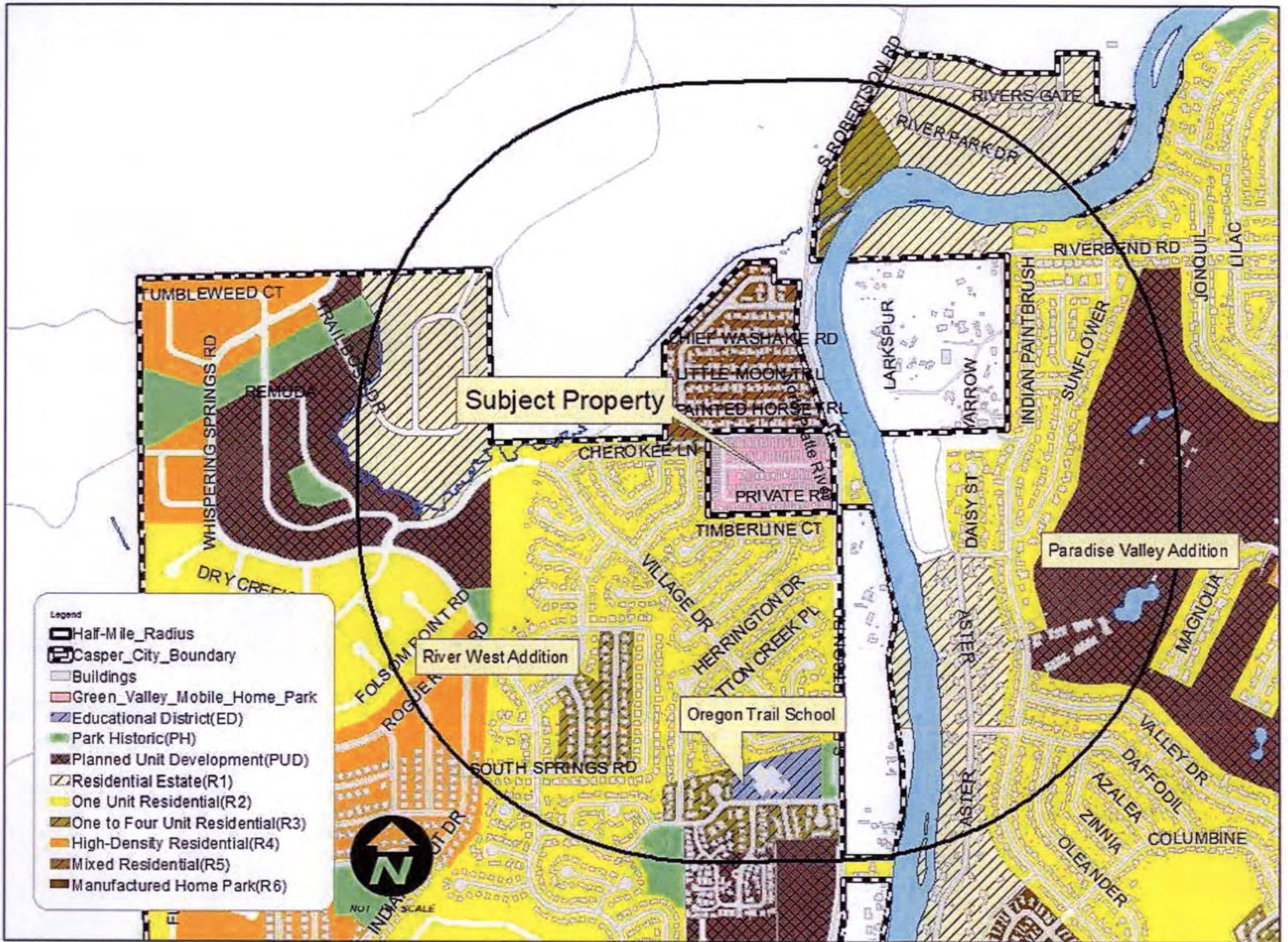
Mountain West Telephone  
123 West 1<sup>st</sup> Street, Suite C-95  
Casper, WY 82601

# ANNEXATION

## Frequently Asked Questions

1. **Will we have to switch to City sanitation?** – The City will not force the managers of Green Valley Village to use City sanitation service. Now that the area will be part of the City of Casper, you may find our rates and services to be very competitive with the private waste haulers. Everyone that has City sanitation service is entitled to a “no-extra-charge” extra pickup and a “dump coupon” every month, as a part of the service.
2. **Will our water/sewer rates change?** – No.
3. **Will our taxes increase?** – Property taxes will increase very slightly as a result of an annexation into the City. Taxes are only paid by the property owner, and are estimated to increase less than \$400 per year, total, for the entire 14-acre mobile home community.
4. **Who will provide police and fire protection?** – The City will become the primary agency to provide emergency services. However, as with all areas, there are mutual aid agreements in place that allow the City and County to “cross lines” and provide service.
5. **Will my homeowner’s Insurance rates change?** - Possibly. Insurance rates depend on jurisdiction, and its ISO (Insurance Services Office) rating. You should call your insurance company to let them know of the change.
6. **Why is Casper considering the annexation of this property?** – The property is completely surrounded by Casper and geographically, should also be part of Casper. In addition, the City benefits financially from having a greater population. The annexation is happening now in anticipation of the 2020 Census.
7. **How will Zoning and Code Enforcement change?** The City and the County are very similar with regard to Zoning and Code Enforcement. However, there may be some slight differences in regulations. The City realizes that change is occurring, and will focus on education, rather than strict enforcement.
8. **When and where are the City Council public hearings, related to this annexation, if we’d like to go?** – City Council will have public hearings on August 20<sup>th</sup>, September 3<sup>rd</sup>, and September 17<sup>th</sup>, 2019. Meetings are held in the City Council Chambers, 200 North David Street (City Hall), and start at 6:00 PM. Anyone is welcome to attend to watch and/or speak if they wish to.
9. **Who can I contact for more information, or to discuss my concerns?** –
  - Craig Collins – City Planner – (307)-235-8241 or [ccollins@casperwy.gov](mailto:ccollins@casperwy.gov)
  - Charles Powell, Mayor/Ward II Councilperson – (307)-577-6042 or [cpowell@casperwy.gov](mailto:cpowell@casperwy.gov)
  - Shawn Johnson, Vice President to Council/Ward II Councilperson – (307)-337-5057 or (307)277-7377 – [shjohnson@casperwy.gov](mailto:shjohnson@casperwy.gov)
  - Kenneth Bates – Ward II Councilperson – (307)-473-1247 – [kbates@casperwy.gov](mailto:kbates@casperwy.gov)

