

# WORK SESSION AGENDA



**Casper City Council  
City Hall, Council Chambers  
Tuesday, March 9, 2021, 4:30 p.m.**

**COVID-19 precautions are in effect at Council meetings. All Council meetings including Work Sessions are held in Chambers. Entrance to the meetings is the east door off David Street. Upon entry you will be asked to sign-in for contact tracing purposes. Face coverings are required. Seating has been gridded into six feet distances. Seating capacity for the public is fifteen seats. Media will be given priority for seating. Public input via email is encouraged: [CouncilComments@casperwy.gov](mailto:CouncilComments@casperwy.gov)**


Work Session Meeting Agenda		Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-up		5 min	4:30
2.	Community Promotions Funding (Part 1)	Direction Requested	20 min	4:35
3.	Parking on Parkways & Parking Manual Follow-up	Direction Requested	30 min	4:55
4.	Council Review of Proposed Fiscal Year 2020-2021 Budget Amendment #4	Move Forward for Approval	20 min	5:25
5.	Tobacco Ordinance Amendment	Move Forward for Approval	20 min	5:45
6.	Agenda Review		20 min	6:05
7.	Legislative Review		20 min	6:25
8.	Council Around the Table		10 min	6:45
Approximate End Time:				6:55

***\*Please silence cell phones during the meeting\****

**We are CASPER**

**Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness**

February 24, 2021

MEMO TO: J. Carter Napier, City Manager   
FROM: Fleur Tremel, City Clerk/Assistant to the City Manager  
SUBJECT: Community Promotions Guidelines and Applications Received

**Meeting Type & Date:**

Work Session  
March 9, 2021

**Recommendation:**

That Council review the Community Promotions Guidelines and complete the voting sheet for funding.

**Summary:**

**Background:**

Community Promotions is the process through which the City Council provides support to non-profit programs and events. Years ago, Council decided to begin using this process to fund agencies as requests would come in throughout the year. In order to be fair to all agencies, they believed reviewing these ask once a year would allow them to decide which to support and at what level. When the requests were made through the year, Council felt they might award too much funding to an agency before they knew what other requests would be made.

Currently, interested non-profits are asked to send in funding applications in February/March. Applicants can ask for cash, city services, or for use of city facilities at reduced rates. Once applications are received, applications are then calculated for cost of requested services and facilities for council's review. The council then votes to determine how much should each one receive. Final decisions are ratified at a regular council meeting.

Previously, council policy was that fees for in-kind services and facility rentals would not waived entirely, but they could be provided at a 50% discount with Council providing the other 50% from the Council goals line item. Last year, Council decided to waive the 50% amount that they would match, and instead selected a set amount under the 50% that they would be willing to provide to the applicant and the remainder would be paid by the applicant.

**Guidelines:**

In order to complete this process, Council has formed guidelines, based on state statutes, as to what criteria applicants must meet in order to be given funding. The guidelines are attached to the application form so that any organization seeking to apply will understand what Council is able to fund.

**Applications Received:**

Nineteen applications were received for funding in FY22. Of these, one, Theatre of the Poor, cannot legally be funded, as it is not a non-profit organization. Additionally, the Science Zone request does not appear to meet the guidelines for Community Promotions, Council may review with the guidelines and make a policy call. A brief summary of the funding types requested is below.

Cash Requested	In-Kind Requested (at the 50% Max)	Facilities Requested (at the 50% Max)	Total Requested
\$50,870.00	\$23,159.52	\$23,389.07	\$95,418.59

**Financial Considerations**

In previous years, Council has tried to keep the amount awarded to the set amount of \$25,000. Council can set this at a number of their choosing and Staff will update the voting sheet to indicate if the amount allocated is at or lower than that level.

**Oversight/Project Responsibility**

Fleur Tremel, City Clerk/ Assistant to the Manager

**Attachments**

FY22 Application and Guidelines

FY22 Voting Sheet

FY22 Applications Received



February 18, 2021

To whom it may concern:

The Casper City Council will set aside funds to support non-profit programs and events that benefit the Casper community. The City can help out by providing special City services, or it can help by lending the use of its parks and facilities.

The Council will be distributing this funding through a process called Community Promotions. An application form and a copy of the funding guidelines have been included with this letter, and an electronic version can be found on the City's website at [www.casperwy.gov](http://www.casperwy.gov).

Funds from this period are meant to support specific events that will occur July 1, 2021 through June 30, 2022. We can only waive up to half of the fee for any service or half the rent for any facility. For example – if your organization needs passes to one of our outdoor pools, we cannot give the passes away, but we might be able to offer them to you at half price.

**Please submit your applications before the deadline either in person or through regular mail.** Applications are due by 12:00 p.m. (noon), March 2, 2021. The funding is limited and there is no guarantee that Council will accept late applications. Please take a moment to think about any upcoming events or programs that you will be running in the next year.

I look forward to hearing from you. If you have any questions or concerns, please contact Fleur Tremel in the City Clerk's Office at 235-8215, or via email at [ftremel@casperwy.gov](mailto:ftremel@casperwy.gov).

Sincerely,

A handwritten signature in blue ink that reads "Fleur".

Fleur Tremel  
Assistant to the City Manager





COMMUNITY PROMOTIONS  
FUNDING GUIDELINES AND POLICIES  
FY 2022

These guidelines will be used by the Casper City Council to evaluate fund requests received from non-profit organizations.

*I. Intent of the Community Promotions Process*

1. Cash Funding

a. The cash funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, and
2. To improve the quality of life for residents of Casper.

2. In-Kind and Facilities Requests

a. The in-kind and facility funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, or
2. To improve the quality of life for residents of Casper.

3. The funds allocated by Council should be used to provide activities that will increase the usage of existing City facilities.

a. It is the intent of Council to use the Community Promotions funds to support programs and events that provide a direct benefit to the citizens of Casper, as opposed to fundraising events which provide a more indirect benefit. Therefore, Council will show preference to non-fundraising events.

*II. Available Funding*

1. Requests for funding will be divided into three categories: Cash, In-kind Staffing and Services, and Facility Rentals. Calculations of the value of these Services and Facilities will be provided by City staff, based upon information provided by the various groups and documentation of costs incurred in previous years.

2. The Council may award up to 50% of the value of any In-Kind Service or Facility Rental. The remainder must be covered by the applicant. Applicants may not request Cash awards to pay for the uncovered portion of these requests.
3. All cash awards will be on a reimbursement-basis only. Receipts for expenditures made to support the activity must be presented in order for payments to be approved.
4. No funding will be provided for operational expenses, capital purchases or salaries. Funding requests should be directed to the actual expenses associated with a specific special program or event.
5. No funds will be available to pay for ancillary services at the Casper Events Center. Ancillary services include equipment rental (such as tables and stages), labor costs (such as event setup and box office service), and any food and beverage expenses. These expenses must be covered by the applicant, and they will be in addition to the applicant's portion of the facility rental fee. Applicants may not request cash awards to pay for these ancillary services.

### *III. Award Process*

1. Submissions for consideration after the date and time listed on the application will not be considered.
2. Once the applications have been processed by City staff, Council will meet to discuss the applications. Select applicants may be invited to address Council to clarify their applications and answer questions.
3. Council will then vote in regular session to approve the funding as decided in a work session.
4. Every organization that receives Community Promotions funding will be asked to submit a final report. If the award was support for an event, then the report will be due to the City within 30 days of the conclusion of the event. If the award was support for a program, then the final report will be due within thirty days of the conclusion of the program, or within 30 days of the conclusion of that fiscal year, whichever is soonest. The timely filing of this report will be taken into consideration when considering future years' allocation requests.
5. A historical record will be compiled for each organization receiving funds from the Community Promotions budget in order to give future Councils a basis for evaluating future requests.



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between **July 1, 2021 and June 30, 2022.** Applications are due in City Hall **by 12:00 p.m. on March 2, 2021.**

Name of Sponsoring Organization:

Name of Program or Event:

### Contact Information - Please Print

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email: \_\_\_\_\_

Is this organization a Non-Profit Organization? ☐ Yes or ☐ No

If so, what is your tax exempt EIN number? \_\_\_\_\_

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

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

## Event Changes

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

## Dates

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

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

## Anticipated Attendance and Public Participation

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

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

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

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

## Support Requested

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

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

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

Budget Summary		
Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
Sponsorships (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.		\$
2.		\$
3.		\$
4.		\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
Total Funding:		\$
Anticipated Expenses for this program or event (please be as specific as you can).		
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total Expenses:		\$
Total Revenue <i>minus</i> Total Expenses: profit (loss):		\$

## **Past Year's Budget**

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

## **Certification**

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

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Signature

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Date

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Title

## FY20 Community Promotions Voting Sheet

#	Organization Name	Event Name	Can this legally funded	Does this meet the Community Promotions Guidelines	Total Request	Cash Requested	How Much?	In Kind Requested (At 50%)	How Much?	Facilities Requested (At 50%)	How Much?	Total Allocation
1	Artcore, Inc.	Concert by NYPD 9/11 Hero	Yes	Yes	\$3,500.00	\$3,500.00		\$0.00		\$0.00		\$0.00
2	Casper Amateur Hockey Club	Season Events	Yes	Yes	\$29,309.07	\$15,920.00		\$0.00		\$13,389.07		\$0.00
3	Casper College T-Bird Trek	2021 T-Bird Trek	Yes	Yes	\$1,000.00	\$1,000.00		\$0.00		\$0.00		\$0.00
4	Casper Soccer Club	Casper Fall Classic 2021	Yes	Yes	\$613.00	\$0.00		\$113.00		\$500.00		\$0.00
5	Casper Soccer Club	Spring Jamboree	Yes	Yes	\$613.00	\$0.00		\$113.00		\$500.00		\$0.00
6	Casper Soccer Club	Wyoming State Cup	Yes	Yes	\$863.00	\$0.00		\$113.00		\$750.00		\$0.00
7	Casper Softball Association	Fourth of July at the Fields	Yes	Yes	\$2,680.00	\$2,500.00		\$180.00		\$0.00		\$0.00
8	Casper Softball Association	8u-10u Softball Tournament 2022	Yes	Yes	\$3,227.00	\$3,000.00		\$227.00		\$0.00		\$0.00
9	Casper Softball Association	Fall Fast Pitch Casper Tournament	Yes	Yes	\$3,923.00	\$3,500.00		\$423.00		\$0.00		\$0.00
10	Community Rec Foundation	2021 Holiday Craft Fair	Yes	Yes	\$8,500.00	\$0.00		\$3,000.00		\$5,500.00		\$0.00
11	Natrona County Fair	Central WY Fair & Rodeo	Yes	Yes	\$15,117.50	\$0.00		\$15,117.50		\$0.00		\$0.00
12	Natrona County Fair	CWFR Banner Downtown Advertising	Yes	Yes	\$121.62	\$0.00		\$121.62		\$0.00		\$0.00
13	Natrona County Fair	Downtown Sidewalk Chalk Art	Yes	Yes	\$5,000.00	\$5,000.00		\$0.00		\$0.00		\$0.00



FY20 Community Promotions Voting Sheet

#	Organization Name	Event Name	Can this legally funded	Does this meet the Community Promotions Guidelines	Total Request	Cash Requested	How Much?	In Kind Requested (At 50%)	How Much?	Facilities Requested (At 50%)	How Much?	Total Allocation
14	Natrona County Fair	Downtown Parade	Yes	Yes	\$1,612.15	\$0.00		\$1,612.15		\$0.00		\$0.00
15	Natrona County Master Gardeners	2022 Spring Gardening Conference	Yes	Yes	\$2,450.00	\$2,450.00		\$0.00		\$0.00		\$0.00
16	Platte River Trails Trust	Riverfest	Yes	Yes	\$6,074.00	\$6,000.00		\$74.00		\$0.00		\$0.00
17	Science Zone	Outreach and Program Support	Yes	No/Council Policy Call	\$3,376.25	\$2,000.00		\$626.25		\$750.00		\$0.00
18	Special Olympics	2020 Special Olympics Summer Sports Classic	Yes	Yes	\$2,439.00	\$1,000.00		\$1,439.00		\$0.00		\$0.00
19	Theatre of the Poor	Jesus Christ Superstar	No	Yes	\$0.00							
20	Wyoming Symphony	Pops in the Park	Yes	Yes	\$5,000.00	\$5,000.00		\$0.00		\$0.00		\$0.00
					\$95,418.59	\$50,870.00	\$0.00	\$23,159.52	\$0.00	\$21,389.07	\$0.00	\$0.00
TOTAL:											\$0.00	



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:

*ARTCORE, Inc.*

Name of Program or Event:

*Concert by NYPD  
honoring Daniel Rodriguez honoring  
local first responders.*

### Contact Information - Please Print

Contact Person: *Carolyn Dewel* Phone Number: *267-8606* Date: *3/1/21*

Address: *P.O. Box 874 Casper WY 82602*

Email: *artcorewyo@gmail.com*

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No  
If so, what is your tax exempt EIN number? *83-0241888*

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

*The concert falls under your stated intent of improving the quality of life for Casper residents. The \$3500 requested would pay part of the honorarium, so that Casper police and other first responders could be invited to attend free.*

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

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

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

## Event Changes

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

## Dates

On what date(s) will this event be held? September 12, 2021

Will Casper be the regular home for this event? ☐ Yes ☐ No, its home is: This is a 1 time special event.

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 5\*

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

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

\* 3 performers plus a rep from the City and the County to honor first responders.

## Support Requested

<b>Cash</b>	<p>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
Amount: <u>\$3,500</u>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"); <u>Part of the \$7000 honorarium.</u>
Date Cash Needed: <u>9/12/2021</u>	

## Budget Summary

**Anticipated Funding Sources** for this program or event. *Do not list any anticipated funding from the City of Casper.*

Entry Fees *We want this to be free* \$ 0

Sponsorships (indicate from whom and whether the sponsorship is **committed** funds or to be requested).

1. *WY Arts Council + WY Community Foundation* \$ 1,000
2. *Des Bannion* \$ 500
3. *Hilltop or First Interstate Bank* \$ 500
4. *Natrona County* \$ 3500

Donations (list from whom and whether the donation is **committed** or to be requested):

1. *Carolyn Neuvel + other donors* \$ 3150
2. \$
3. \$
4. \$

Applicant Funds :

Other Funds (please list source(s)):

1. \$
2. \$
3. \$
4. \$

**Total Funding:** \$ 8650

**Anticipated Expenses** for this program or event (please be as specific as you can).

1. *Daniel Rodriguez + Marla Kavanaugh honorarium* \$ 7,100
2. *Highland Park Church Rent* \$ 1,000
3. *Tech Assistant* \$ 300
4. *Portion of Printing and Postage Series Book* \$ 350
5. \$
6. \$
7. \$
8. \$
9. \$
10. \$

**Total Expenses:** \$ 8650

**Total Revenue minus Total Expenses: profit (loss):**

\$ 0

All to be requested

## Past Year's Budget

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

*New event - 1 time*

## Certification

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

*Carolyn Beuel*  
Signature

*3/1/21*  
Date

*Executive Director*  
Title



P. O. Box 874  
Casper, WY 82602

February 16, 2021

Mayor Steve Freel  
Casper City Council  
200 N. David  
Casper, WY 82601

Dear Mayor Freel and Council Members:

I am excited to tell you about an ARTCORE project and to ask for your partnership! We also are contacting the Natrona County Commissioners, in hopes of our three bodies collaborating in a special honoring of First Responders. September 11, 2021 will be the 20<sup>th</sup> anniversary of the terrible events of 9/11/2001. Some of you may remember that one person who helped to start some healing was Daniel Rodriguez, one of the New York Police First Responders, who became known as The Singing Policeman for his stirring renditions of "America the Beautiful."

ARTCORE has scheduled a concert by Daniel, his wife Marla Kavanaugh, and a pianist on September 12, 2021, at 4:00 p.m. at Highland Park Church. We hope for your help in identifying First Responders who have helped us all in this terrible COVID-19 year, as well as those who have served through the years. We would like for them to be invited to come to the concert free, in thanks for their service. We would ask you and the County Commissioners each to assist with \$3,500, half of the honorarium for the trio. ARTCORE would be handling the rent and technical expenses, as well as the expenses of including the concert in our series book.

The Casper City Council or City of Casper – whatever wording you wish – will be named as a Co-Sponsor, and the City's logo will appear on the title page of our publication. We hope there will be some official words of thanks given to honor the attendees, before the music begins.

Thank you for considering this project!

Wishing you joy,

Carolyn Deuel  
Executive Director  
307-267-8606

# Daniel Rodriguez

America's Beloved Tenor

[Home](#)[About](#)[Schedule](#)[Causes](#)[Photos](#)[Tour](#)[Music](#)[Video](#)[Honors](#)[Contact](#)

[Return to About](#)

## Daniel Rodriguez full biography

Daniel Rodriguez, the now-retired NYPD officer, helped bring the country an uplifting spirit of promise and hope with his stirring rendition of "God Bless America" after the September 11th terrorist attacks. Witnessing first hand the tragedy of 9/11 brought the realization of how fleeting life is.

At "Prayer for America" on September 23, 2001, a performance by Daniel, led to a meeting with Placido Domingo, followed by an invitation for a personalized period of study at the Vilar-Domingo Young Artist program in Washington. Daniel's operatic debut took place in June of 2006 where he sang the role of 'Canio' in "Pagliacci" with the Chelsea Opera Company in New York City. In 2007 Daniel was awarded "Best Performance by a Leading Male" for the 2006-2007 season by OperaOnline for his portrayal of 'Canio' with Granite State Opera.

He has performed at many high profile events including the Republican National Convention and President Bush's "Celebration of Freedom" Inaugural concert, the National Police Officers memorial in Washington DC. and September 11 Memorial Day services at Pearl Harbor.

Daniel has been a recurring guest on The PBS Memorial Day television concerts at the Capitol in Washington D.C. with Gary Sinise and Joe Mantegna. He regularly performs "The Star Spangled Banner" and "God Bless America" at national sporting events. He continues to welcome the opportunity to work with institutions such as the USO, numerous law enforcement and military organizations. He has toured Europe, New Zealand, Australia and extensively in the US. Daniel is also a member of the New York Tenors, with performances in Carnegie Hall, Lincoln Center and other top venues.

He has appeared on "The Late Show with David Letterman," "Larry King Live," "Live with Regis and Kelly," "Oprah," "The Tonight Show with Jay Leno" and "The Hour of Power". Being fluent in Spanish Daniel has appeared on the Latin market's top TV shows including "The Fernando Espuelas Show," "Despierta America," "Al Despertar," "Sabado Gigante with Don Francisco" and "El Vacilon de la Manana"

Wherever he goes, Daniel is asked about that fateful September morning and how it changed his life. He was driving over the Verrazano Bridge to begin his shift with the NYPD when the first plane hit the World Trade Center, and was on the ground near the buildings when they collapsed, nearly losing his own life. Nine years later he went back to heal himself. From this journey Daniel continues the quest to rediscover the unity we experienced in the wake of the attacks.

"For a brief period, our differences dissolved. We came together. We treated each other with compassion and generosity. We were all connected. We were one. And then, suddenly... it was gone!"



"Music and spirituality were independent of each other in my life, but after 9/11 it became clear that music was the source of healing and that became the focus of my life."

## MARLA KAVANAUGH

Marla has captivated audiences all over the world with her angelic soprano. Originally from New Zealand, she is a critically acclaimed leading lady in Opera and Musical Theatre. Marla sang in the Los Angeles Opera Gala welcoming Placido Domingo as Artistic Director. She starred in the post Broadway West Coast premiers of Terence MacNally's Masterclass & Paul Gordon's Jane Eyre. She has been a guest soloist with Symphonies in New Zealand, The United States, Japan & The Netherlands. In 2004, she was humbled to be the Soprano soloist in Central Park, New York to commemorate the victims of 9/11. As a recording artist, she has been a guest on three albums with international tenor Daniel Rodriguez and her debut album "Songbirds" (with identical twin sister Marissa) is available worldwide. Marla is a founding member of "The Highland Divas" and is also currently touring the US with the show, "Boy Meets Girl" alongside her husband, Daniel Rodriguez.

### THE HIGHLAND DIVAS

Georgia, Margaret & Marla are The Highland Divas. Two from Scotland, and one from New Zealand. Three women with diverse musical backgrounds and a common heritage. These uniquely talented artists will take you on a musical journey that spans the folk music of Ireland, Scotland & New Zealand & culminates in the soaring heights of Rock Opera. A journey from the most achingly spare Celtic ballads to the most thrilling, harmonized interpretations of Popular & Classical Music.



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between [REDACTED]  
Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:  
**Casper Amateur Hockey Club  
(CAHC)**

Name of Program or Event:  
**Season events 7/1/2021-6/30/2022**

### Contact Information - Please Print

Contact Person: Diane Berg, Executive Director Phone Number: 307-315-0188 Date: 2/23/2021

Address: P.O. Box 2562, Casper WY 82602

Email: clubcasperhockey@gmail.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-0211124

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

**Please see the attached.**

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

## Event Changes

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

**CAHC programming impacted by in-kind grant funding for the 2021-2022 season will differ very little from previous seasons and will remain consistent until a second sheet of ice is made available to user groups.**

## Dates

On what date(s) will this event be held? 7/1/2021-6/30/2022

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

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 1282 (assuming COVID restrictions are lifted)

How many people do you expect to attend this event as **Spectators**? 3816 (assuming COVID restrictions are lifted)

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

## Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: <b>\$ 15,920.00</b>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):  <b>Cash assistance to be used to help defray the costs of officials for the weekend tournaments and league games.</b>
Date Cash Needed: <u>3 / 1 /2022</u>	

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

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>			
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>			
	<p>Please list the facility you require:</p>			
	Purpose	Date	Start Time	End Time
1. Casper Ice Arena	<b>To host weekend hockey events, including tournaments and league games. Ice time totaling 194.75 hours at \$137.50/hr=\$26,778.13</b>	<b>October 2021-March 2022</b>		
2.				
3.				
4.				

## Budget Summary

Anticipated Funding Sources for this program or event. *Do not list any anticipated funding from the City of Casper.*

Entry Fees

Sponsorships (indicate from whom and whether the sponsorship is **committed funds** or **to be requested**).

1. Please see attached.

2.

3.

4.

Donations (list from whom and whether the donation is **committed** or **to be requested**):

1. Please see attached.

2.

3.

4.

Applicant Funds :

Other Funds (please list source(s)):

1. Please see attached.

2.

3.

4.

**Total Funding:**

\$

Anticipated Expenses for this program or event (please be as specific as you can).

1. Please see attached.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**Total Expenses:**

\$

**Total Revenue minus Total Expenses: profit (loss):**

\$

## **Past Year's Budget**

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

Please see attached.

## **Certification**

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

  
\_\_\_\_\_  
Signature

February 23, 2021  
\_\_\_\_\_  
Date

Diane Berg, CAHC Executive Director  
\_\_\_\_\_  
Title

## **Casper Amateur Hockey Club, Inc. Community Promotions FY 2022 Application for Assistance**

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

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

- For the 2020-2021 season, CAHC currently has over 250 participants ranging from 3 years of age to adult. We are grateful that our membership continues to remain strong and are very pleased that despite all the challenges of COVID and 2020 in general, we had an unanticipated increase in our youth membership by just over five percent over this past season.
- For the 2020-2021 season, CAHC paid \$137.50/hour for ice time per the lease agreement with the Casper Ice Arena. The forecasted total cost of CAHC's ice usage for the 2020-2021 season to March 5th, 2021 is just shy of \$60,000.00, which includes \$5000+ in "in-kind" ice time received through the Community Promotions FY 2021 grant. Our ice usage for the 2020-2021 season was significantly less than previous seasons due to the rink construction project and we were very happy to finally get back on the ice on November 22! Our goal is to utilize as much ice as possible in an effort to prove the need for an additional sheet of ice to meet the needs of the current user groups and potentially the return of a Junior Hockey program. We are looking forward to getting back to "normal" for the 2021-2022 season!
- Our participants pay a registration fee ranging from \$200 for first-time skaters to \$500 for our High School age skaters for a 25-week season. Participants with our league and traveling teams pay an additional assessment which covers the expenses incurred by the team, including those associated with tournaments, league games, etc.
- CAHC offers a scholarship program to assist families who are unable to afford the registration fees for their child to play hockey. For the 2020-2021 season, we granted \$350.00 in scholarships for registration fees, which was the only request for assistance received from our membership this season.
- The registration fee revenue generated is not sufficient to cover the Club's ice time cost, let alone the other expenses of the organization. To enable us to keep our fees as low as possible, we secure community sponsors and plan and support numerous fundraising projects to cover our expenses in excess of our registration fees. The Club receives approximately \$15,000.00 in revenue annually through dasher and banner advertising sponsorships. Fundraisers for the 2020-2021 season included Christmas wreath sales (optional participation), Adventure raffle (mandatory participation), and other smaller fundraisers with a total net profit raised of just over \$71,000 to date.
- CAHC's impact on Casper and the surrounding communities is considerable:
  - Ideally, CAHC would host four to five tournaments annually by our Travel teams that have traditionally been successful. Because of our central location, we are an ideal meeting place for teams from all over the Rocky Mountain region, and we have earned the reputation of hosting fun, exciting and enjoyable tournaments. We draw teams from Wyoming, Montana, Colorado, Utah and South Dakota and each tournament generally brings 90 to 130 players and their families to Casper. Their stay usually involves a two-night stay as they arrive on Friday afternoon and depart on Sunday afternoon. In addition to our annual 6U and 8U Jamboree that CAHC has been able to host consistently over Martin Luther King weekend, this season we were also able to host the John Wold Cup (10U, 12U and 14U Travel Team Tournament) over President's Day weekend. We are looking forward to rebuilding our Travel Tournament program with the increased ice availability a second sheet would offer, allowing the Club to have more opportunity to positively impact the local economy.
  - As a participant in the Wyoming Amateur Hockey League (WAHL), Casper hosts numerous league games each season and involve six to ten other teams from around Wyoming. For the 2020-2021 season we hosted 70 home games at the Casper Ice Arena over six weekends. These weekends bring approximately 15-20 players per team, along with their families to Casper and often times also require a two-night stay. We are also excited about hosting the 2021 WAHL High School State Finals February 26-28!
  - CAHC is comprised of youth players participating in hockey development Sunday through Thursday, mostly evenings, for approximately 25 weeks during a normal season from the second week of September through

the first week of March. We also have approximately 100 adults participate with CAHC as players, officials, coaches and managers.

- In addition to the ice usage discussed above, CAHC hosts a variety of hockey events throughout the season. We host training sessions for coaches and referees from around the State. And, CAHC hosts an annual Hockey Helps the Hungry event each March, which is a fundraiser for the Salvation Army. This year our event is scheduled for March 4, 2021. It is an important focus of the Club to recognize the support of the greater community at large towards our program and how our membership can “give back” to the community by hosting these events. Last year’s event raised \$532.75 and 986 lbs. of food for the Salvation Army!

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

#### **Community Promotion Guidelines:**

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

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



**Casper Amateur Hockey Club, Inc.**  
**Community Promotions FY 2022**  
**Event Budget FY 21/22**

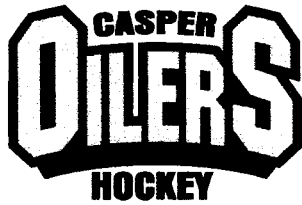
PROJECT/EVENT	Expenses - Ice Only	EVENT EXPENSES Expenses - Referees	Expenses - Other	ENTRY FEES, ETC. Income
<b><i>Wyoming Amateur Hockey League Events</i></b>				
<i>Regular Season 7/1/21-6/30/22</i>				
10U (2 Teams), 12U (2 teams), 14U (1 team), High School (2 teams) 7 teams with 10 home games each over the season 112.5 hrs @ \$137.50/hr	15,468.75			
Referees (assumes 70 games x \$150/game)		10,500		
Donations (Raffles, Puck Toss, Etc.)				no income available with league play
<i>State Championships (Competitive bid award system)</i>				
<i>Late February/Early March 2022</i>				
This budget anticipates hosting two of the possible nine championship tournaments (assumes 12 games/tournament @ 1.75 hrs/game)				
Ice expense (assumes 42 hrs @ \$137.50/hour)	5,775.00			
Referee expense (assumes \$150/game)		3,600		
Other expenses (awards, souvenirs, etc).			2,000	
Other Revenue (entry fees, sponsorships, raffles, etc.)				11,000
<b><i>Casper Amateur Hockey Club Tournament Events</i></b>				
<i>November 2021 through March 2022 (assumes two tournaments)</i>				
<i>6U &amp; 8U Casper Classic Jamboree January 2022</i>				
Ice expense (assumes 14.25 hrs/tournament @ \$137.50/hr)	1,959.38			
Referee expense				
Other expenses (awards, souvenirs, etc.			1,000	
Revenue (entry fees, donations, raffles, etc.)				4,000
<i>John Wold Cup February 2022</i>				
Ice expense (assumes 26 hrs/tournament @ \$137.50/hr)	3,575.00			
Referee expense (assumes \$70/game, 2 official system)		1,820		
Other expenses (awards, souvenirs, etc.			3,000	
Revenue (entry fees, donations, raffles, etc.)				10,000
<b>TOTALS</b>	<b>26,778.13</b>	<b>15,920</b>	<b>6,000</b>	<b>25,000</b>

NOTE: Casper Amateur Hockey Club will purchase approximately \$90,000 of total ice from July 2021 through June 2022. The additional ice not included in Community Promotions Grant funding will be utilized by our general membership and is fully paid by CAHC. The above request for donation of in-kind ice affects the weekend ice only and goes back directly to the the families involved in the league and travel teams to offset the costs of the associated team expenses.

**Casper Amateur Hockey Club, Inc.  
Community Promotions FY 2021  
Event Budget FY 20/21**

PROJECT/EVENT	Expenses - Ice Only	EVENT EXPENSES Expenses - Referees	Expenses - Other	ENTRY FEES, ETC. Income
<b>Wyoming Amateur Hockey League Events</b>				
<i>Regular Season 7/1/20-6/30/21</i>				
10U (2 Teams), 12U (2 teams), 14U (2 teams), High School 7 teams with 10 games 110 hrs @ \$137.50/hr	15,125			
Referees -70 games x \$150/game		10,500		
Donations (Raffles, Puck Toss, Etc.)				
 <i>State Championships (Competitive bid award system) Late February/Early March 2021</i>				
This budget anticipates hosting two of the possible nine championship tournaments (assumes 12 games/tournament @ 1.75 hrs/game)				
Ice expense (assumes 42 hrs @ \$137.50/hour)	5,775			
Referee expense (assumes \$150/game)		3,600		
Other expenses (awards, souvenirs, etc).			1,500	
Other Revenue (entry fees, sponsorships, raffles, etc.)				7,400
 <b>Casper Amateur Hockey Club Tournament Events</b>				
<i>November 2020 through March 2021 (assumes 1 tournament) MLK Jan 2020</i>				
Ice expense (assumes 14.25 hrs/tournament @ \$137.50/hr)	1,959			
Referee expense				
Other expenses (awards, souvenirs, etc.			1,000	
Revenue (entry fees, donations, raffles, etc.)				4,000
<b>TOTALS</b>	<b>22,859</b>	<b>14,100</b>	<b>2,500</b>	<b>11,400</b>

NOTE: Casper Amateur Hockey Club will purchase approximately \$90,000 of total ice from July 2020 through June 2021, assuming the ice plant replacements project is completed on time. The additional ice not included in Community Promotions Grant funding will be utilized by our general membership and is fully paid by CAHC. The above request for donation of in-kind ice affects the weekend ice only and goes back directly to the the families involved in the league and travel teams to offset the costs of the associated team expenses.



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

February 23, 2021

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

RE: Casper Amateur Hockey Club, Inc.  
Community Promotions FY 2022

Dear Mrs. Tremel:

Enclosed is our application for Community Promotions funding for fiscal year 2022. Please review and advise me if you need additional information.

We have included requests in our application to host Wyoming Amateur Hockey League State Championship tournaments, but please be aware these events are awarded based on a competitive bid system, which will not take place until November 2021. Though there is no guarantee we will be selected to host any of the nine championship tournaments, we often are selected to host at least one.

We sincerely appreciate your time and consideration. Please contact me directly at (307)315-0188 with any questions you may have regarding our application.

Respectfully,

A handwritten signature in black ink that reads "Diane Berg". The signature is written in a cursive, flowing style.

Diane Berg  
Executive Director  
Casper Amateur Hockey Club



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between [REDACTED]  
Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:

Casper College Foundation and Alumni Office

Name of Program or Event:

T-Bird Trek

### Contact Information - Please Print

Contact Person: Ann Dalton

Phone Number: 307-262-5388

Date: 2/25/2021

Address: Casper College - 125 College Drive - Casper, WY 82601

Email: adalton@caspercollege.edu

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-6003050

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

Please see attachment.

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

N/A

## Event Changes

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

Please see attachment.

## Dates

On what date(s) will this event be held? Sunday, September 12, 2021

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

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 350

How many people do you expect to attend this event as **Spectators**? 100

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

## Support Requested

### Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.**

Amount:  
\$ \$500 or \$1000

Date Cash Needed:

08 / 22 / 2021

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"): We would like the City of Casper to support the T-Bird Trek as a Mile Marker or Water Station Sponsor. The City of Casper's logo - WYOCITY- would be displayed on the Trek course and be included in all marketing materials and social media outlets. (see attached brochure). We appreciate the support the City of Casper has provided in the past and look forward to continuing our partnership. Thank you.

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

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

<b>Budget Summary</b>	
<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$ 12,000
Sponsorships (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).	
1. Committed - Spence Law Firm, Platte Vally Bank, Lenhart, Mason & Assoc.	\$1500
2. Committed - Wyoming Medical Center, SuperCuts, UW @ Casper	\$3000
3. Committed - Hilltop National Bank, WPDN	\$5000
4.	\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):	
1. Ford Wyoming Center - In Kind - Bike racks	\$
2. Keyhole Technologies - In Kind - Flaggers for safety on courses	\$
3. Pepsi of Casper - In Kind - water and Gatorade for participants	\$
4.	\$
Applicant Funds :	\$
Other Funds (please list source(s)):	
1.	\$
2.	\$
3.	\$
4.	\$
<b>Total Funding:</b>	<b>\$21,500</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).	
1. T-shirts + Printing	\$4168.25
2. Medals	\$1656
3. Timing Structure	\$500
4. Course marking supplies	\$125
5. Porta Potties	\$345
6. Insurance for Trek	\$275
7. Food for runners - Qdoba	\$619
8. Course supplies	\$575
9.	\$
10.	\$
<b>Total Expenses:</b>	<b>\$8263.25</b>

<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ 13236.75</b>
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## Past Year's Budget

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

## Certification

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

Anna Dutton  
Signature

2-25-2021  
Date

Associate Director of Development  
Title



## **FY22 ComPro Funding Application – Attachment**

### **Community Promotion Guidelines**

The T-Bird Trek is a community wide event encouraging walkers, accomplished runners, and their children to engage in healthy outdoor activity. As the popularity of the Trek builds we are seeing our numbers increase as we are getting participants from out of state come to Casper for the Trek. The income from sponsorships and entry fees exceeding expenses goes to support scholarships and alumni initiatives, which ultimately help bring awareness to Casper College, the City of Casper, and all the great opportunities our community offers. We would like the City of Casper to sponsor either a mile marker sign (\$500) or a water station (\$1,000) at our event.

Proceeds from the race provide scholarships for both Wyoming and out-of-state students, allowing students to attend Casper College and keep educational dollars in the community. Scholarship support from the Casper College Foundation and Alumni Association gives traditional and non-traditional students access to a quality education with the opportunity to graduate with little or no debt. The Trek attracts families who visit and use local hotels, restaurants and businesses. The race showcases the natural beauty of Casper and Casper Mountain. When students attend Casper College, families of non-local students return for visits and continue to use Casper amenities.

Our participants continue to be extremely happy with the completion of the Casper Mountain road portion of the Platte River Trails system. Not only does the trail provide extra safety measures, the pathway provides a clear route for the runners, walkers, and the community volunteers. We also provide complimentary race entries to our students and K-12 students. We feel this helps to bridge the gap and provide an opportunity for those students who are not familiar with campus (K-12 or our online students) to experience a great event and see what an amazing campus we have right here in Casper, Wyoming.

### **Event Changes**

We were humbled that during a pandemic, we had the largest number of participants. We followed state and city guidelines in accordance with COVID rules and we had a great event. We feel confident that our 4 courses are popular and continue to see growth. We recognize that some of our past sponsors may not be able to continue their sponsor. In light of everything that has happened, we have informed all of our past sponsors that we will hang their sponsorship banner on the Trek course, whether they are able to provide financial support or not.

We plan on continuing to organize and implement a safe, fun, and memorable event. There may be a few tweaks, here and there, but overall, the feedback from our runners speaks for itself. Thank you for your consideration.

