

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, December 6, 2022, 5:30 p.m.**




Please silence cell phones during the City Council meeting

	Presentation	Beginning Time	Allotted
1.	One Cent Community Projects Applications and Reports	5:30	10 min
2.	Non-Discrimination Ordinance	5:40	10 min
3.	Host Ukraine Request	5:50	10 min
	Approximate Ending Time		6:00

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

November 29, 2022

MEMO TO: J. Carter Napier, City Manager 
FROM: Fleur Tremel, City Clerk/Assistant to the City Manager
SUBJECT: 1%#17 Community Projects Process Part II

Meeting Type & Date

Council Pre-Meeting
December 6, 2022

Action type

Direction Requested

Recommendation:

Staff is requesting direction from the City Council regarding a proposed process for moving forward with applications from community nonprofit organizations for funding from 1%#17. Staff would like to know if changes made to the application meet the requests of Council.

Summary:

The City Council agreed to set aside \$2.25 million of 1%#17 Sales Tax to fund community projects. Per state statutes, public funds can only be used for: 1.) General government support; 2.) Improvements to publicly-owned facilities (the City can spend funds to make improvements to facilities that are owned by the City or by another governmental unit); 3.) Necessary support of the poor - all of the benefits of the project would go to income-qualifying clients or individuals; 4.) Support economic development for the community; and, 5.) Promote the community.

Before staff proceeds to accept applications for funding from nonprofit organizations for 1%#17 it will be important to review the process which was used to determine how to allocate the funds from 1% #16. A timeline has been attached for following the process and changes may be directed by Council.

The application has also been updated to include questions which asks the applicant how the funding will go toward a City Goal or provide a service to the City of Casper. Additionally, the application also asks how they plan to track outcomes.

Financial Considerations

If 1%#17 passes, the City will provide 2.25 million dollars of funding to outside agencies.

Oversight/Project Responsibility

Fleur Tremel, City Clerk

Attachments

Draft Application
Process Timeline

One Cent Funding Process Timeline

1. **January 30**-Solicitation of Applications—Notice can go out very end of January and continue in February.
2. **February 1**-The applications period will be open the month of February.
3. **March 6**- Staff compile applications.
4. **March 14th**-Work Session Applicant Interviews — It is suggested that Council conduct a public meeting which would invite all of the applicants to make a brief presentation about their application and then respond to questions from the City Council. Council could structure the interviews with a short (three to five minute) statement from the applicant with the rest of the time spent answering specific questions from Council members.
5. **March 15th through March 21st**-Elimination Round Voting— After the presentations the Council may come to a consensus that some of the projects are not appropriate for 1%#17 Sales Tax funding. Council would use their compilation sheet provided by staff to indicate their support for a request to move on or not. The "elimination round" of voting would require that each applicant receive a majority of the Council's support. Applicants that failed to receive at least five affirmative votes would be eliminated from consideration and not receive any 1%#17 funding. Applicants that receive 5 or more votes would proceed to the next level of consideration.
6. **March 22nd**-Staff count and compile the votes.
7. **March 28th** Staff provide a voting sheet on the amount of funding that should be awarded.
8. **April 4th**-Council Turns in their funding voting sheet.
9. **April 11th**-Work Session- Voting results are presented to council and Council discusses and can change amounts.
10. **May** Contracts are drafted by staff
11. **June** Contracts are approved by Attorney's Office
12. **June 20th**-Contracts are formally approved by Council.

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED

Applications are due no later than February 28, 2022

PLEASE SUBMIT ONE ELECTRONIC COPY

TO:

City Manager's Office
Attention: Fleur Tremel
200 North David
Casper, Wyoming 82601-1553

Any Questions: 307-235-8272

One Cent #17 Community Projects Funding Request

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

Today's Date	
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Organization Requesting Funding				
Name:				
Address:				
Phone #:		Fax:		Date Organized:

Organization Contact Person(s)			
Name and Title :		Phone # :	
Email:			
Name and Title :		Phone # :	
Email:			

Organization Board Members (if applicable)					
Name :		Office Held:		Term:	
Name :		Office Held:		Term:	
Name :		Office Held:		Term:	
Name :		Office Held:		Term:	
Name :		Office Held:		Term:	
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Name :		Office Held:		Term:	