# Green Valley Mobile Home Park Potential Annexation Area



September 5, 2019

MEMO TO: Casper City Council  
J. Carter Napier, City Manager *JCN*

FROM: John Henley, City Attorney *JH*

SUBJECT: Resolution Rescinding Resolution No. 00-120 and Adopting a  
Replacement Resolution for the Establishment of Donations, Memorials,  
and Gifts

Meeting Type & Date

Work Session  
September 10, 2019

Action Type

Proposed Resolution – Direction Requested

Recommendation

That Council review the relatively detailed and inclusive Resolution attached. I suggest that this Resolution draft be discussed at the September 10, 2019 Work Session and be brought back for a further Work Session with changes incorporated, as recommended by you on September 10, 2019.

Summary

Recognition of donors and contributors is something that has grown significantly in municipalities throughout the country. Naming rights can recognize significant contributions by citizens and/or recognize historic individuals and events; naming rights can also attract needed revenue and/or donations from contributors.

As with many interactions between businesses, individuals and government, fairness and stewardship must be the pillars upon which such donations are received. To implement those pillars, expectations of businesses and individuals must not be inflated, boundaries must be established and the adoption of policies which provide relevant and relatively detailed information must be available for review and analysis.

The proposed Resolution, after Council's and the public's insight, will address, hopefully, most of the routine concerns and anticipate most of the interactions, desires and needs of the respective parties.

Because this is a lengthy Resolution, and because Resolutions only have one reading, it is hoped that this could be brought back for another Work Session, and that prior to the second Work Session, a refined Resolution can be posted on the website for public comment, criticism, and suggestions.

Financial Consideration

it is anticipated that there is the possibility of minimal to substantial revenue from donations, gifts, memorials and naming rights.

Oversight/Responsibility

Tim Cortez, Parks and Recreation Division Head

John Henley, City Attorney

Attachments

Proposed draft Resolution

Existing Resolution 00-120

## RESOLUTION NO.

### A RESOLUTION REPEALING RESOLUTION 00-120 AND ADOPTING THIS RESOLUTION ESTABLISHING PROVISIONS AND PROCEDURES FOR ACCEPTING DONATIONS, MEMORIALS AND SPONSORSHIP CONTRIBUTIONS

#### **1. Preamble**

The City of Casper recognizes the enormous value of direct community support. The City is very fortunate to receive support from scores of community members who regularly give time, money, property, and individual expertise to help ensure that Casper and participating particularly the scenic and aesthetic values of Casper are preserved and will endure; these are vital benefits and improve the quality of life for residents and visitors alike. Whether through foundations, corporations, non-profit organizations, service clubs, or as individuals, these community members work to augment the City's capital and maintenance budgets adopted annually.

This Resolution is adopted with the intent of insuring that philanthropic traditions are fostered, that donors are treated with consistency and fairness, and that contributions are recognized in ways that support Casper's resources and values.

#### **2. Application of Provisions**

The provisions in this Resolution shall apply equally to donors. Exceptions to these provisions may be made only through a pre-determined donation program, fundraising campaign, or partnership agreement developed and administered by, or in cooperation with, the Parks and Recreation Division. Examples of pre-determined programs include the Crossroads Adventure Playground, the Platte River Restoration Project, ongoing and focused tree replacement programs and multiple year commitments for select park, garden, or facilities replacement, development or maintenance.

#### **3. Donations Request Procedure**

Members of the public may submit donation requests to the Parks and Recreation Division for consideration using a standard "Parks & Recreation Donation Request" form, unless otherwise specified through a partnership agreement or pre-determined donation program. Donation request forms are available online at [www.casperwy.gov](http://www.casperwy.gov) or at the Parks and Recreation Division office, located at 1801 East 4<sup>th</sup> Street, Casper, WY 82601. Completed donation request forms should be delivered to the Parks and Recreation Division office.

For requests to donate items, or cash to purchase a specific item with a value of \$5,000.00 or more, a preliminary site visit and discussion between the donor and Parks and Recreation Division (PRD) staff is often beneficial. Typically, on projects of this magnitude, no design work, processing of permits, or detailed research can be performed



until a donation has been approved and items and/or donated funding are received by the Division or sponsor organization, or a signed agreement by the donor to be delivered by a specific date, has been received. If applicable, a final design must be approved in writing by PRD staff prior to ordering, manufacture, or construction of any donation items or features. Completed or installed items or features that have not been approved in writing may not be accepted, may be removed, or reasonable requests may be made to correct any unacceptable elements.

Donation requests will be reviewed by the Parks and Recreation Division Head or his/her designee with the assistance of other staff for consistency with these guidelines. Donation requests will be reviewed in a timely manner, typically within forty-five (45) days of donation request submittal. The PRD retains the right to accept or deny donation requests, except as described in *Appendix A, Naming Policy*. Special requests or appeals may be submitted in writing to the Parks and Recreation Division Director.

