

# INFORMATION PACKET

## Table of Contents

Friday, October 29, 2021



Item	Pages
Table of Contents	1
<b>City of Casper Documents &amp; Information</b>	
The Grid - Schedule of Council Meetings & Addendum	2
November Calendar	5
Commercial Development Report September 2021	6
Economic Impact of Bike Lanes	8
Old Yellowstone Parking Lot Ribbon Cutting 10.26.21	10
News Release --Twelve Casper residences without water service for seventeen hours	17
<b>Agencies, Boards and Committees Documents &amp; Information</b>	
Interfaith Biannual Report 2nd of FY21 10.27.21	19
Wyoming Symphony Orchestra Community Promotions Final Report 10.26.21	26
<b>Invitations, Newsletters &amp; Other Information</b>	
Invitation Hogadon Fall Fest and Ribbon Cutting 2021	33
Invitation Holiday Lighting Ceremony 2021	34

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### November 2, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Employee Mental Health Services					
Establish November 16, 2021 as the Public Hearing Date for a New Restaurant Liquor License No. 21 for Whelan Catering, Inc., d/b/a House of Sushi, Located at 260 South Center.	C				
Public Hearing: Certification of Annexation Compliance to Determine if the Annexation of Tract 31, Dowler No. 3 Subdivision Complies with W.S. § 15-1-402. And 3rd reading of ordinance		N	N		
Public Hearing: Transfer of Ownership for Retail Liquor License No. 5 Travis Taylor d/b/a Cocktail's Located at 138 South Kimball Street to 307 Horse Racing, Inc., d/b/a 307 Horse Racing, Located at 138 South Kimball Street.		N			N
Public Hearing: New Microbrewery Liquor License No. 8 for The Black Tooth Brewing Company, LLC, d/b/a Black Tooth Brewing Company, Located at 322 South David Street Suite A.		N			N
Certifying Support for the Establishment of a Film Office Within the Visit Casper Organization.				C	
Authorizing two (2) Special Construction Proposals with CenturyLink for the Midwest Avenue Reconstruction Project – Elm Street to Walnut Street, Project No. 18-066.				C	
Authorizing an Agreement with Worldwide Industries, Corp., in the amount of \$365,894, for the CPU Tank Painting, Project No. 21-044.				C	
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation Interstate 25 Casper Marginal, in the amount of \$44,444, for the Interstate 25 Casper Marginal, Project No. 21-027.				C	
Authorizing a General Service Contract with Rocky Mountain Power, in the amount of \$15,888, for the Poplar and 1st Street Intersection Improvements, Project No. 17-072.				C	
Authorizing a Contract for Professional Services with Civil Engineering Professionals, Inc., in the amount of \$124,685, for the Interstate 25 & Marginal Combined Beautification Project – Poplar to East Yellowstone, Project No. 21-027.				C	
Authorizing the Purchase of One (1) Utility Golf Cart, from Colorado Golf & Turf, Inc, Littleton, Colorado, in the Total Amount of \$10,827.96, for Use by Highland Cemetery of the Parks, Recreation and Public Facilities Department.					C
Authorizing the Purchase of Three (3) New Three-Quarter-Ton Pickup Trucks, from Fremont Motors, Sheridan, Wyoming, in the Total Amount of \$110,271, Before Trades, for Use by the Casper Fire Department.					C
Authorizing Mayor Freel's Appointments of Councilmembers Gamroth and Quest to the Council's Boards and Commissions Listed.					C

10/29/2021

**The Grid**

A working draft of Council Meeting Agendas

**November 9, 2021 Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Phase III of Graves Implementation - Employee Compensation	Information Only	20 min	4:35
Parks Watering Data	Direction Requested	30 min	4:55
Council Goals Update & Tracking Demo	Direction Requested	30 min	5:25
Agenda Review		20 min	5:55
Legislative Review		20 min	6:15
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

**November 16, 2021 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Speed Study for 12th and 13th Streets					
Pre-Meeting: Irrigation Pump Station Improvements for the Soccer Complex					
Bright Spot - Veterans' Graves Adoption Project					
Establish December 7, 2021 as the Public Hearing Date for Two New Restaurant Liquor Licenses No. 45 for Movie Palace Inc., d/b/a Studio City Stadium Cinemas, Located at 5020 East 2nd Street and No. 46 Movie Palace Inc., d/b/a Studio City Mesa Cinemas, Located at 3150 Talon.	C				
New Restaurant Liquor License No. 21 for Whelan Catering, Inc., d/b/a House of Sushi, Located at 260 South Center.		N			N
Alpha Facilities Solutions - Assessment of City Buildings				C	
Acknowledging a Change in Corporate Ownership for 71 SW Wyoming Blvd LLC d/b/a The Horse Palace, Located at 71 SE Wyoming Boulevard.					C
Executive Session - Personnel					

**November 23, 2021 Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
			4:35
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

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

### Staff Items:

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

### Potential Topics-- Council Thumbs to be Added:

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

### Future Regular Council Meeting Items:

Budget Calendar	Dec. 7 Pre-Meeting		
Public Hearing New Restaurant Liquor Licenses No. 45 for Movie Palace Inc., d/b/a Studio City Stadium Cinemas, Located at 5020 East 2nd Street and No. 46 Movie Palace Inc., d/b/a Studio City Mesa Cinemas, Located at 3150 Talon.	Dec. 7		
Public Hearing Date - Disposition of City-Owned Property Located Near the Southwest Corner of South Beverly Street and East 4th Street.	Dec. 21		