## 2020 Post T-Bird Trek Debrief

Registration	2020	2019	2018	2017	2016	2015	
5K	109	110	104	114	146	93	
10K	47	47	67	56	50	-	
Lookout Point Half	17	21	40	35	60	66	
Downhill Half	62	71	-	-	-	-	
Relay	0	0	0	2	-	12	
Virtual 5K	33	20	31	42	31	-	
Virtual 10K	11	6	7	14	5	-	
Virtual Half	19	1	0	9	1	-	
Virtual Team	0	0	3	-	-	-	1 team made up of 3 runners (2018)
Virtual 26.2		1	-	-	-	-	
<b>Total</b>	<b>298</b>	<b>277</b>	<b>252</b>	<b>272</b>	<b>293</b>	<b>171</b>	
Register Day of	10	3	10	24	32	0	
Register at Packet Pick-Up	26	17	20	12	26	2	
Total States	19	11	12	17	22	9	
Total Countries	1	3	7	4	3	1	*includes United States
<b>Demographics</b>							
Male	104	89	86	100	104	60	
Female	194	188	166	172	189	111	
Oldest	85	84	83	82	81	69	
Youngest	7	7	9	10	11	10	
Average Age	39	38	38	38	36	36	
Median Age	38	37	37	37	36	36	
<b>Volunteers</b>	<b>66</b>	<b>85</b>	<b>77</b>	<b>97</b>	<b>106</b>	<b>58</b>	
<b>Estimated Spectators</b>	<b>40</b>	<b>145</b>	<b>175</b>	<b>160</b>	<b>153</b>	<b>123</b>	
<b>Vendor Booths</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>3</b>	
<b>Live Music – Bands</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>-</b>	<b>-</b>	
<b>Total Participants</b>	<b>404</b>	<b>511</b>	<b>518</b>	<b>535</b>	<b>572</b>	<b>443</b>	

## **T-Bird Trek Preliminary Income and Expense Report**

Sponsorships received	\$15,200.00
Sponsorships receivable	\$454.00
Entry fees	<u>\$10,426.57</u>
Total income:	\$26,080.57

Total Expenses	<u>\$11,515.53</u>
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<b>Estimated Net Profit</b>	<b><u>\$14,565.04</u></b>
-----------------------------	---------------------------

The 2019 T-Bird Trek estimated net profit is \$14,565.04. The above figures do not include the **significant in-kind support** from the media and sponsors, such as, Pepsi, Kate's Real Food, VERB Energy bars, North Platte Physical Therapy, and Ben Winckler Photography. Other in-kind support of time and goods was significant. Keyhole Technologies provided excellent support along the course in safety patrol cars and provided electronic billboards at the intersection of Wyoming Blvd and Casper Mountain Road. We also received assistance from the City of Casper, Natrona County Parks Department, Platte River Trails, and the Wyoming Department of Transportation.

### **2020 T-Bird Trek Summary**

Sunday, September 13 was an absolutely beautiful day for an event. Perfect running weather. No wind, no rain, no snow.

We are humbled every year, as we see our race numbers increase. The commitment we receive from our participants is heartwarming. The support we receive from the Casper community is magnificent. Our volunteer base remains steady and we know that a solid base of volunteers is critical to ensure a safe and fun event for all. The Platte Rivers Trails system is an added bonus which provided a safe environment for runners and walkers.

All participants – runners, walkers, volunteers – did what they could do to stay safe this year (social distancing as best as possible, wearing masks, use of hand sanitizer). We encouraged all participants to wear masks, hand sanitizer was available at all aid stations, and we did not have live music this year, which helped to eliminate larger groups from mingling around the finish area.

The sixth annual T-Bird Trek was a success. As in any event, there are a few things that can be tweaked for our next run (as you will see in the runner feedback attached to this document). One of the areas where we upgraded this year, was the finisher medal. To help celebrate Casper College's 75<sup>th</sup> Anniversary, all participants that crossed the finish line received a commemorative finisher medal. The medals were a huge success. All of our runners, old and young alike, appreciated receiving something as they crossed finished line. Everyone was a winner. By the next day, we had race results posted on our web page and our social media platforms for participants to review.

Responding to the needs of our runners and walkers is paramount. Feedback we received last year suggested we should have an official race announcer. We listened. Our race announcer was excellent and going forward, we will make sure we recruit a volunteer for that position. He announced runners and walkers as they crossed the finish line, kept people posted as to where the food and beverages were located, thanked all of our sponsors, made announcements about North Platte Physical Therapy being on-site to assist runners, and basically communicated to all the folks at the start/finish line. It was nice to have one person keep everyone abreast of any last-minute changes and additions.

We also asked our communications department to shoot video on race day. We will use this video as a promotional piece for the 2021 Trek. The college's ceramics faculty, Mike Olson, made clay bowls to give to half marathon finishers. Our alumni board members passed out finisher medals and cheered on our runners and walkers. Engaging the college community and bringing awareness to this event, was beneficial in exceeding our expectations.



# T-Bird Trek Half Marathon



Casper College  
Start/Finish



3km

6km

9km

Turn  
Around  
Look Out Point

## T-Bird Trek Half Marathon

- Half Marathon
- ← Route Direction
- Start / Finish



Elevation Change in Feet

7500'

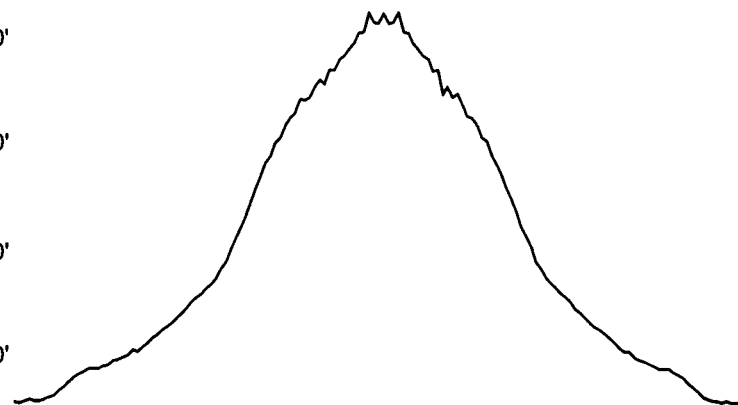
7000'

6500'

6000'

5500'

5000'



# T-Bird Trek 10K Marathon



## T-Bird Trek 10K

- 10K-Trek
- Route Direction
- Start / Finish



Casper College  
Start/Finish

9km

1km

7km

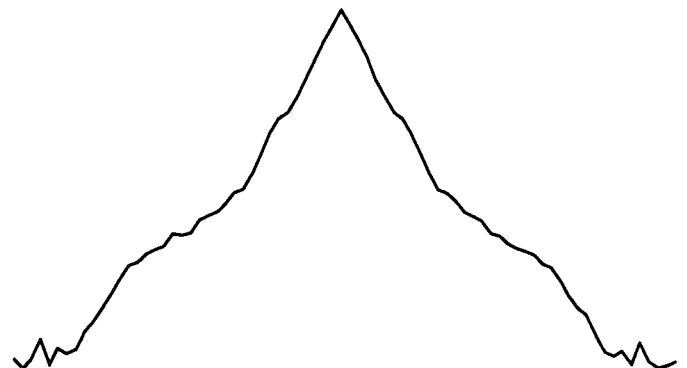
3km

5km

Turn  
Around

Elevation Change in Feet

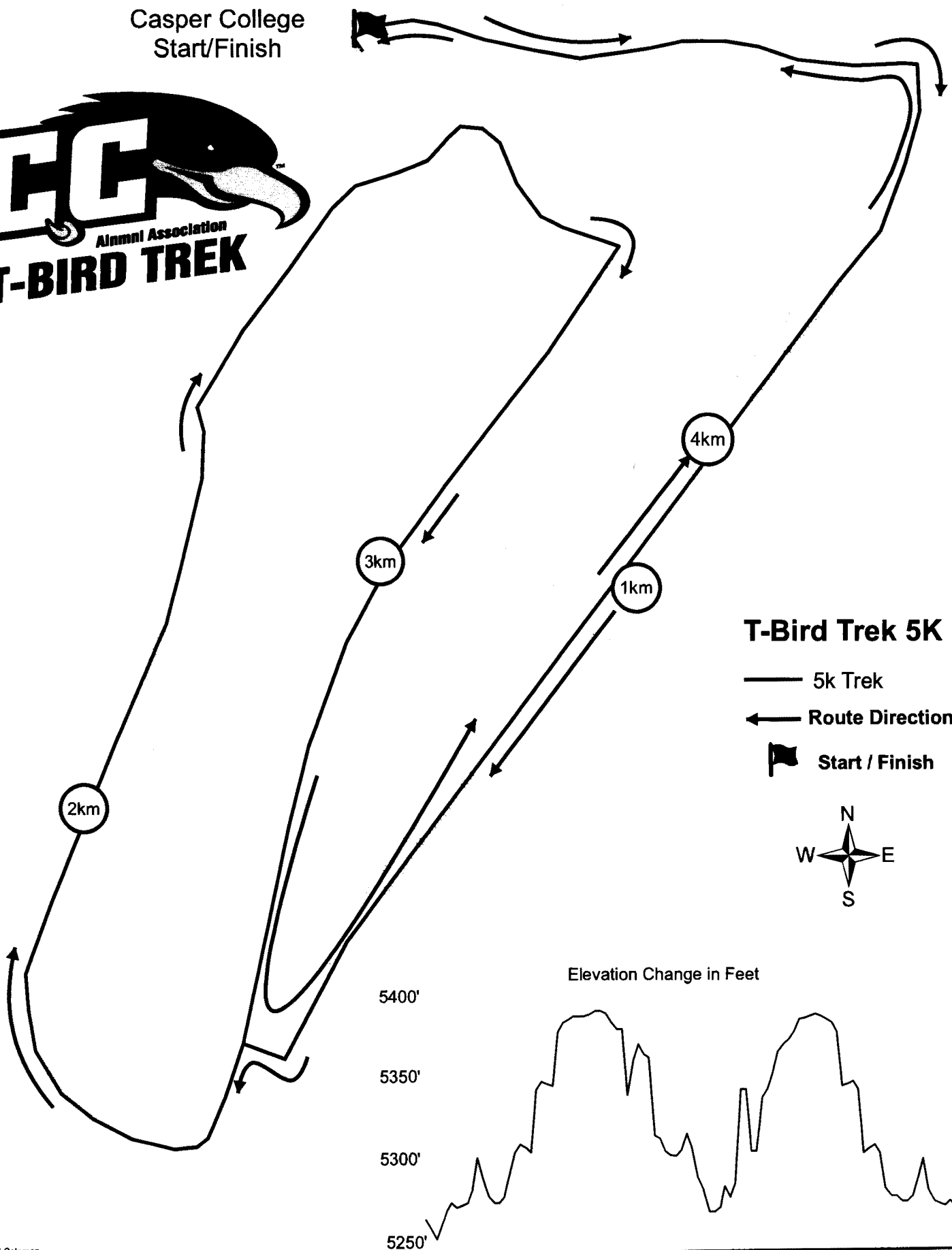
5800  
5700  
5600  
5500  
5400  
5300



# T-Bird Trek 5K Marathon



## Casper College Start/Finish





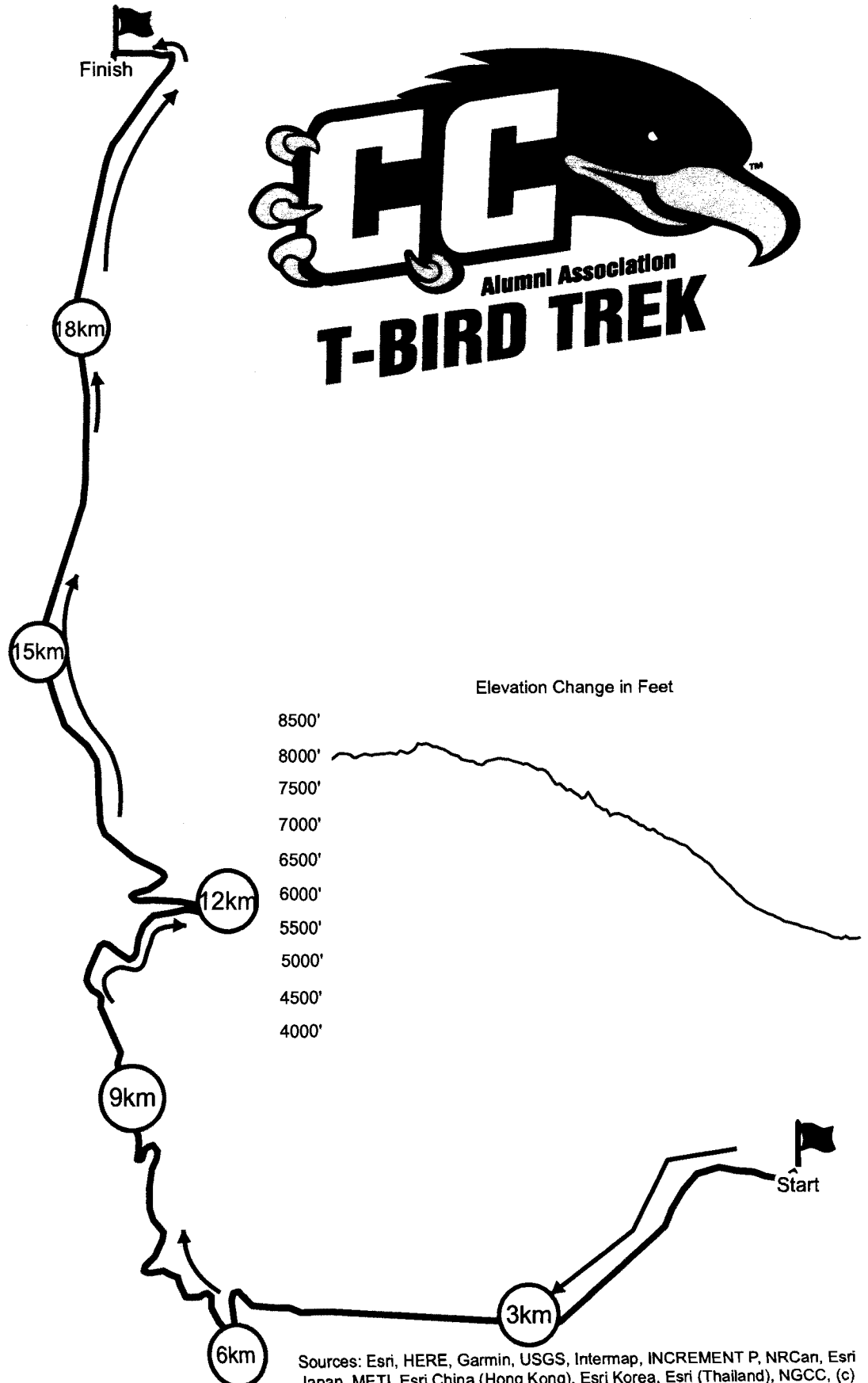
# T-Bird Trek

## Half Marathon Downhill



### Half Marathon Downhill Trek

- Downhill Trek
- Route Direction
- Start / Finish

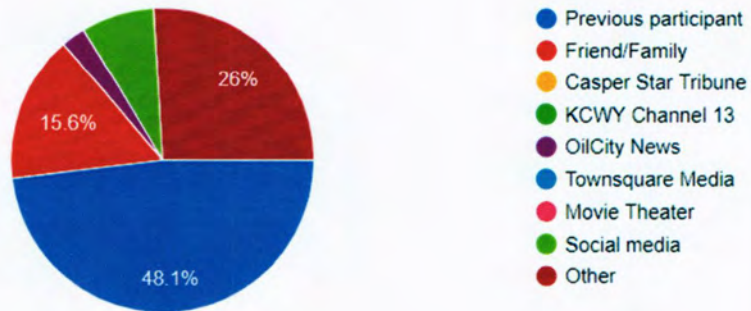


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



### How did you hear about the T-Bird Trek?

77 responses



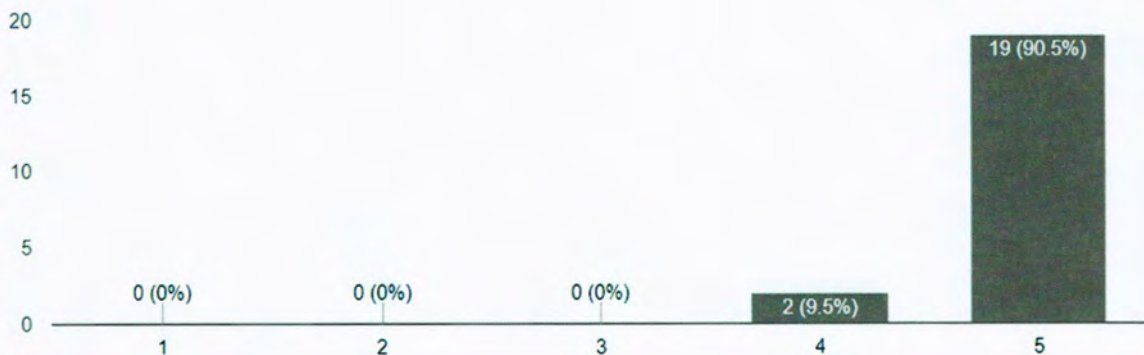
### Which race did you participate run or walk?

77 responses



### If you volunteered for the T-Bird Trek, how would you rate your volunteer experience?

21 responses



## What did you enjoy most about the T-Bird Trek?

The runners and volunteers were cheerful. The food was great and the shirts were the bomb! It was nice to hear the runner's names announced as they crossed the finish line.

The atmosphere, everyone was so nice

Weather was great, course was fun, what more do you need?

Nice course, very friendly staff

Everyone was so pleasant! Great support!!

The management of the event. As a participant from what I saw or experienced there were no glitches.

The volunteers, the admin, and all the fun people

Everything!!!!

Good social distancing

Well organized small event

Excellent aid stations and traffic control.

Excellent aid stations, great race atmosphere.

The downhill race was a lot of fun

All awesome support from the incredible volunteers.

The opportunity to run down the mountain road

Running it, the scenery, vegan burritos

Downhill course!!

Ran with super cool friend - helped each other

The fire waiting at the start line and the volunteers

The nice run

The scenery, shirts & well organized!

Seemed well organized and well-marked

I love how punctually it is ran and how every volunteer had words of encouragement for us!

The views, the volunteer, the aid stations were all great! The food after was good

The support given by everyone

The singer for the National Anthem did a great job.

Finish line setup

Seeing all of my running buddies!!

The Local Vibe..

I enjoyed the course and the weather was amazing!!!



It was so well organized.

Very well out together run from sign pit to packet pick up to people on the course!!

The downhill and Qdoba at the end!

The camaraderie between runners.

This Corona year- everything! So thankful and happy you put it on without restrictions!

Meeting with old-time friends

People not judging you and everybody was cheering you on along the way.

All the variety in ages of people that participated.

The support from everyone along the way

Great goodies after the race

Volunteers were great

The downhill and Qdoba at the end!

The friendliness of everyone

Seemed well organized and well-marked

The camaraderie, the weather, the run is beautiful

How challenging it was but all the participants helped push each other

camaraderie

tough course but nicer weather this year

it was very organized; the route was marked well and all of the aid stations were so wonderful! They were very encouraging! Loved the finish and how they announced the name as you finished and getting the medal right as you finished

All the perks before and after the run: food, snacks, water, etc. I also like the early start. I particularly liked the long sleeve hooded T-shirts this year.

The support along the race route

I enjoy the plethora of free beers and tacos when it's finished.

Course

The route and the people

The food

scenery, support for runners

I loved watching the "satisfied" faces after they finished.

Beautiful courses. Thanks for including vegan burritos at the finish.

The friendly atmosphere and how well organized it was.

Watching the folks cross the finish line with a look of sheer amazement or in the case of the pros ,intensity

Volunteer for first doing COVID-19 still having fun

Year after year, I have noticed how smoothly everything goes. Just getting stronger every year!



Best time ever!

All the support at Look Out Point!

Hmmmm! I enjoyed every but if it!!! And love being up with fellow runners at the end.

Friendly people and felt appreciated. And I was able to do what I enjoy. I loved this year's shirts!

All the support at Look Out Point!

The whole race was well supported; post-race food was fantastic! Also, all of the volunteers were extremely helpful and positive!

## What could we do to improve the T-Bird Trek?

Music?

Not sure! Love the options!

Nothing

I had a wonderful experience. I can't think of how it could be improved.

Bring back the live music.

nothing it is perfect

The whole thing was awesome! Thank you!!

Porta potty are start of downhill

Markings for each race the closer u get to the campus

Nothing. Today was great! I especially liked all the extra potties (or what seemed extra to me).

it is great the way it is!

N/A it was a really well-organized race

I think it's a really good race

I thought it was perfect! Nice packet pickup, with snacks :) LOVE the hoody!! Great #aid stations, lots of support on the course.

Do a night run

Maybe have bag pic up on Friday too...? The Start for the downhill better marked.

Nothing

I think it is awesome. Parking was way clearer this year and that was my only suggestion from last year :)

The course was marked short of 13.1. There were no facilities at the start of the race.

Not sure

Personally, I liked the shirts that were the more dry-fit material form the past. Though these are nice too!

Not sure, Met all my expectations and more for a first time..

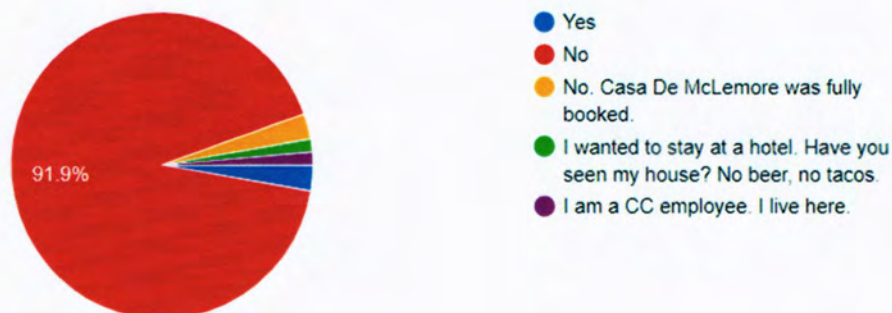


I wouldn't change a thing.
Different medals for different distances
if you can arrange for the weather to be like today every year that would be awesome!
Have the opportunity to run the 10k and 5k both, like a bundle. Something like the Gasparilla races offer (5k, 8k, 15k, half, combo of three, combo of 4 races).
Follow your teams well planned event.
Nothing
Promote and get more people to participate
Different medals for different distances
Nothing
Maybe one more water station
There was a disconnect between the race website and the Foundation website.
participants weren't masked at the start and should have been
Nothing that I know of. t This was my first time participating.
Quality shirts like this years.
nothing it was terrific
Provide a plethora of free beer and tacos when it's over.
Last mile or so very crowded with the 5k participants, had to weave around and announce to pass often, which is not ideal during the last mile of a half marathon.
It really is so smooth - I think it's great! I appreciate that things run per the schedule
Include choirs, mascots, bands and cheerleaders from the high schools along the running paths.
have a follow-up bike to make sure runners at the end of the line are ok
Better support for the back of the pack runners. Some of the volunteers were clueless about where turn arounds were. This is probably the most important piece of information they need.
Start the 5K people at a different time. They were intersecting the half marathon runners at the 1st aid station causing both runners to have to alter their stride. Just a thought.
How could you beat this year's weather and overall participation? It seemed pretty well planned and lots if excitement
None at all
I think you are doing a wonderful job.
It was simply wonderful the way it is!
Nothing, possibly more outhouses!
I can't think of a thing
Start an hour later! :) Tacos and beer at finish line or at all the refreshment stops.
Have one emergency station around the initial 1.5 mile mark of the half-marathon. I noticed there was a big 3-4 mile gap.
Nothing, possibly more outhouses!

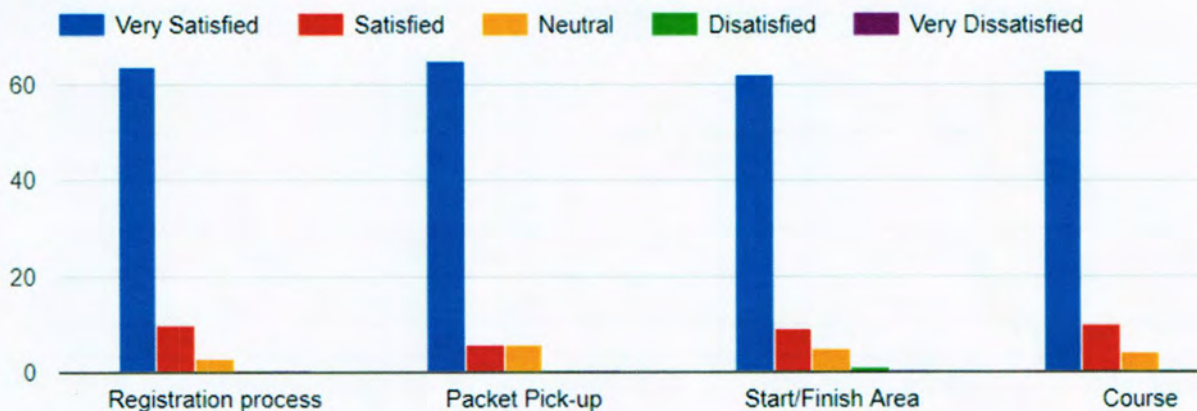
Nothing - I thought this was an excellent race! The on-course support was superb!

Did you overnight in a local hotel to participate in the T-Bird Trek?

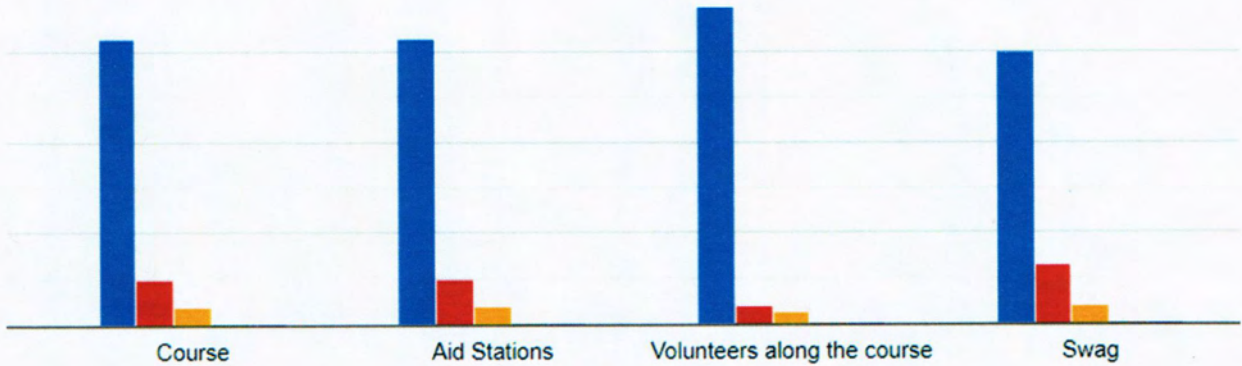
74 responses



Please rate the following aspects of your T-Bird Trek experience.









**2021 Fall Clsc**

## **Community Promotions Application - FY 2022**

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:

**Casper Soccer Club, Inc**

Name of Program or Event:

**2021 Casper Fall Classic**

### **Contact Information - Please Print**

Contact Person: Wendy Brown Phone Number: 307-473-2617 Date: 3/1/2021

Address: PO Box 2101, Casper, WY 82602

Email: wendyb@caspersoccerclub.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-0271001

### **Event / Program Description**

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

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

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

### **Community Promotion Guidelines**

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

The Fall Classic event brings to Casper approximately 70 teams from Wyoming and neighboring states. 1350 players from the age of 7 to 15 participate in the event. The participants are responsible for the travel and most travel in individual family groups. The Fall Classic will bring in approximately 4000 soccer people to watch the games, stay in the hotels, dine in and carry-out at the restaurants, visit the retail stores and see the sites of Casper. The event is an outdoor event with spaced out fields and only about a 4th of the participants on the fields at any given time due to the scheduling.

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

The funds allocated by the community promotion grant to decrease the facility cost and some of the sanitation cost of the event allows us to keep the registration fee at a reasonable cost. Teams are willing to travel to Casper to play at a quality facility, which in turn produces revenue for our community.



### Event Changes

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

Adjustments were made to the event last year to accommodate the restrictions put in place concerning COVID 19.

### Dates

On what date(s) will this event be held? Sept 11-12, 2021

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

### Anticipated Attendance and Public Participation

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

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

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

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

### Support Requested

Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware** that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.

Amount:  
\$

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):

Date Cash Needed:

    / 31 /20

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control  Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs  Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	<p>Please list the services you require:</p>				
	Description/Purpose	Location	Date	Start Time	End Time
1. Trash Service	1 6 yrd Dumpster	North Casper Soccer Complex	9/11/21 9/12/21	7am	8pm
2. Trash Service	8 90 gal cans	North Casper Soccer Complex	9/11/21 9/12/21	7am	8pm
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>			
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena  Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>			
	<p>Please list the facility you require:</p>			
	Purpose	Date	Start Time	End Time
1. North Casper Soccer Complex	2 day soccer tournament	9/11/21 9/12/21	7am	8pm
2. 12 fields & Parking Area				
3.				
4.				

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$ 44000.00
Sponsorships (indicate from whom and whether the sponsorship is <b>committed</b> funds or <b>to be requested</b> ).	
1. CACVB - to be requested - 2500.00	\$
2.	\$
3.	\$
4.	\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):	
1. Ramkota - 5 comp rooms - committed	\$ 500.00
2.	\$
3.	\$
4.	\$
Applicant Funds :	\$
Other Funds (please list source(s)):	
1. Concession and vendors	\$ 2650.00
2.	\$
3.	\$
4.	\$
	<b>Total Funding:</b>
	\$ 47150.00

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).	
1. Referee expenses	\$ 21420.00
2. WSA Sanction Fees	\$ 3410.00
3. processing fees	\$ 3562.00
4. Field prep	\$ 3500.00
5. Promo items and awards	\$ 2695.00
6. Sanitation/Utilities	\$ 1825.00
7. City Lease	\$ 1000.00
8. Athletic trainer	\$ 2450.00
9. tournament staff	\$ 3240.00
10. Misc items	\$ 4412.00
	<b>Total Expenses:</b>
	\$ 47514.00

	<b>Total Revenue minus Total Expenses: profit (loss):</b>	\$ <364.00>
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## Past Year's Budget

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

## Certification

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



Signature

3/1/2021

Date

Executive Director

Title



## **Event/Program Description of the Casper Fall Classic**

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

The CSC is the host of a couple of soccer events during the year. The Casper Fall Classic is held in September of each year. We are on the 24th year of the event.

The Casper Fall Classic is open to USYS affiliated members. Each team is guaranteed 3 games with the possibility of advancing to the championship game. Last year we had 106 teams participate in the Fall Classic. Teams from Gillette, Sheridan, Casper, Buffalo, Lander, Riverton, Rock Springs, Worland, Evanston, Laramie, Rawlins, Powell, Cody, Rapid City, Spearfish, Billings and Cheyenne came to the event to compete for the title of Champion.

The event allows teams for ages 7U to 15U to compete in an event that promotes teamwork, integrity, respect, excellence and personal development. The Fall Classic provides the opportunity for the players to enhance their soccer skills, promotes a healthy lifestyle and help teach valuable life lessons.

## 23rd Casper Fall Classic 2020 Budget

September 12-13, 2020

	Projected		Actual	
	Income	Expenses	Income	Expenses
<b>Income</b>				
Entry Fees (95 teams) Average entry fee \$440	41,800.00		\$ 54,345.00	106 teams
Concessions	900.00		\$ 1,100.00	
Photo Vender	300.00		-	
Concession/Vender Fees	350.00		\$ 295.00	
t-shirts	800.00		\$ 5,073.00	
Sponsors/Grants/Advertising	2,000.00			
<b>Total Income</b>	<b>46,150.00</b>		<b>\$ 60,813.00</b>	
<b>Expenses</b>				
Referee Expenses				
Referee Assigning Fee 444 assignments x \$3.25		\$1,462.50	\$ 1,439.75	
Assistant Referee Assigning Fee		\$400.00	\$ 350.00	
Referee payments		\$13,652.50	\$ 14,520.00	
Lodging (referee)/travel expenses		\$2,500.00	\$ 1,264.00	Comp Rooms Ramkota
Meals & Snacks & Beverages		\$1,750.00	\$ 1,859.00	
Referee Assessments (maintance assessments)only if cost effective		\$560.00		NA
<b>Subtotal Referee Expenses</b>		<b>\$20,325.00</b>		
<b>WYS Sanction fees/Insurance - \$30 team/\$20(U8)</b>		\$2,700.00	\$ 3,060.00	
<b>App to host fee</b>		\$350.00	\$ 350.00	
<b>Credit card processing fees</b>		\$1,155.00	\$ 2,696.40	
<b>Got Soccer Mngmnt Fee - \$15/team</b>		\$1,350.00	\$ 1,551.50	
<b>Field Prep-labor/paint/supplies</b>		\$2,345.00	\$ 2,258.50	
Equipment-goal ties /Flags		\$350.00	\$ 859.00	
<b>Awards-Medals/Trophies</b>				
15 divisions x 18 players x 2 (1st & 2nd)x \$4.25/award		\$2,295.00	\$ 2,058.31	
Promo Item-		\$2,400.00	\$ 2,400.00	
<b>Programs/ Poster Schedules/Misc-game cards/misc supplies</b>		\$750.00	\$ 279.88	
<b>Rental Equipment</b>				
Tent/Chairs/Table		\$1,100.00	\$ 787.50	
<b>City Lease \$500/day x 2 days *</b>		\$1,000.00	\$ 573.20	Community Promo Grant
<b>Sanitation (R&amp;R Services/adding services already contracted w/city )</b>		\$975.00	\$ 1,275.00	
<b>Trash</b>		\$300.00	\$ 250.00	67.41 Comm Promo Grant
<b>Utility/Building/Office Cost for Event</b>		\$250.00	\$ 197.70	
<b>Concession labor</b>		\$600.00	\$ 608.00	
<b>Medical Services -</b>		\$2,450.00	\$ 1,610.00	1 AT not 2 AT's with Students
<b>Tournament Director/staff Cost</b>		\$2,490.00	\$ 2,200.00	
<b>Total Income</b>	<b>46,150.00</b>			
<b>Total Expenses</b>		<b>\$43,185.00</b>	<b>\$ 42,447.74</b>	
<b>NET INCOME /LOSS</b>				



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization: <b>Casper Soccer Club, Inc</b>	Name of Program or Event: <b>Spring JAM 2022</b>
--	---

### Contact Information - Please Print

Contact Person: Wendy Brown Phone Number: 307-473-2617 Date: 3/1/2021

Address: PO Box 2101, Casper, WY 82602

Email: wendyb@caspersoccerclub.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-0271001

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

The Spring JAM brings about 70 teams from Wyoming and neighboring states. Players from the age of 7 to 15 participate in the event. The JAM will bring in approximately 4000 soccer people to watch the games, stay in the hotels, dine in and carry-out at the restaurants, visit the retail stores and see the sites of Casper. The event is an outdoor event with spaced out fields and only about a 4th of the participants on the fields at any given time due to the scheduling.

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

The funds allocated by the community promotion grant to decrease the facility cost and some of the sanitation cost of the event allows us to keep the registration fee at a reasonable cost. Teams are willing to travel to Casper to play at a quality facility, which in turn produces revenue for our community.

## Event Changes

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

The Spring JAM was cancelled in 2020 due to the Covid pandemic. We have adopted the additional safety measures to ensure a safe event.

## Dates

On what date(s) will this event be held? April 9-10, 2022

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

## Anticipated Attendance and Public Participation

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

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

How many people do you expect to attend this event as **Spectators**? 3200

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

## Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed: <u>  </u> / <u>31</u> / 20 <u>  </u>	



<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1. Trash Services	1 - 6 yrd Dumpster	N Casper Soccer Complex	4/10/22 4/11/22	7am	8pm
2. Trash Services	8 90gal cans	N Casper Soccer Complex	4/10/22 4/11/22	7am	8pm
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1. North Casper Soccer Complex- 12 fields	2 day soccer tournament	4/10/22 4/11/22	7am	8pm	
2. and Parking lot Area					
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 26350.00
Sponsorships (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1. CACVB requested		\$ 2500.00
2.		\$
3.		\$
4.		\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1. concessions & vendors		\$ 1500.00
2.		\$
3.		\$
4.		\$
	<b>Total Funding:</b>	\$ 30350.00

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).		
1. Sanctioning fees		\$ 4175.00
2. Referee Expenses		\$ 13431.00
3. Utilities & Sanatations		\$ 1659.00
4. City lease		\$ \$1000.00
5. staff - medical staff		\$ 4612.00
6. rental items & Misc		\$ 2767.00
7. Field prep		\$ 2477.00
8.		\$
9.		\$
10.		\$
	<b>Total Expenses:</b>	\$ 30121..00

	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	\$ <228.00>
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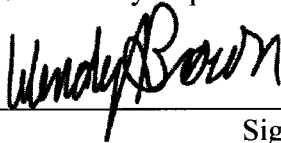
## **Past Year's Budget**

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

The event was cancelled in 2020. The budget from 2019 is being submitted.

## **Certification**

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



\_\_\_\_\_  
Signature

3/1/2021

\_\_\_\_\_  
Date

Executive Director/Tournament Director

\_\_\_\_\_  
Title

## **Casper Soccer Club - Spring JAM!**

The Casper Soccer Club Spring Jamboree has been a staple for the club for several years. The Spring JAM started as a one-day festival style game event with each team playing 4 games in a day. The event grew and evolved into a 2-day event with girl teams playing on one day and the boy teams playing on the other day of the weekend. We will host approximately 90 to 105 teams, with at least 80 of those teams coming in from out of town and as far as northern Colorado, South Dakota, Nebraska and hopefully Montana this year.

The Spring JAM is one of the first events for the spring season for many of the Wyoming Soccer Club teams. It provides an opportunity to come out and play a short competitive soccer game in a fun festival style of play and to see the direction the spring season is headed.

The Spring JAM is open to US Soccer affiliated team from the age of 7U to 15U. Approximately 4500 soccer players, parents, fans and referees will converge on Casper for the JAM. The North Casper Soccer Complex is a great facility to host such an event. The 130 to 140 games are played in one location with close proximity to lodging, eateries and shopping.

Teams are guaranteed 4 half games in one day of soccer, no finals or championships, just games. The nature of a tournament encourages the players to develop self-concepts through teamwork and sportsmanship in a fun festival style of play.

65 to 75 referees will also come from around the state to officiate the approximately 130 games. The competitive soccer teams of Wyoming are part of the US Youth Soccer Association and Wyoming Soccer Association. The Teams are made up of the players from ages 7 to 15. The Spring JAM will bring approximately 3750 players, parents, referees and fans of soccer to the community of Casper for the weekend.