#### **4. General Donation Criteria**

Donations shall be consistent with the following criteria:

- a) Donations typically must support the needs of a specific park or facility in compliance with an adopted plan or other established guideline regarding use, management or improvement of the park or facility.
- b) Preference will be given to donations that follow a prioritized list of approved projects and programs as defined by the Parks and Recreation Division.
- c) In the absence of an adopted plan or prioritized list of approved projects for a particular location, donation requests must demonstrate consistency with the customary use and best knowledge of future use of the desired location, as determined by Parks and Recreation Division staff review.
- d) Donations shall include the true cost of donated items including staff time, labor, materials, and permits used in procurement and establishment of the donation, and an endowment contribution for maintenance.
- e) Corporate donations **shall not** constitute an endorsement of or by the City of Casper. Donations implying or suggesting commercial advertising or solicitation will typically not be accepted.

#### **5. Donated Item Evaluation Criteria**

Potential donated projects, features, facilities, objects, artifacts, or materials (henceforth "items") shall be evaluated by Parks and Recreation staff according to the following guidelines:

- a) Donated items shall be considered only if there is an appropriate and safe location for placement.
- b) Donated items shall be made of durable, high-quality materials and construction, and shall be in good condition to allow proper installation and long-term function.
- c) Donated items must be free of inherent hazards or any other characteristics that could potentially cause harm or injury.
- d) In considering donated items for specific sites, future plans for each site must be considered, including improvements, renovations, conversions, or other changes in use.
- e) Donated items must be free of donor-imposed encumbrances (and free of any lien or title encumbrances), except as agreed to in writing by the Parks and Recreation Division.
- f) Donated items must be deemed in keeping with the character of the specific park or facility with consideration to scale, materials, subject, and style of the item and in relation to the physical site, its uses, and its users.
- g) Donation of art objects or creations to parks shall also comply with all criteria listed herein.

## **6. Recognition of Donations**

It shall be the goal of the Parks and Recreation Division to recognize all donations in one or more forms according to these guidelines. In order to protect park and facility resources, values, and the experience of park and facility users, methods of recognition and utilization of contributions shall fully respect the function, public values, needs, master plans, and priorities of park property and other City facilities. Such recognition and utilization of contributions shall be appropriate to the character of each individual park or facility, shall not detract from user's experiences or expectations or impair the visual properties of the locations' environment, shall not be perceived as advertising or commercializing the location and shall not create a feeling or perception of proprietary interest.

- a) In the interest of equal treatment of donors, recognition of donations shall be made in accordance with standardized giving levels, with a preference for recognition of all donations to be made by direct acknowledgment to the donor (e.g. letter of acknowledgment) and other off-site recognition, and to minimize on-site forms of recognition. Exceptions may be granted in special circumstances with the approval of the Parks and Recreation Director.

- b) In order to prevent the proliferation of signs and visual clutter in the park environment, off-site forms of recognition are preferred. When a physical form of on-site recognition is appropriate, temporary forms or forms of limited duration are preferable. Approved on-site recognition may be considered only in a manner that does not detract from the values, goals, and objectives of the park's or facility's location or the appearance or function of the donated item, and that is otherwise consistent with donation guidelines - See Appendix B
- c) All on-site recognition shall be subordinate to, and harmonize with, the characteristic of a park or facility location and surroundings, and shall not inhibit routine maintenance, use and enjoyment or detract from the park's or facility's values or interpretive message.
- d) A donor's wishes for anonymity shall be respected.
- e) Corporate tag lines or marketing messages **shall not** be permitted on any form of recognition.
- f) Naming for City parks, facilities or features shall be administered according to the Naming Policy – See Appendix A

## 7. Giving Level Status

Recognition of donations through the above-listed methods shall occur according to the following giving level standards, except as described in Appendix B, Bench, Tree and Plant Donations. Each giving level may include one or more forms of recognition from lower giving levels where appropriate. Standards may be refined or modified through a per-determined donation program, fundraising campaign, or partnership agreement developed and administered by, or in cooperation with the Parks and Recreation Division. The dollar amounts below represent cash or equivalent, appraised value.

\$1000 and under	Letter of recognition
\$1000 - \$5000	Off-site recognition
\$5000 - \$10,000	Temporary sign
\$10,000 - \$25,000	Integrated sign of limited duration
\$25,000 and above	Plaque or permanent (approximately 12 years) unless other arrangements for future upkeep are made.

## 8. Methods of Recognition

### *Off-Site Recognition*

New and innovative methods of off-site recognition will continually be developed to honor the generosity of community donors. Examples include:

Letter of Recognition – A letter of recognition and thanks will be sent to all donors. The letter will acknowledge the amount of the gift, the donor, special circumstances that apply, and the date of acceptance. The letter will serve as evidence of the gift for the purpose of the donor's tax records. The letter will not attempt to value non-monetary gifts.

Website Donor List – Donor lists may be kept on the City of Casper's website to recognize and appreciate donor contributions. Typically, online donor lists will be kept for a minimum of five (5) years.

Casper Newsletter or Press Releases – Articles about donors, donation projects or other mention of donor names in newsletter publications or press releases provide direct and community-wide recognition of contributions. Articles may include detailed descriptions of projects and accomplishments that can help the community recognize the value of donations and public-private partnerships, thereby supporting expanded interest in donation and volunteer programs, as well as recognition for generosity of donors.

Other Publications – In order to share specific information with the community supporting the use of Casper's infrastructure system, a wide range of other printed materials such as activity calendars, maps, guides, books and brochures are published. These materials may include recognition of an underwriting sponsor, or, as appropriate, credit contributions towards a specific park, facility or feature or program.

#### *On-Site Recognition*

Temporary Signs – Temporary signs may be used to acknowledge donor contributions on-site during a project period (i.e. construction period, or the duration of a specific event or project). Temporary signs shall be uniform, of appropriate design and scale, and clearly indicate both the Division and the Division's recognition of the donor's contributions. Signs may carry a brief project-related or interpretive message. Signs shall be consistent with park sign design standards. Temporary signs shall be placed during the project period (e.g. construction period) and for approximately ninety (90) days thereafter; however, phased or long-term projects may require appropriate exceptions, as determined by the Parks and Recreation Director.