### Retreat Items:

Economic Development and City Building Strategy
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>5:00 p.m.</i> - CNFR (Freel, Cathey)	 2  <i>6:00p</i> - Council Meeting	3  <i>11:30a</i> -Drug Court (Engebretsen) <i>1:00 p</i> -Civil Service Commission (None)	4  <i>7:00p</i> -Youth Empowerment (Pacheco)	5	6
 7  <i>4:30 p.m.</i> - Casper Youth Council (Gamroth, Pacheco)	8  <i>8:30a</i> -Historic Preservation (Engebretsen)	9  <i>4:30p</i> -Council Work Session	10  <i>11:30a</i> -DDA (Gamroth) <i>4:30p</i> -Leisure Services Board (Engebretsen) <i>6:00p</i> -Amoco Re-use JPB (Quest)	 11  <b>Veterans' Day</b> <b>City Offices Closed</b>  <i>9:30a</i> -EDJPB (Pacheco, Pollock) <i>7:00p</i> -Youth Empowerment (Pacheco)	12  <i>11:30a</i> -Chamber Coordination/ Infoshare (None)	13
14	15	16  <i>11:30a</i> -Regional Water JPB (Cathey, Powell, Knell, Freel) <i>4:00p</i> -Chamber of Commerce (Cathey, Freel)  <i>6:00p</i> - Council Meeting	17  <i>7:00a</i> -CPU Advisory Board (Cathey)	18  <i>7:00a</i> -Mayor/ Commissioner <i>11:00a</i> -Housing Authority (Gamroth) <i>11:30a</i> - Disability Council (Pacheco) <i>4:00p</i> -Contractors' Licensing Board (Knell) <i>5:30p</i> - City County Board of Health (Freel) <i>6:00p</i> - Planning & Zoning (Knell)	19  <i>3:00p</i> -LGBTQ Advisory Committee (Freel, Pacheco)	20
21	22  <i>12:30p</i> -Senior Services (Engebretsen) <i>4:00p</i> -OYD Advisory Committee (Pollock, Freel)	23  <i>11:30a</i> -Travel & Tourism (Freel, Johnson)  <i>4:30p</i> -Council Work Session	24  <i>11:30p</i> -NIC (None) <i>5:15p</i> -CAP (None)	 25  <b>Thanksgiving Day</b>  <b>City Offices Closed</b>	 26  <b>Day after Thanksgiving</b>  <b>City Offices Closed</b>	27
28  	29	30  <b>5th Tuesday NO Council Meeting</b>				



Memo to: Liz Becher; Community Development Director

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

Subject: September 2021, Commercial Development Report

Date: 10-21-2021

Permitting Update:

For the month of September, 10 building permits for single family homes were issued. This brings the total building permits for single family residences to 48 for the calendar year. The Building Division issued 134 Building, 78 Electrical, 65 Mechanical and 98 Plumbing permits with fees totaling \$96,139.25. Overall, the Building Division's value of construction for September was \$11,611,374.17.

Inspection Update:

The Building Division completed 155 building, 143 electrical, 187 plumbing/mechanical inspections and 15 plan reviews for the month of September.

Commercial Construction Update:

Below is a breakdown of the 11 major commercial projects that are in progress:

- State Office Building (444 West Collin) All interior building inspections have been completed. Final sitework and landscaping are in process. Estimated completion date is December of 2021. This project is on schedule at this time.
- Boyd Ave. Church Gym (2225 CY Ave.) Final finishes in process, anticipate C.O. in two weeks.
- The Nolan Phase 1 (222 S. David St.) All phases of construction in process, including exterior masonry, interior framing, MEP rough-ins.
- NCHS Natatorium (930 S. Elm) Interior final finishes in process, C.O. expected in November.
- Rescue Mission Discipleship housing (600 E. A St.) Women's housing is painted and final finishes in process, Men's housing = drywall in process.

**COMMUNITY DEVELOPMENT DEPARTMENT**

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | [www.casperwy.gov](http://www.casperwy.gov)

- YMCA Natatorium (1161 Casper Mountain Road) Structural steel in process.
- Whites Mountain Chevrolet (2400 E. Yellowstone) All phases of construction in process.
- Alder Park Apartments (Tranquility Way) Caissons complete, foundations in process
- Metro Coffee Roasters (W. Yellowstone) site work in process
- Ridleys Eastside (300 SE WY. Blvd.) drywall in process
- LDS Temple Foundation (Outer Dr. and Eagle Dr.) Site prep in process.

Projects Completed:

- Rocky Mountain Car-Wash
- Park Elementary School

Approved projects not started:

- Discount Tire (4990 E. 2<sup>nd</sup> St.)
- State Office Maintenance Building (444 W. Collins)
- Casper Medical Clinic (2025 E. 2<sup>nd</sup> St.) Old Dragon Wall
- Blackmore Market Place Shops (5081 E. 2<sup>nd</sup> St.)

New Projects Submitted for Approval:

- 307 Chiropractic (5880 E. 2<sup>nd</sup> St.)
- Wyoming Discount Liquors (Old Work Ware House E 2<sup>nd</sup> St.)
- LDS Temple (Outer Dr. and Eagle Dr.)

Anticipated Projects:

- Liberty Square Apartments (S. Beverly) Approximately 60 units, 2 buildings.
- Dollar General Store (14<sup>th</sup> and McKinley)
- Dollar General Store (CY Ave.) Old Bullwinkles site
- Wyoming Discount Liquors (E. 2<sup>nd</sup> St. Old Work Warehouse)
- Wyoming Cardiopolmonary (1230 E. 2<sup>nd</sup> St.)

October 21, 2021

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

FROM: Liz Becher, Community Development Director *EB*  
M. Jeremy Yates, MPO Supervisor *m/y*

SUBJECT: Follow-Up to Council's Questions Regarding the Economic Impacts of Bike Lanes

Meeting Type & Date: None, information only

Action Type: None, information only

Recommendation: None, information only

Summary: The MPO was asked by the City Council to provide information on bike lanes impact on local economics. Communities across the United States and abroad that have increased bicycling through bike and pedestrian improvements have found that:

- Bike friendly urban areas make more money
  - Bike lanes slow down traffic. More people see storefronts and restaurants when they are moving more slowly
    - Studies from 2018 showed that cyclists spend 40% more at local business compared to drivers.
- The average cyclist spends more money on their daily route than the average car driver.
  - Cyclists have to shop more frequently to accommodate smaller carrying capacity
    - A 2012 study showed that smaller more frequent trips increased monthly sales at bars, restaurants, and retail establishments
- Improved bicycle and pedestrian facilities boost real estate value
  - A report by the Urban Land Institute shows that houses in areas deemed to have above-average bike and pedestrian infrastructure were worth more than comparable houses in areas with only average walkability/bikability.
- Cities with good biking and walking infrastructure have healthier residents and lower health care expenses.
- A 2015 study found that every \$1,300.00 cities invested in building bike lanes provided benefits equivalent to one additional year of life at full health over the lifetime of all city residents
- Improved bicycle and pedestrian facilities boost real estate value
  - A report by the Urban Land Institute shows that house in areas deemed to have above-average bike and pedestrian facilities command a higher sale value than comparable houses in areas with only average walkability/bikability
- Robust bike and pedestrian networks provide increased mobility options for traditionally underserved groups including individuals in at least one of the following categories: Low Income, Minority, Elderly, Limited English Proficiency, or Persons with Disabilities



Overall, evidence supports the suggestion that adding bicycle facilities specifically, and low impact multi modal transportation in general, positively affects local business and the surrounding communities. People spending less on transportation have more money to spend locally. That, coupled with bike facility improvements, mean people with more money are spending more time in and around local business where they are spending more of their disposable income. Further, communities with robust bike and pedestrian networks have better health outcomes and increased property values overall. Robust bicycle networks make communities healthier, wealthier, and more equitable.