# 2019 Spring Jamboree

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

	Estimated Budget		Actual Budget	
	income	expenses	Income	Expenses
<b>Income</b>				
Registration Fees-avg \$310 x 85 teams	\$26,350.00		\$ 31,220.00	
Concession/Vendor	\$ 1,500.00		\$ 724.95	
Sponsorship/In Kind Services (CACVB grant)	\$2,000.00			
<b>Total Income</b>	<b>\$29,850.00</b>		<b>\$ 31,944.95</b>	
<b>Expenses</b>				
Credit Card Processing fees 4% of fees		1,054.00		\$ 1,248.80
Application to host fee		350.00		\$ 350.00
Lease City of Casper		1,000.00		\$ 500.00
WYS Tournament Fees 85 teams x \$30		2,550.00		\$ 2,890.00
<b>Referee Expenses</b>				
Assignor/asst assignor		1,875.00		\$ 1,760.50
Referee Compensation		8,500.00		\$ 8,532.00
Room for assignor/refs \$98 x 11 rooms x2 nights		2,156.00		\$ 172.22
Snacks/meals/drinks		900.00		\$ 400.53
Tent/table/chair rental		950.00		\$ 683.25
Field prep/paint/supplies etc \$100x16 field+ 45hrsx \$19.50		2,477.50		\$ 1,728.96
Misc expenses -		500.00		\$ 200.00
Medical - 24hr x \$35 x 2 persons		1,680.00		\$ 1,225.00
R&R Services \$25x 11 units x2/day x 2 days		990.00		\$ 800.00
Got Soccer Management 85 teams x \$17		1,445.00		\$ 1,363.50
Concession Employees 4 x 26hrs x \$8 +\$100tax		932.00		\$ 572.56
Trash Service		369.00		\$ 369.00
Utilities/building/office cost for event		300.00		\$ 300.00
Tournament director		2,000.00		\$ 2,000.00
<b>Total Expenses</b>		<b>30,028.50</b>		<b>\$ 25,096.32</b>
<b>Net Income or Loss</b>		<b>&lt;178.50&gt;</b>		<b>\$ 6,848.63</b>

503 x 3.5

Donations



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:

Casper Soccer Club, Inc

Name of Program or Event:

Wyoming State Cup & Championship

### Contact Information - Please Print

Contact Person: Wendy Brown Phone Number: 307-473-2617 Date: 3/1/2021

Address: PO Box 2101, Casper, WY 82602

Email: wendyb@caspersoccerclub.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-0271001

### Event / Program Description

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

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

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

### Community Promotion Guidelines

How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development? **Please be specific and detailed.** (Please write in your answer below, and attach another (1) sheet if necessary.) The Wyoming Cup & Championship brings to Casper approximately 75 teams from Wyoming. 1450 players from the age of 7 to 15 participate in the event. The participants are responsible for the travel and most travel in individual family groups. The Wyoming Cup will bring in approximately 4000 soccer people to watch the games, stay in the hotels, dine in and carry-out at the restaurants, visit the retail stores and see the sites of Casper. The event is an outdoor event with spaced out fields and only about a fourth of the participants on the fields at any given time due to the scheduling.

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

The funds allocated by the community promotion grant to decrease the facility cost and some of the sanitation cost of the event allows us to keep the registration fee at a reasonable cost. Teams are willing to travel to Casper to play at a quality facility, which in turn produces revenue for our community.

## Event Changes

If this is not a new program or event, how will it be different from last year? *(Please write in your answer below.)*  
In 2020 the event was cancelled due to the pandemic. The awards and presentations will be different this year as well as some other aspect of the competition.

## Dates

On what date(s) will this event be held? May 28, 29 & 30, 2022

Will Casper be the regular home for this event? ☐ Yes ☒ No, its home is: It rotates every 2 years based on RFP

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 1450

How many people do you expect to attend this event as **Spectators**? 3500

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

## Support Requested

### Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.**

Amount:  
\$

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):

Date Cash Needed:

    / 31 / 20

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																																	
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<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																												
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4.																													



## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$2000.00
Sponsorships (indicate from whom and whether the sponsorship is <b>committed</b> funds or <b>to be requested</b> ).		
1. CACVB – will be applying for		\$ 2500.00
2.		\$
3.		\$
4.		\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1. Concession Sales		\$ 1200.00
2. Vendors		\$ 2300.00
3. Advertising		\$ 800.00
4.		\$
	<b>Total Funding:</b>	<b>\$ 58800.00</b>

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

	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	<b>\$ &lt;3292.00&gt;</b>
--	--	---------------------------

**Past Year's Budget**

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

Last years event was cancelled - Budget from 2019 being submitted

**Certification**

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

  
\_\_\_\_\_

Signature

3/1/2021

  
\_\_\_\_\_

Date

Executive Director/tournament director

  
\_\_\_\_\_

Title



## Wyoming State Cup and Championship

The Wyoming State Cup and Championships is a three-day soccer tournament that will host approximately 110 to 115 teams, at least 95 of those teams are from around the state of Wyoming. The Wyoming State Cup is open to USYS teams from the age of 7U to 15U, from around the state of Wyoming that have met participation qualifications to attend. Approximately 2900 soccer players, parents, fans and referees will converge on Casper for the Wyoming State Cup for 3 days. The North Casper Soccer Complex is a great facility to host such an event. The 150 -160 games are played in one location with close proximity to lodging, eateries and shopping. Teams are guaranteed 3 games during the weekend of soccer, with champion games in each division. First place and second place awards are presented to each age/gender division. The nature of a tournament encourages the players to develop self-concepts through teamwork and sportsmanship as well as victory and defeat.

The Wyoming State Cup is the state champion event and teams that win in the championship division are given the opportunity to compete in the regional event, Western Regionals, a qualifying event for USYS Nationals.

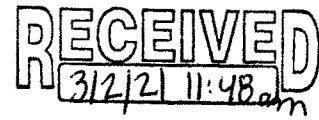
65 to 75 referees will also come from around the state to officiate the approximately 150 games.

The competitive soccer teams of Wyoming are part of the US Youth Soccer Association and Wyoming Soccer Association. The Teams are made up of the players from ages 6 to 15.

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

Projected Budget			Actual	
Income	Income	Expenses	Income	Expenses
Income team registration fees (125 teams average \$448)	56,000.00		64436.65	
Concessions	1,200.00		1020	
T-shirt Vendors & Others	2,300.00		7063	
Advertizing for program	\$800			
Total Estimated Income	60,300.00			
Expenses			72519.65	
Credit card processing fees 5%		\$2,800.00		\$ 2,232.36
Referee Assigning Fee 580 assignments x \$3.50		\$2,030.00		\$ 2,054.50
Assistant Referee Assigning Fee		\$435.00		\$ 350.00
Referee payments		\$15,318.00		\$ 15,770.00
Lodging (referee & ref staff)		\$4,000.00		\$ 1,636.09
Meals & Snacks & Beverages		\$2,040.00		\$ 1,030.00
Fees to WSA Sanctioning & App to host fees		\$13,550.00		\$ 13,650.00
Field Prep-labor/paint/set up/fuel/		\$2,595.00		\$ 2,673.00
Awards/medals/trophies - 312 x2 x\$4.75/award		\$2,964.00		\$ 2,413.80
rec team awards 30 teams x 8plyrs per teams \$4.25		\$1,020.00		\$ 914.10
Player Bags/promo items \$3.50 x 1250 + S&H- \$4375.00		\$4,400.00		\$ 3,594.32
Programs/ Poster Schedules/Misc-game cards/misc supplies		\$800.00		\$ 339.86
Rental Equipment				\$ 198.50
Tent/Chairs/Table/PA System -		\$1,119.00		\$ 914.25
Concession employees		\$871.00		\$ 975.00
City Lease \$500/day x 3 days \$1500		\$1,500.00		\$ 750.00
Sanitation - R & R Services		\$1,000.00		\$ 1,350.00
Utilities/building/office use cost		\$230.00		\$ 112.32
Trash Service		\$300.00		\$ 174.50
Medical -		\$2,520.00		\$ 1,715.00
Director/Field Marshal/Supervisor		\$2,300.00		\$ 2,000.00
Rent of Golf Cart		\$500.00		
TOTAL ESTIMATED EXPENSES		\$62,292.00		\$ 54,847.60

comp rooms  
donations  
Some donated items  
PA System  
Facilities Promo Grant  
Services Promo Grant  
Donated



February 18, 2021

To whom it may concern:

The Casper City Council will set aside funds to support non-profit programs and events that benefit the Casper community. The City can help out by providing special City services, or it can help by lending the use of its parks and facilities.

The Council will be distributing this funding through a process called Community Promotions. An application form and a copy of the funding guidelines have been included with this letter, and an electronic version can be found on the City's website at [www.casperwy.gov](http://www.casperwy.gov).

Funds from this period are meant to support specific events that will occur July 1, 2021 through June 30, 2022. We can only waive up to half of the fee for any service or half the rent for any facility. For example – if your organization needs passes to one of our outdoor pools, we cannot give the passes away, but we might be able to offer them to you at half price.

**Please submit your applications before the deadline either in person or through regular mail.** Applications are due by 12:00 p.m. (noon), March 2, 2021. The funding is limited and there is no guarantee that Council will accept late applications. Please take a moment to think about any upcoming events or programs that you will be running in the next year.

I look forward to hearing from you. If you have any questions or concerns, please contact Fleur Tremel in the City Clerk's Office at 235-8215, or via email at [ftremel@casperwy.gov](mailto:ftremel@casperwy.gov).

Sincerely,

A handwritten signature in cursive script, appearing to read "Fleur".

Fleur Tremel  
Assistant to the City Manager



COMMUNITY PROMOTIONS  
FUNDING GUIDELINES AND POLICIES  
FY 2022

These guidelines will be used by the Casper City Council to evaluate fund requests received from non-profit organizations.

*I. Intent of the Community Promotions Process*

1. Cash Funding

a. The cash funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, and
2. To improve the quality of life for residents of Casper.

2. In-Kind and Facilities Requests

a. The in-kind and facility funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, or
2. To improve the quality of life for residents of Casper.

3. The funds allocated by Council should be used to provide activities that will increase the usage of existing City facilities.

a. It is the intent of Council to use the Community Promotions funds to support programs and events that provide a direct benefit to the citizens of Casper, as opposed to fundraising events which provide a more indirect benefit. Therefore, Council will show preference to non-fundraising events.

*II. Available Funding*

1. Requests for funding will be divided into three categories: Cash, In-kind Staffing and Services, and Facility Rentals. Calculations of the value of these Services and Facilities will be provided by City staff, based upon information provided by the various groups and documentation of costs incurred in previous years.

2. The Council may award up to 50% of the value of any In-Kind Service or Facility Rental. The remainder must be covered by the applicant. Applicants may not request Cash awards to pay for the uncovered portion of these requests.
3. All cash awards will be on a reimbursement-basis only. Receipts for expenditures made to support the activity must be presented in order for payments to be approved.
4. No funding will be provided for operational expenses, capital purchases or salaries. Funding requests should be directed to the actual expenses associated with a specific special program or event.
5. No funds will be available to pay for ancillary services at the Casper Events Center. Ancillary services include equipment rental (such as tables and stages), labor costs (such as event setup and box office service), and any food and beverage expenses. These expenses must be covered by the applicant, and they will be in addition to the applicant's portion of the facility rental fee. Applicants may not request cash awards to pay for these ancillary services.

### *III. Award Process*

1. Submissions for consideration after the date and time listed on the application will not be considered.
2. Once the applications have been processed by City staff, Council will meet to discuss the applications. Select applicants may be invited to address Council to clarify their applications and answer questions.
3. Council will then vote in regular session to approve the funding as decided in a work session.
4. Every organization that receives Community Promotions funding will be asked to submit a final report. If the award was support for an event, then the report will be due to the City within 30 days of the conclusion of the event. If the award was support for a program, then the final report will be due within thirty days of the conclusion of the program, or within 30 days of the conclusion of that fiscal year, whichever is soonest. The timely filing of this report will be taken into consideration when considering future years' allocation requests.
5. A historical record will be compiled for each organization receiving funds from the Community Promotions budget in order to give future Councils a basis for evaluating future requests.



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between [REDACTED]  
Applications are due in City Hall by **12:00 p.m. on March 2, 2021**.

Name of Sponsoring Organization:

Casper Softball Association 501c3

Name of Program or Event:

Fourth of July at the Fields

### Contact Information - Please Print

Contact Person: Hillary Shirley Phone Number: 3073216966 Date: \_\_\_\_\_

Address: Casper Softball Association, PO Box 22, Casper, WY 82601

Email: hillary@casperssoftballassociation.org

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 82-2410362

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

Please see attached.

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

Please see attached.



### Event Changes

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

We have not held this event previously.

### Dates

On what date(s) will this event be held? July 3rd or 4th, 2021

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

### Anticipated Attendance and Public Participation

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

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

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

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

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: <b>\$ 2500</b>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed: ___ / ___ /20___	<b>Movie projector rental, additional portapotties, additional trash service and cans, promotional material, signage, misc supplies for cleanup and other.</b>

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	<p>Please list the services you require:</p>				
	Description/Purpose	Location	Date	Start Time	End Time
1.	use and delivery of tables/chairs	we would like to use tables and chairs for food service	12th and Sycamore	July 3-4	3am 10pm
2.					
3.					
4.					

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

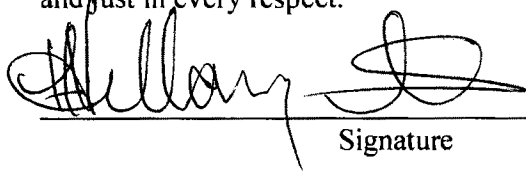
**Past Year's Budget**

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

we have not held this event previously

**Certification**

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



Signature

3/1/2021  
Date

President, Casper Softball Assoc  
Title

## Budget Summary

**Anticipated Funding Sources** for this program or event. *Do not list any anticipated funding from the City of Casper.*

Entry Fees

\$

Sponsorships (indicate from whom and whether the sponsorship is **committed funds** or **to be requested**).

1.

\$

2.

\$

3.

\$

4.

\$

Donations (list from whom and whether the donation is **committed** or **to be requested**):

1.

\$

2.

\$

3.

\$

4.

\$

Applicant Funds :

\$ 2500

Other Funds (please list source(s)):

1.

\$

2.

\$

3.

\$

4.

\$

**Total Funding:**

\$

**Anticipated Expenses** for this program or event (please be as specific as you can).

1. Movie Projector and Screen Rental

\$ 500

2. Portapotties

\$ 200

3. Freebies

\$ 500

4. Trash Service

\$ 200

5. Cleaning supplies

\$ 150

6. Labor for cleanup or maintenance prior to event

\$ 800

7. Signage

\$ 500

8. Promotion

\$ 500

9.

\$

10.

\$

**Total Expenses:**

\$ 3850

**Total Revenue minus Total Expenses: profit (loss):**

\$ (1850.00)

Attached information to Community Promotions Funding FY2022

Applicant: Casper Softball Association 501c3

Name of Program or Event: Fourth of July at the Fields, July 3<sup>rd</sup>, 2021

Summary: Casper Softball Association is planning to hold a softball field open house and 4<sup>th</sup> of July event at the ball fields July 3<sup>rd</sup>, 2021 or July 4<sup>th</sup>, 2021, depending when the fireworks show is planned. We would like to offer a fun family experience for softball families and Casper residents who are softball or baseball enthusiasts. This would use a city-owned facility to improve the life of Casper residents with family friendly competitions, good food, baseball themed movie viewing on the field, and fireworks observing.

Attachment to Application:

*How will the funds allocated by the Council be utilized to bring people to the community as to enhance economic development.*

The fund allocated would help with various expenses related to promoting and providing a good experience for this event. This would include movie projector and screen rental, extra portapotties, extra trash service, promotional material, supplies, and facility cleanup or signage prior to the event.

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

The facility or in-kind services will improve the quality of life for Casper residents by providing an in town and family oriented event for the 4<sup>th</sup> of July. This will also promote the sport of softball and highlight some of the fun uses of a city-owned field. The area of the fields is a modest neighborhood with many low-income families. We would like to make the fields a benefit to the area by providing recreation and fun close to home for the holiday. In the past we have had players from single parent or disengaged parent household-it would be great to give them a positive place to celebrate the holiday within walking distance of home.

*Event Changes*

We have not help this before as we just got the lease for the fields.

*Past Year's Budget*

We have not held an event of this scope and can only estimate costs.

**Thank you for this opportunity to request funds to bring people to Casper and improve our community!**



February 18, 2021

To whom it may concern:

The Casper City Council will set aside funds to support non-profit programs and events that benefit the Casper community. The City can help out by providing special City services, or it can help by lending the use of its parks and facilities.

The Council will be distributing this funding through a process called Community Promotions. An application form and a copy of the funding guidelines have been included with this letter, and an electronic version can be found on the City's website at [www.casperwy.gov](http://www.casperwy.gov).

Funds from this period are meant to support specific events that will occur July 1, 2021 through June 30, 2022. We can only waive up to half of the fee for any service or half the rent for any facility. For example – if your organization needs passes to one of our outdoor pools, we cannot give the passes away, but we might be able to offer them to you at half price.

**Please submit your applications before the deadline either in person or through regular mail.** Applications are due by 12:00 p.m. (noon), March 2, 2021. The funding is limited and there is no guarantee that Council will accept late applications. Please take a moment to think about any upcoming events or programs that you will be running in the next year.

I look forward to hearing from you. If you have any questions or concerns, please contact Fleur Tremel in the City Clerk's Office at 235-8215, or via email at [ftremel@casperwy.gov](mailto:ftremel@casperwy.gov).

Sincerely,

A handwritten signature in cursive script that reads "Fleur".

Fleur Tremel  
Assistant to the City Manager



COMMUNITY PROMOTIONS  
FUNDING GUIDELINES AND POLICIES  
FY 2022

These guidelines will be used by the Casper City Council to evaluate fund requests received from non-profit organizations.

*I. Intent of the Community Promotions Process*

1. Cash Funding

a. The cash funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, and
2. To improve the quality of life for residents of Casper.

2. In-Kind and Facilities Requests

a. The in-kind and facility funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, or
2. To improve the quality of life for residents of Casper.

3. The funds allocated by Council should be used to provide activities that will increase the usage of existing City facilities.

a. It is the intent of Council to use the Community Promotions funds to support programs and events that provide a direct benefit to the citizens of Casper, as opposed to fundraising events which provide a more indirect benefit. Therefore, Council will show preference to non-fundraising events.

*II. Available Funding*

1. Requests for funding will be divided into three categories: Cash, In-kind Staffing and Services, and Facility Rentals. Calculations of the value of these Services and Facilities will be provided by City staff, based upon information provided by the various groups and documentation of costs incurred in previous years.

2. The Council may award up to 50% of the value of any In-Kind Service or Facility Rental. The remainder must be covered by the applicant. Applicants may not request Cash awards to pay for the uncovered portion of these requests.
3. All cash awards will be on a reimbursement-basis only. Receipts for expenditures made to support the activity must be presented in order for payments to be approved.
4. No funding will be provided for operational expenses, capital purchases or salaries. Funding requests should be directed to the actual expenses associated with a specific special program or event.
5. No funds will be available to pay for ancillary services at the Casper Events Center. Ancillary services include equipment rental (such as tables and stages), labor costs (such as event setup and box office service), and any food and beverage expenses. These expenses must be covered by the applicant, and they will be in addition to the applicant's portion of the facility rental fee. Applicants may not request cash awards to pay for these ancillary services.

### *III. Award Process*

1. Submissions for consideration after the date and time listed on the application will not be considered.
2. Once the applications have been processed by City staff, Council will meet to discuss the applications. Select applicants may be invited to address Council to clarify their applications and answer questions.
3. Council will then vote in regular session to approve the funding as decided in a work session.
4. Every organization that receives Community Promotions funding will be asked to submit a final report. If the award was support for an event, then the report will be due to the City within 30 days of the conclusion of the event. If the award was support for a program, then the final report will be due within thirty days of the conclusion of the program, or within 30 days of the conclusion of that fiscal year, whichever is soonest. The timely filing of this report will be taken into consideration when considering future years' allocation requests.
5. A historical record will be compiled for each organization receiving funds from the Community Promotions budget in order to give future Councils a basis for evaluating future requests.





## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between [REDACTED]  
Applications are due in City Hall by **12:00 p.m. on March 2, 2021**.

Name of Sponsoring Organization:

Casper Softball Association 501c3

Name of Program or Event:

8u-10u Softball Tournament 2022

### Contact Information - Please Print

Contact Person: Hillary Shirley

Phone Number: 3073216966

Date: \_\_\_\_\_

Address: Casper Softball Association, PO Box 22, Casper, WY 82601

Email: [hillary@caspersoftballassociation.org](mailto:hillary@caspersoftballassociation.org)

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 82-2410362

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

Please see attached.

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

Please see attached.

## Event Changes

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

We have not held this event previously.

## Dates

On what date(s) will this event be held? June 12-13, 2022

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

## Anticipated Attendance and Public Participation

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

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

How many people do you expect to attend this event as **Spectators**? 200

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

## Support Requested

Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.**

Amount:  
\$ 3000

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):

Date Cash Needed:  
\_\_\_ / \_\_\_ /20\_\_\_

Umpire costs, additional portapotties, additional trash service and cans, promotional material, signage, misc supplies for cleanup and other.

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	<p>Please list the services you require:</p>				
	Description/Purpose	Location	Date	Start Time	End Time
1. Field prep		North Casper 1+2	June 11-12	7	12
2. Trash		" "	June 11-12	7	12
3. Portapotty		" "	" "	" "	" "
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>			
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>			
	<p>Please list the facility you require:</p>			
	Purpose	Date	Start Time	End Time
1. North Casper 1+2	softball games	June 11-12	7am	10pm
2.				
3.				
4.				

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 2000
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <u>committed funds</u> or <u>to be requested</u> ).		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <u>committed</u> or <u>to be requested</u> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$ 2000
<b>Other Funds</b> (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		\$

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. Umpires		\$ 2500
2. Portapotties Service or extra		\$ 200
3. Freebies		\$ 500
4. Trash Service		\$ 200
5. Cleaning supplies		\$ 150
6.		\$
7. Signage		\$ 500
8. Promotion		\$ 500
9.		\$
10.		\$
<b>Total Expenses:</b>		\$ 4550.00

<b>Total Revenue minus Total Expenses: profit (loss):</b>		\$ (550.00)
---	--	-------------

**Past Year's Budget**

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

**Certification**

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

  
Signature

3/2/2021  
Date

President, CSA  
Title

Attached information to Community Promotions Funding FY2022

Applicant: Casper Softball Association 501c3

Name of Program or Event: 8u-10u Tournament, June 11-12

Summary: Casper Softball Association is planning to hold an 8u and 10u tournament this year for players and families to promote softball with young softball participants while the older players are travelling. We have worked with the Horseheads organization to make the event a fun thing for players and families both in and out of town related to the softball tournament. We would also like to invite recreation teams that generally don't get to play in tournaments due to cost.

Attachment to Application:

*How will the funds allocated by the Council be utilized to bring people to the community as to enhance economic development.*

The fund allocated would help with various expenses related to promoting and providing a good experience for this event. This would mostly include umpire costs, hand sanitizer, cleanup, and promoting Casper.

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

We have requested North Casper Softball fields 1 & 2 this year and expect the same in 2022. Additional fields may be needed.

*Event Changes*

We planned this event for June 12-13 in Casper in 2021 and expect the same for 2022.

*Past Year's Budget*

We have not held an event of this scope and can only estimate costs.

**Thank you for this opportunity to request funds to bring people to Casper and improve our community!**



February 18, 2021

To whom it may concern:

The Casper City Council will set aside funds to support non-profit programs and events that benefit the Casper community. The City can help out by providing special City services, or it can help by lending the use of its parks and facilities.

The Council will be distributing this funding through a process called Community Promotions. An application form and a copy of the funding guidelines have been included with this letter, and an electronic version can be found on the City's website at [www.casperwy.gov](http://www.casperwy.gov).

Funds from this period are meant to support specific events that will occur July 1, 2021 through June 30, 2022. We can only waive up to half of the fee for any service or half the rent for any facility. For example – if your organization needs passes to one of our outdoor pools, we cannot give the passes away, but we might be able to offer them to you at half price.

**Please submit your applications before the deadline either in person or through regular mail.** Applications are due by 12:00 p.m. (noon), March 2, 2021. The funding is limited and there is no guarantee that Council will accept late applications. Please take a moment to think about any upcoming events or programs that you will be running in the next year.

I look forward to hearing from you. If you have any questions or concerns, please contact Fleur Tremel in the City Clerk's Office at 235-8215, or via email at [ftremel@casperwy.gov](mailto:ftremel@casperwy.gov).

Sincerely,

A handwritten signature in cursive script that reads "Fleur".

Fleur Tremel  
Assistant to the City Manager



COMMUNITY PROMOTIONS  
FUNDING GUIDELINES AND POLICIES  
FY 2022

These guidelines will be used by the Casper City Council to evaluate fund requests received from non-profit organizations.

*I. Intent of the Community Promotions Process*

1. Cash Funding

a. The cash funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, and
2. To improve the quality of life for residents of Casper.

2. In-Kind and Facilities Requests

a. The in-kind and facility funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, or
2. To improve the quality of life for residents of Casper.

3. The funds allocated by Council should be used to provide activities that will increase the usage of existing City facilities.

a. It is the intent of Council to use the Community Promotions funds to support programs and events that provide a direct benefit to the citizens of Casper, as opposed to fundraising events which provide a more indirect benefit. Therefore, Council will show preference to non-fundraising events.

*II. Available Funding*

1. Requests for funding will be divided into three categories: Cash, In-kind Staffing and Services, and Facility Rentals. Calculations of the value of these Services and Facilities will be provided by City staff, based upon information provided by the various groups and documentation of costs incurred in previous years.



2. The Council may award up to 50% of the value of any In-Kind Service or Facility Rental. The remainder must be covered by the applicant. Applicants may not request Cash awards to pay for the uncovered portion of these requests.
3. All cash awards will be on a reimbursement-basis only. Receipts for expenditures made to support the activity must be presented in order for payments to be approved.
4. No funding will be provided for operational expenses, capital purchases or salaries. Funding requests should be directed to the actual expenses associated with a specific special program or event.
5. No funds will be available to pay for ancillary services at the Casper Events Center. Ancillary services include equipment rental (such as tables and stages), labor costs (such as event setup and box office service), and any food and beverage expenses. These expenses must be covered by the applicant, and they will be in addition to the applicant's portion of the facility rental fee. Applicants may not request cash awards to pay for these ancillary services.

### *III. Award Process*

1. Submissions for consideration after the date and time listed on the application will not be considered.
2. Once the applications have been processed by City staff, Council will meet to discuss the applications. Select applicants may be invited to address Council to clarify their applications and answer questions.
3. Council will then vote in regular session to approve the funding as decided in a work session.
4. Every organization that receives Community Promotions funding will be asked to submit a final report. If the award was support for an event, then the report will be due to the City within 30 days of the conclusion of the event. If the award was support for a program, then the final report will be due within thirty days of the conclusion of the program, or within 30 days of the conclusion of that fiscal year, whichever is soonest. The timely filing of this report will be taken into consideration when considering future years' allocation requests.
5. A historical record will be compiled for each organization receiving funds from the Community Promotions budget in order to give future Councils a basis for evaluating future requests.



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between [REDACTED]  
Applications are due in City Hall by **12:00 p.m. on March 2, 2021**.

Name of Sponsoring Organization:

Casper Softball Association 501c3

Name of Program or Event:

Fall Fastpitch Casper Tournament

### Contact Information - Please Print

Contact Person: Hillary Shirley, President

Phone Number: 307-321-6966

Date: March 1, 2021

Address: Casper Softball Association, PO Box 22, Casper, WY 82601

Email: hillary@Caspersoftballassociation.org

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 82-2410362

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

Please see attached.

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

Please see attached.

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	<p>Please list the services you require:</p>				
	Description/Purpose	Location	Date	Start Time	End Time
1. Softball Field Preps	Preps before softball games	Crossroads	Sept 10-12	7AM	10 AM
2. Litter Control/ cleanup	Clean up prior to and during	Crossroads	" "	7AM	10 AM
3. Trash Service	Extra trash service needed	Crossroads	" "		
4. Portapotty	need additional servicing	Crossroads	" "		

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
	<p>Please list the facility you require:</p>				
	Purpose	Date	Start Time	End Time	
1. <sup>softball @</sup> Crossroads Park	Softball Games	Sept 10-12	7AM	10 PM	
2. <sup>second choice</sup> North Casper Fields	Softball games	Sept 10-12	7AM	10 PM	
3.					
4.					

### Event Changes

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

Please see attached.

### Dates

On what date(s) will this event be held? September 10-1~~3~~<sup>2</sup>, 2021

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

### Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 224

How many people do you expect to attend this event as **Spectators**? 224

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

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$ 3500	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed: __ / __ /20__	The funds would primarily be used to pay for umpire services for the tournament. Additional costs would include signage, promoting the event in other communities, and hand sanitizer for dugouts.

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 5600
Sponsorships (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.		\$
2.		\$
3.		\$
4.		\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1. Casper Softball Association		\$
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		<b>\$ 5600</b>

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. Fields		\$ 1500
2. Umps		\$ 3000
3. Signage		\$ 500
4. Advertising		\$ 1200
5. Hand Sanitizer		\$ 150
6. Portapotty additional service or additional		\$ 500
7. Extra Trash Service and dumpsters/cans		\$ 200
8. Various additional		\$ 500
9.		\$
10.		\$
<b>Total Expenses:</b>		<b>\$ 7550</b>

		<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ (1950.00)</b>
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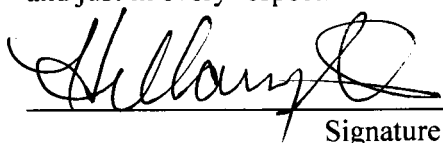
**Past Year's Budget**

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

Please see Attached.

**Certification**

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

  
Signature

March 1, 2021  
Date

President, Casper Softball Association  
Title

Attached information to Community Promotions Funding FY2022

Applicant: Casper Softball Association 501c3

Name of Program or Event: Fall Fastpitch Tournament Sept 10-12, 2021

Summary: In 2020 Casper Softball Association organized a similar activity while complying to the requirements related to COVID health orders. The event was well attended at Crossroads Park softball fields despite the challenging season and brought teams from Gillette, Powell, Worland, Wheatland, and Scottsbluff. Due to the expense of fields, ump's and miscellaneous costs, the event costed the organization to host; though it was great to bring teams from around the state to play in Casper. We hope to receive funding to help us with these programs in the future.

Attachment to Application:

*How will the funds allocated by the Council be utilized to bring people to the community as to enhance economic development.*

The fund allocated will be utilized for the expenses related to hosting a youth fastpitch softball tournament. The tournament would be expected to bring approximately 224 participants (12 players per team, 2 coaches, 16 teams total) and more than equal number of spectators from out of town. If each player and coach family spend approximately \$400 in food and hotels this would bring in an economic benefit of approximately \$89,600 to the city. Because of the remote nature of Wyoming, many of these families also shop and stock up on feed and groceries while they are in town for an additional benefit. When people come to Casper and have a positive experience, they discover new things about the town. As both President of the organization and a Casper Area Tourism Ambassador, we would strive to make the experience one that will be recurring and bring participants back for more events and experiences in Casper.

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

The facility or in-kind services will improve the quality of life for Casper residents by providing an in town tournament for the fastpitch teams and high school softball players off season to stay in town and invite their families and friends to watch them play. This will keep the money spent that weekend in Casper and will support the family friendly image that Casper holds. Additional residents will be encouraged to come learn about Casper softball and be spectators with no fee to attend.

*Event Changes*

We held a similar event last year in the form of a Round Robin. The event was very successful, those costly and challenging during the COVID pandemic. This year we would like to promote more and have the capacity for more umpires with increased attendance with advertising.

*Past Year's Budget*

We have not held an event of this scope and can only estimate based on the knowns. Past events have been limited to keep umpires fees low and attendance affected by COVID.

**Thank you for this opportunity to request funds to bring people to Casper and improve our community!**



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:

Community Recreation Foundation

Name of Program or Event:

2021 Holiday Craft Fair

### Contact Information - Please Print

Contact Person: Ken Thoren, President Phone Number: 307-265-0611 Date: 3/1/2021

Address: 3813 S Poplar, Casper, WY 82601

Email: kthorend@admiralbeverag.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-170594

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

See attached page.

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

Not only do Casper residents and visitors to Casper have the opportunity to buy one-of-a-kind gifts and home decor items, the vendors have an outlet for their creativity and a place to sell their wares. The money raised from booth registrations goes directly to the Community Recreation Foundation's scholarship program to improve the lives of local children and senior citizens who might not be able to participate in recreational classes or programs without financial help. In addition, some of the free, family oriented special events the Craft Fair helps fund include the Fall Carnival, Pet Fest, Kid's Fishing Day, Family Pool Party, and others. These events build families and communities and improve the quality of life. This will be especially important since most of these events had to be canceled due to COVID-19 in 2020. As in the past years, we will receive a discount on booth fees as the Foundation board members and Rec Center staff help with set up and tear down.



**How will the funds allocated by council be utilized to bring people to the community so as to enhance economic development?**

The Community Recreation Foundation (CRF) has hosted an annual craft fair in November for over 29 years. The Holiday Craft Fair provides a venue for crafters and home-based businesses to showcase and sell their works. Because of the consistent quality of the event and the uniqueness of the many hand-crafted items, the event is an attraction for everyone throughout the region who is looking for that 'one of a kind' gift or home decorations. The Craft Fair brings both vendors and shoppers to the Casper area, creating an economic impact beyond that of the event itself. In addition, any profits from the event are directly reinvested in the community through the CRF's provision of scholarship funding for recreational classes and passes for youth and senior citizens. CRF also funds numerous family events throughout the year. Without receiving Community Promotions funding as the event has had in prior years, the Community Recreation Foundation has had to start charging admission fees for the event, which could be cost prohibitive for some people to attend. In 2011, the Craft Fair moved to the Casper Events Center or Ford Wyoming Center where every space for vendors on all floors was filled and several vendors are wait-listed each year. The event draws in over 5,000 shoppers and comments are always very positive from vendors and spectators alike. In short, funds allocated by Council will be used to offset expenses associated with hosting the event.

## Event Changes

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

Since almost everything was canceled last year, including the 2020 Holiday Craft Fair, it is even more important to return to a normalcy of life. People need an outlet for all their creativity and they've had a lot of time to be creative throughout this past year. We also want to add in some more interactive booths offered by organizations. We had Fort Casper and a few others that provided craft projects for children in 2019 and want to expand with a few more fun activity based booths.

## Dates

On what date(s) will this event be held? November 12 & 13, 2021 with set-up on November 11.

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

## Anticipated Attendance and Public Participation

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

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

How many people do you expect to attend this event as **Spectators**? 5,000-6,000

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

## Support Requested

### Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.**

Amount: \$ 0

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):

Date Cash Needed:  
    / 31 / 20

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	<p>Please list the services you require:</p>				
	Description/Purpose	Location	Date	Start Time	End Time
1. Multiple	Event Staff described under "Anticipated Expenses on following page"	Events Center	Nov 11-13	Varies	Varies
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>			
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    City pools    Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>			
	<p>Please list the facility you require:</p>			
	Purpose	Date	Start Time	End Time
1. Ford Wyoming Center Arena floor, Three Trails area on 2 <sup>nd</sup> floor, Concourse	2021 CRF Craft Fair Set-up	Nov 11, 2021	TBD	No later than 5:00 pm
2. Ford Wyoming Center Arena floor, Three Trails area on 2 <sup>nd</sup> floor, Concourse	2021 CRF Craft Fair load-in and opening day of event	Nov 12, 2021	8:00 am	8:30 pm
3. Ford Wyoming Center Arena floor, Three Trails area on 2 <sup>nd</sup> floor, Concourse	2021 CRF Craft Fair final day of event and tear down	Nov 13, 2021	8:00 am	6:00 pm
4.				

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees - Vendors	\$22,000.00
Sponsorships (indicate from whom and whether the sponsorship is <b>committed</b> funds or <b>to be requested</b> ).	
1. Pepsi – signage for advertising (to be requested)	\$ 200.00
2. Vendors – door prize and raffle donations during the fair (to be requested)	\$ 600.00
3.	\$
4.	\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):	
1. Donation Boxes at entrance doors (to be requested)	\$ 1,000.00
2.	\$
3.	\$
4.	\$
Applicant Funds :	\$
Other Funds (please list source(s)):	
1.	\$
2.	\$
3.	\$
4.	\$
	<b>Total Funding:</b>
	<b>\$23,800.00</b>

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).	
1. CEC Rent (2 days @ \$2750)	\$ 5,500.00
2. Building Expenses – House Nut Flat Rate	\$ 4,500.00
3. Equipment Rental	\$ 3,500.00
4. Event Staff	\$ 2,500.00
5. Advertising (TV, bill board & newspaper)	\$ 3,000.00
6. Recreation Coordinator \$11.44/hr x 100 hrs	\$ 1,144.00
7. Supplies (poster board for new signs, office supplies)	\$ 200.00
8. Printing (vendor information, signs, raffle info)	\$ 200.00
9.	\$
10.	\$
	<b>Total Expenses:</b>
	<b>\$20,544.00</b>

	<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ 3,256.00</b>
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## Past Year's Budget

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

## Certification

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

Ken Thoren  
Signature

3/2/21  
Date

President  
Title

## **2021 COMMUNITY RECREATION FOUNDATION CRAFT FAIR**

Over the past 29 years, the Community Recreation Foundation has nearly quadrupled in not only the number of vendors, but also the number of people who attend the event. Vendors and participants come from throughout Wyoming and surrounding states to display, sell or purchase hand-crafted items. In addition to providing a service to the community and an outlet for the vendors to make and sell their wares, the money brought in from booths and raffle go toward the scholarship program that allows youth and senior citizens reduced price recreation classes and annual passes for those who meet income guidelines. The Foundation also provides free recreation programs and special events to the public, such as the Fall Carnival, Pet Fest, Kid's Fishing Day, Beach Day, Snow Day in May and Family Pool Parties throughout the year.

Started over 20 years ago at the Casper Recreation Center in the gym with around 50 vendors, the Craft Fair has gained in popularity and grown every year. It spread into other rooms of the Recreation Center and then to the Senior Center next door using all available space and topping out at 91 vendors with another dozen on the waitlist. When Meals on Wheels and Highland Park Church stopped having their large annual craft fairs, many vendors moved to ours. In 2011, the Fair outgrew the Recreation Center and was moved to the Casper Events Center. With over 220 booths available, the Community Recreation Foundation's Annual Craft Fair has become the largest Craft Fair in Wyoming. Vendors return year after year and rate it as one of the best.