Integrated Signs – Recognition of donor contributions may be considered on certain directional, interpretive, and informational signs. For instance, a trail head map or sign may also recognize a donor's significant contributions towards the construction of the trail. Similarly, interpretive displays may note that particular features such as overlooks or other facilities exist through the generosity of specific donors or volunteers. Recognition shall be clearly and substantially subordinate to the sign's intended message or information, and shall be consistent with Park and Recreation Division sign design standards. Single-purpose recognition signs shall be avoided.

Sign recognition, like permanent plaques, may be proposed only for significant contributions (of time, money, land, etc.) that provide exceptional, long-term benefit to a park or facility. Signs shall be located in developed areas and preferably on or inside an

existing structure. Typically, signs may not be placed in a natural area or affixed to cultural resources. No commitment for sign maintenance for more than seven (7) years will be made by the City.

Donor Boards – Placement of a donor board recognizing multiple donors may be permitted in appropriate locations provided the board is subordinate to, and in keeping with, the character of the park or facility, is consistent with sign design standards, and harmonizes with other features (e.g. interpretive displays). Donor boards must be part of a pre-defined donation program sponsored or co-sponsored by the Parks and Recreation Division.

Donor boards should be constructed of durable, high-quality materials, may allow recognition of multiple donors through easily replaceable/exchangeable means, and may include a range of donation categories (e.g., volunteers, memorial gifts, donation of exhibit or archive materials, funds, etc.) as appropriate.

Donors shall be advised that donor boards are not intended to be permanent and may need to be removed at any time due to future renovations, persistent vandalism, maintenance issues, or other unforeseen circumstances.

Permanent Plaques – Permanent plaques (twelve (12) years) may be permitted only with the approval of the Director and may be proposed only for significant contributions (of time, money, land, etc.) providing exceptional, long-term benefit to a park or facility. Permanent recognition plaques shall be placed only in developed areas in conjunction with existing facilities (e.g., visitor center, parking area, environmental education center, entry area, etc.) and shall be harmonious and integrated with the character and features of the park, as determined by Parks and Recreation staff.

Interpretive Programs – Occasionally, significant donor contributions are directly related to a park or facility, such as through land donation, project sponsorship, or major restoration work. In such cases, it may be appropriate to mention a donor's contribution during selected interpretive programs, events, or materials, or when the donation is directly related to the subject of interpretation.

## **9. Naming**

A complete naming policy is outlined in Appendix A of this Resolution.

## **10. Recognition of Donated Items**

Specific items may be donated for placement and use in parks and parks facilities according to Section 5, Donated Item Evaluation and Criteria. Recognition of a donated item displayed in a park shall be allowed according to Section 8, Methods of Recognition, and as appropriate for the value of the gift as determined by an independent appraisal. Recognition through interpretive material associated with a donated item may be allowed if consistent with recognition guidelines.

## **11. Recognition of Memorial Gifts**

Memorial donations (gifts made in memory of a deceased person) may be recognized in the same way as other gifts, i.e. through any form of recognition described in Section 8, and shall meet the criteria for each specific form of recognition. Inclusion of dates in on-site recognition is strongly discouraged. Instead, memorial donation recognition may precede the name of the memorialized individual with the words, "In memory of," except as described otherwise through a pre-defined donation program.

*NOTE: Placement of personal, human or animal remains or other objects is expressly prohibited within the City of Casper parks and shall not be approved or permitted.*

## **12. Existing On-Site Recognition**

A range of donor recognition and memorials currently exist throughout the parks and open space system, some of which may not be in conformance with these guidelines. Out of respect for these donors and their families, existing on-site recognition established prior to the enactment date of this document shall be allowed to remain until such time as they are removed or replaced in accordance with these guidelines.

## **13. Adoption Programs**

Adopt-a-Park, Adopt-a-Trail, Adopt-a-Planter, and other adoption programs are designed to provide significant community care and support of specific parks and facilities through volunteer labor or other donations in exchange for recognition of this support. Adoptions shall be considered partnerships, documented in a signed agreement, and may be recognized through a sign located at the place of adoption for the duration of the adoption. Adoption signs shall be consistent with park sign design standards, and shall be subject to the approval of the Parks and Recreation Director.

## **14. Catalog Programs**

Catalog programs may be developed to raise funds for specific park or specific facility-related needs. Catalogs may offer a variety of items such as picnic tables, benches, equipment, trees, shrubs, perennials, and building materials at a pre-determined donation amount (which shall include costs described in Section 4). Catalog programs shall be reviewed and approved by the Parks and Recreation Director for content, methods, and adherence to these guidelines prior to establishment. Catalog programs shall include a price list and description of a variety of items. All prices must include necessary administrative costs and a contribution to be placed in a maintenance endowment account.

## **15. Partnerships**

The Division may elect to enter into a partnership with other organizations for purposes of soliciting donations for a specific program, project, or event. Partnerships represent a special relationship in which the Division and partner organization(s) cooperatively pursue a common goal for community benefit supporting the mission of improving Casper's parks, open spaces, recreation options and public facilities and areas. A written agreement shall be drafted and signed by both parties prior to dedication of significant City resources such as funding or staff time. The agreement shall establish the goals, expectations, commitments and obligations, roles, time line, and specific outcomes, and other pertinent information for the partnership. Recognition of partner organizations' contributions shall follow guidelines for donor recognition as established in this document, unless otherwise stated in the partnership agreement.

## **16. Event Sponsorship**

This section of the Donation Policy applies to events approved and/or co-sponsored by the Parks and Recreation Division. Additional regulations regarding events and special use permits are described in the Casper Special Events Guide and Policy.