Financial Considerations:

None.

Oversight/Project Responsibility:

M. Jeremy Yates, MPO Supervisor

## **OLD YELLOWSTONE DISTRICT**

### **Parking Lot Dedication**

*Tuesday, October 26, 2021*

Good Evening, I'm **Steve Freel**, Mayor of the great City of Casper.

I hope you have taken time tonight to enjoy some of the tasty refreshments that our food truck vendor is selling. We are gathered here tonight to officially dedicate and open this beautifully, reconstructed parking lot for public use!

Through an ongoing partnership with the State of Wyoming, the vision for this parking lot began about 3 years ago. One of the City's goals, as outlined in the Comprehensive Land Use Plan, is to embrace a Vibrant Urban Center. This public parking area does just that – it connects the downtown by creating space to attract visitors to a range of activities, entice families to engage in social outings, and support local business needs. Well-designed public parking venues expand commercial connections, and capitalize on the creative energy of an urban center.

Our Old Yellowstone District Parking lot boasts over 300 public parking spots, 7 reserved spaces specifically created for food trucks, decorative gaslights along a centralized walkway, ADA-

designed access, attractive landscaping, and multiple driveway entrances and exits.

The City financed this total project with Optional One Percent Sales Tax revenues, supported by our local voters. The complete cost was \$1,030,000, and the finished parking lot is FREE to the public.

My fellow City Council members and I would like to extend some “Thank You’s” to our neighbors who partnered with us on the design, construction, and oversight of this significant infrastructure project:

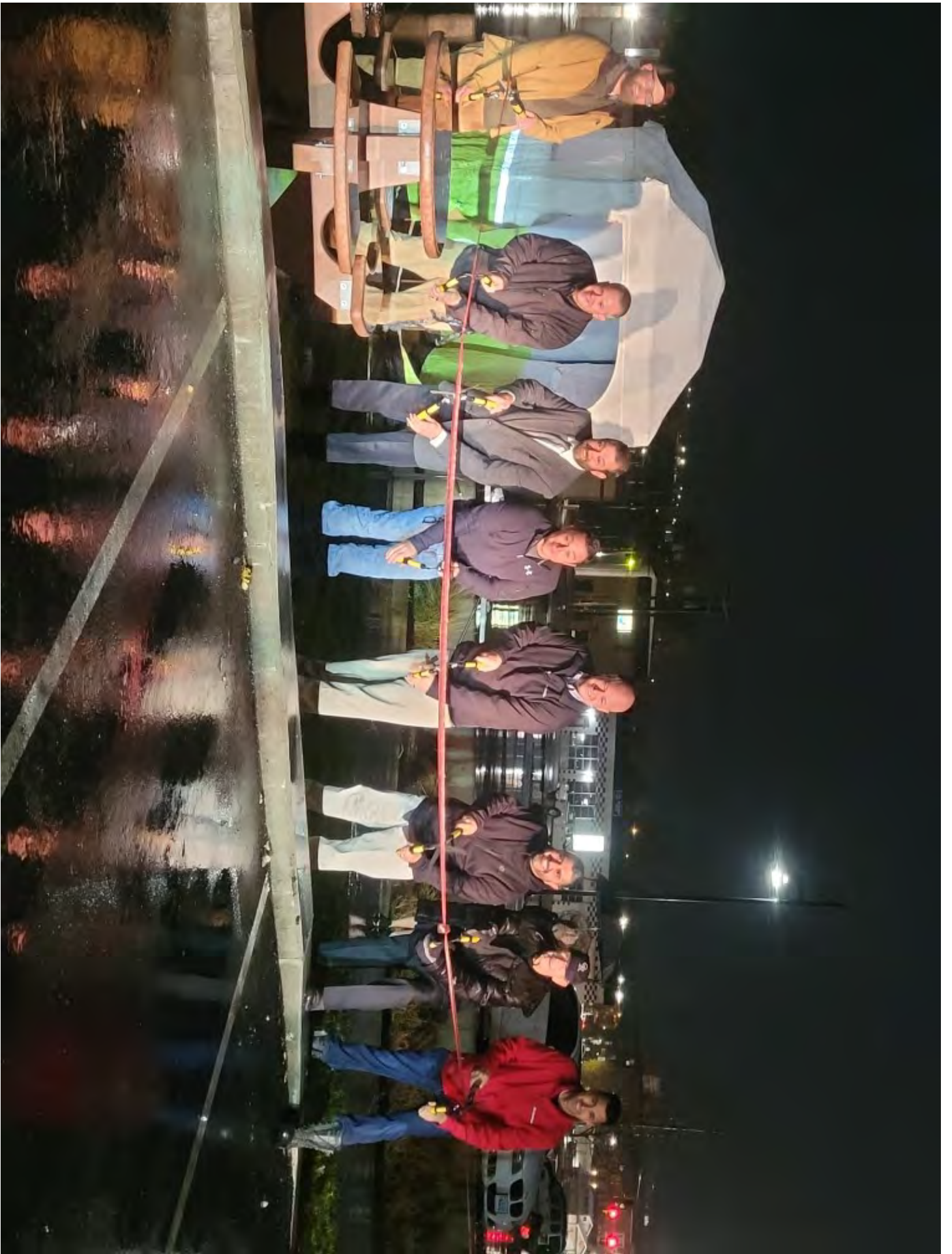
- The **State of Wyoming**, both the administrative and legislative offices;
- The **Old Yellowstone District** businesses and neighborhood for the temporary inconveniences during construction;
- The **City of Casper Engineering Division** for design and project management; and
- **Knife River Construction**, and their subcontractors, for their quality construction and attention to artistic detail.