# Holiday Craft Fair 2019 (2020 canceled due to COVID)

<b>Expenses</b>	<b>2018</b>	<b>2019</b>
City of Casper, Events Center (with Box Office, 2019)	\$ 16,000.00	\$16912.95
Advertising – KTWO (\$800), Social Media (\$0)	\$ 898.00	\$ 800.00
Pepsi - signs donated	\$ 0.00	\$ 0.00
Supplies – coffee, poster board, etc.	\$ 0.00	\$ 65.71
Printing	\$ 150.00	\$ 170.00
Recreation Coordinator 61.4 hrs. @ \$11.44 w/FICA	\$ 710.97	\$ 771.19
<b>TOTAL:</b>	<b>\$ 17,758.97</b>	<b>\$18,719.85</b>
<b>Revenue</b>		
Vendors	\$ 20,445.00	\$22,540.00
Admission (donations 2018, charged \$3 for adults in 2019)	\$ 1,564.51	\$11,010.00
Raffle & Misc. donations	\$ 634.00	\$ 747.00
<b>TOTAL:</b>	<b>\$ 22,643.51</b>	<b>\$34,297.00</b>
<b>2019 NET PROFIT</b>	<b>\$15,577.15 (\$3 admission charge)</b>	
<b>2018 NET PROFIT</b>	<b>\$ 4,884.54 (no Community Promotions Grant)</b>	

	<b><u>2018 -- 211 Booths</u></b>	<b><u>2019 – 212 Booths</u></b>
<b>Commercial Vendors</b>	<b>24 Vendors</b>	<b>26 Vendors</b>
<b>Homemade Vendors</b>	<b>139 Vendors</b>	<b>143 Vendors</b>
<b>Spectators</b>	<b>5,599</b>	<b>3670 paid +/- 1000 12 &amp; under</b>



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on March 2, 2021.

Name of Sponsoring Organization:

Central Wyoming Fair & Rodeo-Application C

Name of Program or Event:

Central Wyoming Fair & Rodeo

### Contact Information - Please Print

Contact Person: Angela Berry Phone Number: 307.235.5775 Date: 2/22/2021

Address: 1700 Fairgrounds Rd Casper, WY 82604

Email: aberry@centralwyomingfair.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-6000037

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

The CWFR brings over 700 contestants and their families to Casper throughout nine days. We have season ticket holders from over 20 states that plan their vacations in Casper. We get representation from nearly all 50 states and Wyoming Counties! These patrons eat, stay and play while in Casper. The economic impact in Casper for the 9 days is over 4.4 million dollars.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents? The in kind services requested that would be provided by the City of Casper for security, EMT's and Traffic Control will help us to provide a safe environment to our patrons, contestants and the residents of Casper and Natrona County.



### Event Changes

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

This is an annual event that has been held in Casper for the past 70 years. We strive to uphold traditions while providing new and exciting entertainment yearly!

### Dates

On what date(s) will this event be held? July 9-17, 2021

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

### Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 1000+

How many people do you expect to attend this event as **Spectators**? 145,000+

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

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations");
Date Cash Needed: <u>  </u> / <u>24</u> / 20 <u>  </u>	

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)   EMT's   Ski Lift Tickets   Golf Passes   Traffic Control          Trash Service (cans/dumpsters)   Use and Delivery of Tables/Chairs          Baseball Field Preps   Museum Passes   Pool Passes   Litter Control/Cleanup</p>				
	<p>Please list the services you require:</p>				
	Description/Purpose	Location	Date	Start Time	End Time
1. Security	Digital Signs at West & North Entrances	WY BLVD/13TH ST			
2. Security	See Attached Schedule for Security	throughout grounds			
3. Security	See Attached Schedule for EMT's	rodeo arena			
4. Security		first aid station			

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

## Budget Summary

Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$
Sponsorships (indicate from whom and whether the sponsorship is <u>committed</u> funds or to be requested).	committed
1. Pepsi	\$ 7500
2. Hilltop Bank	\$ 5500
3. Sutherlands	\$ 4000
4. GSS/TP&L	\$ 8000 - total \$25,000
Donations (list from whom and whether the donation is <u>committed</u> or to be requested):	
1. NCTB-requested	\$ 25000
2. McMurry Foundation-requested	\$ 2000
3. Martin Family Foundation-requested	\$ 5000
4. Wold Family Foundation-requested	\$ 5000
Applicant Funds :	\$ 37,000
Other Funds (please list source(s)):	
1. Casper Beverage-committed	\$ 4000
2. Western Distributing-committed	\$ 4000
3. Spectrum-committed	\$ 4000
4. IBEW-committed	\$ 2000
<b>Total Funding:</b>	<b>\$ 39,000</b>

Anticipated Expenses for this program or event (please be as specific as you can).	
1. Security	\$ 50,000
2. EMT/Ambulance	\$ 45,000
3. Sound	\$ 12,000
4. Stock Contractor	\$ 80,000
5. Advertising	\$ 70,000
6. Labor	\$ 120,000
7. Prize/Awards	\$ 115,000
8. Utilities	\$ 30,000
9. Supplies	\$ 15,000
10. Printing	\$ 15,000
<b>Total Expenses:</b>	<b>\$ 552,000</b>

<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ 30,350</b>
---	------------------

**Past Year's Budget**

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

Attached (2019, no fair in 2020  
due to COVID-19)

**Certification**

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

**Angela Berry**

Digitally signed by Angela Berry  
Date: 2021.02.22 11:42:40 -07'00'

Signature

**2.22.2021**

Date

**Marketing Director**

Title

# Central Wyoming Fair and Rodeo

## Profit & Loss

July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
4001 - Other County Income	1,256,545.10
4002 - Tax Income	693,250.00
4004 - Interest Income	1,959.21
4006 - Grounds Income	104,371.13
4007 - CWMPSP Foundation Interest	9,000.00
4008 - Industrial Building	68,250.00
4009 - CWMPSP Building Rental, Arena	45,872.98
4010 - Stall Rent	17,770.63
4012 - Gate Admissions	81,775.23
4013 - Rodetto Revenue	6,835.00
4014 - Grandstand Admissions	56,501.39
4016 - Advertising Income, General	10,950.00
4017 - Rodeo Sponsorship	114,625.00
4018 - Program Sales	1,097.14
4020 - CNFR Trailer Space Rent - taxed	7,114.68
4021 - Demolition Derby Income-taxed	22,932.40
4022 - Carnival	167,693.37
4023 - CNFR Stall Rent 4023	15,450.00
4026 - Trailer Pads, General	16,565.60
4028 - Concessions	17,408.47
4038 - Beer Sales	36,519.05
4045 - SLIB-Grant Revenue	52,816.81
4060 - Replay Screen	150,000.00
Total Income	2,955,113.19
Gross Profit	2,955,113.19
Expense	
5010 - Advertising Expense	60,000.00
5020 - Audit and Accounting	500.00
5030 - Bad Debt Expense	300.00
5040 - Beer Supplies Expense	18,000.00
5042 - Capital Outlay Expense	
5042A - 1% Industrial Building	1,153,013.10
5042 - Capital Outlay Expense - Other	93,000.00
Total 5042 - Capital Outlay Expense	1,256,013.10
5045 - SLIB Grant Expense	
5045B - SLIB Grant Expense-Barn Proj	52,816.81
Total 5045 - SLIB Grant Expense	52,816.81
5060 - Replay Screen Expense	150,000.00
5067 - Contract Services	120,000.00
5060 - Contract Services/Entertainment	50,000.00
5070 - Contract Services/Rodeo	85,500.00
5090 - Demolition Derby Expense	10,500.00
5200 - Facilities, Maintenance/Repair	60,000.00
5206 - Fuel Expense	20,000.00
6020 - 4H Clerks	5,500.00
6030 - 4H Denver Trip	500.00
6040 - 4H/FFA Judging	13,500.00
6045 - 4H/ FFA Premiums	18,500.00
6050 - 4H State Fair	700.00
6055 - Rodetto Expense	10,000.00
6060 - General Expense	12,000.00
6065 - General Office Expense	16,000.00
6070 - Insurance Employees	112,500.00
6090 - Licenses and Bonds	300.00
7000 - Machinery, Maintenance/Repair	21,000.00
7020 - Payroll Tax Expense	44,000.00
7030 - Postage Expense	1,600.00
7040 - Printing Expense	5,000.00
7080 - Professional Fees Expense	500.00

9:17 AM

02/26/20

Accrual Basis

## Central Wyoming Fair and Rodeo

## Profit &amp; Loss

July 2018 through June 2019

	Jul '18 - Jun 19
8010 - Purse Expense, Rodeo	122,000.00
8040 - Retirement Fund Expense	69,500.00
8060 - Stall Refund Expense	300.00
8070 - Telephone Utility Expense	18,500.00
8080 - Travel, Meetings & P R Expense	8,000.00
8085 - Parade Expense	8,000.00
8090 - Electric Utilities Expense	8,000.00
8095 - CWMPFS Elec Utilities Expense	79,319.77
9000 - Gas Utilities Expense	10,000.00
9005 - CWMPFS Gas Utilities Expense	19,950.72
9010 - Water/Sewer Utilities Expense	12,000.00
9015 - CWMPFS W&S Utilities Expense	1,191.40
9020 - Clerical Wages Expense	44,516.90
9030 - Grounds Wages Expense	270,000.00
9040 - Management Wages Expense	135,266.64
9050 - Grounds Wages Expense, Fair	20,797.24
Total Expense	2,970,572.58
Net Ordinary Income	-15,459.39
Net Income	-15,459.39

**CENTRAL WYOMING FAIR & RODEO  
2021 FAIR & RODEO STAFFING SECURITY**

LOCATION	# OF POSITIONS	DAY & TIMES	HOURS PER POSITION
INDUSTRIAL BLDG.	1	JULY 17-18 SUNDAY - SUNDAY (12 PM - 12 AM SUNDAY; 12 AM - 12 AM MON - SAT)	180
INDUSTRIAL BLDG.	1 (USE SUPERVISOR OR RELIEF)	JULY 13-17 TUESDAY - SATURDAY 11 P.M. - 12 MIDNIGHT	5
GATES:			
SOUTH (MAIN GATE)	1	JULY 13-17 TUESDAY - SATURDAY 2:45 P.M. - 10 P.M. (WHEN THEY STOP SELLING TICKETS)	36.25
WYOMING BLVD. GATE	1	JULY 13-17 TUESDAY - SATURDAY 10 A.M. - 11 P.M.	65
WYOMING BLVD. GATE	1	JULY 13-17 TUESDAY - SATURDAY 2:45 P.M. - 10:30 P.M.	38.75
WYOMING BLVD. GATE	1	JULY 13-17 5 P.M. - 7 P.M. (USE RELIEF WHEN REAL BUSY)	10
NORTH GATE	2	JULY 13-17 TUESDAY - SATURDAY 6 A.M. - 12 MIDNIGHT	171
4-H GATE	1	JULY 9 FRIDAY 2:45 P.M. - 12 MIDNIGHT	9.25
4-H GATE	1	JULY 9-11 SATURDAY - MONDAY 7 A.M. - 9:30 P.M.	43.5
4-H GATE	1	JULY 13-17 TUESDAY - FRIDAY 8 A.M. - 9:30 P.M.	54
4-H GATE	1	JULY 17 SATURDAY 6 A.M. - 9:30 P.M.	15.5
MUSEUM GATE	1	JULY 13-17 TUESDAY - SATURDAY 8 A.M. - 12 MIDNIGHT (STOPS TRAFFIC)	80
MUSEUM GATE	1	JULY 9 FRIDAY 2:45 P.M. - 12 MIDNIGHT	9.25

MUSEUM GATE	1	JULY 10 SATURDAY 7 A.M. - 12 MIDNIGHT	17
MUSEUM GATE	1	JULY 11 SUNDAY 8 A.M. - 12 MIDNIGHT	16
MUSEUM GATE	1	JULY 12 MONDAY 12 NOON - 12 MIDNIGHT	12
MAIN TICKET GATE	1	JULY 9 FRIDAY 2:45 P.M. - 12 MIDNIGHT	9.25
MAIN TICKET GATE	1	JULY 10 SATURDAY 11:30 A.M. - 12 MIDNIGHT	12.5
MAIN TICKET GATE	1	JULY 11 SUNDAY 11:30 A.M. - 12 MIDNIGHT	12.5
MAIN TICKET GATE	1	JULY 12 MONDAY 2:45 P.M. - 12 MIDNIGHT	9.25
MAIN TICKET GATE	2	JULY 13-15 TUESDAY - THURSDAY 11 A.M. - 12 MIDNIGHT	78
MAIN TICKET GATE	2	JULY 16-17 FRIDAY - SATURDAY 11 A.M. - 12 MIDNIGHT	52
SHOWER GATE	1	JULY 9 FRIDAY 2:45 P.M. - 12 MIDNIGHT	9.25
SHOWER GATE	1	JULY 10-11 SATURDAY - SUNDAY 11:30 A.M. - 12 MIDNIGHT	25
SHOWER GATE	1	JULY 12 MONDAY 2:45 P.M. - 12 MIDNIGHT	9.25
SHOWER GATE	1	JULY 13-17 TUESDAY - SATURDAY 8 A.M. - 12 MIDNIGHT	80
INSIDE PARK GATE NEXT TO CARNIVAL SHOWER HOUSE	1	JULY 13-17 TUESDAY - SATURDAY 5 P.M. - 9:30 P.M. (NEEDS RADIO)	22.5
MONEY ROOM (MAY NEED 1 GUARD AT MONEY ROOM FRI - MON; JULY 9 - 12 IF ASKS FOR ONE)	1	JULY 13-17 TUESDAY - SATURDAY 10:45 A.M. - 10 P.M.	56.25
RODEO AREA (WEST TRACK)	1 CONTROL TRAFFIC DURING BARREL RACING	JULY 13-17 TUESDAY - SATURDAY 5 P.M. - 10:30 P.M.	27.5



ARENA AREA GATES (EAST END)	2 (1 EA. GATE)	JULY 10 SATURDAY 2 P.M. - 8 P.M.	10 MAXIMUM
ARENA CHUTE (EAST END)	1	JULY 13-17 TUESDAY - SATURDAY 5 P.M. - 10:30 P.M.	27.5
CHUTE GATE	1	JULY 13-17 TUESDAY - SATURDAY 6:30 P.M. - 10:30 P.M.	20
ROVER (BARNS)	1	JULY 13-17 TUESDAY - SATURDAY 6 P.M. - 10:30 P.M.	22.5
ROVER (TRACK)	1	JULY 13-17 TUESDAY - SATURDAY 5 P.M. - 9:30 P.M.	22.5
DRIVE THRU GATE ACROSS TRACK	1	JULY 10 SATURDAY 2 P.M. - 8 P.M.	5 MAXIMUM
CHUTE SEATS - TICKET KEEP PEOPLE OFF FENCES & CHUTES •	2	JULY 13-17 TUESDAY - SATURDAY 7 P.M. - 10 P.M.	30
TICKET TAKERS & TICKET CHECKERS (TEAR TICKETS & MOVE PEOPLE OUT OF AISLES, BOX SEATS & VIP BOX THEY DIDN'T PURCHASE)	10	JULY 10 SATURDAY 3 P.M. - 7 P.M. LEAVE EARLIER IF EVENT GETS OVER EARLIER	40 MAXIMUM
TICKET TAKERS & TICKET CHECKERS (TEAR TICKETS & MOVE PEOPLE OUT OF AISLES, BOX SEATS & VIP BOX THEY DIDN'T PURCHASE)	10	JULY 13-17 TUESDAY - SATURDAY 6:00 P.M. - 10 P.M.	175
EXTRA	2	JULY 16-17 FRIDAY - SATURDAY 6 P.M. - 10 P.M.	16
GRANDSTAND AREA BEER DOORS	4	JULY 10 SATURDAY 3 P.M. - 8 P.M.	20
GRANDSTAND AREA BEER DOORS	4	JULY 13-17 TUESDAY - SATURDAY 6 P.M. - 11 P.M.	100
SUPERVISORS	1	JULY 9-12 FRIDAY, SATURDAY, SUNDAY, MONDAY	[ ]
SUPERVISORS	2	JULY 13-17 TUESDAY - SATURDAY	[ ]
RELIEF	2	JULY 13-17 TUESDAY - SATURDAY 8 A.M. - 10 P.M.	140

VIP TENT (WEST END OF GRANDSTAND VIP HOSPITALITY TENT WILL HAVE A SPONSOR TICKET ALLOWED IN TENT)	2	JULY 14-18 WEDNESDAY-SATURDAY 6 P.M. - 11 P.M.	50
TOTAL HOURS			1844.25 + SUPERVISORS, EXTRAS & ENTERTAINMENT TENT

- KEEP (2) GUARDS AT TRACK CROSSING DURING BARREL RACING PER TUES-SAT, AND SLACK – TUES-WEDS, TO MONITOR VEHICLE & FOOT TRAFFIC.
- GRANDSTAND AREA BEER DOORS – DO NOT ALLOW BEER OUT OF FROM UNDER THE GRANDSTANDS.
- RESERVED SEATING TICKETS MUST BE CHECKED - SEATS ARE TO ONLY OCCUPY THOSE WHO HAVE A TICKET ASSIGNED TO THAT SEAT.
- STRIPING IN VENDOR LOT & V.I.P. LOT FOR PARKING; RIGHT TURN ONLY OUT OF WEST GATE DURING FAIR 8:00P.M. – 11:00 P.M. WE WILL BE PLACING THIS SIGN.
- MUSEUM GATE PARKING AREA FOR EMPLOYEES AND SPECIAL GUESTS - NO ONE ALLOWED IN THIS AREA WITHOUT AN OFFICIAL PARKING PASS, AND A WHITE NUMBERED PASS.
- WE WILL BE PLACING A SIGN ON THE MUSEUM GATE – SAYING VENDORS, V.I.P.'S & 4-H ONLY, NO PUBLIC PARKING.
- WEST GATE ENTRY FOR CONTESTANTS, CHUTE SEAT HOLDERS, VENDORS, EMPLOYEES AND SPONSORS ONLY – DIRECT PATRONS TO FRONT GATE AND PARKING IF POSSIBLE.
- 13<sup>TH</sup> STREET GATE FOR 4-H, FFA, EMPLOYEES, VENDORS, VIP ONLY – SEND PATRONS TO FRONT GATE IF POSSIBLE.



February 23, 2021

Wyoming Medical Center- Allen Beach  
1233 East 2nd  
Casper WY 82601

Dear Mr. Beach:

The Fair Board has carried over your awarded bid for **Ambulance Services** with the sponsorship change as discussed per your phone conversation with our Marketing Director Angela Berry prior to submitting your bid. The times required for the 2021 Central Wyoming Fair & Rodeo are as follows:

July 10, 2021	Saturday	1:30 p.m. to 3:00 p.m. and 7:30 p.m. to 9:00 p.m.
July 13, 2021	Tuesday	7:30 p.m. - 10:30 p.m.
July 13, 2021	Tuesday*	Slack will take place after the Tues. night Performance
July 14, 2021	Wednesday	7:30 p.m. - 10:30 p.m.
July 14, 2021	Wednesday*	Slack will take place after the Wed. night Performance
July 15, 2021	Thursday*	Slack will take place at 7:00 a.m. until finished
July 15, 2021	Thursday	7:30 p.m. - 10:30 p.m.
July 16, 2021	Friday*	Slack will take place at 7:00 a.m. until finished
July 16, 2021	Friday	7:30 p.m. - 10:30 p.m.
July 17, 2021	Saturday	7:30 p.m. - 10:30 p.m.

You will provide the ALS services free of charge in exchange for:

1. Tuesday Night Performance Sponsorship (valued at \$5500.00) - "Wyoming Medical Center" and "Wyoming Neurosurgery and Spine"
2. Announcer recognition throughout the week during each night's rodeo performance.
3. 10 tickets to each night's rodeo performance.

Approximate value of ALS services provided by WMC is \$5500.00

We look forward to working with you this year. If you have any questions, please contact us at the Arena Office; (307) 235-5775, or e-mail us at [cwfr@centralwyomingfair.com](mailto:cwfr@centralwyomingfair.com).

If this is agreeable with you, please sign below and return to the Central Wyoming Fair Office as soon as possible. Thank you.

\_\_\_\_\_  
Tom Jones, Manager

\_\_\_\_\_  
Wyoming Medical Center- Allen Beach

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CENTRAL WYOMING FAIRGROUNDS

1700 Fairgrounds Road ~ Casper, WY 82604 ~ (307)235-5775ph. ~ (307)266-4224 FAX  
[cwfr@centralwyomingfair.com](mailto:cwfr@centralwyomingfair.com) ~ [www.centralwyomingfair.com](http://www.centralwyomingfair.com)



February 23, 2021

MEMSI Special Operations- Mike Smith  
PO Box 356  
Midwest, WY 82643

Dear Mr. Smith,

The Fair Board has carried over your awarded bid of \$3,200.00 for ~~First Aid Services/EMT Services~~, during our 2021 Central Wyoming Fair & Rodeo. The signing of this contract letter is acknowledgement that MEMSI Special Operations agrees to supply the Fair with the same coverage that they have brought in previous years. This includes medical coverage for the dates listed below:

July 9, 2021	Friday	3:00 p.m. - Midnight
July 10, 2021	Saturday	Noon - Midnight
July 11, 2021	Sunday	Noon - Midnight
July 12, 2021	Monday	3:00 p.m. - Midnight
July 13, 2021	Tuesday	Noon - Midnight
July 14, 2021	Wednesday	3:00 p.m. - Midnight
July 15, 2021	Thursday	3:00 p.m. - Midnight
July 16, 2021	Friday	Noon - Midnight
July 17, 2021	Saturday	Noon - Midnight

This means a minimum of one (1) EMS certified individual on duty during all of the specified hours with full EMS equipment and capability as well as other personnel. Wheel chairs will be provided by MEMSI Special Operations at no additional cost for fair-goers who need them and MEMSI Special Operations will assist the Sheriff's Office and security personnel with shuttle services as needed and as available.

We look forward to working with you this year. If you have any questions, please contact us at the Arena Office; (307) 235-5775, or e-mail us at;  
[cwfr@centralwyomingfair.com](mailto:cwfr@centralwyomingfair.com).

If this is agreeable with you, please sign below and return to the Central Wyoming Fair Office as soon as possible. Thank you.

---

Tom Jones, Manager  
1700 Fairgrounds Road  
Casper, WY 82604

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MEMSI Special Operations-Mike Smith  
PO Box 190  
Midwest, WY 82643

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CENTRAL WYOMING FAIRGROUNDS  
1700 Fairgrounds Road ~ Casper, WY 82604 ~ (307)235-5775ph. ~ (307)266-4224 FAX  
[cwfr@centralwyomingfair.com](mailto:cwfr@centralwyomingfair.com) ~ [www.centralwyomingfair.com](http://www.centralwyomingfair.com)

# 2021 CENTRAL WYOMING FAIR 4-H/FFA SHOW SCHEDULE

DAY	DATE	TIME	LOCATION	ACTIVITY
Sat	June 5	10:00 AM	CWF Arena	Dog Show
Sun	June 6	9:00 AM	CWF Arena	Dog Agility Match
Sat	June 12	10:00 AM	ARLC	Cat Show
Sat	June 26	9:00 AM	ARLC	Tractor Driving Contest
Mon	July 12	8:00 AM - 1:00 PM	CWF Arena	Alpaca Show & Obstacle Course
	July 12	3:00 PM	CWF Arena	Market Sheep Showmanship & Show
Tue	July 13	9:00 AM	CWF Arena	Poultry Showmanship & Show
	July 13	3:00 PM	CWF Arena	Breeding Beef Showmanship & Show
	July 13		CWF Arena	Dairy Beef Showmanship & Show
	July 13		CWF Arena	Market Beef Showmanship & Show
Wed	July 14	8:30 AM	CWF Arena	Rabbit Showmanship & Show
	July 14		CWF Arena	Meat Pens, Breed & Fur Classes
	July 14	11:00 AM	CWF Arena	Market Goat Showmanship & Show, Pack Goats
	July 14		CWF Arena	Breeding Meat Goat Showmanship & Show
	July 14	4:00 PM	CWF Arena	Market Swine Show (Gilts)
	July 14		CWF Arena	Market Swine Show (Barrows)
Thu	July 15	8:00 AM	CWF Arena	Dairy Goat Showmanship & Show
	July 15	12:00 PM	CWF Arena	Breeding Sheep Showmanship & Show
	July 15		CWF Arena	Wool Show
	July 15	4:00 PM	CWF Arena	Market Swine Showmanship
Fri	July 16	9:00 AM	CWF Arena	Pocket Pet Parade & Show
	July 16		CWF Arena	Outrageous Poultry Show
	July 16	10:00 AM	CWF	Beef Fitting Contest
	July 16	12:00 PM	CWF Arena	Livestock Judging Contest
	July 16	5:00 PM	CWF Arena	FFA Round Robin Contest
	July 16	6:30 PM	CWF Arena	4-H Round Robin Contest
Sat	July 17	8:00 AM	CWF	Junior Livestock Sale Buyer's Breakfast
	July 17	9:00 AM	CWF Arena	Junior Livestock Sale
<b>Barns close to the public at 9:00 PM &amp; to exhibitors at 10:00 PM daily.</b>				
Sat	Jul 31	8:00 AM	WF Outdoor Aren	Horse Show
Sun	Aug 1	8:00 AM	WF Outdoor Aren	Horse Show

County Fairs, Why?  
by Baxter Black

"Most people just don't get it," said Ron, bemoaning the urban politicians that continue to whittle away at funding for county fairs and the Ag Extension Service. "It's all about the kids learning real life." To their misfortune, urban children have much less opportunity to connect with real life. They look at some farm kid working on his show steer every day for months. It is beyond their comprehension.

"Why", they think, "Would anyone want to waste their time in such a mindless pursuit?" and then they whip out their Game Boy and fall into a trance.

Thank goodness there are some politicians, corporations and influential associations that DO get it. As farmers and livestock raisers continue to decline in numbers, it is even more critical that parents, county agents, ag teachers, 4-H leaders, scientists and teachers instill in the next generations the realities of life that farming depends on. Does America want to become a net importer of food in fifty years?

I appreciate Mrs. Obama's garden, Whole Foods specialty markets, organic and natural producers. They have a niche market. But who is going to feed the other 99% of our burgeoning population, much less a hungry third world?

Those kids, our kids who are fitting steers, doing chores, picking apples, showing hogs, driving the grain truck, learning to weld, riding pens, irrigating strawberries, managing a pasture, hosing the milk room, stacking hay and learning to read the sky are assimilating the mountain of knowledge that it takes to make dirt and rain into food.

Farm kids start learning the land and the livestock when they are old enough to carry a bucket. When they help with the daily chores they are practicing. It's like taking piano lessons or tennis lessons except what farm kids learn has a much more profound objective; feeding us all.

Our culture expends a great deal of effort on future NBA stars, astronauts, environmental lawyers, doctors, and political science majors. But for every 100 rock stars, Rhodes Scholars and Heisman trophy winners our country produces, we better make sure we spend enough to train at least two future farmers, so the rest of them can eat. That is the essence of the county fair.

Beneath all the fun, auctions, and show ribbons, the serious business of learning how to make a living off the land continues like an underground river. The list of 'essential professions' is a short one. That's the reality of real life. Farm kids hold our future in their hands. They are in training to feed the world. And fair board members and county agents get it.





## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between **July 1, 2021 and June 30, 2022**. Applications are due in City Hall by **12:00 p.m. on March 2, 2021**.

Name of Sponsoring Organization:

Central Wyoming Fair & Rodeo-Application D

Name of Program or Event:

CWFR Downtown Banner Advertising

### Contact Information - Please Print

Contact Person: Angela Berry Phone Number: 307.235.5775 Date: 2/22/2021

Address: 1700 Fairgrounds Rd Casper, WY 82604

Email: aberry@centralwyomingfair.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-6003037

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

Hanging banners downtown helps build community awareness of the Central Wyoming Fair & Rodeo. It will also help visitors realize this community event is taking place.

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

n/a

### Event Changes

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

Banners are hung in early May and stay up through the Fair & Rodeo which ends on July 17th.

### Dates

On what date(s) will this event be held? July 9-17, 2021

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

### Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 700+

How many people do you expect to attend this event as **Spectators**? 145,000+

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

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed: <u>  </u> / <u>24</u> / <u>20</u>	n/a



<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)   EMT's   Ski Lift Tickets   Golf Passes   Traffic Control          Trash Service (cans/dumpsters)   Use and Delivery of Tables/Chairs          Baseball Field Preps   Museum Passes   Pool Passes   Litter Control/Cleanup</p>				
	<p>Please list the services you require:</p>				
	Description/Purpose	Location	Date	Start Time	End Time
1. Banner Ads	Hang up/Take Down	Downtown	5/1/2021	after	7/17/2021
2. Banner Ads	Light Pole				
3. Banner Ads	Banners				
4. Banner Ads					

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

**Past Year's Budget**

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

**Certification**

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

Angela Berry

Digitally signed by Angela Berry  
Date: 2021.02.22 14:26:22 -07'00'

Signature

2/22/2021

Date

Marketing Director

Title



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between ~~10/1/2021-9/30/2022~~  
Applications are due in City Hall ~~by 12:00 pm on March 2, 2021.~~

Name of Sponsoring Organization: Central Wyoming Fair & Rodeo-Application A	Name of Program or Event: Downtown Sidewalk Chalk Art Festival
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### Contact Information - Please Print

Contact Person: Angela Berry Phone Number: 307.235.5775 Date: 9

Address: 1700 Fairgrounds Rd Casper, WY 82604

Email: aberry@centralwyomingfair.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-600037

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

The Downtown Sidewalk Chalk Art Festival is designed to bring the community together while building awareness for the Central Wyoming Fair & Rodeo. This family friendly event is free and open to all ages and talent levels. This event creates excitement downtown, which also creates business for our community.

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

This is the only event of its kind in Casper. Residents can enjoy a free pancake breakfast and are invited to participate in the free sidewalk chalk art festival immediately following the breakfast. Participants get a free rodeo ticket and the first 300 participants get a free t-shirt featuring the judges choice of artwork from the previous years festival. This event allows everyone in the community to be involved no matter what their age or talent level and exposes them to the fine arts as well as our western heritage.

### Event Changes

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

N/A

### Dates

On what date(s) will this event be held? July 10, 2021

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

### Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 600+

How many people do you expect to attend this event as **Spectators**? 1500+

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

### Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: <b>\$ 5,000</b> Date Cash Needed: <u>7 / 9 / 2021</u>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"); <b>Advertising, to include radio, tv, newspaper &amp; social media. Supplies such as chalk, breakfast supplies and t-shirts. As well as Permit Fees</b>

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

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

## Budget Summary

**Anticipated Funding Sources** for this program or event. *Do not list any anticipated funding from the City of Casper.*

Entry Fees	\$ 0
Sponsorships (indicate from whom and whether the sponsorship is <u>committed</u> funds or to be requested):	committed
1. Pepsi	\$2,000
2.	\$
3.	\$
4.	\$
Donations (list from whom and whether the donation is <u>committed</u> or to be requested):	
1. Elks Club-Requested	\$1,500
2. Martin Family Foundation-Requested	\$5,000
3. Wyoming Community Foundation-Requested	\$5,000
4. McMurry Foundation-Requested	\$5,000
Applicant Funds:	\$
Other Funds (please list source(s)):	
1.	\$
2.	\$
3.	\$
4.	\$
<b>Total Funding:</b>	<b>\$ 2,000</b>

**Anticipated Expenses** for this program or event (please be as specific as you can).

1. Chalk	\$2,000
2. Printing	\$5,500
3. Advertising	\$5,000
4. Breakfast	\$1500
5. Labor	\$1000
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
<b>Total Expenses:</b>	<b>\$15000</b>
<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ (13,000)</b>

**Past Year's Budget**

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

**Certification**

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

Angela Berry

Digitally signed by Angela Berry  
Date: 2021.02.18 15:45:01 -07'00'

Signature

2/18/2021

Date

Marketing Director

Title



# 11<sup>TH</sup> ANNUAL DOWNTOWN SIDEWALK CHALK ART FESTIVAL

JULY 10<sup>TH</sup> 8:00AM, DOWNTOWN CASPER

Free T-Shirt & Rodeo Ticket for the 1<sup>ST</sup> 300 Participants!



- Free Pancake Breakfast Beginning at 8:00am on 2<sup>nd</sup> St between Conner & David
- Sidewalk Chalk Art Registration Begins at 8:00am
- Sidewalk Chalk Art Festival Begins at 8:00am
- Chalk Art ends at 12:00pm, viewing open to public all day





## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between **July 1, 2021 and June 30, 2022**. Applications are due in City Hall by **12:00 p.m. on March 2, 2021**.

Name of Sponsoring Organization: Central Wyoming Fair & Rodeo Application (b)	Name of Program or Event: Downtown Parade
--	--

### Contact Information - Please Print

Contact Person: Angela Berry Phone Number: 3072355775 Date: 2/18/2021

Address: 1700 Fairgrounds Rd Casper, WY 82604

Email: aberry@centralwyomingfair.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 83-600037

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

The Central Wyoming Fair & Rodeo Downtown Parade creates excitement in the Community. In fact, we like to think of it as Casper's unofficial holiday! Spectators line the streets of Downtown Casper to enjoy the parade and make a day of it by shopping, eating, and playing throughout the Casper Community.

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

Please see the attached proposal from Casper Police Departments Officer Bullard to ensure the safety of the residents of Casper and Natrona County.

### Event Changes

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

New Route (Attached)

### Dates

On what date(s) will this event be held? 7/13/2021

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

### Anticipated Attendance and Public Participation

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

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

How many people do you expect to attend this event as **Spectators**? 5,000+

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

### Support Requested

#### Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware** that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.

Amount:

\$

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations");

Date Cash Needed:

just asking that the permit fees be waived

\_\_\_ / ~~24~~ / 20\_\_

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)   EMT's   Ski Lift Tickets   Golf Passes   Traffic Control          Trash Service (cans/dumpsters)   Use and Delivery of Tables/Chairs          Baseball Field Preps   Museum Passes   Pool Passes   Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1. Highlighted	See Attached Proposal				
2. Highlighted	From Officer Bullard				
3. Highlighted	NO SKI LIFT OR GOLF				
4. Highlighted	PASSES NEEDED				

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

## Budget Summary

**Anticipated Funding Sources** for this program or event. *Do not list any anticipated funding from the City of Casper.*

Entry Fees \$ 6,000

Sponsorships (indicate from whom and whether the sponsorship is committed funds or to be requested).