Signs or banners, consisting of identifying information, advertising privately-sponsored events may be placed within the park or facility at the perimeter of the approved event venue and within the event venue. Signs typically must be placed no sooner than twenty-four (24) hours preceding the event, and shall remain for no more than twenty-four (24) hours following the event.

For private events and events co-sponsored with the Parks and Recreation Division, limited on-site use of event sponsors' logos and names on event facilities, signs, and printed materials at special events may be allowed at the discretion of the Parks and Recreation Director. The size, scale, and location of corporate logos and names shall be subordinate to the event facilities and area. Under no circumstances shall corporate logos and/or names be displayed in a manner suggesting endorsement by the City of Casper or the Parks and Recreation Division.

If a sponsorship of a special event requires on-site recognition of donors or sponsors, a written agreement shall be drafted and executed prior to approval of the event wherein the responsibilities of each party shall be described, including specific language to eliminate the appearance of endorsement by the City of Casper. This documentation may be in the form of a special use permit, a memorandum of understanding, or an exchange of letters or other written agreement.

## **17. Corporate Logos**

City parks and open spaces are not considered appropriate venues for advertising, and it is therefore desirable to minimize the use of corporate names, logos, and slogans within the park or open space environment. The use of corporate logos may be permitted in

conjunction with approved special events. Corporate names (but not logos, tag lines, or slogans) may be used in any form of recognition for donations as described in Section 8. Corporate logos may not be used except to acknowledge donations of \$25,000 or more, or for special partnership programs. In all cases, corporate logos shall be unobtrusive and subordinate to the donation or event message, and shall not contain corporate tag lines or other marketing-oriented phrases.

## **18. Endorsements**

Standards of ethical conduct adopted by the City of Casper and conflict of interest statements prohibit City employees from using or permitting the use of their position, title, or authority to endorse any products, service or enterprise. However, when endorsement is given by the Division as recognition in support of the City's or the Division's mission, not the employees, the following forms of endorsements may be allowed:

Letter or Public Statement – Private individuals or organizations often engage in activities that contribute clearly to the City's or the Division's mission, including, but not limited to, the donation of funds, supplies or services. In appropriate cases, the Director or appropriate staff designee may issue a letter or public statement commending and endorsing an individual's or organization's contributors to the City or to the Division.

Divisional Endorsement in Partner Organization Literature – If an organization is engaged in fundraising under an approved agreement with the Division, the organization's fundraising literature and public statements may include a quotation from the director (or designee) commending the organization's efforts in support for the City and the Division and endorsing the fundraising activity.

Divisional Recognition in an Organization's Self-Advertising Promotion – Any entity may reference the Division's commendation, certificate, plaque, or other form of recognition from the Division in its own advertising, promotions or other activities that are intended to promote good will or enhance corporate name recognition. In these instances, care must be taken to reference only recognition of contributions to the community or Division and specifically avoid implying or suggesting any endorsement or a product or service offered by the entity.

## **19. Special Privileges**

Making a donation or co-sponsoring a special event does not entitle the donor/sponsor to any special privileges, other than those described herein, or as authorized and administered by the Division prior to acceptance of the donation. Any requests by such parties shall be subject to the same approval criteria as a request by any member of the public (e.g. Casper Special Events Guide and Policy).



## **20. Maintenance and Duration**

Improvements made in a public space become the property of the public and will be maintained accordingly by the Parks and Recreation Division under the administrative direction of the Director. The Division can offer no guarantee or obligation, legal or otherwise, to maintain or replace signs, plaques, materials, equipment, structures, or other donated resources that are vandalized, lost, stolen or otherwise damaged or destroyed. However, maintenance of donated items may occur as follows:

The responsibility of the Division for maintenance or replacement of donated resources serving a direct, broad public benefit shall be treated as equal to the responsibility for maintenance and replacement of other City property, at the discretion of the Director, for a minimum of five (5) years, unless damaged by the City, a City contractor or a City employee, in which case City will have no obligation to repair or replace after a maximum period of twelve (12) years, unless other provisions for maintenance and/or replacement have been stipulated in a written agreement between the City and the donor. Typically, maintenance staff are able to respond only to major vandalism, graffiti or other damage. Donors should be aware that staff are unable to carry out higher levels of care such as cleaning, sanding, polishing, oiling, or other treatments that address normal age and use. The Division reserves the right to remove or relocate donated items or donor recognition when reasonably required as a result of necessary park operations.

The maintenance or replacement of donor recognition, except in association with signs or other materials providing direct, broad public benefit, shall be the responsibility of the donor. The City reserves the right to remove or modify donor recognition that is hazardous, damaged, in poor repair, or that interferes with park operations.

At any point after the five (5) or twelve (12)-year period described herein (unless there is a contract between the City and donor specifying a greater duration), the item may be removed and may become available again to the general public as a donation opportunity.

At the time of removal, if practical, donation recognition shall be removed from deteriorated items and returned to the donor. If a donor cannot be reached, recognition material shall be retained by the Parks and Recreation Division for a period of one (1) year to be claimed by the donor. Unclaimed recognition may be recycled or discarded after one (1) year.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the City of Casper accepts and authorizes the rescission of Resolution No. 00-120 and adopts a Replacement Resolution for the Establishment of Donations, Memorials, and Gifts.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING,  
A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

## APPENDIX A

### NAMING POLICY FOR CITY PARKS, FEATURES AND FACILITIES

#### **1. Introduction and Purpose**

The Parks and Recreation Division in conjunction with the City Manager and the Division Head of Community Development shall oversee and recommend the naming of parks, features and facilities of the City of Casper. The Casper City Council must, by Resolution, approve such recommendations. To ensure fair and consistent application of naming, all locations requiring naming, or for which formal naming is requested, shall be evaluated and processed in accordance with these guidelines. Approved naming or renaming shall not constitute an obligation to provide a sign or other indication of the name.