Funding History and Amount Requested (if not applicable, list N/A)		
Fiscal Year	City	
2018-19 <i>(Requested)</i>		
2017-18 <i>(Approved)</i>		

Please Attach an Agency Organizational Chart

1. How does your program or organization meet the City Council Goals or provide a service to the City of Casper ?

DRAFT

2. What geographical area & populations are being served by your organization?

DRAFT

3. What programs/services are currently offered by your organization and how do they affect or serve the City of Casper?

DRAFT

4. Describe how any past one cent funding was used.

DRAFT

5. Describe how funds requested from One Cent #17 will be used.

DRAFT

6. If your total grant request is more than the previous cycle's award, please explain why.

7. How will it affect your program if you do not receive this funding?

Blank response area for question 7.

8. How does your organization evaluate itself and programs for effectiveness?

Blank response area for question 8.

9. What other funding opportunities has your organization applied for?

Blank response area for question 9.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i>		
ITEM	AMOUNT OF FUNDING	% OF TOTAL REQUESTED
<i>EXAMPLE: Director's Salary</i>	<i>\$5,000.00</i>	<i>6%</i>
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
TOTAL REQUESTED	\$0.00	0%

PROGRAM EXPENDITURE DETAIL

Prior Fiscal Year Operating Budget (Actual)		Current Fiscal Year Operating Budget (Projected)		Next Fiscal Year Operating Budget (Projected)	
Month / Year:	Please Select	Month / Year:	Please Select	Month / Year:	Please Select
to Month / Year:	Please Select	to Month / Year:	Please Select	to Month / Year:	Please Select

Personnel			
Full-Time			
Regular Wages			
Overtime Wages			
Part-Time			
Regular Wages			
Overtime Wages			
Employer Contributions			
Taxes			
Benefits			
Other (please list below)			
Subtotal Personnel	\$0.00	\$0.00	\$0.00

General Administration			
Postage & Freight			
Telephone			
Printing / Duplication			
Publicity, Dues / Subscriptions			
Utility Services			
Professional Services			
Maintenance Agreements			
Travel			
Employees			
Other (please list below)			
Subtotal General Administration	\$0.00	\$0.00	\$0.00

PROGRAM EXPENDITURE DETAIL

Supplies			
Office			
Operating			
Repairs / Maintenance			
Materials			
Other (please list below)			
Subtotal Supplies	\$0.00	\$0.00	\$0.00

Fixed Charges			
Insurance			
Rent/Lease			
Other (please list below)			
Subtotal Fixed Charges	\$0.00	\$0.00	\$0.00

Other Expenditures			
Fundraising Expenses			
Debt Service			
Other (please list below)			
Subtotal Other Expenditures	\$0.00	\$0.00	\$0.00

TOTAL FOR ALL EXPENDITURES	\$0.00	\$0.00	\$0.00
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REVENUE DETAIL

Prior Operating Budget Year Actual Revenue		Current Operating Budget Year Projected Revenue		Next Operating Budget Year Projected Revenue	
Month / Year:	Please Select	Month / Year:	Please Select	Month / Year:	Please Select
to Month / Year:	Please Select	to Month / Year:	Please Select	to Month / Year:	Please Select

Program Fees			
United Way			
Donations			
Grants - State			
Grants - Federal			
Grants - Private			
Interest Income			
Other Fundraisers			
Foundations			
Corporations			
County Funding			
City Funding 1%			
City Funding Community Promotions			
City Other			
Other (please list below)			
SUMMARY OF REVENUES	\$0.00	\$0.00	\$0.00

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.		
Debtor	Amount Owed	Anticipated Pay-off Date
TOTAL DEBT	\$0.00	

Capital Outlay						
	Prior Operating Budget Year Actual		Current Operating Budget Year Projected		Next Operating Budget Year Projected	
	Month / Year:	Please Select	Month / Year:	Please Select	Month / Year:	Please Select
	to Month / Year:	Please Select	to Month / Year:	Please Select	to Month / Year:	Please Select
Land						
Buildings						
Machinery & Equipment						
Other (List Below)						
Capital Outlay Summary	\$0.00		\$0.00		\$0.00	

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

Prior Budget Year Actual Values		Current Budget Year Projected Values		Next Budgeted Year Projected Values	
Month / Year:	Please Select	Month / Year:	Please Select	Month / Year:	Please Select
to Month / Year:	Please Select	to Month / Year:	Please Select	to Month / Year:	Please Select