In a few minutes, the Casper City Council representatives and City Manager, Carter Napier, will officially cut the ribbon and dedicate this beautifully reconstructed **Old Yellowstone District parking lot**. Truly, this project has touched many people and businesses in the neighborhood. As a result, we are inviting each of the entities that I noted in the “Thank You’s” to join in cutting the ribbon. We want each of you to share in this dedication of our parking lot – which depicts history, economic and business prosperity, and neighbors helping neighbors.

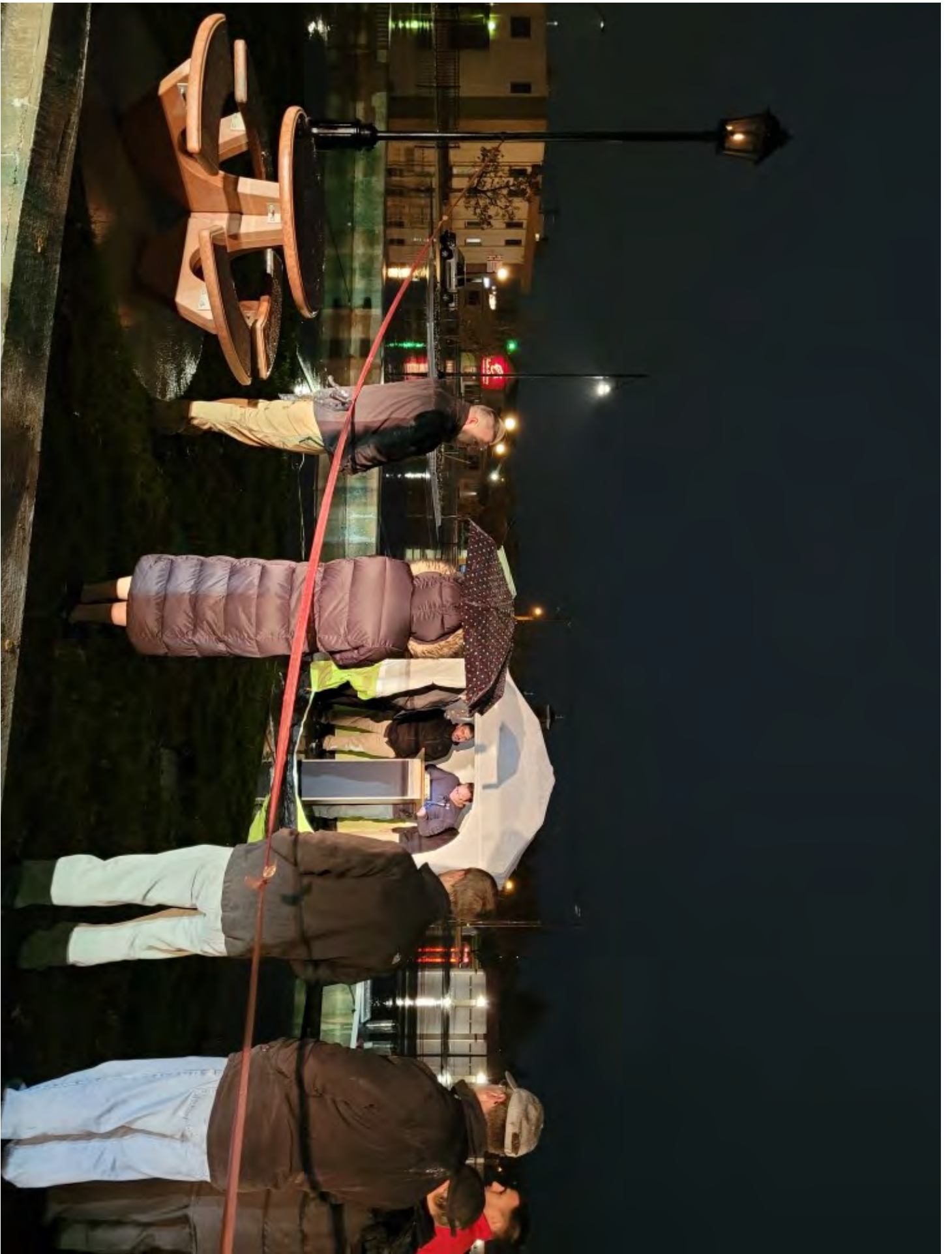
We will pose and smile for the camera a few times – we want photos to mark this momentous occasion. Then on the Mayor’s count of One, Two, Three – we will cut through the ribbon together.

**(Everyone comes forward to ribbon, lines up, and receives scissors. Photos are taken, and then the ribbon is cut).**











# NEWS RELEASE

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## For Immediate Release

### Contact:

Jolene Martinez  
Public Services Department  
jmartinez@casperwy.gov  
307-235-8224

## **Twelve Casper residences without water service for seventeen hours**

*Casper water distribution crews work through night to repair main breaks*

**Casper, Wyoming** (October 24, 2021) – A water main break that began on Friday night left twelve Casper residences without water service for seventeen hours. Around 10 p.m. on Friday, October 22, Casper public services department water distribution crews were called to the 2700 block of South Poplar Street for a report of excessive amounts of water coming through the street’s asphalt. “In anticipation of a major water main repair on this busy Casper street, we requested assistance from Casper police and Casper fire in blocking off the street, so that we could isolate the area of the break and set up traffic control,” said Water Distribution Manager Clint Conner.

After emergency locates were completed, water distribution crews removed South Poplar Street asphalt and dug to the water main where a fist-sized hole in the eight-inch ductile iron water pipe was found within inches of a ¾” residential water service line. “We cut in five feet of PVC water pipe as well as re-tapped the residential water service to make the repair,” stated Conner. “A crew of five worked through the night to repair the first break, which was completed about 7:30 a.m. We had the hole filled with select backfill within one inch of the finished street surface when water began coming to the surface in the dig area.”

A new crew of five was called out to repair the second break. “The first crew worked tirelessly through the night to minimize the inconvenience of residents not having water,” explained Conner. “They had not slept since Thursday night.” The second crew re-excavated the repair site and expanded the excavation to make the new repairs. Another hole in the eight-inch ductile iron water pipe was found about two feet from the first repair. An additional five feet of PVC water pipe was cut in to the ductile iron water pipe. The second repair was completed by 3 p.m. on Saturday. “South Poplar Street has a temporary surface in the excavated area that is expected to have the asphalt patch completed by the City’s contractor on Monday,” reported Conner.