1. N/A \$

2. \$

3. \$

4. \$

Donations (list from whom and whether the donation is committed or to be requested):

1. N/A \$

2. \$

3. \$

4. \$

Applicant Funds : \$

Other Funds (please list source(s)):

1. N/A \$

2. \$

3. \$

4. \$

**Total Funding:** \$ 6000

**Anticipated Expenses** for this program or event (please be as specific as you can).

1. Rotary Club Donation for Organizing and Executing the Parade \$ 6000

2. \$

3. \$

4. \$

5. \$

6. \$

7. \$

8. \$

9. \$

10. \$

**Total Expenses:** \$ 6000

**Total Revenue minus Total Expenses: profit (loss):** \$ 0

**Past Year's Budget**

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

**Certification**

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

Angela Berry

Digitally signed by Angela Berry  
Date: 2021.02.18 15:55:58 -07'00'

Signature

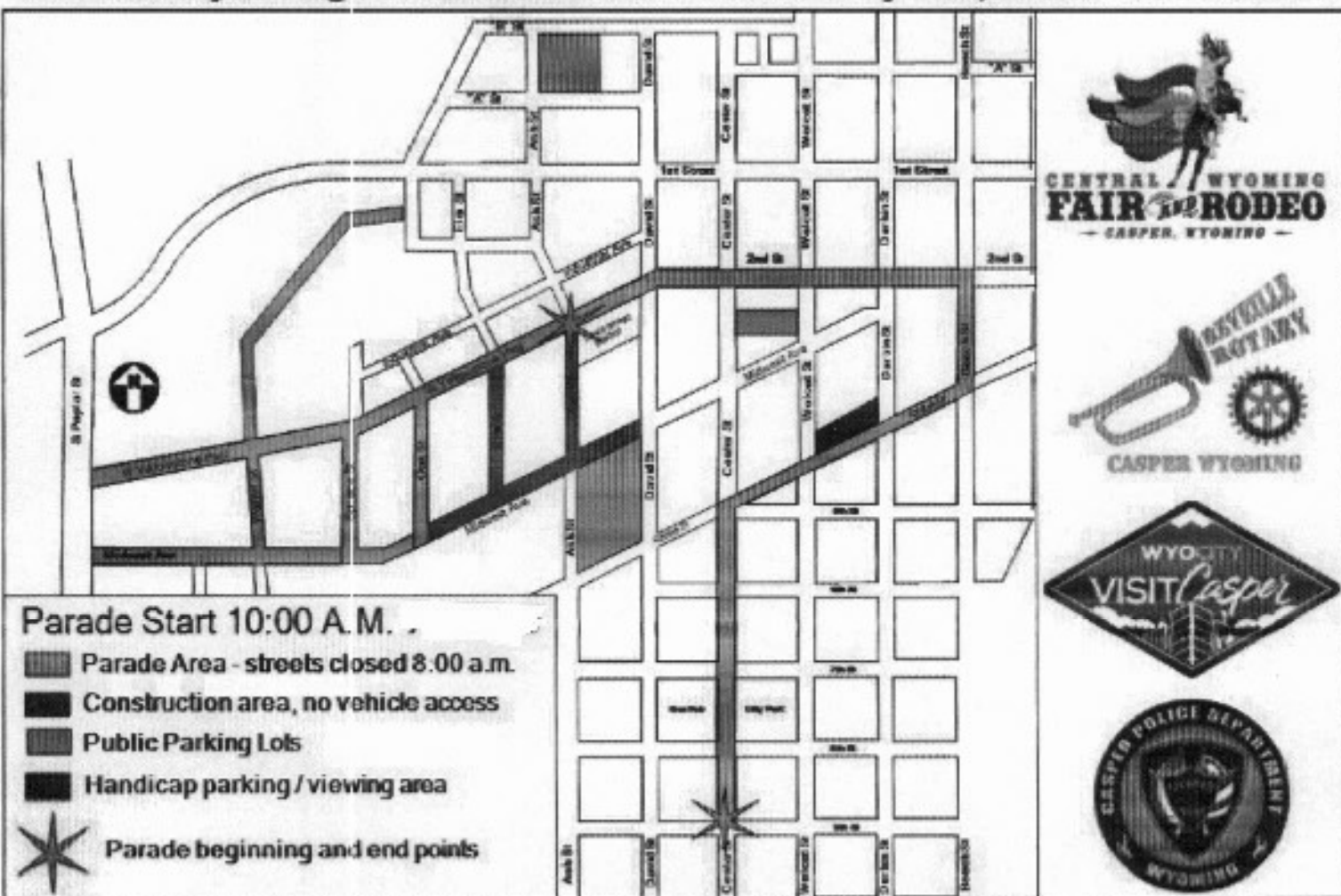
2/18/2021

Date

Marketing Director

Title

# Central Wyoming Fair and Rodeo Parade July 13<sup>th</sup>, 2021 10:00 a.m.







# FAIR & RODEO PARADE 2019

Sgt. Jeff Bullard  
Casper Police Department  
January, 2019

SAFETY IS KEY



Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness

# WHY CHANGE?

- SAFETY
- OPERATIONAL DEPLOYMENT
- SCENE MANAGEMENT



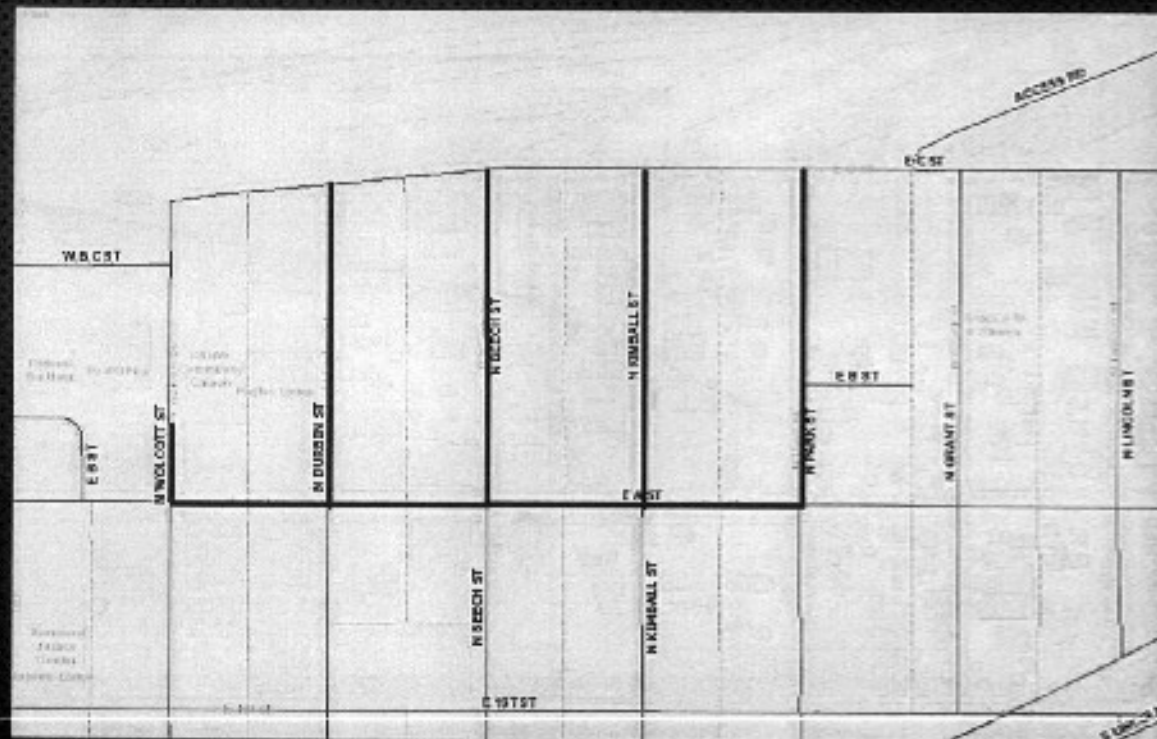


# STAGING AREA OPTIONS

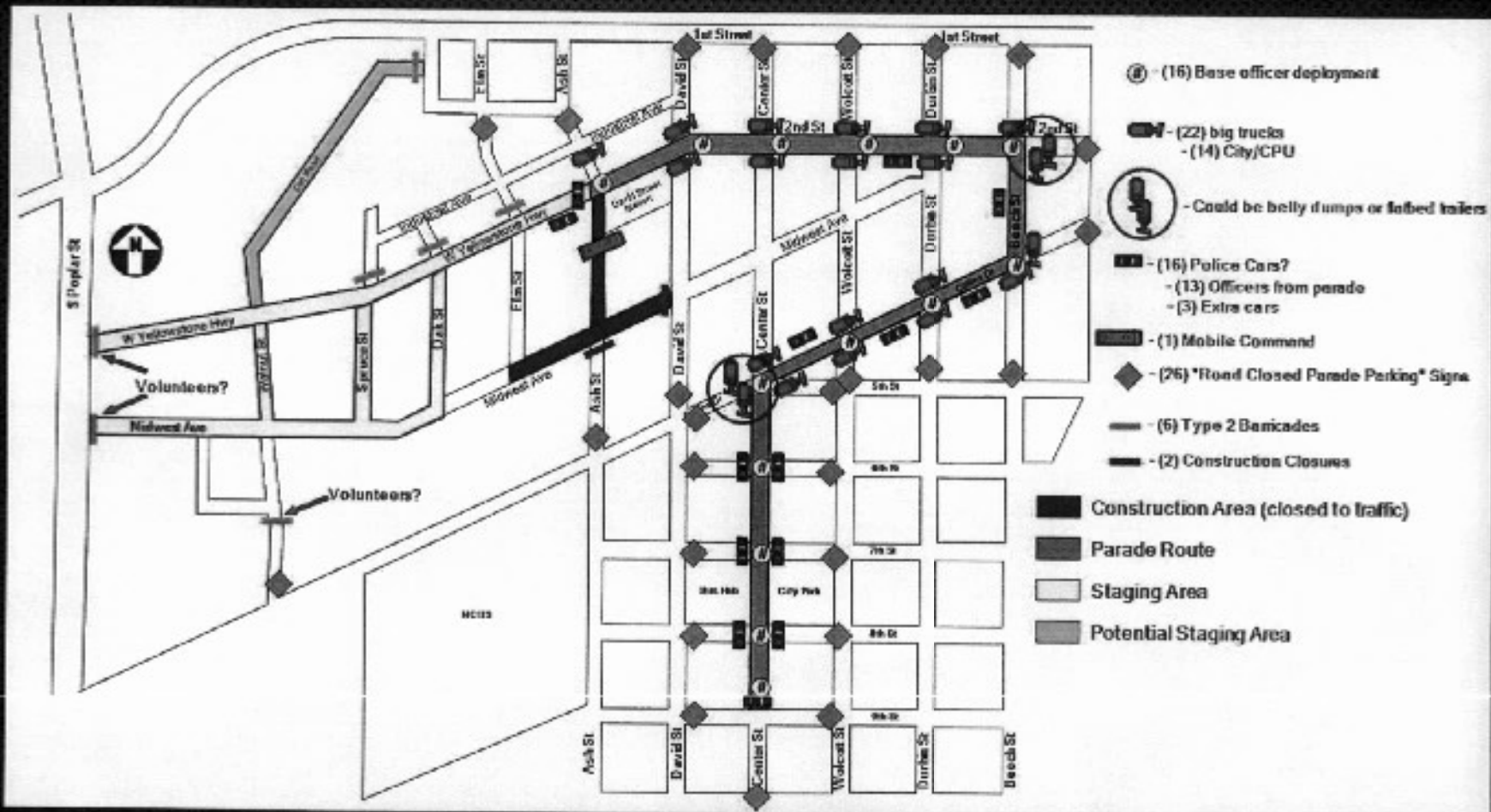
## PREVIOUS/CURRENT PARADE STAGING:

- A STREET FROM WOLCOTT TO PARK – 1542 FEET
- WOLCOTT FROM A TO B – 185 FEET
- DURBIN FROM A TO C ST – 755 FEET
- BEECH FROM A TO C ST – 795 FEET
- KIMBALL FROM A TO C ST – 795 FEET
- PARK FROM A TO C ST – 795 FT

**TOTAL LINEAR FEET: 5167 FEET**

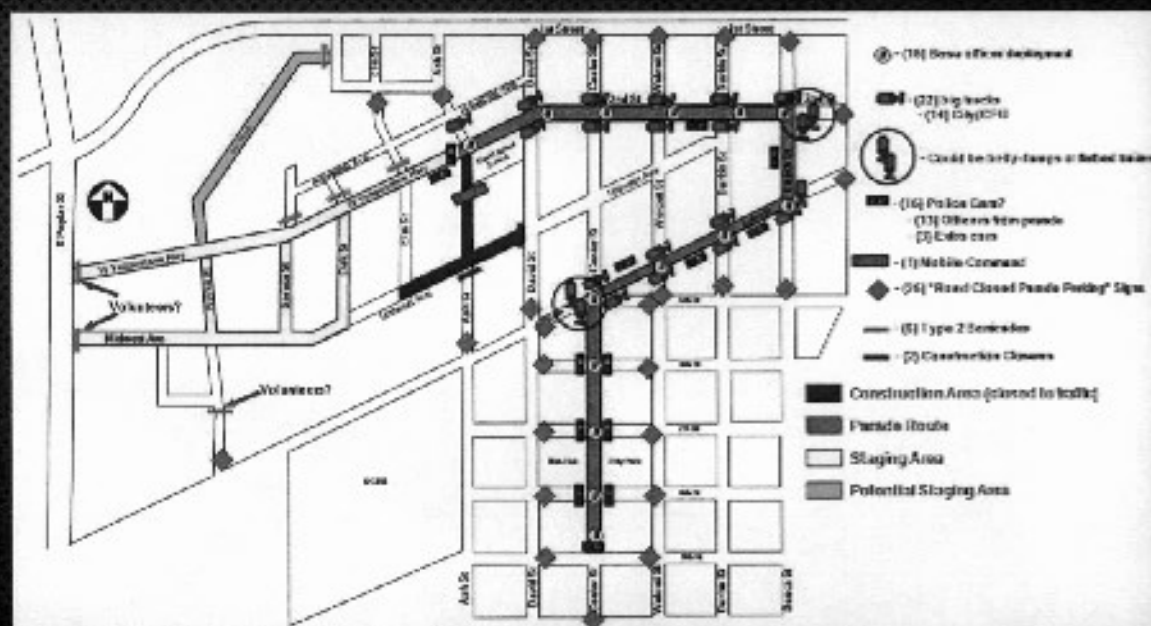


# FULL-SCALE PROPOSED PARADE DEPLOYMENT



# BUSINESS/PUBLIC HELP NEEDED

- WYO CENTRAL FCU
- VISIONS PLUS
- FIRST UNITED METHODIST (2 DRIVEWAYS)
- VILLAGE INN
- PLAINS FURNITURE
- SANDTRAP
- FROSTY'S
- ELK'S LODGE
- 815 S CENTER.



## TO DO LIST:

- BEGIN EARLY, OPEN, COMMUNICATION WITH BUSINESSES AND RESIDENTS INSIDE NEW PARADE ROUTE AND STAGING AREAS.
- IDENTIFY OWNER OF PROPERTY FOR ALTERNATE STAGING AREA, AND BEGIN COMMUNICATING WITH THEM
- BEGIN DISCUSSIONS WITH BUSINESSES IDENTIFIED ALONG PARADE ROUTE WITH DRIVEWAY ACCESS TO THE ROUTE.
- TAKE MEASUREMENTS AND MAKE FINAL LIST OF ROAD BLOCK RESOURCES.
- PRESS RELEASES FOR ROUTE AND STARTING POINT CHANGE.
- NEW PARADE ROUTE IMPACTED BUSINESSES
  - WYO CENTRAL, FOX, W.C.O., GOEDICKS, J.S. CHINESE, BRANDING IRON, MINERAL RESOURCE BUILDING, CHAPMAN VALEDZ, PETROLEUM BUILDING.
- STAGING AREA IMPACTED BUSINESSES
  - CORNER UPHOLSTERY, SHERRIE'S, CHAPTERS, DOG WORLD, SHAWN RIVETT, WY OFFICE, YELLOWSTONE GARAGE, A-1 TIRE, 1890, IMPACT, MERCER HOUSE, STALKUPS?, PRAZMA, ADBAY, ARTIST'S CHOICE, CAR CARE, WYO AUTOMOTIVE, TIRE-TRAMA, SAGE AND SAND, SOUND & CELLULAR, APPLIED TECHNOLOGIES, N.C. HEALTH DEPT., KISTLER



- QUESTIONS?

- DISCUSSION?

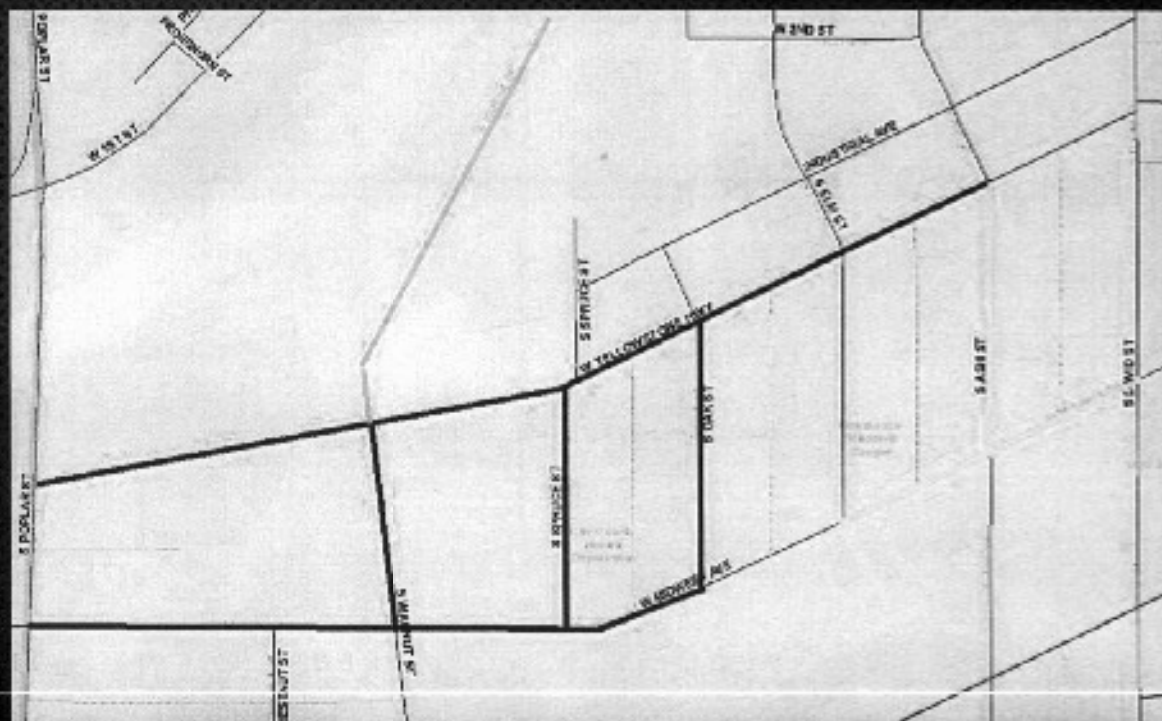
# STAGING AREA OPTIONS

## PROPOSED STAGING AREA:

- YELL FROM ASH TO POPLAR – 2516 FEET
- OAK FROM YELL TO MIDWEST – 656 FEET
- SPRUCE FROM YELL TO MIDWEST – 599 FEET
- WALNUT FROM YELL TO MIDWEST – 500 FEET
- MIDWEST FROM OAK TO POPLAR – 1687 FEET\*

## TOTAL LINEAR FEET: 5958 FEET

- \*WALNUT FROM YELLOWSTONE NORTH ON DIRT ROAD = 1,598 FEET<sup>1</sup>

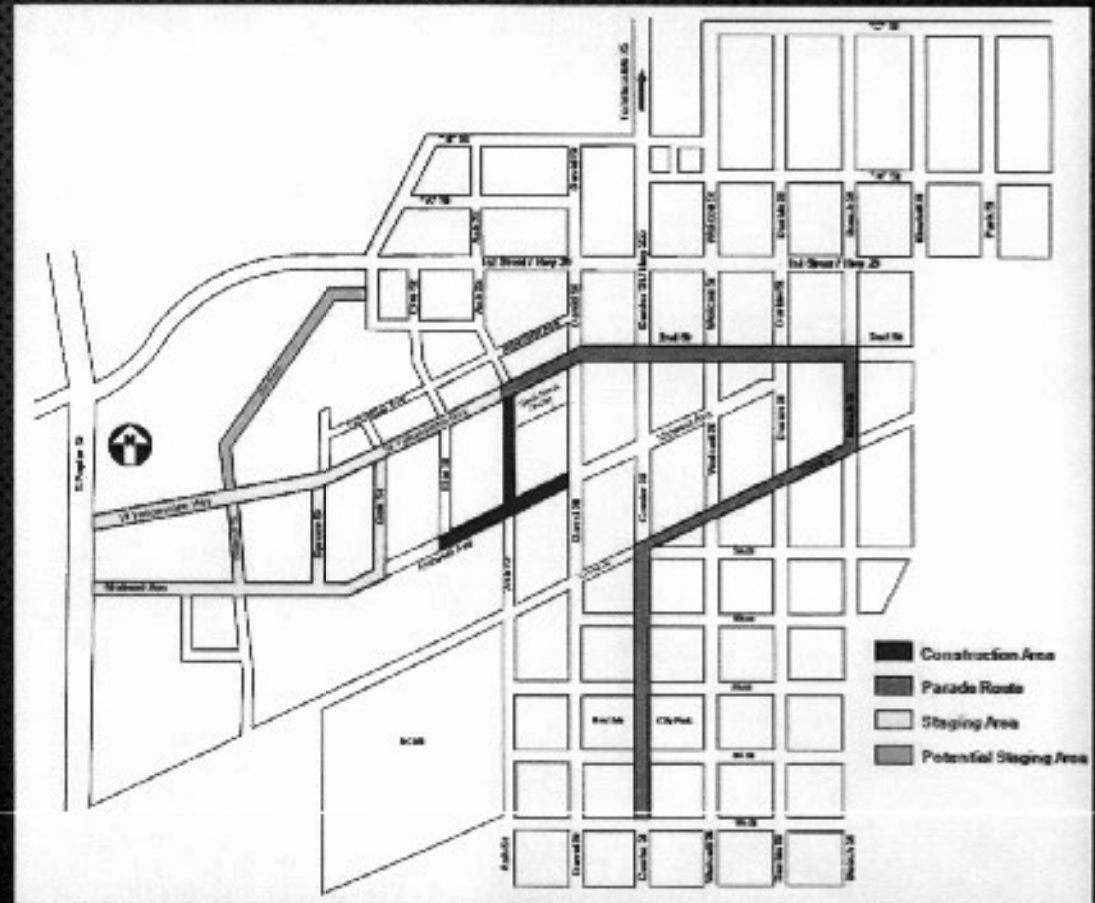


- = Construction area, cannot be utilized
- = Proposed Staging Area
- = Potential additional/alternate staging area

<sup>1</sup> - Requires permission from landowner

# PROPOSED PARADE ROUTE

- LESSENS IMPACT ON HIGHWAYS / TRAVEL
- ELIMINATES TWO SLOW-DOWN POINTS
- "YOU CAN GET THERE FROM HERE"
- LESSENS IMPACT ON DOWNTOWN BUSINESSES
- SAFER TRAFFIC CONTROL
- PARADE ROUTE DISTANCE IS THE SAME
- PROVED EFFECTIVE FOR CHRISTMAS PARADE 2018



Parade Route 5,943 feet

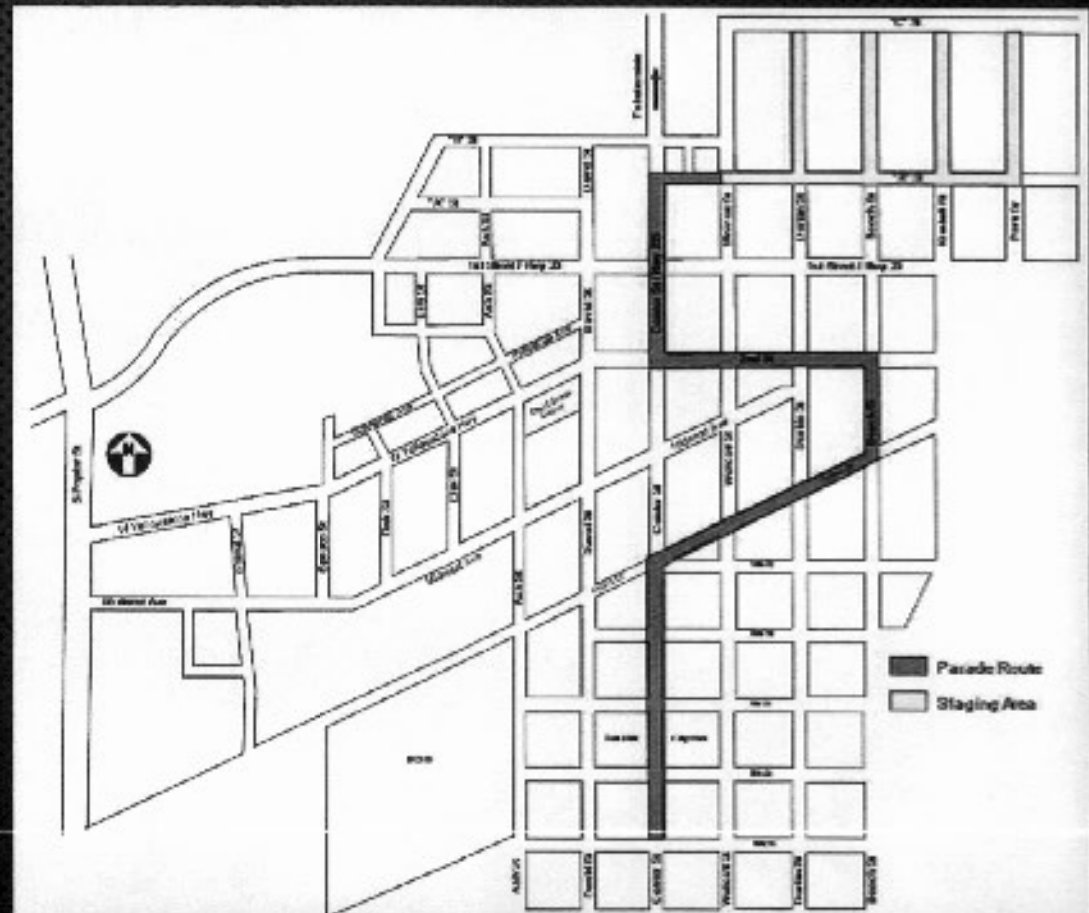
# OLD PARADE ROUTE

## OBSERVATIONS 2018:

- IMPACTS TWO HIGHWAYS
  - Hwy 255 & Hwy 20
- MULTIPLE SLOW-DOWN POINTS
- "CAN'T GET THERE FROM HERE"
- IMPACTS ENTIRE DOWNTOWN
- WIDENS NEED FOR HIGHER-RISK TRAFFIC CONTROL

## LESSONS LEARNED 2018:

- 1 HIGH-RISK TRAFFIC CRASH
- DISREGARDING TRAFFIC CONTROL
- MULTIPLE VEHICLES INSIDE ROUTE BEFORE/AFTER PARADE



Parade Route 5,804 feet





## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between ~~July 1, 2021 and June 30, 2022~~. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:  
Natrona County Master Gardeners

Name of Program or Event:  
2022 Spring Gardening Conference

### Contact Information - Please Print

Contact Person: Janet Owens Phone Number: 307-265-2976 Date: March 1, 2021

Address: 576 Long Lane, Casper, WY 82609

Email: owenscasper@gmail.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 71-0903364

### Event / Program Description

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

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

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### Community Promotion Guidelines

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

The Spring Gardening Conference is offered each year to provide educational opportunities for registered Master Gardeners and the public. The conference traditionally attracts participants throughout the region. Allocated funds would be used primarily to market the event throughout Wyoming and neighboring states and to assist with some of the direct expenses associated with bringing quality presenters to the event. The Master Gardeners are a volunteer group providing thousands of hours of expertise to the citizens of Casper and Natrona County for free and this group can no longer afford to run this conference at a deficit as they have in the past. This educational opportunity, among others, is critical to the group's sustainability and to supplement the services that they provide to the community.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents? In-kind services are not being requested; however, funds will be used to provide education which will improve the quality of services that the Master Gardeners provide to the community.

## Event Changes

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

With support, speakers with specialized expertise will be brought to the Spring Gardening Conference. If funded, regional advertising will be improved to help attract and increased number of interested participants from neighboring states and communities. This type of networking improves the resources available to the Master Gardeners and the Casper community.

## Dates

On what date(s) will this event be held? April 16, 2022

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

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 125-150

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

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

## Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$ 2,450.00	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"): 500 color posters to be distributed to Extension Offices throughout the region 750 color brochures to go to interested participants Related mailing expenditures Purchase advertising through local media outlets (television, radio, social)
Date Cash Needed: <u>10/01/2021</u>	

# **Community Promotions Application – FY 2022**

## **Natrona County Master Gardeners**

### **2022 Spring Gardening Conference**

#### Event Description

The volunteer Master Gardeners exist to provide the community with sound, research-based and regionally appropriate resources for citizens as they encounter issues with plants, trees, soils, insects and other horticultural topics. In order for the Master Gardeners to be current, they are required to maintain a certain level of continuing education. The annual Spring Gardening Conference helps Master Gardeners fulfill this requirement.

The following objectives and purposes are identified within the By-Laws of the Natrona County Master Gardeners:

- To promote sound horticultural practices among the general public;
- To provide horticultural education programs to both organization members and the general public;
- To provide the opportunity for developing leadership and personal growth within the membership through the organization's education, social, and business activities and interactions;
- To promote community development and civic pride through all of the programs offered;
- To assist the University of Wyoming Extension in fulfillment of its horticulture mission in Natrona County, Wyoming.

The annual Spring Gardening Conference is open to anyone interested including those who are not Master Gardeners. Typically, speakers share their expertise and topics are varied but typically themed each year. The goal of each conference is to provide up-to-date, relevant topics that attracts a number of people. The conference includes general and plenary sessions, breakout hands-on workshops, and access to resources.

The annual Spring Conference not only fulfills a need and requirement for Master Gardeners, but also is a valuable resource for the community and for all who choose to participate. The conference assists with the Natrona County Master Gardeners "Helping others know how to grow."

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																																		
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<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																												
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## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees	150 participants x \$50	\$ 7,500
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.	TBD - Big Box Retailers such as Home Depot, Menards, Sutherlands	\$ 250
2.	TBD - Garden Specialty Supplier	\$ 150
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.	TBD - Seed Suppliers	\$ 250
2.	TBD - Local Greenhouses, Nurseries & Tree Care Companies	\$ 250
3.		\$
4.		\$
<b>Applicant Funds :</b>		\$
<b>Other Funds</b> (please list source(s)):		
1.	Sales of specialty gardening items during the conference	\$ 500
2.	Sales of conference tee shirts during the event	\$ 1,000
3.		\$
4.		\$
<b>Total Funding:</b>		\$ 9,900

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1.	Presenter lodging	\$ 1,500
2.	Presenter travel expenses (mileage, meals)	\$ 2,500
3.	Conference supplies for sessions	\$ 600
4.	Printing - conference program, handout, posters	\$ 1,500
5.	Postage - registration and promotional materials	\$ 750
6.	Social media paid advertising and boosts	\$ 500
7.	Multi-media marketing (television, radio, print)	\$ 2,000
8.	Conference food	\$ 1,000
9.	Participant notebooks and related packet items	\$ 500
10.	Goods at sales table	\$ 1,500
<b>Total Expenses:</b>		\$ 12,350

<b>Total Revenue minus Total Expenses: profit (loss):</b>	\$ (2,450.00)
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## Past Year's Budget

Please attach a program budget from the last time you held this event, if available.  
2020 was canceled due to COVID-19 concerns

2019 Expenses = \$5,281.73      Revenues = \$3,428.89      Net Loss = (\$1,852.84)

2018 Expenses = \$6,174.45      Revenues = \$5305.00      Net Loss = (\$ 869.45)

## Certification

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

Janet Owens

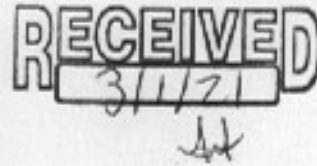
Signature

March 1, 2021

Date

2021 Co-Chairperson

Title



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between **July 1, 2021 and June 30, 2022**. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization: <b>Platte River Trails Trust</b>	Name of Program or Event: <b>2021 Riverfest</b>
--	--

### Contact Information - Please Print

Contact Person: Angela Emery Phone Number: 307-577-1206 Date: 3/1/2021  
Address: P. O. Box 1228, Casper, WY 82602  
Email: platteriver@wyoming.com  
Is this organization a Non-Profit Organization? ☒ Yes or ☐ No  
If so, what is your tax exempt EIN number? 74-2302478

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

SEE ATTACHED

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

### Event Changes

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

### Dates

On what date(s) will this event be held? Saturday, 8/21/21

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

### Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? RS - participants/spectators \_\_\_\_\_

How many people do you expect to attend this event as **Spectators**? 1000

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

### Support Requested

#### Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware** that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.

Amount: \$ 6,000

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):

Date Cash Needed:

8 / 3 / 20 21

To be used for major event expenses including event insurance, fees for local musicians (hit particularly hard by COVID)-19, and event promotion including on-line ticket sales, graphic art and community outreach.



<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																																	
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<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																											
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Budget Summary		
Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 10,000
Sponsorships (indicate from whom and whether the sponsorship is <b>committed</b> funds or <b>to be requested</b> ):		
1. Committed - Foss Motors		\$ 5000
2. Prospective /Requests are in process- Various local companies		\$ 7000
3.		\$
4.		\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1. Possible Vendor Fees - Don't want to burden food vendors after COVID		\$ 300
2. Beer Sales		\$ 10,000
3. Rotary Percentage & Duck Sales		\$ 10,000
4.		\$
	<b>Total Funding:</b>	\$ 32,300
Anticipated Expenses for this program or event (please be as specific as you can).		
1. Music		\$ 2700
2. Insurance		\$ 1000
3. Event promotion including online ticket sales set-up, graphic design, & advertising		\$ 2000
4. Security		\$ 240
5. Posters - Print		\$ 200
6. Event Staff		\$ 500
7. Volunteer t-shirts		\$ 289
8. Wristbands		\$ 50
9. Ice		\$ 153
10.	Malt Bev. Permit. Park, Garbage	\$ 445
	<b>Total Expenses:</b>	\$ 6,512
	<b>Total Revenue minus Total Expenses: profit (loss):</b>	\$ 25,788

**Past Year's Budget**

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

**Certification**

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

*Angela Emery*

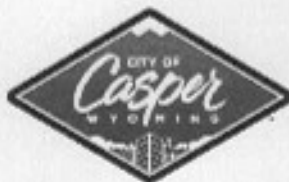
Signature

3/1/21

Date

Executive Director

Title



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:

Platte River Trails Trust

Name of Program or Event:

2021 Riverfest

### Contact Information - Please Print

Contact Person: Angela Emery Phone Number: 307-577-1206 Date: 3/1/2021

Address: P. O. Box 1228, Casper, WY 82502

Email: platteriver@wyoming.com

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 74-2302478

### Event / Program Description

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

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SEE ATTACHED

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

SEE ATTACHED



## Event Changes

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

## Dates

On what date(s) will this event be held? Saturday, 8/21/21

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

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 80 – participant volunteers \_\_\_\_\_

How many people do you expect to attend this event as **Spectators**? 1000

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

## Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: <b>\$ 6,000</b>  Date Cash Needed: <b>8 / 3 / 20 21</b>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"): To be used for major event expenses including event insurance, fees for local musicians (hit particularly hard by COVID)-19, and event promotion including on-line ticket sales, graphic art and community outreach.

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## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 10,000
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <u>committed</u> funds or <u>to be requested</u> ).		
1. Committed - Foss Motors		\$ 5000
2. Prospective /Requests are in process- Various local companies		\$ 7000
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <u>committed</u> or <u>to be requested</u> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1. Possible Vendor Fees - Don't want to burden food vendors after COVID		\$ 300
2. Beer Sales		\$ 10,000
3. Rotary Percentage & Duck Sales		\$ 10,000
4.		\$
	<b>Total Funding:</b>	\$ 32,300

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1. Music		\$ 2700
2. Insurance		\$ 1000
3. Event promotion including online ticket sales set-up, graphic design, & advertising		\$ 2000
4. Security		\$ 240
5. Posters - Print		\$ 200
6. Event Staff		\$ 500
7. Volunteer t-shirts		\$ 289
8. Wristbands		\$ 50
9. Ice		\$ 153
10.	Malt Bev. Permit, Park, Garbage	\$ 445
	<b>Total Expenses:</b>	\$ 8,512

	<b>Total Revenue minus Total Expenses: profit (loss):</b>	\$ 25,788
--	---	-----------

**Past Year's Budget**

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

**Certification**

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

*Angela Emery*

Signature

3/1/21

Date

Executive Director

Title



## Event / Program Description

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

There are several purposes for the Platte River Trails Trusts (PRTT) signature event Riverfest.

1. Riverfest is the largest fundraising event for the PRTT and is a crucial component of our development strategy. Revenue from Riverfest is directed back into large community projects such as the Poplar Street Bridge bump-outs and the PV to Robertson Rd. Bridge.
2. Riverfest was first held in 1992 to bring the community down to the North Platte River corridor and trail celebrate the completion of the newest section of the River trail. In 1992 the river corridor was at an important tipping point. Although certain areas had been reclaimed, many areas were still unkempt and unwelcoming. By bringing the community down to the river and the River Trail the PRTT hoped to spur interest in our work by showcasing the latest segment of the river trail and showing the community what could be possible along the North Platte River.
3. Today, Riverfest is still an event that showcases the River Trail and encourages the community to gather by the river for fellowship and to raise funds for important PRTT and Casper Rotary projects. Our River Trail and corridor are now vital components of our community's quality of life. Where there was once pollution and neglect there is now access to the North Platte and many different recreational opportunities.

Riverfest is a relaxed summer event that draws a diverse group of attendees from families to young singles to the North Platte River corridor and trail. Craft brewers from Casper and the Intermountain region showcase their products while local and regional musicians entertain the crowd. Riverfest also features vendor booths and activities for the whole family including fly fishing demos, games and more.

Riverfest was the first event of its kind in Casper and is going strong today, 29 years later. The partnership between the PRTT and Casper Rotary is also unique and valuable to the community.

## Community Promotion Guidelines

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

Funds allocated to the PRTT for Riverfest will be utilized to present a community event, for Casper citizens and visitors, that highlights our great North Platte River corridor and trail and raises money to support non-motorized and recreational infrastructure projects. We know that this type of infrastructure supports economic development efforts by helping to attract and retain businesses to our community. Businesses and workers want to live in communities with high quality non-motorized and recreational facilities.

Specifically, these funds will assist with the largest expenses of our event: insurance, music and promotion of the event which includes set-up of online beer cup sales --- absolutely crucial in a post-pandemic world. These expenses are necessary but costly. Funding assistance from the City promotion grant is incredibly helpful to our bottom line.

We are excited to host 2021 Riverfest although we have some trepidation around whether people will have the money to attend the event, whether we should charge vendors a booth fee given how hard food service was hit by COVID and whether the same number of people will choose to attend a group gathering. Financial assistance from this grant will be a cushion for us this year as we navigate a post COVID19 in-person event scenario.

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

All the funds raised from 2021 Riverfest, including grants for in-kind services, will go directly to PRTT trail projects that directly improve the quality of life for Casper residents.

### **Events Changes**

**If this is not a new program, how will it be different from last year.**

2021 Riverfest will not change significantly from 2019 although we are always looking for ways to improve the activities, we offer at Riverfest as well as the physical site plan for the event to ensure it remains lively and enjoyable for attendees. Two small changes we anticipate this year will be 1) highlighting the Rotary climbing wall at Crossroads and 2) the inclusion of a Bike Rodeo to teach bike riding safety to youth.

Due to the pandemic, 2020 Riverfest was canceled and we wonder what this year's event will be like. We anticipate less revenue from 2021 Riverfest for the following reasons. We believe people want to gather again at events, but it is possible attendance will be smaller than in past years. We are also concerned about charging a vendor fee to food trucks and others. This sector of our economy was hit particularly hard by COVID-19.

Funding assistance from the Community Promotions grant will be extremely helpful this year as our organization attempts to put on a live event after a pandemic that supports local vendors and musicians while raising funds for important community projects.