#### **2. Common Name vs. Legal Name**

For operational and public identification purposes, properties have been referenced by a particular name which has not been legally defined or assigned by the City Council. Such names are called “common” or “use” names. In many cases, common names are used for long periods of time, and subsequently appear in documents and printed materials. Names may only achieve legal standing by one of two means:

1. The Casper City Council adopting the name, or
2. The Casper City Council adoption of a plan or document in which the common or use name is clearly used to identify the property or facility.

#### **3. New Property Facilities and Features**

As new property is acquired and new facilities and features are constructed, the City of Casper typically establishes a name based on one or more of the source criteria listed below. Similarly, the City may establish a name for existing parks property or features which have not been named.

Adjacent Street – Names referencing an adjacent street.

Geography – Names referencing geographical characteristics of an area near the park or facility, with consideration being given to archeological, geological, topographical, botanical, zoological, or human-made geographical characteristics. Geographical names shall reference features expressing timeless qualities likely to maintain name appropriateness over time.

History – Names referencing a historic person, place, culture, or event associated with the land or facility.

Subdivision/Neighborhood – Names referencing the surrounding neighborhood or subdivision comprising a significant portion of the park service area.

#### **4. Recognition Naming**

Naming park land, features or facilities in recognition of a person, group or entity shall be considered based on the following criteria:

Donor – Names referencing a donor, or a name suggested by a donor, may be considered in exchange for significant contributions. Naming of land, where the land itself is donated, may be considered where the appraised value of the donated land is \$500,000 or greater, and where the donated land represents at least 51% of the area of a particular park or facility. Naming of donated

features for parks or facilities, using donated funds, may be considered for donations of 51% of the feature construction or acquisition cost, or \$150,000, whichever is greater. Long-term gifts and endowments are encouraged and may also be considered for naming opportunities.

Honoring a Living Person – Park land, facilities and features may be named to honor a living person whose gift or service to the community is of a most extraordinary nature.<sup>1</sup>

Honoring a Deceased Person – Park lands, features or facilities may be named to honor a deceased person to recognize an extraordinary service or gift to the community. Requests for naming in honor of a deceased person shall be considered after six (6) months from the date of death.<sup>1</sup>

Group Recognition – Park lands, facilities or features may be named to recognize an organization or group for extraordinary gifts or service to the community.

## **5. Renaming Procedures**

In order to respect past community values, a commonly- or legally-named park or feature shall not be renamed in its entirety under most circumstances. The following procedures describe the process for renaming parks, facilities and features in a variety of circumstances:

### *Renaming Through Public Process*

During public discussions within a park, City facility or open space resources plan update process, a

general consensus may be reached to rename park, facilities or features to better reflect current

community values or the area's special characteristic, or for similar reasons deemed significant by participating members of the community. Public discussions of naming shall be directed to address the criteria outlined herein.

Legal change of the name for a park, facility or feature does not occur unless or until formally adopted by the City Council of Casper, by Resolution.

### *Renaming Features Outside of Public Process*

Requests for renaming outside of a public process may originate from members of the community, organizations, or elsewhere. Any donation consistent with the size and purpose of the location, facilities or features shall be required. An official written request for renaming must be sent to the Parks and Recreation Division containing the following information:

- √ Compelling evidence of the extraordinary contribution of the individual to the community
- √ The proposed name
- √ Concise description of reason(s) for the name change

---

<sup>1</sup> The City reserves the right to remove the name designated if the named person is or has been convicted of a felony or a high misdemeanor violating moral turpitude or is charged with a felony or a high misdemeanor involving moral turpitude, but passes away before the charges are resolved.

- √ A description of how the renaming request meets the criteria contained within this policy

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- √ Compelling evidence of the extraordinary contribution of the individual to the community
- √ Date of the death, if applicable
- √ Explanation of how renaming a park or feature would improve community awareness and historical perspective

#### **7. Naming Approval Procedures**

All naming requests and proposals shall be reviewed by the Parks and Recreation Division, the City Manager and the Division head of Community Development Division. Requests shall be reviewed initially by the Parks Division staff, who shall forward a recommendation to the Division Head, who will coordinate future evaluations.

On receipt of a request from the City Council to consider renaming a park, the same procedure will be followed with staff evaluating the information provided and staff shall then return a recommendation to the City Council regarding the request. The Council will then make the decision.

## APPENDIX B

### BENCH, TREE AND PLANT DONATIONS

#### **1. Introduction**

Benches, trees, and a variety of plan materials are among the most popular types of donations to the City of Casper. Special guidelines shall apply to these donations to help ensure ongoing, equitable donation opportunities for individuals and organizations and to maximize community benefit. All other Donation Policy guidelines shall apply unless otherwise noted herein.

#### **2. Bench Donations**

Special guidelines shall apply to the donation of benches, and recognition of bench donations, as follows:

##### Bench Catalog

A catalog may be established by the Parks and Recreation Division to provide a broad range of consistent, pre-approved bench donation opportunities through the park system. Bench locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Bench requests outside the catalog shall be considered but encouraged to utilize approved bench donation opportunities.

##### Bench Types

All bench designs and specifications shall be subject to Parks and Recreation Division review to ensure consistency with the character of the bench location, other nearby site furnishings, and existing planning documents.

##### Bench Locations

Benches shall be installed at each park, trail or facility site in accordance with the location's character, development plans and consistent with an approved list of suitable bench locations as developed by the Division. All locations shall be subject to Parks and Recreation Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by a new bench installation. Modification of bench locations may be necessary following site investigation. The following general bench location criteria shall be considered in determining bench locations.

- a) Benches shall be located to serve as an appropriate resting place such as at the summit of a steep trail, at an interval along a trail, walkway, or esplanade, at a scenic overlook or other vista point, near playgrounds or other park amenities, and at other special locations. Benches should offer a comfortable place to enjoy the natural, historic, recreational or other features in the area or park.
- b) Benches shall be placed at intervals appropriate to the intended use and scale of the park, or the specific area within the park. For example, benches placed around a law area in a community park might be spaced closer than benches placed along

a more rural trail.