“In all, this water main break resulted in the loss of 75,000 gallons of drinking water; a 14’ x 22’ area of South Poplar Street with a pavement patch; twelve houses without water service for 17 hours; and 170

hours of overtime,” summarized Conner. “We also experienced several motorists driving around the road closed signs and through our work area. These motorists not only threatened the safety of our crews, they also threatened their personal safety from hidden hazards in the work area.” The South Poplar Street water pipe was installed in 1980, and the cause of the breaks was corrosion. Replacement of this water main is on Casper’s FY23 list of replacements and will be dependent on available funding.



## FY 2021 One Cent Funding Biannual Report

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

Organization: <u>Interfaith of Natrona County</u>	Program: <u>Emergency Services</u>	
Contact Person: <u>Lindsey Tempest</u>	Phone Number: <u>307-235-8043</u>	Date: <u>10/25/2021</u>
Email address: <u>lindsey@interfaithnc.org</u>		
Please Select One:	1 <sup>st</sup> Reporting Period _____ July 1 – December 31 Due on January 10	2 <sup>nd</sup> Reporting Period <u>X</u> _____ January 1 – June 30 Due on July 10

### 1. Mission

Please state the agency's mission/vision.

### 2. Financial Information

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

### 3. Program Significance

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

### 4. Results

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

### 5. Program Results/Impacts (use bullets)

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

### 6. Results Analysis

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

### 7. Population Served

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



HELPING THOSE IN NEED

October 25, 2021

**Mission**

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

**Financial Information**

Interfaith FY January 1, 2021 – June 30, 2021

Total Proposed Budget \$156,310

Total Expenses \$ 115,690.20 As of June 30, 2021

**One Cent #16 Funding- Allocation**

January 1, 2021- June 30, 2021

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

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\$13,666.70

**Program Significance**

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

**The impact of the program met the needs of 2,835 individuals within Natrona County January 1, 2021- June 30, 2021.** The program impacted low-income Natrona County residents through emergency services. Some of the program services provided include rent or deposit (to house or keep housed), utilities, birth certificates, Wyoming ID or driver's license, work boots, medical/dental and prescription assistance, gasoline vouchers, personal care bags, diapers, and laundry vouchers. The program impacted the community by providing our community members with necessary emergency services. The program reduced the risk of potential homelessness for Natrona County. This is shown in the results table through the utilization of emergency services.

**Trends-** There is a decreased number of individuals served for 2020. Our total 2019 number of individuals served was 6,760 whereas, the total for 2020 is 4,347. This decrease in numbers is largely due to the fact that Interfaith closed several times during 2020 due to COVID. While we did see a decrease in service numbers, we do not believe it was due to a decrease in need but rather an inability to access services due to office closures and limiting clients in the office during open hours. Unfortunately, Interfaith had to limit the number of clients seen each day from January through the end of February due to the sudden loss of a beloved case manager at the beginning of January. This loss directly affected our ability to keep up our normal caseload. Starting in March 2021 however, we saw an increase in services which we were able to accommodate with the hiring of a new ¾ time case manager. Having a new case manager who is available and able to work Monday thru Friday has been a great asset to Interfaith and our clients. Interfaith's board also voted to increase the max dollar amount provided for rental assistance from \$400 to \$550 and utility assistance from \$100 to \$200. This increase was approved due to the increase in cost of living and the raising rates of rent in Natrona County.

## **Results**

The results show that we were able to provide emergency services to 2,835 individuals during the second half of the fiscal year. We were able to provide a significant increase in rent and utility assistance with the generous gift of a \$50,000 grant from the Episcopal Diocese in Natrona County. We received this grant in April 2021 and by the end of June 2021, Interfaith has utilized \$15,572.23 of those dollars for client services. This grant is restricted to client services and is used strictly for direct services such as rent, utility, birth certificates and identification.

## **Performance- January 1, 2021 – June 30, 2021**

Birth Certificate- 71

Case management- 569

Rent- 131

Cleaning Supplies/ TP- 37

Diapers/wipes- 26

Drivers License/ID- 61

Laundry Vouchers- 50

Gasoline- 56

Steel Toe Boots/Non-slip shoes- 13

Medical/Dental- 7

Prescription Assistance- 11

Personal Care Bag- 76

Blankets- 12

Utilities- 40

Undergarments- 35

### **Method of Measurement**

CharityTrak (social service database) is utilized to track everyone who comes to Interfaith and the services they receive. Interfaith is exploring alternative client management systems as we have discovered CharityTrak is not meeting our needs for reporting purposes.

### **Program Results/Impacts**

- 1,602 Emergency Service provided January 1, 2021- June 30, 2021
- Homelessness prevention through emergency services
- Provided for basic survival needs
- Promoted self-sufficiency and independent living through case management and supportive services.
- Program results indicate we are meeting our goals (homelessness prevention) through providing emergency services.
- Quality- Results indicate families are staying housed through the utilization of Interfaith services. Housing is directly tied to a person's overall health.

### **Results Analysis**

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

Our ability to provide impactful emergency services continues to be hindered by lack of funding. Due to this hinderance, we continue to turn individuals away. Based on these results, we see a need to identify how many individuals we turn away. We will begin to track this number so that we have a better understanding of the unmet needs in the community. As the new director, I have realized that our current client management system does not properly track the services we have denied and as a result, we do have accurate data to show how many needs go unmet in our community.