1	Revenue (Line 15 Revenue Detail)	\$0.00	\$0.00	\$0.00
2	Expenditure Summary (Total from Expenditure Detail)	\$0.00	\$0.00	\$0.00
3	Capital Outlay Summary (Total from Capital Outlay Detail)	\$0.00	\$0.00	\$0.00
4	Total Expenditures (Line #2 plus line #3 from above)	\$0.00	\$0.00	\$0.00
5	Over/Under Revenues (Subtract line #4 from line#1 above)	\$0.00	\$0.00	\$0.00
Total Reserve Breakdown				
6	Operating Reserves From Prior Year (see below for definition)	\$0.00	\$0.00	\$0.00
7	Change in Operating Reserve (line #5 from above)	\$0.00	\$0.00	\$0.00
8	New Operating Reserve (line #6 (+ or -) line #7 from above)	\$0.00	\$0.00	\$0.00
9	Capital Reserves From Prior Year (see definition below)	\$0.00	\$0.00	\$0.00
10	Change in Capital Reserve (any additions or uses of capital reserves)	\$0.00	\$0.00	\$0.00
11	New Capital Reserve (line #9 (+ or -) line #10 from above)	\$0.00	\$0.00	\$0.00
TOTAL RESERVES		\$0.00	\$0.00	\$0.00


**Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**


Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

November 28, 2022

MEMO TO: City Council
J. Carter Napier, City Manager 

FROM: John Henley, City Attorney 

SUBJECT: An Ordinance Amending Chapter 9.08 - Offenses Against the Person, of the Casper Municipal Code to Add Section 9.08.020 “Malicious Harms Based on Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, Gender Expression, National Origin, Age or Disability.”

Meeting Type & Date:
Regular Council Meeting
December 6, 2022

Action type:
Third Reading

Recommendation:
That City Council consider the proposed ordinance on third reading.

Summary:

I. Recent Updates

On November 15, 2022, at the second reading of the proposed ordinance, a citizen correctly pointed out a grammatical error in the proposed ordinance. Find attached a proposed amendment to the ordinance, correcting a grammatical error in Section 9.08.020A.2, for Council to consider at third reading of the ordinance. The proposed amended language is shown in red ink.

II. Background

The City of Casper’s LGBTQ Advisory Board requested City Council to consider an ordinance concerning malicious harms based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin or disability to discourage discrimination in employment, housing and public accommodations of such protected classes.

On October 11, 2022, the City Council discussed a proposed ordinance and on October 18, 2022, City Council established the Public Hearing and First Reading of the ordinance for November 1, 2022.

On November 1, 2022, the City Council conducted the Public Hearing and First Reading regarding an ordinance concerning malicious harms based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin or disability. On first reading “age” as a protected class was amended into the proposed ordinance.

At the November 8, 2022, work session, City Council discussed adding definitions and exceptions to the proposed ordinance. At the November 15, 2022, Council Meeting, an amendment was adopted adding various definitions and exceptions to the proposed Ordinance.

III. Information concerning Bostock v. Clayton County, Georgia

There are federal laws addressing employment, housing and public accommodation discrimination, but the reach of those statutes is generally directed at employers with a sizable workforce; the process has no urgency and can take years before a complaint is resolved. (See the *Bostock v. Clayton County, Georgia* bullet points attached; two of the three plaintiffs in the three cases heard by the U.S. Supreme Court had already passed away before the Supreme Court decided the issue.)

IV. Information concerning the Religious Freedom Restoration Act

An exception within the terms of the ordinance is the Religious Freedom Restoration Act (42 U.S.C. 200bb-1 through 2000bb-4). Concern has been voiced regarding the Statutes protection for a “person’s” exercise of religion. (See the attachment concerning the Religious Freedom Restoration Act)

Financial Considerations:

The Casper Police Department will have additional crimes to charge if appropriate, which may take more time to complete. Similarly, charging someone for an offence with possible incarceration may require additional appointments of court appointed attorneys for indigent defendants.

Oversight/Project Responsibility

City Attorney’s Office
Casper Police Department

Attachments

Proposed Ordinance as amended
Proposed Amendment Regarding Grammatical Error
Information Concerning Religious Freedom Restoration Act
Religious Freedom Restoration Act
Bostock v. Clayton County, Georgia Bullet Points