- c) Benches shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. Bench locations shall avoid creating unsafe conditions, such as offering a platform for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.
- d) Benches shall be placed in locations that offer easy observation from public streets, commonly used facilities, frequented trails, etc. to reduce the likelihood of negative use. Care should be taken to avoid hidden or dark locations that may encourage illegal or inappropriate activities.

#### Cost of Bench Donation

The cost of bench donations shall follow the guidelines established in the Donation Policy, or as determined through the bench catalog.

#### Bench Donation Recognition

Unless otherwise specified in the bench catalog, bench donations shall be recognized on the donated bench itself in a method that is subtle, subordinate to the character of the bench, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, "A Gift From [donor's name]," for a living donor, group, or organization, and, "In Memory of [person's name]," for a memorial donation. Appropriate methods of recognition include:

- √ Engraving in the bench material
- √ Metal plate permanently attached, either recessed into the bench material or affixed in a manner that provides a maximum 1/16-inch relief from any bench surface
- √ Text die-cast in bench components as provided by a bench manufacturer
- √ Metal plate, stone tile, or other engraved material inset into the surface material, typically concrete, to which the bench is permanently affixed, in a manner that provides a maximum of 1/4-inch relief from any adjacent surface
- √ Maximum type size of any recognition shall be 3/8-inch in height
- √ Methods of recognition shall be durable and resistant to vandalism

#### Maintenance and Duration of Bench Donations

Benches will be maintained according to the Donation Policy.

### **3. Tree and Plant Donations**

Special guidelines shall apply to the donation and recognition of trees, shrubs and other living plant material in Parks and Recreation system, as follows:

#### Special Programs

Special programs may be established by the Parks and Recreation Division to provide a

broad range of consistent, pre-approved tree and other plant donation opportunities throughout the park system and on other City properties. Tree locations, species, and/or donor recognition may be established as part of the pre-determined program in accordance with these guidelines. Tree and other plant material donation requests outside special programs may be considered, however utilization of pre-approved donation opportunities, including special programs and new park construction, is strongly preferred.

#### Species Selection

Offers of donated plants will be declined if the plants are considered invasive according to Parks and Recreation Division staff, or if the plants exhibit characteristics considered incompatible with a public park (e.g. certain plants exhibiting fruit, nuts, thorns, poisonous or allergenic qualities, shallow roots, etc.). In order for a donation to be accepted, trees and other plant species must be determined by the Parks and Recreation Division's Department Head or his/her designee, in conjunction with Parks and Recreation Division design and maintenance staff, to be compatible with the general or specific conditions of a proposed location, including climate, soil, solar aspect, air quality, drainage, wind, and other factors.

#### Location

Donated trees and other plants shall be installed at each park site in accordance with each park's respective concept design, master plan, or as defined by special donation programs. All locations require the prior approval of the Parks Division's designee, in conjunction with Parks and Recreation Division design and maintenance staff, to ensure compatibility with utilities, irrigation, and other technical or functional factors. Modification of locations may be necessary following site investigation. The following general location criteria shall be considered:

1. Trees and other plants shall be located to provide shade, shelter, wind breaks, physical definition of park areas and facilities, and visual interest. Where possible, trees and plants shall serve multiple functions.
2. Trees and other plants must be located where existing, automated irrigation is available. Existing irrigation must be compatibly zoned for the type of tree or plant donation. If irrigation is not available, the donation amount must include the full cost of extending irrigation services to the desired location, or include a written agreement that the donor shall accept responsibility for watering the tree or plant for an appropriate amount of time by whatever means is agreeable to the Division and available to the donor without the assistance of Division staff.
3. Trees and plants shall be located to preserve existing open spaces, unless otherwise specified in an approved concept design or master plan.

#### Recognition for Donations

Donated plant material shall be recognized with off-site forms of recognition only. Special programs, for example, Adopt-a-Planter, may allow for exceptions.



#### Tree Donation Maintenance and Duration

Donated trees located in special program sites will be maintained by the Parks and Recreation Division for a maximum period of three (3) years from the date of planting. However, there can be no guaranty that trees, plants or shrubs will survive. No agreement will be made by the Division regarding pruning, grafting, or specialized treatment of donated trees. The Division will accept no responsibility for maintenance or replacement of donated trees that are not watered by an automated irrigation system, and/or where a donor has agreed to accept responsibility for watering the tree.

Various species of trees exhibit different growth patterns, including periods of dormancy, and may react negatively to environmental stress factors beyond the control of Parks and Recreation Division staff. If a tree shows potential for a healthy recovery, Division staff may elect not to remove and replace the tree in favor of close monitoring for continued health.

If a donor wishes to pay for replacement of a declining tree after the three-year maintenance period, it may be allowed at full replacement cost according to Donation Policy Section 4c. If the original cost of purchase included a percentage for an organized fundraising campaign or maintenance fund, or for the extension of irrigation, those fees shall be excluded from the cost of the replacement tree.

#### Plant Donation Maintenance and Duration

No agreement will be made by the Parks and Recreation Division for the replacement of donated, living plants. Donated plants, including trees that decline or die at any time after installation may or may not be replaced, as determined by Parks and Recreation Division staff to be in the best interest of the public.

#### Notice of Change or Removal

Due to continually changing and evolving landscaping needs in parks, any donation of trees or other plant material shall be made with the understanding that it may become necessary in the future to remove donated items from specific locations. Notification of the donor regarding changes will be made only if a donation is marked by on-site recognition.

#### Special Circumstances

Typically, donated trees and other plants that need to be dug and transported will not be accepted. Exceptions may be made in cases where the plant has high historic value and a reasonable chance of surviving transplant shock. Trees and other plants that remain from holiday decorations will not be accepted.