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

### **Population Served**

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



**INTERFAITH OF NATRONA COUNTY**  
**Profit & Loss Budget vs. Actual**  
 January through June 2021

	Jan - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Misc Income - Refund-Birth Cert	34.00	0.00	34.00	100.0%
4000 · Donations				
4080 · Amazon Smile	8.83	0.00	8.83	100.0%
4071 · Client Contribution	2,000.00			
4060 · Donations Other	591.64	1,000.00	-408.36	59.2%
4050 · PPE Donations	0.00	250.00	-250.00	0.0%
4010 · Donations Churches	17,375.44	40,000.00	-22,624.56	43.4%
4020 · Donations Individual/Business	6,165.00	20,000.00	-13,835.00	30.8%
4000 · Donations - Other	415.00	0.00	415.00	100.0%
<b>Total 4000 · Donations</b>	<b>26,555.91</b>	<b>61,250.00</b>	<b>-34,694.09</b>	<b>43.4%</b>
4100 · Fundraising Income				
4180 · WyoGives Fundraiser	0.00	0.00	0.00	0.0%
4110 · Fundraiser	823.31	10,000.00	-9,176.69	8.2%
4130 · A Night in the Cold	0.00	60.00	-60.00	0.0%
4150 · Cans of Hope	173.03			
4100 · Fundraising Income - Other	0.00	0.00	0.00	0.0%
<b>Total 4100 · Fundraising Income</b>	<b>996.34</b>	<b>10,060.00</b>	<b>-9,063.66</b>	<b>9.9%</b>
4200 · Funds from foundations				
4210 · Funds From Foundations - Other	5,000.00	10,000.00	-5,000.00	50.0%
4240 · McMurry Foundation	10,000.00	10,000.00	0.00	100.0%
4250 · Wyoming Community Foundation	15,000.00			
<b>Total 4200 · Funds from foundations</b>	<b>30,000.00</b>	<b>20,000.00</b>	<b>10,000.00</b>	<b>150.0%</b>
4300 · Funds From Grants				
4390 · United Way Comp Reloc	1,000.00			
4380 · Episcopal Diocese Grant	50,000.00			
4375 · Housing Authority Food Grant	0.00			
4301 · City of Casper - CDBG	0.00	0.00	0.00	0.0%
4310 · Kamps	0.00	0.00	0.00	0.0%
4340 · Blue Envelope Health Fund	10,000.00	10,000.00	0.00	100.0%
4360 · United Way	0.00	5,000.00	-5,000.00	0.0%
4365 · Other Grants	13,299.99	16,000.00	-2,700.01	83.1%
4370 · City of Casper - 1 Cent Funding	0.00	0.00	0.00	0.0%
4370 · City of Casper - 1 Cent Funding	6,833.35	34,000.00	-27,166.65	20.1%
<b>Total 4300 · Funds From Grants</b>	<b>81,133.34</b>	<b>65,000.00</b>	<b>16,133.34</b>	<b>124.8%</b>
4400 · Interest income	7,851.14	0.00	7,851.14	100.0%
4650 · Misc Income	59.52	0.00	59.52	100.0%
<b>Total Income</b>	<b>146,630.25</b>	<b>156,310.00</b>	<b>-9,679.75</b>	<b>93.8%</b>
<b>Gross Profit</b>	<b>146,630.25</b>	<b>156,310.00</b>	<b>-9,679.75</b>	<b>93.8%</b>

**INTERFAITH OF NATRONA COUNTY**  
**Profit & Loss Budget vs. Actual**  
January through June 2021

Expense	Jan - Jun 21	Budget	\$ Over Budget	% of Budget
EFSP Compliance Pay Back	834.10			
6000 · Client Services				
6097 · Client Specific Contribution -R	1,998.99			
6014 · Episcopal Diocese Grant	15,572.23	0.00	15,572.23	100.0%
6015 · United Way Compassionate Reloc	346.73			
6096 · Client Expense Other	285.87	1,000.00	-714.13	28.6%
6010 · Shelter	25,235.24	9,000.00	16,235.24	280.4%
6020 · Utilities	2,000.00	2,000.00	0.00	100.0%
6030 · Gasoline	329.39	2,000.00	-1,670.61	16.5%
6040 · Identification	605.05	5,000.00	-4,394.95	12.1%
6050 · Work Footwear	28.52	500.00	-471.48	5.7%
6070 · Medical	450.74	3,000.00	-2,549.26	15.0%
6080 · Food				
6085 · CHA Food Grant	200.00	0.00	200.00	100.0%
Total 6080 · Food	200.00	0.00	200.00	100.0%
6090 · Client Services - Personal Care	1.97	500.00	-498.03	0.4%
Total 6000 · Client Services	47,055.73	23,000.00	24,055.73	204.6%
6100 · Payroll Expenses				
6110 · Executive Director	22,500.00	45,000.00	-22,500.00	50.0%
6120 · Case Management	19,851.00	35,000.00	-15,149.00	56.7%
6130 · Bookkeeper	3,918.75	10,000.00	-6,081.25	39.2%
6140 · Office Cleaning	460.00	5,000.00	-4,540.00	9.2%
6150 · Federal PR Taxes (FICA/MED)	3,574.83	7,300.00	-3,725.17	49.0%
6160 · State PR Taxes (SUI/WC)	1,095.67	2,500.00	-1,404.33	43.8%
6100 · Payroll Expenses - Other	0.00			
Total 6100 · Payroll Expenses	51,400.25	104,800.00	-53,399.75	49.0%
6200 · Office Expenses				
6299 · Student/Volunteer recognition	247.28			
6273 · Office Expense Other	206.85	1,000.00	-793.15	20.7%
6271 · PPE expenses	7.16	850.00	-842.84	0.8%
6210 · Office Rent	6,000.00	12,000.00	-6,000.00	50.0%
6220 · Office Equipment Rent	1,054.16	1,700.00	-645.84	62.0%
6230 · Computer Software	873.95	1,700.00	-826.05	51.4%
6240 · Office Supplies	720.27	1,800.00	-1,079.73	40.0%
6250 · Postage	165.00	500.00	-335.00	33.0%
6260 · Telephone	1,160.63	2,730.00	-1,569.37	42.5%
6270 · Printing	0.00	200.00	-200.00	0.0%
6290 · Office Expense	152.00			