## **Event / Program Description**

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[illegible]

### Discussion

## 2019 Fleetcast Income Statement

[illegible]



PROUDLY PRESENTS

# RIVERFEST

**AUGUST 17**  
CROSSROADS PARK  
NOON-5:00 PM

**CRAFT BEER  
LIVE MUSIC  
FOOD TRUCKS  
FAMILY ACTIVITIES**

**\$23 UNLIMITED  
CRAFT BEER TASTING**

Buy early to save: \$30 per ticket

**KEEP THE COLLECTIBLE  
STAINLESS STEEL CUP!**



**FEATURING  
THE TWO TRACKS  
& PRAIRIE WILDFIRE**

307.577.1206



BUY YOUR CRAFT BEER TASTING TICKETS TODAY AT  
**[www.casperriverfest.com](http://www.casperriverfest.com)**



**ANB Bank**

**Lincoln**  
Financial Advisors

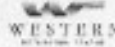
**WP  
D&N**

**Rocking K**  
DEVELOPMENT

**HILLTOP BANK**



WILLIAMS, PORTER, DAVIS & MEYER LLC  
Attorneys at Law



**Rotary**



**DUCK DERBY TICKETS - \$20**

**LOTS OF GREAT PRIZES INCLUDING CASH**

Buy tickets on the day, at the Platte River Trails Office,  
Casper Rotarians and Express Employment Professionals  
DUCKS DROP AT 3:30pm • [www.casperrotaryclub.org](http://www.casperrotaryclub.org)





PROUDLY PRESENTS

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**307.577.1206**



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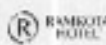
**ANB Bank**

**Lincoln**  
Financial Advisors

**WP  
D&N**

**Rocking K**  
DEVELOPMENT

**HILLTOP BANK**



WE LIVE, PARTY, TRY & NOVELTY  
Wynne's Live Fire



**WESTERN**



**Rotary**



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DUCKS DROP AT 3:30pm • [www.caspermriverfest.com](http://www.caspermriverfest.com)





RECEIVED  
3/2/21  
@ 11:43 am

February 18, 2021

To whom it may concern:

The Casper City Council will set aside funds to support non-profit programs and events that benefit the Casper community. The City can help out by providing special City services, or it can help by lending the use of its parks and facilities.

The Council will be distributing this funding through a process called Community Promotions. An application form and a copy of the funding guidelines have been included with this letter, and an electronic version can be found on the City's website at [www.casperwy.gov](http://www.casperwy.gov).

Funds from this period are meant to support specific events that will occur July 1, 2021 through June 30, 2022. We can only waive up to half of the fee for any service or half the rent for any facility. For example – if your organization needs passes to one of our outdoor pools, we cannot give the passes away, but we might be able to offer them to you at half price.

**Please submit your applications before the deadline either in person or through regular mail.** Applications are due by 12:00 p.m. (noon), March 2, 2021. The funding is limited and there is no guarantee that Council will accept late applications. Please take a moment to think about any upcoming events or programs that you will be running in the next year.

I look forward to hearing from you. If you have any questions or concerns, please contact Fleur Tremel in the City Clerk's Office at 235-8215, or via email at [ftremel@casperwy.gov](mailto:ftremel@casperwy.gov).

Sincerely,

A handwritten signature in cursive script that reads "Fleur".

Fleur Tremel  
Assistant to the City Manager



## COMMUNITY PROMOTIONS FUNDING GUIDELINES AND POLICIES FY 2022

These guidelines will be used by the Casper City Council to evaluate fund requests received from non-profit organizations.

### *I. Intent of the Community Promotions Process*

#### 1. Cash Funding

a. The cash funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, and
2. To improve the quality of life for residents of Casper.

#### 2. In-Kind and Facilities Requests

a. The in-kind and facility funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, or
2. To improve the quality of life for residents of Casper.

3. The funds allocated by Council should be used to provide activities that will increase the usage of existing City facilities.

a. It is the intent of Council to use the Community Promotions funds to support programs and events that provide a direct benefit to the citizens of Casper, as opposed to fundraising events which provide a more indirect benefit. Therefore, Council will show preference to non-fundraising events.

### *II. Available Funding*

1. Requests for funding will be divided into three categories: Cash, In-kind Staffing and Services, and Facility Rentals. Calculations of the value of these Services and Facilities will be provided by City staff, based upon information provided by the various groups and documentation of costs incurred in previous years.

2. The Council may award up to 50% of the value of any In-Kind Service or Facility Rental. The remainder must be covered by the applicant. Applicants may not request Cash awards to pay for the uncovered portion of these requests.
3. All cash awards will be on a reimbursement-basis only. Receipts for expenditures made to support the activity must be presented in order for payments to be approved.
4. No funding will be provided for operational expenses, capital purchases or salaries. Funding requests should be directed to the actual expenses associated with a specific special program or event.
5. No funds will be available to pay for ancillary services at the Casper Events Center. Ancillary services include equipment rental (such as tables and stages), labor costs (such as event setup and box office service), and any food and beverage expenses. These expenses must be covered by the applicant, and they will be in addition to the applicant's portion of the facility rental fee. Applicants may not request cash awards to pay for these ancillary services.

### *III. Award Process*

1. Submissions for consideration after the date and time listed on the application will not be considered.
2. Once the applications have been processed by City staff, Council will meet to discuss the applications. Select applicants may be invited to address Council to clarify their applications and answer questions.
3. Council will then vote in regular session to approve the funding as decided in a work session.
4. Every organization that receives Community Promotions funding will be asked to submit a final report. If the award was support for an event, then the report will be due to the City within 30 days of the conclusion of the event. If the award was support for a program, then the final report will be due within thirty days of the conclusion of the program, or within 30 days of the conclusion of that fiscal year, whichever is soonest. The timely filing of this report will be taken into consideration when considering future years' allocation requests.
5. A historical record will be compiled for each organization receiving funds from the Community Promotions budget in order to give future Councils a basis for evaluating future requests.



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between [REDACTED]  
Applications are due in City Hall by 12:00 p.m. on March 2, 2021 .

Name of Sponsoring Organization:

The Science Zone Inc.

Name of Program or Event:

Outreach & Program Support

### Contact Information - Please Print

Contact Person: Steven Schnell Phone Number: (307) 473- 9663 Date: 3/2/2021

Address: 222 E. Collins Dr. Casper, WY 82601

Email: steven.schnell@thesciencezone.org

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 20-1780236

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

See Attached

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

See Attached

## Event Changes

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

## Dates

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

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

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 3459

How many people do you expect to attend this event as **Spectators**? 3459

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

## Support Requested

### Cash

*The City Council can make cash grants to reimburse community groups for expenses related to the program or event.*

**Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.**

Amount: \$ 2,000

Date Cash Needed:

8 / 31 / 2021

To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):

**To be used to cover costs associated with outreach opportunities, supplies and educator costs**

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

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>			
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center   Aquatics Center   City pools   Ice Arena          Fort Caspar   City Hall   Recreation Center   Sports fields   City Parks</p>			
	<p>Please list the facility you require:</p>			
	Purpose	Date	Start Time	End Time
1. <i>Aquatics Center</i>	Idea Lab Program Enhancement	2021/2022	<i>VARIOUS</i>	
2. <i>Rec Center</i>	Summer Camp Enhancement	2021/2022	<i>VARIOUS</i>	
3.				
4.				

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$ 0
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <u>committed</u> funds or <u>to be requested</u> ).	
1. None, as these are free public events we provide services for	\$0
2.	\$
3.	\$
4.	\$
<b>Donations</b> (list from whom and whether the donation is <u>committed</u> or <u>to be requested</u> ):	
1. None	\$0
2.	\$
3.	\$
4.	\$
Applicant Funds :	\$
Other Funds (please list source(s)):	
1. Science Zone General Operations Funding	\$2,000.00
2.	\$
3.	\$
4.	\$
<b>Total Funding:</b>	\$2,000.00

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).	
1. Staffing	\$3,000.00
2. Materials	\$1,000.00
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
<b>Total Expenses:</b>	\$4,000.00

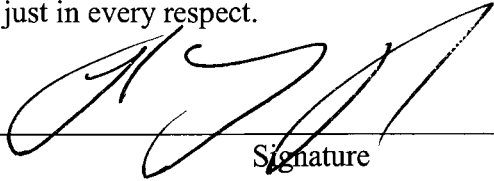
<b>Total Revenue minus Total Expenses: profit (loss):</b>	\$ -2,000.00
---	--------------

## **Past Year's Budget**

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

## **Certification**

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

A handwritten signature in black ink, appearing to be 'J. J. A.', written over a horizontal line.

Signature

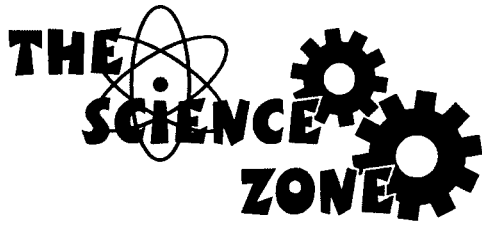
3/2/21

Date

Executive Director

Title





The Science Zone  
222 E. Collins Dr.  
Casper, WY 82601  
(307) 473-9663  
TheScienceZone.org

March 2, 2021

### **Community Promotions Grant**

At the Science Zone we strive to inspire the mind, delight the senses, and ignite a passion for the technical arts and sciences. We do this through engaging and interactive science demonstrations and hands on experiences for children and families.

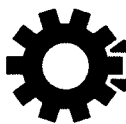
Each summer our various community organizations hold free events for our residents and visitors like touch a truck, parade day, family day, Casper kids fest, and more. Typically we're asked to be involved with many of these by having a booth where we can engage the public with our unique brand of hands on science. From making slime, to launching straw rockets we cover the gamut of exciting science topics with people at these events.

Our target audience is of course children, we strive to fan the flames of inquiry and give them the tools and excitement they need to continue their journey of critical thinking and problem solving.

Staffing these various events has been difficult for us to commit to financially. Paying our educators, and ensuring new have ample supplies for these events comes at a cost. One that we would hope the City of Casper would be willing to help us supplement.

In addition to creating exciting experiences at outreach events, we have our own series of programs and afterschool clubs at the Science Zone. We strive to reach a wide variety of students and give them opportunities to learn science in a wide variety of settings. To help support these endeavors, we are requesting a variety of City of Casper services / passes that will be used with students from our various camps, classes, and activities.

Exploring physics, and body mechanics on the driving range, understanding snow science at Hogadon, and enhancing our Olympic Science summer camp at the Rec Center pool will give students incredible opportunities to engage their bodies as well as their minds as we learn about the world around us.



## Community Promotion Guidelines

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

These funds will be used to excite and involve the general public, children and families at a variety of engaging community events. Events that in their nature help bring people to Casper, WY. Our aim is to ensure we can have a presence at the event and engage everyone with exciting hands on science activities.

Our hope is to have the funding to say yes to many of these events, and bring large – scale demonstrations, or interactive hands on experiences that participants can take something home with them, slime, doodle bots, light sabers, etc.

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

By having a variety of passes and access to City run establishments students participating in our camps, classes, and after school clubs will have an enhanced experience. By being immersed in the activity of swinging a golf club on the driving range, they can learn physics from our instructors in a hands-on way. By having the opportunity to enjoy the Rec Center gymnasium they'll be able to understand body mechanics far better by doing the activities instead of simply learning about them.

We are so excited about the potential partnership of utilizing these "field trip" experiences for our students to improve their experience in our programs.

We are seeking the following city services / passes:

- Use of the Recreation Center gym for students up to three times (3) in the afternoon
- Use of the Recreation Center pool for up to 15 students
- Fifteen day passes to Hogadon for students & faculty
- Access to the driving range at the municipal golf course along with up to 25 buckets of range balls

## Event Changes

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

In the past few years we've had to really cut back on our Outreach opportunities due to the overwhelming cost associated with prep time, education time, and material cost. We love getting out in the community and having financial support to continue to offer engaging hands on experiences with science will allow us to say "yes" to far more outreach opportunities.





February 26, 2021

City of Casper  
Attn: City Council  
200 North David Street  
Casper, WY 82601

Dear Mayor Freel and Casper City Council:

Thank you for the opportunity to apply for Casper Community Promotions Funding – FY 2022. The community of Casper has been a great advocate and supporter of our program activities through great facilities, a warm, hospitable community, funding, and remarkable volunteers.

As an organization, we are seeking both in-kind donations and cash funding for our annual Summer Sports Classic to be held in Casper on August 6-7, 2021. Our application includes donated goods and a request to offset costs for the use of North Casper Softball Fields and the Casper Municipal Golf Course. For cash funding, our request will help reduce overall costs to participants during the event. All donations and funding received will be spent in the Casper area through local businesses exclusively for the Summer Sports Classic and Fall Tournament.

We look forward to celebrating this great partnership with the City of Casper. Special Olympics Wyoming respectfully requests donated services and facilities and cash funds of \$800 for the 2021 Special Olympics Wyoming Summer Sports Classic. Please see the enclosed for more detailed information.

Sincerely,

Jennifer L. Haines  
President & CEO

Attachments: Community Promotions Application-FY 2022, Description of Event Proposed for Support, Enhancing Economic Development Statement, 2020 Event P&L, 2021 Event Proposed Budget



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:

Special Olympics Wyoming

Name of Program or Event:

Summer Sports Classic

### Contact Information - Please Print

Contact Person: Jennifer Haines Phone Number: 307-235-3062 Date: 2/25/2021

Address: 239 W. 1st Street, Casper, WY 82604

Email: ceo@specialolympicswy.org

Is this organization a Non-Profit Organization? ☒ Yes or ☐ No

If so, what is your tax exempt EIN number? 23-7418345

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

Please see attached.

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

There are many Casper residents who compete as Special Olympics athletes in the Summer Sports Classic each year. Training and competing as a Special Olympics athlete provides those with intellectual disabilities an opportunity to develop physical fitness skills, express courage, experience joy and participate and in the sharing of talents, skills and friendship with their families, friends, other Special Olympics athletes and the Casper community in which they live and work. Services and facilities are used for both training prior to the event (example: golf practice rounds) and during competitions.

## Event Changes

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

Last year's event had extremely limited participation due to COVID-19 restrictions. We are hoping for this summer's event to see higher numbers of participation as travel and gathering restrictions are eased. Approximately 175 athletes typically attend this event, and often family members travel with athletes.

## Dates

On what date(s) will this event be held? August 6-7, 2021

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

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 175

How many people do you expect to attend this event as **Spectators**? 100

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

## Support Requested

Cash	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b>
Amount: \$ <u>1,000</u>	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations");
Date Cash Needed: <u>8 / 24 / 2021</u>	We will use the funds to purchase one day of lunches for competitors in the two-day Summer Sports Classic event, with a \$1000 match for the other day of lunches (match from Special Olympics Wyoming or possible private or corporate sponsor). Golfers eat lunch on site at the 19th Hole Restaurant.

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    <u>Golf Passes</u>    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs  <u>Baseball Field Preps</u>    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
	Please list the services you require:	Description/Purpose	Location	Date	Start Time
1. <u>GOLF Passes</u>	Used for training (various dates prior to competition) and competition	Casper Municipal Golf Course	8/6/21	8 am	4 pm
2. <u>Field Preps</u>	1 Prep per field for all fields used for softball games and skills competitions	North Casper Softball Complex	8/7/21	6 am	8:30 pm
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center    Aquatics Center    <u>City pools</u>    Ice Arena          Fort Caspar    City Hall    Recreation Center    <u>Sports fields</u>    <u>City Parks</u></p>				
	Please list the facility you require:	Purpose	Date	Start Time	End Time
1. <u>NC Softball Complex</u>	Used for registration, games, skills competitions	8/7/21	8 am	6 pm	
2.					
3.					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 7437.50
Sponsorships (indicate from whom and whether the sponsorship is <b>committed</b> funds or <b>to be requested</b> ).		
1. Event Sponsors (to be requested)		\$ 1000
2. Lunch matching sponsor (to be requested)		\$ 1000
3.		\$
4.		\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
	<b>Total Funding:</b>	<b>\$ 9437.50</b>

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).		
1. Awards & Equipment (Medals, Sports Equip)		\$ 1300
2. Softball Field Rentals + Preps		\$ 300
3. Golf Course Fees (Casper Municipal Golf Course)		\$ 1000
4. Bowling Alley Rentals		\$ 900
5. Edness-Kimball Wilkins State Park Fees		\$ 100
6. Meals		\$ 2000
7. Administrative Fees		\$ 5500
8.		\$
9.		\$
10.		\$
	<b>Total Expenses:</b>	<b>\$ 11,100</b>

	<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ (2163)</b>
--	---	------------------

## **Past Year's Budget**

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

## **Certification**

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

  
\_\_\_\_\_  
Signature

2/26/2021

Date

President & CEO

Title





## **Special Olympics Wyoming 2021 Summer Sports Classic**

**Brief Description:** Annually, Special Olympics Wyoming offers five statewide events to more than 1,800 children and adults with intellectual disabilities. Our goal is to assure that our athletes have the opportunity to train and compete year-round. During the Summer Sports Classic, participants, coaches, and families will spend two days in Casper for competitions in Golf, Bowling, Cycling, Bocce, and Team Softball. The organization has maintained steady participation during the pandemic when it has been safe to do so. We anticipate 175 athletes, partners, and coaches for the 2021 event scheduled for August.

**Benefits to Casper Area:** 175 out of town competitors and coaches will stay in hotels throughout the community and take advantage of the many services Casper has to offer. The Summer Sports Classic provides meaningful volunteer opportunities for approximately 25 individuals locally and a chance to observe some great competition. Media outlets in Casper have been incredibly supportive, and this offers an opportunity for some positive statewide media coverage.

Special Olympics Wyoming recognizes that the continued statewide growth of the program has a direct impact on the Summer Sports Classic. As an organization, we are thrilled with our ability to serve athletes in a variety of ways during the COVID-19 pandemic and are working aggressively to reach out to the service community in Casper to support this event. We see involvement from these organizations as a critical component to providing a quality experience to all involved.

**History:** The Summer Sports Classic is held annually in Casper. The event started as a Unified Sports Golf Tournament and has expanded to include Team Softball, Cycling, Bocce and Bowling with a focus on adult participation.

**Budget:** The 2021 budget for the Summer Sports Classic totals \$ 11,100. The event is run primarily by volunteers. Special Olympics Wyoming employs a small professional staff to guide the organization and provide support to volunteers throughout the state. Our budgeted costs for the Summer Sports Classic include those allocated for facilities for competition, in addition to costs including awards, recognition, meals, and supplies.

**How will the funds allocated by Council be utilized to bring people to the community so as to enhance economic development?**

Funds allocated from City Council will be used to host Special Olympics Wyoming's Annual Summer Sports Classic. This event draws Special Olympics athletes, families, and coaches from around the state for the two day event using several City-owned facilities. Additional economic impact benefits are derived from overnight lodging and dining during the event.

**Special Olympics Wyoming, Inc.**  
**Profit & Loss Detail-Summer Sports Classic**  
January through December 2020

	Date	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>Athlete Awards</b>					
	01/30/2020	MTM Recognition Corporation	Medals & Ribbons	1,959.01	1,959.01
Total Athlete Awards				1,959.01	1,959.01
<b>Facility Rental</b>					
	09/20/2020	City of Casper	SSC Golf	493.00	493.00
Total Facility Rental				493.00	493.00
<b>Food/Meals</b>					
	08/29/2020	Albertson's	SSC Meals	378.00	378.00
	09/04/2020	19th Hole Restaurant	SSC Meals	420.00	798.00
Total Food/Meals				798.00	798.00
<b>Supplies</b>					
	07/24/2020	OTC Brands		31.78	31.78
	07/24/2020	OTC Brands		313.56	345.34
Total Supplies				345.34	345.34
Total Expense				3,595.35	3,595.35
Net Ordinary Income				-3,595.35	-3,595.35
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>Internal Transaction - Income</b>					
	08/27/2020	Area I:Thermopolis	SSC20-1	50.00	50.00
	08/27/2020	Area II:SUBLETTE COUNTY	SSC20-2	75.00	125.00
	08/27/2020	Area III:Laramie	SSC20-3	250.00	375.00
	08/27/2020	Area III:Platte County	SSC20-4	250.00	625.00
	08/27/2020	Area III:Platte County	SSC20-4	100.00	725.00
	08/27/2020	Area V:Douglas Masters	SSC20-5	75.00	800.00
	08/27/2020	Area V:Casper	SSC20-7	550.00	1,350.00
	08/27/2020	Area IV:Gillette Schools	SSC20-7	75.00	1,425.00
Total Internal Transaction - Income				1,425.00	1,425.00
Total Other Income				1,425.00	1,425.00
<b>Other Expense</b>					
<b>Internal Transaction - Expense</b>					
	08/27/2020	Area I:Thermopolis	SSC20-1	50.00	50.00
	08/27/2020	Area II:SUBLETTE COUNTY	SSC20-2	75.00	125.00
	08/27/2020	Area III:Laramie	SSC20-3	250.00	375.00
	08/27/2020	Area III:Platte County	SSC20-4	350.00	725.00
	08/27/2020	Area V:Douglas Masters	SSC20-5	75.00	800.00
	08/27/2020	Area V:Casper	SSC20-6	550.00	1,350.00
	08/27/2020	Area IV:Gillette Schools	SSC20-7	75.00	1,425.00
Total Internal Transaction - Expense				1,425.00	1,425.00
Total Other Expense				1,425.00	1,425.00
Net Income				-3,595.35	-3,595.35

# Special Olympics Wyoming 2021 Summer Sports Classic Budget

2021 Proposed

## INCOME

Assessments	\$ 7,437.50
175 @ \$42.50	\$ 7,437.50
Corporate Contributions	\$ 1,500
New Sponsors	\$ 500
Lunch Matching Sponsor	\$ 1,000
<b>Total Income</b>	<b>\$ 8,938</b>
<b>Combined Income</b>	<b>\$ 8,938</b>

## EXPENSE

Awards & Equipment	\$ 1,300
Awards	\$ 800
Equipment	\$ 500
Facility Rental	\$ 2,200
City of Casper (SB Fields + Prep)	\$ 300
City of Casper (Golf Course)	\$ 1,000
El Marko	\$ 450
Sunrise Bowling	\$ 450
Fees/Dues/Memberships	\$ 100
Edness Kimball Wilkins Park	\$ 100
Food/Meals	\$ 2,000
Friday Lunch	\$ 1,000
Saturday Lunch	\$ 1,000
Administrative	\$ 5,500
<b>Total Expense</b>	<b>\$ 11,100</b>
<b>Net Income</b>	<b>\$ (2,163)</b>

RECEIVED  
3/1/21

## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between July 1, 2021 and June 30, 2022. Applications are due in City Hall by 12:00 p.m. on **March 2, 2021**.

Name of Sponsoring Organization:  
Theatre of the Poor

Name of Program or Event:  
Jesus Christ Superstar

### Contact Information - Please Print

Contact Person: William Conte Phone Number: 307-247-4664 Date: 1

Address: 1723 S. Cedar Street, Casper, WY, 82601

Email: william.conte@charter.net

Is this organization a Non-Profit Organization? ☐ Yes or ☒ No

If so, what is your tax exempt EIN number? \_\_\_\_\_

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

Since 2016, the Theatre of the Poor has produced classical and experimental works in "found spaces," i.e., spaces not originally constructed as theatres, such as parks, storefronts, alleys, etc. These performances are produced on shoestring budgets, and are always free to the public, although we do request donations afterward as we pass the hat. See attachment for more information.

How will the facility or in-kind services requested be used to improve the quality of life for Casper residents? This project will provide the people of Casper with the opportunity to see, for free, one of the great musicals of the modern theatre in a gorgeous, open air venue (Washington Park Bandshell), performed by local actors and Casper College students in a celebration of the restoration of public gatherings and performances in our community.

Since 2016, the Theatre of the Poor has produced classical and experimental works in "found spaces," i.e., spaces not originally constructed as theaters, such as parks, storefronts, alleys, etc. These performances are produced on shoestring budgets, and are always free to the public, although we do request donations afterward as we pass the hat.

The production will enhance the economic development of the community by creating an opportunity for vendors to set up shop near the venue in which the show will be performed (in this case, the Washington Park Bandshell). The production is expected to draw an audience of 250 on average for each of the six performances. We also plan to approach local businesses to partner with us. An example of such an arrangement might be as follows: in exchange for an ad in our program, Metro Coffee will give a discount to customers who present the program at the register.

Due also to the termination of Casper College's summer theatre program, students who in the past spent entire summers working on these productions have been left with nothing to do. *Jesus Christ Superstar* requires a large cast, and CC students are prepared to stay in town to work on the show. As many of these students are from out of state, past experience has shown that their parents will travel to Casper to see their kids perform, creating expanded opportunities for hotels, restaurants, and other retailers.

## Event Changes

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

## Dates

Jul. 30, 31, Aug. 1, 6, 7, 8 2021

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

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

## Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 25

How many people do you expect to attend this event as **Spectators**? 1000

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

## Support Requested

<b>Cash</b>	<i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i>  <i>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</i>
Amount: 1,650 \$	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"); Funds will be used to pay for the license to mount the six performances.
Date Cash Needed: <u>6</u> / <u>1</u> / <u>2021</u>	

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																												
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<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p> <p><b>Please use the list included in this packet to properly describe what staffing/services you will need.</b></p>																						
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## Budget Summary

**Anticipated Funding Sources** for this program or event. *Do not list any anticipated funding from the City of Casper.*

Entry Fees

Sponsorships (indicate from whom and whether the sponsorship is committed funds or to be requested).

1. Norse Comics (tbr), Past Sponsor 250

2. Alpenglow (tbr), Past Sponsor 250

3. Toy Town (tbr), Past Sponsor 250

4.

Donations (list from whom and whether the donation is committed or to be requested):

1. GoFundMe (tbr) 1000

2. Angela Conte (tbr) 250

3.

4.

Applicant Funds :

1000

Other Funds (please list source(s)):

1. Audience Donations (est. 167 people/per show, 6 shows, \$2 avg. per person) 2000

2.

3.

4.

**Total Funding:** \$5000

**Anticipated Expenses** for this program or event (please be as specific as you can).

1. License 1650

2. Venue 360

3. Costumes 500

4. Props 100

5. Make-up 100

6. Set (stage extension) 500

7. Lighting and Sound 500

8. Marketing 500

9. Insurance 750

10.

**Total Expenses:** \$4960

**Total Revenue minus Total Expenses: profit (loss):** \$40

## Past Year's Budget

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

## Certification

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

Wm Conte

26 February 2021

---

Signature

---

Date

Artistic Director

---

Title



February 18, 2021

To whom it may concern:

The Casper City Council will set aside funds to support non-profit programs and events that benefit the Casper community. The City can help out by providing special City services, or it can help by lending the use of its parks and facilities.

The Council will be distributing this funding through a process called Community Promotions. An application form and a copy of the funding guidelines have been included with this letter, and an electronic version can be found on the City's website at [www.casperwy.gov](http://www.casperwy.gov).

Funds from this period are meant to support specific events that will occur July 1, 2021 through June 30, 2022. We can only waive up to half of the fee for any service or half the rent for any facility. For example – if your organization needs passes to one of our outdoor pools, we cannot give the passes away, but we might be able to offer them to you at half price.

**Please submit your applications before the deadline either in person or through regular mail.** Applications are due by 12:00 p.m. (noon), March 2, 2021. The funding is limited and there is no guarantee that Council will accept late applications. Please take a moment to think about any upcoming events or programs that you will be running in the next year.

I look forward to hearing from you. If you have any questions or concerns, please contact Fleur Tremel in the City Clerk's Office at 235-8215, or via email at [ftremel@casperwy.gov](mailto:ftremel@casperwy.gov).

Sincerely,

A handwritten signature in blue ink that reads "Fleur".

Fleur Tremel  
Assistant to the City Manager



COMMUNITY PROMOTIONS  
FUNDING GUIDELINES AND POLICIES  
FY 2022

These guidelines will be used by the Casper City Council to evaluate fund requests received from non-profit organizations.

*I. Intent of the Community Promotions Process*

1. Cash Funding

a. The cash funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, and
2. To improve the quality of life for residents of Casper.

2. In-Kind and Facilities Requests

a. The in-kind and facility funds allocated by Council should be utilized to:

1. Bring people to the community so as to enhance economic development, or
2. To improve the quality of life for residents of Casper.

3. The funds allocated by Council should be used to provide activities that will increase the usage of existing City facilities.

a. It is the intent of Council to use the Community Promotions funds to support programs and events that provide a direct benefit to the citizens of Casper, as opposed to fundraising events which provide a more indirect benefit. Therefore, Council will show preference to non-fundraising events.

*II. Available Funding*

1. Requests for funding will be divided into three categories: Cash, In-kind Staffing and Services, and Facility Rentals. Calculations of the value of these Services and Facilities will be provided by City staff, based upon information provided by the various groups and documentation of costs incurred in previous years.

2. The Council may award up to 50% of the value of any In-Kind Service or Facility Rental. The remainder must be covered by the applicant. Applicants may not request Cash awards to pay for the uncovered portion of these requests.
3. All cash awards will be on a reimbursement-basis only. Receipts for expenditures made to support the activity must be presented in order for payments to be approved.
4. No funding will be provided for operational expenses, capital purchases or salaries. Funding requests should be directed to the actual expenses associated with a specific special program or event.
5. No funds will be available to pay for ancillary services at the Casper Events Center. Ancillary services include equipment rental (such as tables and stages), labor costs (such as event setup and box office service), and any food and beverage expenses. These expenses must be covered by the applicant, and they will be in addition to the applicant's portion of the facility rental fee. Applicants may not request cash awards to pay for these ancillary services.

### *III. Award Process*

1. Submissions for consideration after the date and time listed on the application will not be considered.
2. Once the applications have been processed by City staff, Council will meet to discuss the applications. Select applicants may be invited to address Council to clarify their applications and answer questions.
3. Council will then vote in regular session to approve the funding as decided in a work session.
4. Every organization that receives Community Promotions funding will be asked to submit a final report. If the award was support for an event, then the report will be due to the City within 30 days of the conclusion of the event. If the award was support for a program, then the final report will be due within thirty days of the conclusion of the program, or within 30 days of the conclusion of that fiscal year, whichever is soonest. The timely filing of this report will be taken into consideration when considering future years' allocation requests.
5. A historical record will be compiled for each organization receiving funds from the Community Promotions budget in order to give future Councils a basis for evaluating future requests.



## Community Promotions Application - FY 2022

Please use this application to request support for events and programs that will take place between **July 1, 2021 and June 30, 2022.** Applications are due in City Hall **by 12:00 p.m. on March 2, 2021.**

Name of Sponsoring Organization:	Name of Program or Event:
----------------------------------	---------------------------

### Contact Information - Please Print

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email: \_\_\_\_\_

Is this organization a Non-Profit Organization? ☐ Yes or ☐ No

If so, what is your tax exempt EIN number? \_\_\_\_\_

### Event / Program Description

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

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

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

### Community Promotion Guidelines

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

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

## Event Changes

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

## Dates

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

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

## Anticipated Attendance and Public Participation

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

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

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

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

## Support Requested

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

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

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



Budget Summary		
Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
Sponsorships (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.		\$
2.		\$
3.		\$
4.		\$
Donations (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
Other Funds (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
Total Funding:		\$
Anticipated Expenses for this program or event (please be as specific as you can).		
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total Expenses:		\$
Total Revenue minus Total Expenses: profit (loss):		\$

## **Past Year's Budget**

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

## **Certification**

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

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Signature

---

Date

---

Title

## **Wyoming Symphony Orchestra**

### **Pops in the Park - August 28, 2021**

The WSO's Pops in the Park concert is the only concert of its kind in Casper, and an opportunity for a diverse group of community members to engage in live orchestral music in Central Wyoming. This event brings the community together for a fun evening of recognizable and universal music. While this event primarily targets Casper locals, this concert tends to bring more visitors from out of town than any of our other concerts. The affordability of individual tickets and family passes marketed statewide makes this an accessible event for people of all ages. Bringing live music and increasing access to arts is a paramount goal of the WSO, and with your support we can safely and efficiently execute a large scale event like Pops in the Park in August 2021.

The concert will take place on Saturday, August 28th, at Washington Park in Casper (pending City of Casper approval) with the hope of attracting 1,500 concert goers. The concert will take place from 7PM to 8:30PM, with gates opening at 5:30 to give patrons time to find a spot in the park, purchase food from local vendors, and safely mingle before the concert. We work in conjunction with the City to maximize safety and efficiency when hosting this concert. The City is an invaluable partner in ensuring McKinley Street is closed, parking and transportation is available, and security needs are met. Community volunteers are also a massive part of putting on this event, including yearly volunteering from the NC football team for setting up our fences.

Our 4th Pops in the Park concert will be one of firsts. This will be the first Pops in the Park concert with Music Director Christopher Dragon conducting, which is an opportunity for more community members to experience his talent. We are working to bring singer and actress Capathia Jenkins, whose years of experience of stage and screen will bring a star power to the classic American songbook, featuring songs from the peak of the motown/soul era. making it a unique concert for both WSO concert goers and musical offering for the community at large. We hope that our measures to keep our audience safe and within community guidelines will be so seamless, that the concert experience signals a sense of normalcy to come. These are inarguably the most unique circumstances in which the WSO has had to put on our Pops in the Park concert, but we have had experience safely producing concerts this season. The scheduled date is in August, which leaves plenty of time for vaccination efforts to widen in Natrona County, but we are fully aware that certain limitations and accommodations may need to be made to ensure a safe and compliant concert. While this is a primary focus of the WSO moving forward, so is putting on a great show.

### **How will the funds allocated by the council be used to bring people to the community so as to enhance economic development?**

The WSO's Pops in the Park concert has previously been our most widely attended event, and features more cross promotion and support for local businesses than any other concert that we hold. We hope that Pops in the Park 2021 will be an opportunity to safely bring the community together for a celebration after a year of isolation, and allow local businesses who have seen losses over this period to participate in and benefit from the event. As this is the only event of its kind in Casper, it is truly a fun and enriching opportunity for families community wide.

We at the WSO strongly believe in the ability of arts and culture to bring the community together through common experiences, and we are not alone in this notion. Following over a year of isolation for many in the community, the need for coming together as a community safely will be more valued than ever, and our Pops in the Park concert is the perfect opportunity to foster a shared experience among the community in a setting that maximizes safety. Travel concerns have also restricted the ability for guest artists and performers to come to Casper, and for Pops in the Park 2021, we have a renowned guest artist for our patrons to hear. This year we are bringing in Drama Desk Award winning actor and singer Capathia Jenkins, whose soulful style and years of stage and screen experience will prove to be a fun and exciting show to bring to the community.

Pops in the Park has also proven in previous years to come with a significant amount of local economic circulation. In putting on the production, the WSO supports the City procuring the Washington Park as well as production personnel, equipment rental, and security. Furthermore, we bring in local food and beverage vendors, and house all of our musicians in local hotels thanks to our valued hospitality partnerships. Concert goers also contribute far more than just the price of a ticket when attending the concert, whether it be purchasing food and beverages from the on site vendors, or at any other business when preparing for the concert.

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

As conditions in our community become increasingly more safe, the need for an indicator of normalcy, for both businesses and community members, will be necessary as a spark to bring back our lively and growing artistic community.

The outdoor setting and wealth of space offered at Washington Park provides the ability to host a large number of attendees and vendors with adequate room for spacing between guests. As we host this concert in August, we hope that community vaccination efforts will have progressed to a state where our patrons can feel fully safe and comfortable to gather, support local businesses, and experience live, in person music, in a way that hasn't been possible for the previous year.

Research shows more and more a direct correlation between the arts and increasing the mental wellbeing of a community. The pandemic has brought with it not only economic strife, but emotional strife for many in the community as well. The need for togetherness and sharing a common cathartic experience is more important now than ever, and with 68% of Americans agreeing that the arts improve their quality of life. We hope for this concert to be an opportunity to look forward to normalcy.

**If this is not a new program or event, how will it be different from last year?**

While our Pops in the Park concert makes incremental changes every year to improve the overall experience, this year will surely feature the most changes in order to make the concert going experience as safe as possible. As a primary measure, the WSO will strictly follow any community safety regulations, and use our relationship with city staff to ensure we are compliant on every level, regardless of what preparation is required. Aside from logistic changes to accommodate community safety, Pops in the Park 2021 will be the first Pops in the Park concert with Music Director Christopher Dragon conducting. All of us at the WSO have faith that community vaccination efforts will create an environment where this concert can flourish and be seen by as many community members as wish to attend, and all involved in planning and production will work to ensure both the safety and entertainment of all our valued concert goers.

<i>Expenses</i>	2018	2019	Notes
<b>Artistic</b>			
Musician payroll	\$19,441.60	\$21,135.80	~66 musicians import and local combined
Import Musician Mileage	\$0.00	-	Included in payroll
Import Musician Per Diem	\$0.00	-	included in payroll
Import Musician Accommodation	\$0.00	\$0.00	Donated by Ramkota
Music Director	\$3,400.00	\$3,000.00	Paid for out of Chris' Salary
Music Director Travel	\$650.00	\$0.00	Scott Drove!
Music Director Accommodation	\$0.00	\$225.00	Lindsey's Air B&B
Guest Artist	\$0.00	\$3,000.00	
Guest Artist Travel	\$0.00	\$875.00	
Guest Artist Accomodation	\$0.00	\$172.22	
Concert Master	\$0.00	\$0.00	
Music Purchase/Rental	\$2,000.00	\$1,157.00	
<b>Production</b>			
Administrative Staff-- 20% time	\$0.00	\$0.00	
Personnel Manager/Music Librarian	\$0.00	\$0.00	
Sound/Lighting plus techs	\$8,079.00	\$8,243.12	
Stage Hands	\$580.00	\$500.00	
Heavy Equipment Rental	\$3,139.00	\$3,012.98	
Equipment Purchase - Misc.	\$177.00	\$352.74	Flags, supplies, batteries, 2 way radios
Equipment Purchase - Barricade lights	\$0.00	\$107.10	
Music Equipment Rental	\$500.00	\$500.00	
Park Rental	\$1,000.00	\$830.00	
Permits	\$0.00	\$0.00	
Event Insurance	\$1,702.00	\$1,882.94	
Fencing	\$0.00	\$0.00	
Tents & tables	\$2,575.00	\$1,806.00	
Chair rental	\$265.00	\$273.00	
Portable Toilets	\$1,500.00	\$1,500.00	
Rubbish removal	\$75.00	\$235.00	
Catering--musician and volunteers	\$328.00	\$259.28	
Banners and Signs	\$750.00	\$413.72	
Security	\$2,250.00	\$2,043.75	
Medical	\$525.00	\$0.00	
Shuttle Buses	\$550.00	\$700.00	
Wristbands	\$0.00	\$76.00	
Trash Bags	\$107.00	\$113.32	
Diesel		\$17.87	extra for generator
Street Barricades	\$39.00	\$0.00	
Park Poop Patrol	\$50.00	\$50.00	
<b>Promotion</b>			
AMBI	\$295.00	\$429.32	Postcards, Posters
Design Services	\$0.00		

Marketing Misc.			
T-shirts	\$1,200.00	\$295.00	
Facebook Advertising	\$105.00	\$250.00	
Radio and TV promotion	\$0.00	\$0.00	
<b>Total</b>	<b>\$51,282.60</b>	<b>\$53,456.16</b>	
<i>Income</i>			
<i>Ticket Sales</i>	\$8,601.00	\$7,284.00	tickets @ \$15 per person or \$50 for family
<i>Sponsorships</i>			
City of Casper	\$10,000.00	\$0.00	
First Interstate Bank	\$10,000.00	\$10,000.00	
McMurry	\$10,000.00	\$10,000.00	
Ruble Family	\$5,000.00	\$5,000.00	
Wyoming Retina	\$2,500.00	\$1,500.00	
Black Hills Energy	\$0.00	\$2,500.00	
Jonah Bank	\$2,500.00	\$2,500.00	
Westech	\$0.00	\$2,500.00	
Wyoming Skincare	\$2,500.00	\$2,500.00	
<b>Total</b>	<b>\$51,101.00</b>	<b>\$43,784.00</b>	
<b>Difference</b>	<b>\$181.60</b>	<b>\$9,672.16</b>	

March 3, 2021

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
Keith McPheeters, Police Chief  
Andrew Beamer, Public Services Director  
SUBJECT: Parking Manual, Permit Fees, and Parkway Parking (Round 2)

**Meeting Type & Date:**

Council Work Session, March 9, 2021.