#### Quality of Materials

All plant donations that have been approved shall be pre-inspected for quality by Parks and Recreation Division staff prior to delivery if possible, or upon delivery prior to installation. Plant materials that are root-bound, have been held over, are in otherwise poor condition or exhibit poor growth characteristics, or that do not meet City standards, will not be accepted.

(Example)

*Legacy Program Donation Form*

Donor name: \_\_\_\_\_

Donor organization (if applicable): \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Park or Facility for donation: \_\_\_\_\_

Item description and location code (if known): \_\_\_\_\_

Proposed location: \_\_\_\_\_

Donation amount: \_\_\_\_\_

Special requests: \_\_\_\_\_

May we list your name on our  
Website Donor Hall of Fame:

I have read and understand the donation policy.       Yes       No

Donations are usually tax deduction – check with your tax advisor

Method of payment:

Check made payable to City of Casper

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_

Mail completed form and donation to:  
Casper Finance Department  
200 North David Street  
Casper, WY 82601

Questions? Contact:  
(307) 235-8361 or [tcortez@casperwy.gov](mailto:tcortez@casperwy.gov)

RESOLUTION NO. 00-120

A RESOLUTION ESTABLISHING GUIDELINES FOR  
THE PLACEMENT OF MEMORIALS WITHIN CITY  
PARKLANDS.

WHEREAS, the City of Casper is desirous of establishing guidelines for the placement of memorials within City parklands.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following are rules, regulations and fees which apply to the placement of memorials within City parklands.

Section 1.

It shall be unlawful for any memorial to be placed in a park without the written permission of the City of Casper.

Section 2.

Unless otherwise specified, all sections of this resolution with the word "City parklands" shall apply to all current and future property zoned as park within the City of Casper.

Section 3.

All memorial plaques and gifts can be selected from a list provided by the City of Casper or the contribution may be monetary in form. All monetary gifts will be placed in the Urban Forestry Perpetual Care Account.

Section 4.

The donor and the City must mutually select a general park area for the placement of the memorials. The City reserves the right to determine the suitability of the memorial and the exact location.

Section 5.

The City encourages donation of trees and vegetation as memorials. Tree selection must receive the approval of the City. City parks crews will plant the tree and the City reserves the right to select the time and precise location for the planting of the tree. The City does not guarantee that a tree will survive. If the donor wishes to guarantee the survivability of a tree, the fee shall be doubled. Replacement of trees and vegetation will be performed only once. All trees shall have a caliper size of greater than 1½ inches. All shrubs shall be of mature growth. Fees for trees and vegetation are as follows:

Trees: Cost of the tree, plus twenty percent.  
Bushes: Cost of the shrub, plus twenty percent.

Section 6.

Memorials may include bronze plaques with a dimension no greater than 9" by 12" and suitable for flush ground mounting, or an aluminum tag for attachment to an equipment item (no greater than 6" X 2") must be provided by the donor. Memorial requestor must submit, in writing, the precise wording of the plaque or tag prior to ordering. Wording of the memorial is subject to approval by the City. The City shall mount the submitted plaque or tag. Fees for plaques and tags are as follows:

Plaques: Cost of the plaque, plus \$25.00  
Tags: Cost of the tag, plus \$15.00

Section 7.


All memorial fees shall be paid for prior to the purchase of the memorial by the City.

Section 8.

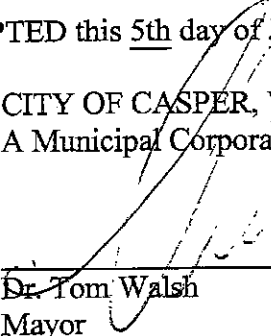
Other memorial donations may include park equipment such as barbecues, benches, bike racks, bleachers, picnic tables, and playground structures. All park equipment shall be approved of and purchased by the City of Casper. The City of Casper will install all equipment in a location mutually approved of by the donor and the City of Casper. Fees for these memorials shall be cost of the item , plus twenty percent.

PASSED, APPROVED, AND ADOPTED this 5th day of July, 2000.

ATTEST:

  
\_\_\_\_\_  
V. H. McDonald  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
\_\_\_\_\_  
Dr. Tom Walsh  
Mayor

RESOLUTION NO. 00-121

A RESOLUTION AUTHORIZING AN AGREEMENT  
WITH LEGACY CONSTRUCTION, INC., FOR 2000  
METRO ANIMAL CONTROL FACILITY  
IMPROVEMENTS, PROJECT 99-61.

WHEREAS, the City of Casper desires to construct improvements for the Metro Animal Control Facility, and;


WHEREAS, Legacy Construction, Inc. is able and willing to provide those services, specified as 2000 Metro Animal Control Facility Improvements, Project 99-61.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an agreement with Legacy Construction, Inc., for those services.

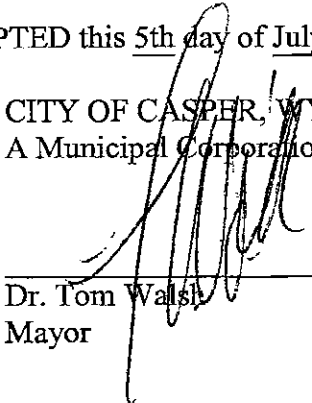
BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments, and contract extensions throughout the project, retaining those amounts prescribed by the agreement, equal to a total amount not to exceed One Hundred Forty Six Thousand, Five Hundred Ninety One Dollars (\$146,591), and Seven Thousand Dollars (\$7,000), for a construction contingency account, for a total contract amount of One Hundred Fifty Three Thousand, Five Hundred Ninety One Dollars (\$153,591).

PASSED, APPROVED, AND ADOPTED this 5th day of July, 2000.

ATTEST:

  
\_\_\_\_\_  
V. H. McDonald  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
\_\_\_\_\_  
Dr. Tom Walsh  
Mayor