**INTERFAITH OF NATRONA COUNTY**  
**Profit & Loss Budget vs. Actual**  
January through June 2021

	Jan - Jun 21	Budget	\$ Over Budget	% of Budget
6200 · Office Expenses - Other	286.18	0.00	286.18	100.0%
<b>Total 6200 · Office Expenses</b>	<b>10,873.48</b>	<b>22,480.00</b>	<b>-11,606.52</b>	<b>48.4%</b>
6300 · Contractual Services	2,350.00	2,400.00	-50.00	97.9%
6310 · Audit				
<b>Total 6300 · Contractual Services</b>	<b>2,350.00</b>	<b>2,400.00</b>	<b>-50.00</b>	<b>97.9%</b>
6410 · Fundraising	25.00	100.00	-75.00	25.0%
6415 · Advertising	45.00	300.00	-255.00	15.0%
6440 · Government Fees	27.00	30.00	-3.00	90.0%
6450 · Insurance Expense				
6456 · Insurance Other	0.00	600.00	-600.00	0.0%
6455 · Liability Insurance	1,853.00	1,800.00	53.00	102.9%
6450 · Insurance Expense - Other	609.00	0.00	609.00	100.0%
<b>Total 6450 · Insurance Expense</b>	<b>2,462.00</b>	<b>2,400.00</b>	<b>62.00</b>	<b>102.6%</b>
6460 · Membership Dues	590.00	400.00	190.00	147.5%
6470 · Training- unrestricted	39.89	400.00	-360.11	10.0%
9999 · Reconciliation Discrepancies	-12.25	0.00	-12.25	100.0%
<b>Total Expense</b>	<b>115,690.20</b>	<b>156,310.00</b>	<b>-40,619.80</b>	<b>74.0%</b>
<b>Net Ordinary Income</b>	<b>30,940.05</b>	<b>0.00</b>	<b>30,940.05</b>	<b>100.0%</b>
Other Income/Expense				
Other Income				
4361 · United Way Relief Fund	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Other Expense				
FFGRA	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>30,940.05</b>	<b>0.00</b>	<b>30,940.05</b>	<b>100.0%</b>



## FY 2022 Community Promotions Final Report

Please file this form within **30 days** of the conclusion of your event. Submit this form electronically to the City Manager's Office at [rjordansmith@casperwy.gov](mailto:rjordansmith@casperwy.gov). Submit any bills for reimbursement electronically to [ftremel@casperwy.gov](mailto:ftremel@casperwy.gov). **Failure to complete and send in this form could result in a denial of payment for in-kind, facilities, AND cash funding, as well as a disqualification from any future funding grants.**

Organization: Wyoming Symphony Orchestra Program/ Event: Pops in the Park 2021  
 Contact Person: Rachel Bailey Phone Number: 307-259-7473 Date: 10/26/21  
 Email Address: rachel@wyomingsymphony.org

### 1. Mission

Please state the agency's mission/vision:

### 2. Written Account of your Event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your written account to one (1) page of written material.**

### 3. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from community promotions funding and whether it was for cash, in-kind, facilities, or any combination of the three.**

### 4. Program Significance

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

### 5. Results

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

### 6. Program Results/Impacts (use bullets)

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

**1. Mission:** Please state the agency's mission/vision

The WSO's mission is to enrich the cultural lives of adults, expand the musical horizons of children and provide an outlet for the creative talents of musicians living in Wyoming and the Rocky Mountain region by performing classical and popular music to an expanding audience.

**2. Written Account of your Event:** Please attach a written account of your event. Please limit your written account to one page of written material.

The fourth annual Pops in the Park concert was a massive success. The event saw over 1,200 attendees in Washington Park, nearly double the previous Pops in the Park concert in 2019. An increased advertising push on social media which included co-headline sponsors Jeffree Star Cosmetics and Jonah Bank meant that this was the first symphony concert for many in attendance, with the audience for this particular concert bringing in far more families and young people than the typical symphony event.

We think the turnout and level of enthusiasm shown for this year's Pops in the Park concert greatly contributed to not only the cultural climate in the community, but increased enthusiasm for local arts and events. The fact that such a diverse crowd was able to see the first full orchestra staged by the WSO in over 18 months, as well as be treated to the world-class talents of guest singer Capathia Jenkins, will only serve to increase the demand for high-quality arts and entertainment in the community as well as increase overall engagement with the symphony.

On top of all of the attendees whose first symphony concert this would have been, our social media reach as well as number of newsletter subscribers increased sharply as a result of the excitement behind Pops in the Park concert, making our reach and impact even stronger as an organization moving forward. Not only was the concert a massive success, but both the quality of show and magnitude of attendance is an indicator of a successful 72nd season ahead of us.

**3. Financial Information:** Please attach a one page summary of the revenue and expenses for this event. Please include the amount you were allocated from community promotions funding and whether it was for cash, in-kind, facilities, or any combination of the three

**4. Program Significance:**

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

- All Central-Wyoming Residents
- Families
- Students

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

The WSO was able to offer an affordable and covid-safe opportunity to bring the community together and celebrate local arts. Through our partnership with Jeffree Star Cosmetics we were able to attract a far younger audience than usual, and the music received universal enthusiasm from all in attendance, possibly opening the eyes of many new audience members to symphonic music and the Wyoming Symphony Orchestra.

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

While covid-caution is still a factor for many older long-time patrons, the overall enthusiasm for events like those held by the symphony seems high.

## **5. Results**

- a. Please describe the outcomes/outputs

This year's Pops in the Park concert saw substantially increased attendance from the last time we held the concert in August of 2019, including the largest percentage of first time symphony-goers we have seen at any WSO event in recent memory. Guest artist Capathia Jenkins was received with enthusiasm by all in attendance, and brought a calibre of performance not typically offered in Central Wyoming at a rate that is accessible to families of all economic backgrounds. We worked in conjunction with the City to ensure not only a smooth concert experience for all in attendance, but also to provide on site food and activities for our patrons.

- b. Please describe the method of measurement

Number of tickets sold and direct audience feedback

- c. Please describe the performance results

Hosting Pops in the Park created an accessible cultural experience for the whole community, and served as a potential entry point to many for symphonic music.

## **6. Program Results/ Impacts (use bullets)**

- a. Explain How much (quantity) service the program delivered
- 1,200 Attendees
  - Volunteers
  - 68 regional musicians

Our community partnerships with food vendors, production personnel, and local sponsors and businesses served to boost the local economy after an extended period of time where much collaboration between the WSO and other businesses were put on hold.

- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the event

The event moved forward with no snags, and the audience felt deeply engaged and appreciative of a concert of this calibre being held here in town.

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

The turnout and enthusiasm for the concert showed a willingness to engage in large public gatherings and a thirst for cultural offerings in Casper.

- d. How could the event have worked better

The event moved forward completely as planned

- e. How will you address this

n/a

**7. Attendance and Participation:** In order to gauge the impact that your event had on the community, it is important that we know how many people attended and/or participated in your event

- a. (Form Only)
- b. Please provide information as to the number of participants/spectators who are from Casper and those from outside of Casper, as well as what method you used to count.