**Action Type:**

Direction Requested.

**Summary:**

At the February 23, 2021 Council work session, City staff presented recommended updates to the Parking Manual, the parking permit fee structure, and requested Council direction on the allowance and/or enforcement of parking on City-owned parkways.

The multi-departmental team, consisting of the Casper Police Department, Public Services Department, Community Development Department, City Clerk's office, Financial Services Department, and Casper Fire Department, reconvened and are presenting their research and recommendations for Council's consideration.

1. The proposed changes to the Parking Manual (text additions and deletions) received favorable response.
2. The proposed parking Permit Fee changes are still pending a decision:
  - A new, **one-time application fee of \$25** for all parking permits.
  - **Private Handicapped Parking Spaces and Temporary Special Needs Parking Permits** be significantly reduced from \$300 to \$50.
  - **Recreational Vehicle (RV) Parking Permits** be increased from \$25 to \$500 per year. RV's are not currently permitted to park on City Streets for more than five (5) days per month without a permit, for both safety and aesthetic reasons. Further, Community Service Officers are proposed to be responsible for making contact with neighbors to obtain signatures/approvals when an application is submitted.
3. Council requested additional research about parkway parking, which is currently prohibited in the municipal code without a permit, and is currently not being actively enforced by the police department, per Council direction in 2017.

Council requested the following items, which are attachments to this memo:

- A map showing streets with parkways in the downtown core of Casper
- Accident data in sample area parkways



- A general survey of how other municipal public safety teams handle parkways
- Memo from Parks Department about the benefits of urban street trees

Staff is recommending the following conditions, should Council decide to allow parkway parking on certain streets:

- Permit required (proposed ordinance change); window sticker (non-transferable); \$25 initial application fee; \$250 annual fee.
- Property owners remain responsible for utilities located in the parkway.
- Applications for parkway parking will require a mandatory site inspection by the City Engineering Division and Police Department to determine if there are line of sight concerns (safety emphasized, no blockage of sidewalk, parking not allowed within thirty feet (30') of sight triangle at intersections), sufficient width to park an authorized vehicle (10 ft. parkway minimum); setbacks of five feet (5') from the property line and 18 inches from the sidewalk.
- Hard surface requirement at property owner's expense (inspection required by City Engineering division).
- Only motorized vehicles authorized – no RVs, boats, or trailers. Cannot be parked closer than 15 ft. to a fire hydrant. Limited to one per single family residence.
- No removal of trees in the parkways, unless authorized by the City arborist for disease/viability concerns.
- Only the adjacent property owner can park on the parkway in front of their own residence; no assignment of use to others.
- No new curb cuts will be permitted.

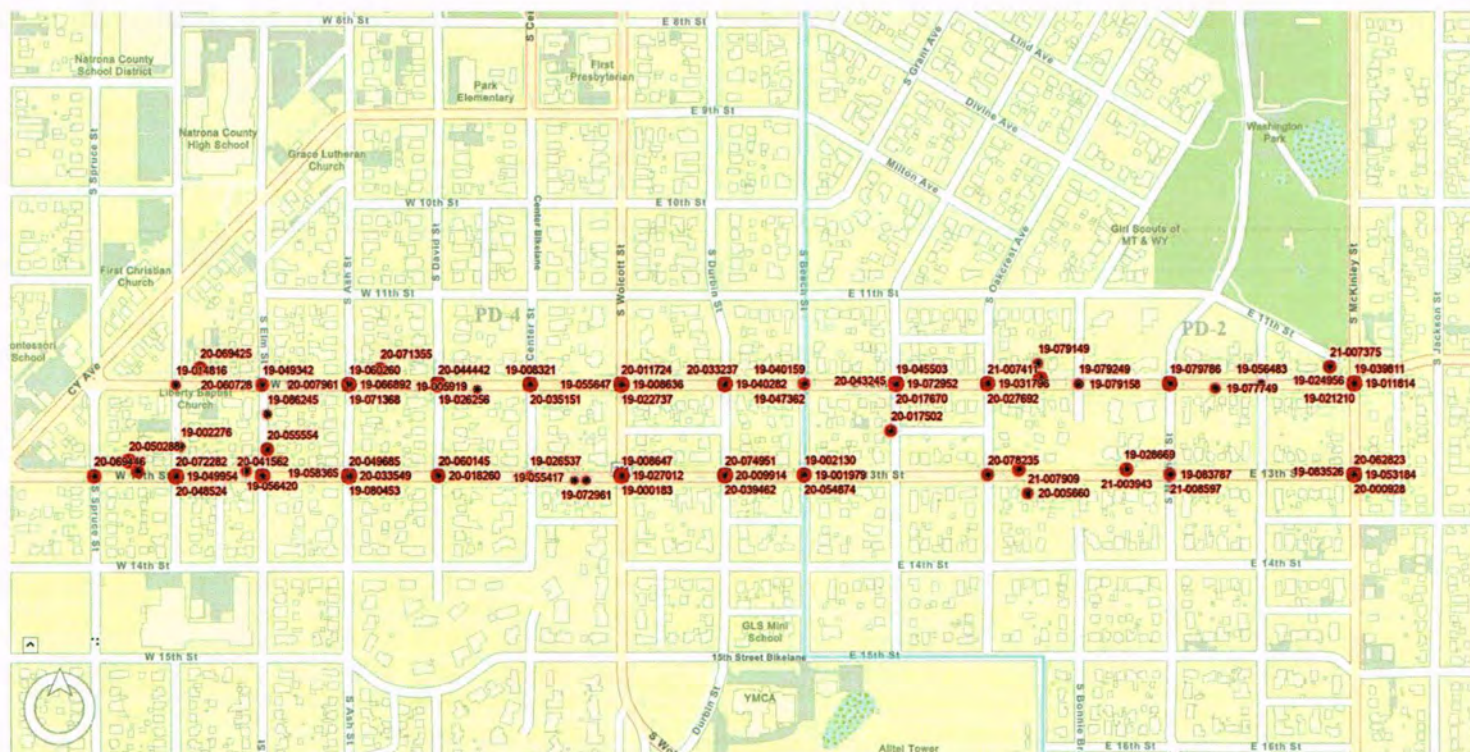
**Attachments:**

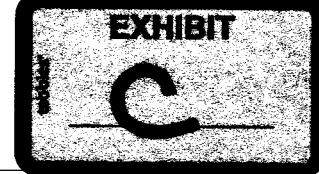
- A map area of streets with parkways in the downtown core of Casper (Exhibit A)
- Accident data in sample area parkways (Exhibit B)
- A general survey of how other municipalities handle parkways (Exhibit C)
- Memo from Parks Department about the benefits of urban street trees (Exhibit D)

Parkways



12<sup>th</sup> and 13<sup>th</sup> Accidents 2019 thru 2020





**Casper Police Department**  
**SURVEY OF HOW OTHER MUNICIPAL PUBLIC SAFETY TEAMS**  
**HANDLE PARKWAYS**

**General Questions asked about PARKWAY PARKING**

1. Does your department have an ordinance for parkway parking?
2. Does your department enforce parkway parking?
3. Are there special rules or exceptions for parkway parking?

**Rapid City PD** Rapid City PD does allow parkway parking but with exceptions.

- Vehicles parked on parkway can not block other driver's vision. Triangle vision.
- Vehicles parked on parkway can not block the sidewalk.
- Parkways must be concreted or graveled at resident's expense.
- Vehicles must be properly registered and maintained. No junk vehicles.

**Cheyenne PD** Cheyenne PD does not allow parkway parking. \$30.00 tickets are issued if a vehicle parks in the parkway. No permits issued. No exceptions.

**Fort Collins PD** Fort Collins PD does not allow parkway parking. \$25.00 ticket gets written as parking 1 ft. from curb in either direction. No permits issued. No exceptions.

**Billings PD** Billings PD does not allow parkway parking. If a vehicle parks on the parkway, Code enforcement will send a letter to the owner telling them to move. If the vehicle does not move, the owner of vehicle will be cited \$10.00. No permits issued. No exceptions.

**Laramie PD** Laramie PD does not allow parkway parking. If a vehicle parks on the parkway a \$10.00 citation will be written to the owner of the vehicle. No permits. No exceptions. Smith referenced the Municipal Ordinance for parking. 10.36.020 See section G.





March 3, 2021

MEMO TO: Tim Cortez, Parks and Recreation Director

FROM: Randy Norvelle, Parks Manager  
Katy Hallock, Parks Supervisor  
Jim Gerhart, Parks Supervisor

SUBJECT: Detriments to trees and the environment for allowing boulevard parking.

**Meeting Date & Type:**

**Recommendation:**

Information only.

**Summary:**

During the February 23<sup>rd</sup>, 2021 council work session permitting was at the forefront of discussion. Specifically addressed were concerns related to permits and enforcement related to parking on boulevard areas. It was apparent after watching the discussion that most (if not all) of the council were dedicated to safety over aesthetics. Staff recognizes the concerns brought up in the meeting and agrees that safety is of concern; however, staff also wanted to note that aesthetics are just the tip of the needle to the valuation of trees along these boulevards. Staff has developed the following bullet points for perusal in regard to the possibility of eliminating boulevard trees to make room for vehicular parking:

- In a properly tree lined residential setting energy costs borne by the homeowner have been shown to decrease by 15-35% because trees lower urban air temperatures.
- Property values in tree lined areas generally see a \$15-25,000 increase.
- Reduction of the heat island effect: exposed expanses of concrete and asphalt have been shown to raise ambient air temperature 3-7°. Shading as much of it as possible helps alleviate the rise in temperature.
- Trees that are closer to roadways are the front line in defeating carbon emissions from traffic. They have been shown to absorb 9 times more pollutants than trees farther away from the roadways.
- The sun's UVA and UVB rays shorten the useful life of asphalt. A well shaded street will not need to be repaved as frequently as a fully sunlit street.
- Trees can reduce the amount of storm water runoff by intercepting rain in their canopy and releasing the water back to the atmosphere. Reducing storm water runoff is important to reduce the amount of pollutants that the rain carried through the storm water system to the river. This action also reduces ambient air temperature in the surrounding vicinity.
- Anecdotally trees provide safety to pedestrians by intercepting rogue vehicles, lower blood pressure and reduce crime.

**Financial Considerations:**

As stated in the bullet points, reduction in heating and cooling costs, longevity of asphalt, less wear and tear on the storm water system, reduced health care costs and costs related to crime are all valuable intangible benefits of planting more trees in the right places.

If more and more trees are removed from the streets to allow for parking the city can expect to see an increase in cost for the above mentioned items.

**Attachments:**

Benefits of Urban Street Trees



# Urban Street Trees

**22 Benefits**

**Specific Applications**



Dan Burden,  
Senior Urban Designer, Glatting Jackson, Walkable Communities, Inc..  
Summer, 2006



# Urban Street Trees

## 22 Benefits

By Dan Burden, Senior Urban Designer  
Glatting Jackson and Walkable Communities, Inc;  
August, 2006

U.S Forest Service facts and figures and new traffic safety studies detail many urban street tree benefits. Once seen as highly problematic for many reasons, street trees are proving to be a great value to people living, working, shopping, sharing, walking and motoring in and through urban places.

For a planting cost of \$250-600 (includes first 3 years of maintenance) a single street tree returns over \$90,000 of direct benefits (not including aesthetic, social and natural) in the lifetime of the tree. Street trees (generally planted from 4 feet to 8 feet from curbs) provide many benefits to those streets they occupy. These trees provide so many benefits that they should always be considered as an urban area default street making feature.

With new attentions being paid to global warming causes and impacts more is becoming known about negative environmental impacts of treeless urban streets. We are well on the way to recognizing the need for urban street trees to be preferred urban design, rather than luxury items tolerated by traffic engineering and budget conscious city administrators.

The many identified problems of street trees are overcome with care by designers. Generally street trees are placed each 15-30 feet. These trees are carefully positioned to allow adequate sight triangles at intersections and driveways, to not block street luminaries, not impact utility lines above or below ground. Street trees of various varieties are used in all climates, including high altitude, semi-arid and even arid urban places.





The science of street tree placement and maintenance is well known and observed in a growing number of communities (i.e. Chicago, Illinois; Sacramento, Davis, California; Eugene, Oregon; Seattle, Redmond, Olympia and Issaquah, Washington; Charlotte, N.C.; Keene, New Hampshire and Cambridge, Mass). Although care and maintenance of trees in urban places is a costly task, the value in returned benefits is so great that a sustainable community cannot be imagined without these important green features.

**Properly placed and spaced urban street trees provide these benefits:**

Increased motorized traffic and pedestrian safety (contrary to engineering myths). See below article for details on mode safety enhancements. See especially the compilation of safety benefits detailed in, *Safe Streets, Livable Streets*, by Eric Dumbaugh Journal of the American Planning Association, Vol. 71, No. 3, Summer 2005. One such indication of increased safety with urban street trees is quoted from this document:

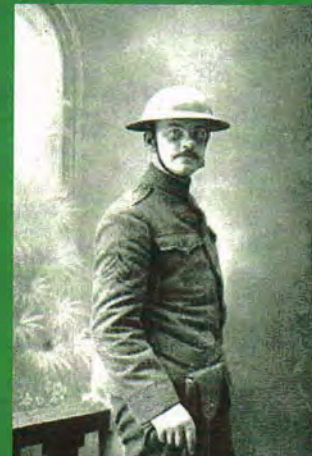
*"...Indeed, there is a growing body of evidence suggesting that the inclusion of trees and other streetscape features in the roadside environment may actually reduce crashes and injuries on urban roadways. Naderi (2003) examined the safety impacts of aesthetic streetscape enhancements placed along the roadside and medians of five arterial roadways in downtown Toronto. Using a quasi-experimental design, the author found that the inclusion of features such as trees and concrete planters along the roadside resulted in statistically significant reductions in the number of mid-block crashes along all five roadways, with the number of crashes decreasing from between 5 and 20% as a result of the streetscape improvements. While the cause for these reductions is not clear, the author suggests that the presence of a well defined roadside edge may be leading drivers to exercise greater caution."*



## Trees

I think that I shall never see  
A poem lovely as a tree.  
A tree whose hungry mouth is prest  
Against the sweet earth's flowing breast;  
A tree that looks at God all day,  
And lifts her leafy arms to pray;  
A tree that may in summer wear  
A nest of robins in her hair;  
Upon whose bosom snow has lain;  
Who intimately lives with rain.  
Poems are made by fools like me,  
But only God can make a tree.

**...Joyce Kilmer (1913)  
American poet,  
killed during WWI at the age of 31**





## 22 Benefits Detailed:

1. **Reduced and more appropriate urban traffic speeds.** Urban street trees create vertical walls framing streets, providing a defined edge, helping motorists guide their movement and assess their speed (leading to overall speed reductions). Street safety comparisons show reductions of run-off-the-road crashes and overall crash severity when street tree sections are compared with equivalent treeless streets. (Texas A and M conducted simulation research which found people slow down while driving through a treed scape. These observations are also seen in the real world when following motorists along first a treed portion of a street, and then a non treed portion (see page 13). Speed differentials of 3 mph to 15 mph are noted.
2. **Create safer walking environments,** by forming and framing visual walls and providing distinct edges to sidewalks so that motorists better distinguish between their environment and one shared with people. If a motorist were to significantly err in their urban driving task, street trees help deflect or fully stop the motorist from taking a human life.
3. **Trees call for placemaking planting strips and medians,** which further separate motorists from one another, pedestrians, buildings and other urban fabric. This green area adds significantly to aesthetics and placemaking. Urban area medians with trees are safer than those without trees (R. Ewing, Caltrans Study, circa 2003). Medians reduce crashes by 50% or more.





4. **Increased security.** Trees create more pleasant walking environments, bringing about increased walking, talking, pride, care of place, association and therefore actual ownership and surveillance of homes, blocks, neighborhoods plazas, businesses and other civic spaces.

5. **Improved business.** Businesses on treescaped streets show 12% higher income streams, which is often the essential competitive edge needed for main street store success, versus competition from plaza discount store prices.

6. **Less drainage infrastructure.** Trees absorb the first 30% of most precipitation through their leaf system, allowing evaporation back into the atmosphere. This moisture never hits the ground. Another percentage (up to 30%) of precipitation is absorbed back into the ground and taken in and held onto by the root structure, then absorbed and then transpired back to the air. Some of this water also naturally percolates into the ground water and aquifer. Storm water runoff and flooding potential to urban properties is therefore reduced.

7. **Rain, sun, heat and skin protection.** For light or moderate rains, pedestrians find less need for rain protection. In cities with good tree coverage there is less need for chemical sun blocking agents. Temperature differentials of 5-15 degrees are felt when walking under tree canopied streets.





8. **Reduced harm from tailpipe emissions.** Automobile and truck exhaust is a major public health concern and contains significant pollutants, including carbon monoxide (CO), volatile organic compounds (VOC), nitrogen oxides (NOx), and particulate matter (PM). Tailpipe emissions are adding to asthma, ozone and other health impacts. Impacts are reduced significantly from proximity to trees.

9. **Gas transformation efficiency.** Trees in street proximity absorb 9 times more pollutants than more distant trees, converting harmful gasses back into oxygen and other useful and natural gasses.

10. **Lower urban air temperatures.** Asphalt and concrete streets and parking lots are known to increase urban temperatures 3-7 degrees. These temperature increases significantly impact energy costs to homeowners and consumers. A properly shaded neighborhood, mostly from urban street trees, can reduce energy bills for a household from 15-35%.

11. **Lower Ozone.** Increases in urban street temperatures that hover directly above asphalt where tailpipe emissions occur dramatically increase creation of harmful ozone and other gasses into more noxious substances impacting health of people, animals and surrounding agricultural lands.





12. **Convert streets, parking and walls into more aesthetically pleasing environments.** There are few streetmaking elements that do as much to soften wide, grey visual wastelands created by wide streets, parking lots and massive, but sometimes necessary blank walls than trees.

13. **Soften and screen necessary street features** such as utility poles, light poles and other needed street furniture. Trees are highly effective at screening those other vertical features to roadways that are needed for many safety and functional reasons.

14. **Reduced blood pressure, improved overall emotional and psychological health.** People are impacted by ugly or attractive environments where they spend time. Kathlene Wolf, Social Science Ph.D. University of Washington gave a presentation that said "the risk of treed streets was questionable compared to other types of accidents along with the increased benefit of trees on human behavior, health, pavement longevity, etc." She noted that trees have a calming and healing effect on ADHD adults and teens.

15. **Time in travel perception.** Other research and observations confirm that motorists perceive the time it takes to get through treed versus non-treed environments has a significant differential. A treeless environment trip is perceived to be longer than one that is treed (Walter Kulash, P.E.; speech circa 1994, Glatting Jackson).





16. **Reduced road rage.**

Although this may at first seem a stretch, there is strong, compelling research that motorist road rage is less in green urban versus stark suburban areas. Trees and aesthetics, which are known to reduce blood pressure, may handle some of this calming effect.

17. **Improved operations potential.** When properly positioned and maintained, the backdrop of street trees allow those features that should be dominant to be better seen, such as vital traffic regulatory signs. The absence of a well developed Greenscape allows the sickly grey mass of strip to dominate the visual world. At the same time, poorly placed signs, signals, or poorly maintained trees reduces this positive gain, and thus proper placement and maintenance must be rigidly adhered to.

18. **Added value to adjacent homes, businesses and tax base.** Realtor based estimates of street tree versus non street tree comparable streets relate a \$15-25,000 increase in home or business value. This often adds to the base tax base and operations budgets of a city allowing for added street maintenance. Future economic analysis may determine that this is a break-even for city maintenance budgets.





19. **Provides a lawn for a splash and spray zone, storage of snow, driveway elevation transition and more.** Tree lawns are an essential part of the operational side of a street.
20. **Filtering and screening agent.** Softens and screens utility poles, light poles, on-street and off-street parking and other features creating visual pollution to the street.
21. **Longer pavement life.** Studies conducted in a variety of California environments show that the shade of urban street trees can add from 40-60% more life to costly asphalt. This factor is based on reduced daily heating and cooling (expansion/contraction) of asphalt. As peak oil pricing increases roadway overlays, this will become a significant cost reduction to maintaining a more affordable roadway system.
22. **Connection to nature and the human senses.** Urban street trees provide a canopy, root structure and setting for important insect and bacterial life below the surface; at grade for pets and romantic people to pause for what pets and romantic people pause for; they act as essential lofty environments for song birds, seeds, nuts, squirrels and other urban life. Indeed, street trees so well establish natural and comfortable urban life it is unlikely we will ever see any advertisement for any marketed urban product, including cars, to be featured without street trees making the ultimate dominant, bold visual statement about place.







## Trees provide enclosure

West Hartford's Farmington Avenue tree canopy forms an attractive wall of green. This sense of enclosure creates an important quality allowing pedestrians to feel fully separated from the movement of more than 25,000 vehicles in the adjacent street.







## Trees provide shelter

It rained all day. When author Dan Burden spent mid morning to mid-afternoon on West Hartford's Farmington Avenue he did not get wet. The canopy cover kept sidewalks dry, despite a steady light all-day rain. Trees have the ability to capture significant rainfall then transpire it back into the atmosphere before reaching the ground. Meanwhile water runs down branches and trunk to allow deep root penetration.





## Tree and Lamp Placement

Well placed trees allow even and attractive lamp placement. It is important that lamps provide proper levels of lumination to create welcoming and comfortable walking environments.

Generally lamps are placed mid-way between trees, allowing for some variation between other essential furniture such as seating and fire hydrants.







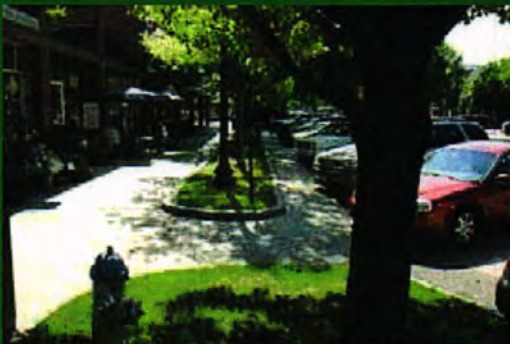
### **Traffic Calming results from correct tree placement**

The top two images are both collector category streets (Avenues). Historic tree plantings reduce speeds, provide greater green cover, and allow homes to face streets, thus rewarding walking activity. More recent street making maximizes asphalt, increases the tendency to speed and highly discourages developers from orienting homes toward the street. Walking becomes a lonely and sometimes scary activity. The bottom two images each have the same curb to curb dimensions. Trees placed at the street and on street parking bring speeds down 7-8 mph.



## Trees Screen Parking

Effective tree placement softens harshening effects of on-street parking. A combination of tree planting tools, from curb extensions, block entry tree clusters, mid-block tree clusters at curb extensions and tree wells are common tools for screening and greening parking areas.







### **Alley versus driveway loaded blocks**

There is a distinct visual advantage in using alley loaded properties. Driveways break up the natural rhythm and opportunity of attractively and evenly spaced street trees. Driveways also eliminate the possibility of using a longer tree planter strip. Long and narrow strips are sometimes essential to getting in quality growth trees in a minimum right-of-way.





## Maximize Green

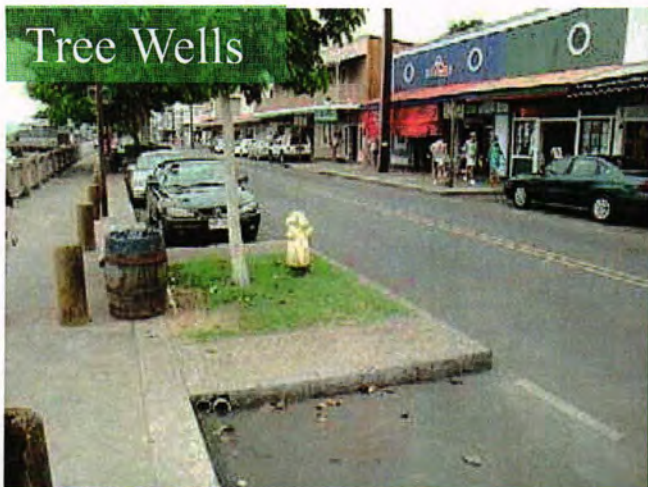
Plan good caliper trees (3" or wider) on all streets to soften buildings and street impacts. Use wide or long tree wells and all of the technical knowledge for setting and maintaining successful urban trees. Utilities are placed in locations minimizing impact on green cover.

Urban street trees are generally placed each 15-20 feet. Dense placement is highly desired.





## Tree Wells



## Tree Wells

In tight urban spaces there may be insufficient space in sidewalks to place trees. In these settings placement of tree wells roughly every 40-60 feet allows two or three parking spaces. Often not a single parking space is lost. Tree wells can be added to both parallel and angled parking. Depending on the amount of parking needed, desired visual pattern, and tree density wells are placed every other car, third car and sometimes every fourth car. Wells must be deep enough to prevent backing into trees.



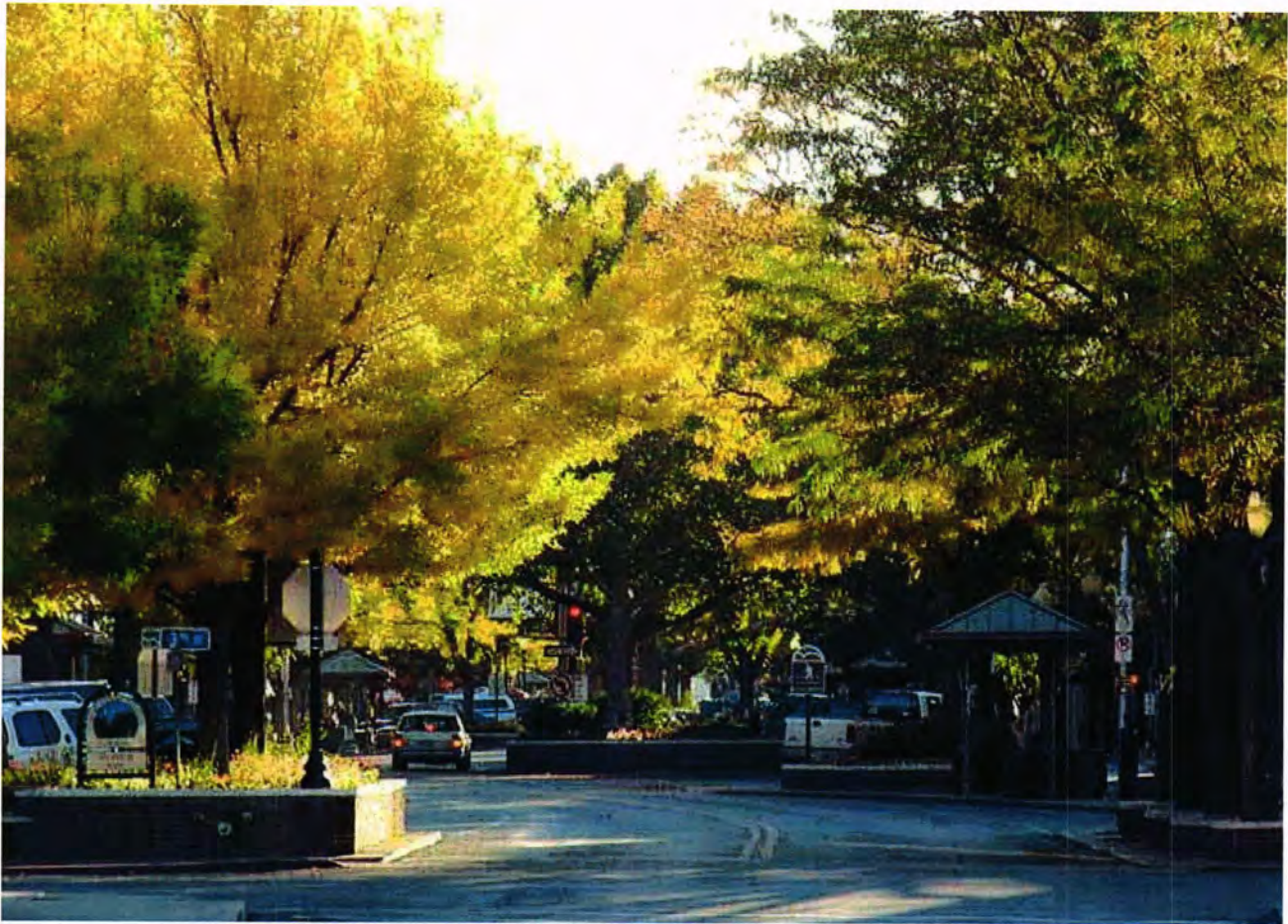
## Tree Wells



### Tree Wells and curb extensions

One of the greatest benefits to the use of tree wells is the added screening of parked cars. Properly used tree wells establish a compelling line of green, hiding much of the excess asphalt needed for parking. Tree wells are often accented with colorful ground cover. The term tree well is used independently of curb extension. Curb extensions add to the use of tree wells, but are much larger, and often include sitting areas or corner placement.











Kathlene Wolf, Social Science Ph.D. University of Washington gave a presentation that said that the risk of treeless streets was questionable compared to other types of accidents along with the increased benefit of trees on human behavior, health, pavement longevity, etc. She noted that trees have a calming and healing effect on ADHD adults and teens. And I added that through my review of literature, ADHD males 16 to 22 years of age had an incident of serious accident that was 5 times what a control population of 16 to 22 male drivers would experience

March 3, 2021

MEMO TO: J. Carter Napier, City Manager   
FROM: Tom Pitlick, Financial Services Director   
SUBJECT: Amendment to the Fiscal Year 2021 Budget

**Meeting Type & Date**

Council Work Session  
March 9, 2021

**Action Type**

Information Only

**Recommendation**

Move Forward For Approval

**Summary**

The Municipal Budget Act, Section 16-4-108, prohibits the expenditure or encumbrance of any money in excess of the amounts provided in the budget for each department. To comply with this requirement, City Council may authorize an adjustment of budgets.

The budget amendment being proposed would be the fourth amendment to the originally adopted Fiscal Year 2020-2021 budget. If approved, this amendment would add \$23,104,409 of additional expenditure authority to the budget. For the purpose of a summary analysis, the proposed amendment is divided into the following seven categories:

**Transfers of existing financial resources between Funds**

**\$12,775,152** will be covered through the transfer of existing dollars between Funds. Much of this amount involves transactions related to the newly created Cares Act Fund. Creation of this fund was authorized by Council on December 15, 2020, in order to maintain a clear accounting record of expenditures and grant reimbursements associated with the COVID 19 virus. Prior to the creation of the Cares Act Fund, the \$11M+ in reimbursements already received had been deposited into the General Fund. This amendment will move those deposits from the General Fund into the Cares Act Fund. In addition, some COVID related expenditures had been paid from the General Fund for which a transfer of grant dollars from the Cares Act Fund back to the General Fund would be appropriate.

**Council authorized projects/disbursements**

**\$4,586,196** is required to cover the costs of projects and disbursements for which Council direction has previously been given and budget expenditure authority is needed. Specific items, and the recommended funding source, in this category are:



- \$2,681,795 for City Hall Project Safe. Funding will come from a transfer of existing financial resources in the Revolving Land Fund (\$890k); the LAD Fund (\$1,677,306); and residual 1% #16 dollars allocated for this purpose.
- \$1,250,000 for the purchase of two Fire-EMS vehicles. Funding will be from 1% #16 dollars allocated for this purpose.
- \$482,404 for employee recompense associated with the Voluntary Unpaid Days/Furlough program implemented during the first half of this fiscal year, as previously authorized by Council. Funding will be from Cares Act grant receipts.
- \$171,997 to enable the Ford Wyoming Center to allow furloughed employees to return to work immediately and return salaries to normal levels. Funding will be from Cares Act grant receipts.

#### **Prior year approved transfers**

**\$4,552,023** for previously approved budget transfers. These budget transfers were authorized in the passage of fiscal year 2020 budget amendments but, for various reasons, the actual transfer of the funds never occurred within that year. These transfers must now be re-authorized in this fiscal year so that the funds can be made available for the intended purposes.

#### **FY '20 Carry Over Purchases**

**\$442,901** for fiscal year 2020 authorized purchases. The following items were approved for purchase in the fy '20 budget year but funds were not spent or encumbered by fiscal year end. Funds must now be re-appropriated in fy '21 for authorized expenditure:

- \$353,673 for Striper Truck
- \$ 89,228 to equip police vehicles with communication technology equipment

#### **Budgetary adjustments**

**\$319,211** is the net amount being requested to cover budgetary shortfalls caused by unanticipated and higher than expected expenditures. The net amount includes a budgetary reduction of \$347,166 caused by over budgeting for a project.

- \$385,000 to cover the costs of catastrophic claims expense associated with City vehicle/property damage. Insurance reimbursements of \$352,000 are anticipated with the remaining \$33,000 to be covered by existing Property & Liability Fund reserves.
- \$176,500 to cover the cost of higher than anticipated truck and equipment repairs in the Refuse Fund. Funding will be from existing Refuse Fund reserves.
- \$104,877 other misc. adjustments
- (\$347,166) budgeted expense reduction. Fy'21 budgeted expense for project was overstated.

#### **New projects**

**\$270,000** is included to provide funding for the following projects that were part of the fy '22 capital budget plan but, due to the critical need for timely completion, are being requested in the fy '21 budget:

- \$130,000 to cover the cost of air handling unit replacements at the City owned Senior Center building. Funding will be from existing capital reserves.



- \$70,000 for installation of roll-up garage doors at the 19<sup>th</sup> Hole. Funding will be from existing Golf Fund reserves.
- \$70,000 for the purchase of call center software to improve tracking and management of customer telephone calls. Funding will be from transfers of existing financial resources in the Water, Sewer, and Refuse Funds.

#### **New Appropriations with offsetting revenues**

**\$158,926** for unbudgeted expenditures for which there is offsetting revenues:

- \$134,000 Coates Road LAD (\$67,000 from Natrona County; \$67,000 private)
- \$ 10,000 AV system upgrades (funding provided through franchise fees)
- \$ 8,326 EUDL overtime expense (funded through EUDL grant)
- \$ 6,600 African American Cultural Study (offsetting grant revenue)

#### **Financial Considerations**

Total net impact (after application of unanticipated revenues and transfers) to various funds is (\$3,328,557) shown as follows:

General Fund:	(\$10,401,794)
Cares Act Fund:	\$11,602,033
Opportunity Fund:	(\$ 314,533)
Perpetual Care Fund:	(\$ 1,390,184)
CATC Fund:	\$ 30,000
River Fund:	\$ 49,000
LAD Fund:	(\$ 1,677,306)
Revolving Land Fund:	(\$ 890,000)
PSCC Fund:	(\$ 14,000)
Capital Fund:	\$ 173,721
Water Fund:	(\$ 23,800)
Sewer Fund:	(\$ 23,100)
Refuse Fund:	(\$ 324,567)
Balefill Fund:	(\$ 21,027)
Golf Fund:	(\$ 70,000)
Fleet Maint. Fund:	\$ 250,000
Property & Liab. Fund:	(\$ 283,000)

A detailed listing of all transactions comprising the proposed amendment can be found in Attachment A.