Roughly 50 of our concert attendees reside outside of Casper as indicated by our ticket sale software. This included music students, musician family members, as well as many first time attendees.

e. How will you address this?

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people attended and/or participated in your event.

- a. Please fill out the information in one of the three boxes below. If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.
- b. Please provide information as to number of participant/spectators who are from Casper and those that are from outside of Casper, as well as what method you used to count.

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

*I can **Accurately Count** the number of people who attended my event because:*

- We sold tickets
- We took a turnstile count or counted people as they came in
- We conducted an organized head count
- All participants were registered
- We used sign-in sheets
- We used another method that was pre-approved by the City Manager's Office

Number who Actively Participated:  performers/vendors / volunteers

Number who attended as Spectators:

*I can only make a **Rough Estimate** of the number of people who attended my event.*

Number who Actively Participated:

Number who attended as Spectators:

*I can make an **Educated Guess** at the number of people who attended my event because:*

- We counted cars
- We filled a certain amount of space  
*For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"*
- We used another method that was pre-approved by the City Manager's Office

Number who Actively Participated:

Number who attended as Spectators:

What's the difference between a participant and a spectator?

<i>Expenses</i>	2021 Actual	Notes
<b>Artistic</b>		
Musician payroll	\$12,220.00	
Import Musician Mileage	\$2,977.60	
Import Musician Per Diem	\$1,455.00	
Sax Section	\$1,610.00	
Bowings/Cartage Etc.	\$765.00	
Import Musician Accommodation	\$250.00	Donated (Ramkota and Timberline)
Music Director	\$3,000.00	
Music Director Travel	\$306.20	Flight plus baggage
Music Director Accommodation	\$300.00	
Guest Artist	\$6,000.00	Capathia Jenkins
Guest Artist Travel	\$647.80	flight + hospitality
Guest Artist Accomodation	\$275.00	Catalier's Air BnB
Concert Master	\$950.00	
Music Purchase/Rental	\$2,324.29	
<b>Production</b>		
Administrative Staff-- 15% time	\$0.00	
Personnel Manager/Music Librarian	\$1,600.00	
Sound/Lighting plus techs	\$8,303.75	
Stage Hands	\$620.00	
Heavy Equipment Rental	\$0.00	Generator Donated
Light Towers	\$50.00	
Equipment Purchase - Misc.	\$135.36	
Equipment Purchase - Barricade lights	\$0.00	
Music Equipment Rental	\$500.00	
Park Rental	\$880.00	City park + permits
Special Event App fee	\$30.00	
Liquor Liability	\$189.80	
Fencing	\$0.00	
Tents & tables	\$1,716.00	
Chair rental		Included in Tents and Tables
Portable Toilets	\$1,650.00	
Rubbish removal	\$250.00	
Catering--musician and volunteers	\$300.00	
Banners and Signs	\$613.00	
Candlesticks	\$75.00	
Security	\$1,912.50	

Medical	\$0.00	
Shuttle Buses	\$370.00	
Wristbands	\$121.00	
Trash Bags	\$0.00	
Diesel	\$2.65	
Street Barricades	\$0.00	
Park Poop Patrol	\$60.00	
<b>Promotion</b>		
AMBI	\$163.50	
Design Services	\$1,562.50	
Digital Advertising	\$2,200.00	
T-shirts	\$949.00	
Facebook Advertising	\$30.00	
Radio and TV promotion	\$0.00	Trade Ch13
Photography	\$250.00	
Misc	\$160.00	
<b>Total</b>	<b>\$57,774.95</b>	
<i>Income</i>		
<i>Ticket Sales</i>	\$13,929.00	tickets @ \$15 per person or \$50 for family
<i>Sponsorships</i>		
Wyoming Cultural Trust	\$10,000.00	
City of Casper	\$1,500.00	Cash
McMurry	\$5,000.00	
Ruble Family	\$5,000.00	
Wyoming Retina	\$2,500.00	
Jonah Bank	\$10,000.00	
First Interstate Bank	\$2,500.00	
Jeffree Star Cosmetics	\$10,000.00	
First State Bank	\$2,500.00	
Wyoming Medical Center	\$2,500.00	
<b>Total</b>	<b>\$65,429.00</b>	



# Invitation



Please join us for the Hogadon Night Skiing ribbon cutting—Saturday, November 13<sup>th</sup> at 5:00 p.m. The ribbon-cutting will be held during the fall fest which is from 2:00 p.m. -7:00 p.m. This is a cutting with the donors and sponsors.

If you would like to actively participate in the ribbon-cutting ceremony, meet at the lodge at 4:30-4:45.

Please R.S.V.P. to Renee Jordan-Smith by Tuesday, Nov. 9<sup>th</sup> if you plan to attend. If there is a quorum we will need to notify the media.

# Invitation

A promotional poster for the 'Holiday Square Lighting' event. The background is dark blue with a large, stylized Christmas tree on the right side, composed of many overlapping, glowing circles in various colors (red, orange, yellow, green, blue). The text is white and yellow. At the top, it says 'Keep Casper Beautiful presents' in a cursive font. Below that, 'HOLIDAY SQUARE' is written in large, bold, red letters with a blue outline, and 'Lighting' is written in a yellow cursive font. The date and time are 'Sunday, November 21' and '5 p.m. - 7:00 p.m.'. The location is 'Healing Park on Conwell (120 S Conwell)'. Other details include 'Lighting at 5 pm', 'Santa & Mrs. Claus', and 'Hot cocoa & cookies while supplies last'. At the bottom, there are logos for 'Automation Electronics', 'VISIT Casper', 'RAMKOTA HOTEL & CONFERENCE CENTER', and 'CITY OF Casper WYOMING'.

Please join us for the Holiday Square Lighting on Sunday, November 21<sup>st</sup> at 5:00 p.m. at Healing Park on Conwell (2<sup>nd</sup> & Conwell across from Hospital).

If you would like to actively participate in the lighting ceremony, meet at the gazebo at 4:30-4:45.

Please R.S.V.P. to Renee Jordan-Smith by Tuesday, Nov. 16th if you plan to attend. If there is a quorum we will need to notify the media.