#### **Oversight/Project Responsibility**

Tom Pitlick, Financial Services Director

#### **Attachments**

Attachment A- Amendment Detail

## ATTACHMENT A

FY '21 BUDGET AMENDMENT #4 DETAIL				
	FUNDING REQUESTED	NEW OR OFFSETTING REVENUES	DESCRIPTION	FUNDING SOURCE
<b>GENERAL FUND (101)</b>				
<b>General Government (501)</b>				
City Council - Community Service	\$ 10,000		Contr to Natrona County Travel & Tourism Council-CNFR grp tickets	transfer from CARES ACT Fund
Attorney's Office - Benefits	\$ 36,883		Health Insurance and Other Insurance underbudgeted	Unassigned Cash
Planning	\$ 6,600	\$ (6,600)	African American Cultural Study Proj - new expense w/grant offset	federal grant
Transfer In		\$ (93,495)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$ 93,495		Unpaid days recompense	CARES Act Fund
Transfer Out	\$ 49,000		Transfer to the River Fund to reimburse for value of rock used	Unassigned Cash
Transfer Out	\$ 11,075,717		CARES Act grant recpt's to CARES Act Fund	CARES ACT grant recpt's
Transfer In		\$ (849,034)	Reimbursement of COVID non-payroll related expenditures	CARES ACT Fund
Transfer In		\$ (10,000)	Transfer In from CARES ACT Fund for CNFR group ticket agreement	CARES ACT Fund
Total General Government	\$ 11,271,695	\$ (959,129)		
<b>Culture &amp; Recreation (505)</b>				
Transfer In		\$ (19,038)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$ 19,038		Unpaid days recompense	CARES Act Fund
Total Culture & Recreation	\$ 19,038	\$ (19,038)		
<b>Public Safety (502)</b>				
Light Equipment	\$ 89,228		Comm Tech Equipment	FY '20 Budget Carry Over
Transfer In		\$ (159,798)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$ 159,798		Unpaid days recompense	CARES Act Fund
Total Public Safety	\$ 249,026	\$ (159,798)		
<b>Public Works (503)</b>				
Transfer In		\$ (19,510)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$ 19,510			CARES Act Fund
Total Public Works	\$ 19,510	\$ (19,510)		
<b>Opportunity Fund (102)</b>				
Transfers Out	\$ 314,533		CF Transfer of remaining fy'20 BA#1 \$315k transf (Hogadon Pkg Lot)	Rebudget of fy '20 appropriation
Total Opportunity Fund	\$ 314,533	\$ -		
<b>Perpetual Care Fund (103)</b>				
Transfers Out	\$ 1,390,184		CF rebudget of fy '20 BA#2 not processed (Ice Chiller project)	Rebudget of fy '20 appropriation
Total Perpetual Care	\$ 1,390,184	\$ -		
<b>Metro Animal Shelter/Control Fund (105)</b>				
Transfer In		\$ (7,337)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$ 7,337		Unpaid days recompense	CARES Act Fund
Total MAS/MAC	\$ 7,337	\$ (7,337)		
FY '21 BUDGET AMENDMENT #4 DETAIL (Page 2)				
	FUNDING REQUESTED	NEW OR OFFSETTING REVENUES	DESCRIPTION	FUNDING SOURCE
<b>CARES ACT Fund (107)</b>				
Revenue - Federal Grants		\$ (2,039,751)	Anticipated grant revenue - billed but not yet rec'd	CARES Act funding
Transfer In		\$ (11,075,717)	CARES ACT revenue rec'd into GF	From GF
Transfers Out - GF (101)	\$ 291,841		Unpaid days recompense GF	CARES Act Unassigned Cash
Transfers Out - MAS (105)	\$ 7,337		Unpaid days recompense MAS	CARES Act Unassigned Cash
Transfers Out - Police Grants (114)	\$ 864		Unpaid days recompense Police Grants	CARES Act Unassigned Cash
Transfers Out - W&P (110)	\$ 2,808		Unpaid days recompense W&P	CARES Act Unassigned Cash
Transfers Out - MPO (116)	\$ 3,114		Unpaid days recompense MPO	CARES Act Unassigned Cash
Transfers Out - PSCC (117)	\$ 17,072		Unpaid days recompense PSCC	CARES Act Unassigned Cash
Transfers Out - WATER (201)	\$ 29,693		Unpaid days recompense Water	CARES Act Unassigned Cash
Transfers Out - WTP (202)	\$ 12,868		Unpaid days recompense WTP	CARES Act Unassigned Cash
Transfers Out - SEWER (203)	\$ 13,250		Unpaid days recompense Sewer	CARES Act Unassigned Cash
Transfers Out - WWTP (204)	\$ 18,165		Unpaid days recompense WWTP	CARES Act Unassigned Cash
Transfers Out - REFUSE (205)	\$ 23,805		Unpaid days recompense Refuse	CARES Act Unassigned Cash
Transfers Out - BALEFILL (206)	\$ 21,419		Unpaid days recompense Balefill	CARES Act Unassigned Cash
Transfers Out - AQUATICS (221)	\$ 2,043		Unpaid days recompense Aquatices	CARES Act Unassigned Cash
Transfers Out - GOLF (222)	\$ 4,049		Unpaid days recompense Golf	CARES Act Unassigned Cash
Transfers Out - ICE ARENA (223)	\$ 2,044		Unpaid days recompense Ice Arena	CARES Act Unassigned Cash
Transfers Out - REC CENTER (224)	\$ 6,371		Unpaid days recompense Rec Center	CARES Act Unassigned Cash
Transfers Out - HOGADON (225)	\$ 4,610		Unpaid days recompense Hogadon	CARES Act Unassigned Cash
Transfers Out - FLEET MAINT (251)	\$ 11,285		Unpaid days recompense Fleet Maintenance	CARES Act Unassigned Cash
Transfers Out - BUILDINGS & STRUCTURES (252)	\$ 5,928		Unpaid days recompense Buildings & Structures	CARES Act Unassigned Cash
Transfers Out - PROPERTY INSURANCE (254)	\$ 3,837		Unpaid days recompense Property Insurance	CARES Act Unassigned Cash
Transfer Out - CEC (226)	\$ 171,997		Subsidize employee Wages	CARES Act Unassigned Cash
Transfer Out - GF	\$ 10,000		Funding for Natrona County Travel & Tourism contribution	CARES Act Unassigned Cash
Transfer Out - GF	\$ 849,034		Reimbursement of non-payroll related Covid expenditures	CARES Act Unassigned Cash
Total CARES Act Fund	\$ 1,513,435	\$ (13,115,468)		
FY '21 BUDGET AMENDMENT #4 DETAIL (Page 3)				
	FUNDING REQUESTED	NEW OR OFFSETTING REVENUES	DESCRIPTION	FUNDING SOURCE

<b>CATC Fund (115)</b>				
Transfers In	\$	(30,000)	Correction related to fy '20 BA#2 (two bus purchases)	Transfer from Capital Fund
Total CATC Fund	\$	-	\$ (30,000)	
<b>River Fund (106)</b>				
Transfers In	\$	(49,000)	Transfer in from GF for reimbursement of rock used	Transfer from GF
Total River Fund	\$	-	\$ (49,000)	
<b>LAD Fund (104)</b>				
Principal	\$	(67,000)	Coates Road LAD payments	Project Payments
Transfer Out	\$	67,000	Coates Road LAD transfer to Capital Fund	Project Payments
Transfer Out	\$	1,677,306	CF rebudget of fy '20 BA#1 not processed (Project SAFE)	Rebudget of fy '20 appropriation
Total LAD Fund	\$	1,744,306	\$ (67,000)	
<b>Police Grants (114)</b>				
Transfer In	\$	(864)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	864	Unpaid days recompense	CARES Act Fund
Overtime	\$	8,326	Unbudgeted EUDL overtime expense	EUDL Grant
Federal Grants	\$	(8,326)	Unbudgeted EUDL overtime grant reimbursement	EUDL Grant
Total Police Grants	\$	9,190	\$ (9,190)	
<b>Weed &amp; Pest Fund (110)</b>				
Transfer In	\$	(2,808)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	2,808	Unpaid days recompense	CARES Act Fund
Total Weed & Pest	\$	2,808	\$ (2,808)	
<b>Revolving Land Fund (113)</b>				
Transfers Out	\$	890,000	CF rebudget of fy '20 BA#1 not processed (Project SAFE)	Rebudget of fy '20 appropriation
Total Revolving Land Fund	\$	890,000	\$ -	

**FY '21 BUDGET AMENDMENT #4 DETAIL (Page 4)**

	<u>FUNDING REQUESTED</u>	<u>NEW OR OFFSETTING REVENUES</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
<b>MPO Fund (116)</b>				
Transfer In	\$	(3,114)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	3,114	Unpaid days recompense	CARES Act Fund
Total MPO Fund	\$	3,114	\$ (3,114)	
<b>PSCC Fund (117)</b>				
Capital Technology	\$	14,000	PSCC Server Room A/C	Fund Reserves
Transfer In	\$	(17,072)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	17,072	Unpaid days recompense	CARES Act Fund
Total PSCC Fund	\$	31,072	\$ (17,072)	
<b>Capital Fund (150)</b>				
Capital Technology	\$	70,000	Call Center Software Purchase	Refuse, Water, Sewer Fund Transfers
Revenue from Other Local Govt's	\$	(67,000)	Coates Road LAD Natrona County Payment	Natrona County
Transfer In	\$	(67,000)	Coates Road LAD transfer	LAD Fund
Improvements Other Than Buildings	\$	134,000	Coates Road LAD	Transfer/new revenue
Heavy Equipment	\$	1,250,000	Purchase 2 Fire-EMS vehicles	Available Cash
Technology Replacement	\$	10,000	Council Chambers AV system upgrades	Unanticipated Franchise Fees
Contributions	\$	(10,000)	Council Chambers AV system upgrades	Unanticipated Franchise Fees
Building Improvements	\$	2,681,795	Project SAFE Improvements	Trans from RLF;LAD; bal 1%#16 alloc
Building Improvements	\$	130,000	Senior Center air handling units	Available Cash
Improvements Other Than Buildings	\$	(347,166)	Midwest Ave savings budget reduction	Project Savings
Heavy Equipment (Streets)	\$	353,673	Striper Truck (budgeted in fy '20 but not pd until fy '21)	fy '20 carryover funding
Transfers Out	\$	30,000	CATC transfer - Correction related to fy '20 BA#2 (2 bus purchases)	Rebudget of fy '20 appropriation
Transfer In	\$	(2,567,306)	Rebudget of fy '20 BA#1 not processed (Project SAFE)	Revolving Land Fund & LAD Fund
Transfer In	\$	(1,390,184)	Rebudget of fy '20 BA#2 not processed (Ice Chiller project)	Perpetual Care Fund
Transfer In	\$	(314,533)	Transfer of remaining fy'20 BA#1 \$315k transfer (Hogadon Pkg Lot)	Opportunity Fund
Transfer In	\$	(70,000)	Call Center Software Purchase	Refuse, Water, Sewer Fund Transfers
Total Capital Fund	\$	4,312,302	\$ (4,486,023)	
<b>CEC Fund (226)</b>				
Transfer In	\$	(171,997)	Subsidize employee wages	CARES Act Fund
Other Contractual	\$	171,997	Subsidize employee wages	CARES Act Fund
Total CEC Fund	\$	171,997	\$ (171,997)	

**FY '21 BUDGET AMENDMENT #4 DETAIL (Page 5)**

	<u>FUNDING REQUESTED</u>	<u>NEW OR OFFSETTING REVENUES</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
<b>Water Fund (201)</b>				
Transfers Out	\$	23,800	Allocated share of Call Center Software Purchase	Unassigned Cash
Transfer In	\$	(29,693)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	29,693	Unpaid days recompense	CARES Act Fund
Total Water Fund	\$	53,493	\$ (29,693)	
<b>Regional Water Fund (202)</b>				
Transfer In	\$	(12,868)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	12,868	Unpaid days recompense	CARES Act Fund
Total Regional Water Fund	\$	12,868	\$ (12,868)	
<b>Sewer Fund (203)</b>				
Transfers Out	\$	23,100	Allocated share of Call Center Software Purchase	Unassigned Cash
Transfer In	\$	(13,250)	Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	13,250	Unpaid days recompense	CARES Act Fund
Total Sewer Fund	\$	36,350	\$ (13,250)	
<b>WWTP Fund (204)</b>				

Salaries/Benefits	\$	18,165		Unpaid days recompense	CARES Act Fund
Transfer In			\$	(18,165)	Unpaid days recompense
Total WWTP Fund	\$	18,165	\$	(18,165)	CARES Act Fund
<b>Refuse Fund (205)</b>					
Residential Revenues			\$	102,000	MRF revenue projected in budget for 12 mos. S/B for 9 mos
Overtime	\$	11,123			OT need greater than budgeted
Residential Program Salaries & Wages	\$	8,151			Three month overhire for Admin. Tech. position
Employee Benefits & Contributions	\$	3,693			Three month overhire for Admin. Tech. position
Other Contractual	\$	176,500			Truck and equipment repairs higher than budgeted
Transfer In			\$	(23,805)	Unpaid days recompense
Salaries/Benefits	\$	23,805			Unpaid days recompense
Transfers Out	\$	23,100			Allocated share of Call Center Software Purchase
Total Refuse Fund	\$	246,372	\$	78,195	Reserves


**FY '21 BUDGET AMENDMENT #4 DETAIL (Page 6)**


	<u>FUNDING REQUESTED</u>	<u>NEW OR OFFSETTING REVENUES</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
<b>Balefill (206)</b>				
Overtime	\$	5,360	OT need greater than budgeted	Balefill Reserves
Improvements other than Bldgs	\$	15,667	Balefill locker room design higher than expected	Balefill Reserves
Transfer In			\$ (21,419) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	21,419	Unpaid days recompense	CARES Act Fund
Total Balefill Fund	\$	42,446	\$ (21,419)	
<b>Aquatics Fund (221)</b>				
Transfer In			\$ (2,043) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	2,043	Unpaid days recompense	CARES Act Fund
Total Aquatics Fund	\$	2,043	\$ (2,043)	
<b>Golf Fund (222)</b>				
Improvements to Buildings	\$	70,000	Install roll-up garage doors at the 19th hole	Golf fund reserves
Transfer In			\$ (4,049) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	4,049	Unpaid days recompense	CARES Act Fund
Total Golf Fund	\$	74,049	\$ (4,049)	
<b>Ice Arena Fund (223)</b>				
Transfer In			\$ (2,044) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	2,044	Unpaid days recompense	CARES Act Fund
Total Ice Arena Fund	\$	2,044	\$ (2,044)	
<b>Rec Center Fund (224)</b>				
Transfer In			\$ (6,371) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	6,371	Unpaid days recompense	CARES Act Fund
Total Rec Center Fund	\$	6,371	\$ (6,371)	
<b>Hogadon Fund (225)</b>				
Transfer In			\$ (4,610) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	4,610	Unpaid days recompense	CARES Act Fund
Total Hogadon Fund	\$	4,610	\$ (4,610)	
<b>Fleet Maintenance (251)</b>				
Transfer In			\$ (250,000) Rebudget of fy '20 BA#3 not processed	Property & Liability Fund transfer
Transfer In			\$ (11,285) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	11,285	Unpaid days recompense	CARES Act Fund
Total Fleet Maintenance	\$	11,285	\$ (261,285)	

**FY '21 BUDGET AMENDMENT #4 DETAIL (Page 7)**

	<u>FUNDING REQUESTED</u>	<u>NEW OR OFFSETTING REVENUES</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
<b>Buildings &amp; Structures Fund (252)</b>				
Transfer In			\$ (5,928) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	5,928	Unpaid days recompense	CARES Act Fund
Total Buildings & Structures Fund	\$	5,928	\$ (5,928)	
<b>Property Insurance Fund (254)</b>				
Transfers Out	\$	250,000	Rebudget of fy '20 BA#3 transfer to Fleet not processed	Rebudget of fy '20 appropriation
Transfer In			\$ (3,837) Unpaid days recompense	CARES Act Fund
Salaries/Benefits	\$	3,837	Unpaid days recompense	CARES Act Fund
Improvements Buildings (claims expense)	\$	385,000	To cover catostrophic claims expense exposure	claims reimb. Plus \$33k unassign cash
Insurance Reimbursementsd			\$ (352,000) Anticipated Reimbursment of above claims expense	Insurance reimbursements
	\$	638,837	\$ (355,837)	
	\$	23,104,408.98	\$ (19,775,851.00)	
			\$ 3,328,558	

March 4, 2021

MEMO TO: His Honor the Mayor and Members of the City Council  
J. Carter Napier, City Manager 

FROM: John Henley, City Attorney 

SUBJECT: An Ordinance Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code and Creating a New Article IV of Chapter 9.40 of the Casper Municipal Code Titled “Sale of Nicotine Products”

**Meeting Type & Date**

Work Session  
March 9, 2021

**Action type**

Information and direction requested

**Recommendation**

Discuss the proposed ordinance and proposed amendments, and provide recommendations and direction.

**Summary**

The concern raised at the last Council meeting, where there was substantive discussion on the proposed ordinance, focused on the lack of any real incentive or ability to help those under the age of eighteen (18) enroll in a nicotine education/cessation program.

***I. Information***

Tobacco products and their derivatives are addictive, and can cause significant illness and disease. Addiction in the adolescent age group is particularly troublesome; neural pathways are being developed, skewing the individual’s ability to make an unbiased “use or not use” decision later in life.

When a person indulges in addictive behavior, their brain floods with dopamine. Dopamine release is not only highly rewarding, it also increases the ability to learn this happened so you can feel this way again. As the behavior is performed again and again, the level of dopamine release decreases, and increased or more powerful use is necessary to obtain the same effect. Eventually, tolerance may build to such a point that the addictive behavior no longer provides pleasure at all—merely avoidance of withdrawal. But even in the face of diminished rewards, the



neural pathways beg for the repetition of the behavior; the brain is now built for addiction. (Kvarnstrom, E., *Alta Mira Recovery* © 2015)

Multiple sources have reached the same conclusion:

“Tobacco use typically begins in childhood or adolescence — 80% of smokers begin smoking by 18 years of age.<sup>64</sup> Although two thirds of young people try cigarette smoking, only 20 to 25% of them become dependent daily smokers, usually as adults.<sup>65</sup> Risk factors for smoking in childhood or adolescence include peer and parental influences, behavioral problems (e.g., poor school performance), personality characteristics (rebelliousness, risk taking, depression, and anxiety), and genetic influences.<sup>64</sup> The risk of dependence increases when smoking begins early.”(Benowitz, Neal, M.D., *N. Engl. J. Med.*, 2010, June 17.)

Cigarette smoking remains a leading cause of preventable disease and premature death in the United States and other countries. On average, 435,000 people in the United States die prematurely from smoking-related diseases each year; overall, smoking causes 1 in 5 deaths. The chance that a lifelong smoker will die prematurely from a complication of smoking is approximately 50%.

Tobacco use is a major cause of death from cancer, cardiovascular disease, and pulmonary disease. Cigarette smoking is also a risk factor for respiratory tract and other infections, osteoporosis, reproductive disorders, adverse postoperative events and delayed wound healing, duodenal and gastric ulcers, and diabetes. (Benowitz, Neal, M.D., *N. Engl. J. Med.*, 2010, June 17.)

The combination of the physiological response with the adolescent behavioral component, puts adolescents at particular risk.

Risk taking and novelty seeking are hallmarks of typical adolescent behavior. Adolescents seek new experiences and higher levels of rewarding stimulation, and often engage in risky behaviors, without considering future outcomes or consequences. These behaviors can have adaptive benefits with regard to the development of independence and survival without parental protection, but also render the adolescent more vulnerable to harm. Indeed, the risk of injury or death is higher during the adolescent period than in childhood or adulthood, and the incidence of depression, anxiety, drug use and addiction, and eating disorders increases. Brain pathways that play a key role in emotional regulation and cognitive function undergo distinct maturational changes during this transition period. (Ann N Y Acad Sci., 2004 June; 1021: 27-32.)

Comparing smoking behavior of adolescents to that of adults may point to an enhanced sensitivity of the adolescent brain to the addictive properties of nicotine. Adolescents report symptoms of dependence even at low levels of cigarette consumption (Colby et al. 2000; Kandel and Chen 2000). The most susceptible youth lose autonomy over tobacco intake already within 1 or 2 days of first inhaling from a cigarette. Among adolescents the appearance of tobacco withdrawal symptoms and failed attempts to stop smoking can precede daily smoking dependence and appear even before consumption reaches two cigarettes per day (DiFranza et al. 2007). . .

The vulnerability to the rewarding effects of nicotine during adolescence may be explained by adolescent brain development. Structural and functional MRI data show earlier maturation of reward systems and much slower development of prefrontal cognitive control (Spear 2000; Chambers et al. 2003; Casey et al. 2005; Ernst et al. 2005; Ernst and Fudge 2009).

Compared with adults, adolescents are generally more motivated by rewards, are less averse to risks, and are more easily influenced by peers (Spear 2000; Steinberg 2005; Galvan et al. 2006). The same applies to estimation of health risks of smoking—adolescents have a more optimistic attitude regarding their smoking behavior than adults, believing that they “could smoke for a few years and then quit” if they wished (Arnett 2000). Lack of mature cognitive control in adolescents makes them also more susceptible to social pressure. The smoking behavior of parents, siblings, and friends leads to a higher risk of smoking among adolescents and this social influence decreases with age (Vink et al. 2003). Adolescents with ADHD symptoms, whose behavior is even more characterized by impulsive and risk-taking choices, are more likely to experiment with smoking and to become regular tobacco users (Tercyak et al. 2002; McClernon et al. 2008). Short and Long-Term Consequences of Nicotine Exposure during Adolescence for Prefrontal Cortex Neuronal Network Function Goriounova, NA and Mansvelder, HD, © 2012 Cold Spring Harbor Laboratory Press

## **II. Analysis of Statutes**

### The phrase “further regulation” and the word “standards”

The statute titled “Further regulation by local ordinance,” is important. On the one hand it is generous:

W.S. § 14-3-308 (a):

“Except as specified under subsection (b) of this section, this article shall not be construed to prohibit the imposition by local law or ordinance of further regulation or prohibition upon the sale, use and possession of nicotine products to any person under twenty-one (21) years of age in violation of this article.”

From this, the Legislature anticipated that localities may want to and could impose further regulation.

However, the statute’s constraint upon localities (W.S. § 14-3-308(b)), in addressing the purchase, use, and possession of nicotine products prohibits changes to the “standards” provided within sections 14-3-304(a) and 14-3-305(a). Those sections state:

W.S. § 14-3-304(a):

“No person under the age of twenty-one (21) years shall purchase or

attempt to purchase nicotine products, or misrepresent his identity or age, or use any false or altered identification for the purpose of purchasing or attempting to purchase nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense charged under this section in an amount equal to the fine imposed by subsection (b) of this section.”

W.S. § 14-3-305(a):

“It is unlawful for any person under the age of twenty-one (21) years to possess or use any nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense charged under this section in an amount equal to the fine imposed by subsection (b) of this section.”

The word “standards” in this context seem to mean a criterion, gauge or yardstick; described as a measure established by authority. In this context, the phrase “high standards” comes to mind; do not diminish the high standards that have been set.

Of note, the Legislature only referred to subparagraphs (a) in both statutes, not paragraphs (b), establishing the punishment, not paragraphs (c), providing for alternative punishments and not paragraphs (d), discussing conviction and expungement.

Thus the framework that would permit Casper to focus on emphasizing education, with the goal of promoting nicotine cessation, should not diminish the standards contained within the quoted subparagraphs (a) above and should incorporate the principles that form the basis for the State’s statutory scheme.

### ***III. Proposed Amendments***

The proposed amendments address modification of the punishment to violations of the possession, purchase, and use of tobacco or nicotine products for persons under the age of (18) eighteen.

In the suggested amendments, the punishment for the first violation is to attend a nicotine education and cessation course approved by the Municipal Court. There would be a small fee for the course to reduce the number of no shows, no greater than twenty-five dollars (\$25.00).

If there were a second violation, a different class, a substance use/intervention class would be required. There would be a small fee for the course, no greater than twenty-five dollars (\$25.00).

For the third and subsequent violations, the persons under the age of eighteen (18) would need to perform between ten to twenty (10-20) hours of community service, as determined by the Court. The imposition of the customary ten dollars (\$10.00) in Court costs could be imposed as determined by the Court.

The rationale of the suggested amendments, do not diminish the standards referenced by the statutes, and the principle of affordable punishment is respected and incorporated.

#### ***IV. Background***

On July 1, 2020, Wyoming State Statutes § 14-3-301 *et. seq.*, went into effect; these Statutes, which were passed by the Legislature and are the controlling law, prohibit the sale of nicotine products to persons under the age of twenty-one (21) years old, as well as the purchase, possession and use of nicotine products by persons under the age of twenty-one (21) years old.

The current Ordinance is extremely outdated; it was adopted over twenty (20) years ago, and does not address new types of vaping products, and similar products, that have since become available.

The proposed ordinance significantly incorporates the State Statutes, which recently became effective.

The proposed ordinance incorporates punishments that are consistent with the punishments included in the statutes. As shown on the graph below, the fine increases would affect businesses who violate the ordinance in terms of certain notices required to be posted by businesses, as well as employees who sell or deliver nicotine products to individuals under twenty-one (21) years of age.

Punishments for prohibited purchase, possession, and use by individuals would decrease significantly if the proposed ordinance is adopted.

#### ***V. History and Comparison***

*Under the current Ordinance a fine for a second or third violation can be imposed if a subsequent violation occurred within one year. The proposed Ordinance would set the time period two years from the subsequent violation.*

- Purchase, possession or use by persons 17 and under  
1<sup>st</sup> offense:  
(Current) < \$100.00 fine  
(Proposed) Complete a nicotine or tobacco education/cessation program approved by the Court, class cost \$25.00.

2<sup>nd</sup> offense:  
(Current) < \$200.00 fine  
(Proposed) Complete a substance use/intervention class approved by the Court, class cost \$25.00.

3<sup>rd</sup> or subsequent offenses:  
(Current) < \$500.00 fine  
(Proposed) 10-20 hours of community service, and \$10.00 Court cost at the Court's discretion

- Purchase by persons age 18-20
- |                               | Current  | Proposed               |
|-------------------------------|----------|------------------------|
| 1 <sup>st</sup> offense not < | \$100.00 | \$25.00 per occurrence |
| 2 <sup>nd</sup> offense       | \$200.00 |                        |
| 3 <sup>rd</sup> offense       | \$500.00 |                        |

\*Option to perform community service or take Court approved courses in exchange for fine reduction at a rate of \$10.00/hour.

- Possession or use by persons age 18-20
- |  | Current  | Proposed               |
|--|----------|------------------------|
| 1 <sup>st</sup> offense, not <\$100.00 |          | \$25.00 per occurrence |
| 2 <sup>nd</sup> offense                | \$200.00 |                        |
| 3 <sup>rd</sup> offense                | \$500.00 |                        |
- \*Option to perform community service or take court approved courses in exchange for fine reduction at a rate of \$10.00/hour.

- Prohibited sales and delivery:
- |   | Current  | Proposed |
|---|----------|----------|
| 1 <sup>st</sup> offense, not < \$100.00 |          | \$250.00 |
| 2 <sup>nd</sup> offense                 | \$200.00 | \$500.00 |
| 3 <sup>rd</sup> offense                 | \$500.00 | \$750.00 |

- Posted Notice Required, Location of Vending Machines: (Each day of continued violation can be deemed a separate offense)

	Current	Proposed
1 <sup>st</sup> offense	\$100.00	\$250.00
	per occurrence	
2 <sup>nd</sup> offense		\$500.00
3 <sup>rd</sup> offense		\$750.00

The proposed Ordinance introduces a new expungement provision (consistent with the State Statute) for persons who plead guilty to, or are convicted of underage purchase, use, or possession of nicotine products; upon satisfaction of the punishment there is an automatic expungement of convictions from the Court record after six (6) months of entry of conviction.

A full copy of the proposed Ordinance is attached to this Memo. The current Casper Code is published online by MuniCode and can be accessed by the public.

### **Financial Considerations**

Increased punishment for individuals who sell or deliver nicotine products to persons twenty (20) years old and under. Decrease in punishment for persons twenty (20) years old and under for purchasing, possessing and using nicotine products.

### **Oversight/Project Responsibility**

Casper Police Department  
City Attorney's Office

### **Attachments**

Proposed Ordinance  
Proposed Amendment 1  
Proposed Amendment 2  
Wyoming Statutes §§14-3-301 *et. seq.*

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 54-00 AS CODIFIED BY ARTICLE IV, CHAPTER 9.40 OF THE CASPER MUNICIPAL CODE AND CREATING A NEW ARTICLE IV – OF CHAPTER 9.40 OF THE CASPER MUNICIPAL CODE TITLED “SALE OF NICOTINE PRODUCTS”.

WHEREAS, the governing body of the City of Casper has the authority granted by Wyoming State Statute §15-1-103(a)(xiii) and (xli) to adopt ordinances and resolutions necessary to protect the health, safety and welfare of the City and of its citizens; and,

WHEREAS, the governing body of the City of Casper may perform all acts in relation to the concerns of the City necessary to the exercise of its corporate powers; and,

WHEREAS, effective July 1, 2020, Wyoming Statutes §§ 14-3-301 *et. seq.*, prohibit the sale of nicotine and tobacco products to persons under twenty-one years old and the purchase, possession and use of and nicotine and tobacco products by persons under twenty-one years of age; and

WHEREAS, the Casper Municipal Code needs updated and modified from time to time; and,

WHEREAS, the governing body of the City of Casper desires to repeal Ordinance No. 54-00 as codified by Article IV, Chapter 9.40 of the Casper Municipal Code, and Create a new Article IV of Chapter 9.40 of the Casper Municipal Code titled “Sale of Nicotine Products” for the purpose of consistency between the Wyoming State Statutes and the Casper Municipal Code.

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

Section 1: Chapter 9.40 Offenses by or Against Minors – Article IV – Sale of Tobacco (Sections 9.40.150 through 9.40.190), is repealed and to be replaced by Section 2 of this Ordinance.

Section 2: Chapter 9.40 Offenses by or Against Minors – Article IV titled “Sale of Nicotine Products” (Sections 9.40.150 through 9.40.190) is hereby created and shall be codified as follows:

9.40.150 - Definitions.

A. As used in this article:



1. "Tobacco products" means any substance containing tobacco leaf or any product made or derived from tobacco that contains nicotine including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco;
2. "Vending machine" means any mechanical, electric or electronic self-service device which, upon insertion of money, tokens, or any other form of payment, dispenses nicotine products;
3. "Retailer" means a business of any kind at a specific location that sells nicotine products to a user or consumer;
4. "Self service display" means any display of nicotine products that is located in an area where customers are permitted and where the nicotine products are readily accessible to a customer without the assistance of a salesperson;
5. "Electronic cigarette" means any device that can be used to deliver aerosolized or vaporized nicotine or synthetic nicotine material to the person using the device and includes any component, part and accessory of the device and any vapor material intended to be aerosolized or vaporized during the use of the device. "Electronic cigarette" includes, without limitation, any electronic cigar, electronic cigarillo, electronic pipe, electronic hooka, vapor pen and any similar product or device. "Electronic cigarette" does not include a battery or battery charger if sold separately from the electronic cigarette and does not include any product regulated as a drug or device by the United States food and drug administration under subchapter V of the Food, Drug and Cosmetic Act;
6. "Nicotine products" means tobacco products and electronic cigarettes;
7. "Vapor material" means any liquid solution or other material containing nicotine or synthetic nicotine that is depleted as an electronic cigarette is used. "Vapor material" includes liquid solution or other material containing nicotine or synthetic nicotine that is sold with or inside an electronic cigarette.

#### 9.40.160 – Prohibited sales or delivery

- A. No individual shall sell, offer for sale, give away or deliver nicotine products to any person under the age of twenty-one (21) years.
- B. Any individual violating subsection A. of this section is guilty of a misdemeanor punishable by a fine of not more than:
  1. Two hundred fifty dollars (\$250.00) for a first violation committed within a twenty-four (24) month period. The court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended;

2. Five hundred dollars (\$500.00) for a second violation committed within a twenty-four (24) month period, regardless of the locations where the violations occurred. The court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended;
  3. Seven hundred fifty dollars (\$750.00) for a third or subsequent violation committed within a twenty-four (24) month period, regardless of the locations where the violations occurred. The court may allow the defendant to perform community service and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed.
- C. No retailer shall sell, permit the sale, offer for sale, give away or deliver nicotine products to any person under the age of twenty-one (21) years.
- D. Any person violating subsection C. of this section is guilty of a misdemeanor punishable by a fine of not more than:
1. Two hundred fifty dollars (\$250.00) for a first violation committed within a twenty-four (24) month period;
  2. Five hundred dollars (\$500.00) for a second violation committed within a twenty-four (24) month period;
  3. Seven hundred fifty dollars (\$750.00) for a third or subsequent violation committed within a twenty- four (24) month period.
- E. Nothing in this Municipal Code Chapter shall modify or limit the provisions for injunctive relief pursuant to Wyoming Statutes §14-3-302 (e).
- F. It is an affirmative defense to a prosecution under subsections A. and C. of this section that, in the case of a sale, the person who sold the nicotine product was presented with, and reasonably relied upon, an identification card which identified the person buying or receiving the nicotine product as being over twenty-one (21) years of age.
- G. Notwithstanding the provisions of subsection D. of this section, no fine for a violation of subsection C. of this section shall be imposed for a first offense in a twenty-four (24) month period if the retailer can show it had:
1. Adopted and enforced a written policy against selling nicotine products to persons under the age of twenty-one (21) years;
  2. Informed its employees of the applicable laws regarding the sale of nicotine products to persons under the age of twenty-one (21) years;

3. Required employees to verify the age of nicotine product customers by way of photographic identification or by means of electronic transaction scan device; and
4. Established and imposed disciplinary sanctions for noncompliance.

9.40.170 Posted notice required; location of vending machines

A. Any person who sells nicotine products shall post signs informing the public of the age restrictions provided by this article at or near every display of nicotine products and on or upon every vending machine which offers nicotine products for sale. Each sign shall be plainly visible and shall contain a statement communicating that the sale of nicotine products to persons under twenty-one (21) years of age is prohibited by law. Any person who owns, operates or manages a business where nicotine products are offered for sale at retail and at which persons under the age of twenty-one (21) are allowed admission with or without an adult, shall maintain all nicotine products within the line of sight of a cashier or other employee or under the control of the cashier or other employee. For purposes of this subsection:

1. “Within the line of sight” means visible to a cashier or other employee while at the sales counter; and
2. “Under control” means protected by security, surveillance or detection methods.

B. No person shall sell or offer nicotine products:

1. Through a vending machine unless the vending machine is located in:
  - a. Businesses, factories, offices or other places not open to the general public;
  - b. Places to which persons under the age of twenty-one (21) years of age are not permitted access; or
  - c. Business premises where alcoholic or malt beverages are sold or dispensed and where entry by persons under twenty-one (21) years of age is prohibited.
2. Through a self service display except in:
  - a. A vending machine as permitted in paragraph 1. of this subsection; or
  - b. A business where entry by persons under twenty-one (21) years of age is prohibited.

C. Any person violating subsection A. or B. of this section is guilty of a misdemeanor punishable by a fine of not more than:

1. Two hundred fifty dollars (\$250.00) for a first violation committed within a twenty-four (24) month period;
2. Five hundred dollars (\$500.00) for a second violation committed within a twenty-four (24) month period;
3. Seven hundred fifty dollars (\$750.00) for a third or subsequent violation committed within a twenty- four (24) month period.

D. For purposes of subsection A. of this section, each day of continued violation under subsection A. or B. of this section shall be deemed a separate offense.

E. Nothing in this Municipal Code Chapter shall modify or limit the provisions for injunctive relief pursuant to Wyoming Statute §14-3-303(e).

#### 9.40.180 Purchase by person under twenty-one years of age prohibited.

A. No person under the age of twenty-one (21) years shall purchase or attempt to purchase nicotine products, or misrepresent his identity or age, or use any false or altered identification for the purpose of purchasing or attempting to purchase nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense charged under this section in an amount equal to the fine imposed by subsection B. of this section.

B. Any person violating subsection A. of this section is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00).

C. In lieu of the fine under subsection B. of this section, the court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended.

D. No conviction under this section, whether by guilty plea, adjudication of guilt or forfeiture of bond shall be reported by the court to any law enforcement agency. Upon payment of the fine imposed by subsection B. of this section, a criminal conviction under this section shall be expunged by operation of law from all records of the court six (6)

months after the entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

9.40.190 Possession or use by person under twenty-one years of age prohibited.

- A. It is unlawful for any person under the age of twenty-one (21) years to possess or use any nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense charged under this section in an amount equal to the fine imposed by subsection B. of this section.
- B. Any person violating subsection A. of this section is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00).
- C. In lieu of the fine under subsection B. of this section, the court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended.
- D. No conviction under this section, whether by guilty plea, adjudication of guilt or forfeiture of bond shall be reported by the court to any law enforcement agency. Upon payment of the fine imposed by subsection B. of this section, a criminal conviction under this section shall be expunged by operation of law from all records of the court six (6) months after the entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

PASSED on 1<sup>st</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2021

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2021

PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED AS TO FORM:

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ATTEST:

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Fleur Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Steven K. Freel  
Mayor



***Proposed Amendment 1 to Ordinance No. 6-21***

An Ordinance Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code and Creating a New Article IV of Chapter 9.40 of the Casper Municipal Code Title “Sale of Nicotine Products”.

**9.40.180 Purchase by person under twenty-one years of age prohibited.**

A. No person under the age of twenty-one (21) years shall purchase or attempt to purchase nicotine products, or misrepresent his identity or age, or use any false or altered identification for the purpose of purchasing or attempting to purchase nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense committed by all persons eighteen (18) years of age or older and charged under this section in an amount equal to the fine imposed by subsection B.1. of this section.

B. Any person violating subsection A. of this section is guilty of a misdemeanor:

~~B. 1.~~ Any person eighteen (18) years of age or older violating subsection A. of this section is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00).

2. For persons under the age of eighteen (18):

- a. For the first offense, the person in violation of subsection A. of this section shall at their own cost attend a nicotine or tobacco education/cessation program approved by the Municipal Court. Approved providers of the course shall charge no more than twenty-five dollars (\$25.00) for the course.
- b. For the second offense, the person in violation of subsection A. of this section shall at their own cost, attend a substance use/intervention class approved by the Municipal Court. Approved providers of the course shall charge no more than twenty-five dollars (\$25.00) for the course.
- c. For the third and each subsequent offense thereafter, the person in violation of subsection A. of this section shall perform at least ten (10) hours but not more than twenty (20) hours of community service as determined by the Court. The imposition of the customary ten dollars (\$10.00) in court costs may be assessed as determined by the court at its discretion.

~~C. In lieu of the fine under subsection B. of this section, the court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be~~

~~granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended.~~

C. For those individuals eighteen (18) years to twenty (20) years of age, who are in violation of subsection A. of this section, the court may allow the defendant to perform community service and receive credit against his/her fine at a rate of ten dollars (\$10.00) for each hour of community service work performed or each hour of attendance of a court approved tobacco or nicotine cessation program which cost shall be no greater than twenty-five dollars (\$25.00). The imposition of the customary ten dollars (\$10.00) in court costs shall be assessed as determined by the Court.

D. No conviction under this section, whether by guilty plea, adjudication of guilt or forfeiture of bond shall be reported by the court to any law enforcement agency. Upon payment/completion of the fine/penalty imposed by subsection B.1., and B.2., of this section, a criminal conviction under this section shall be expunged by operation of law from all records of the court six (6) months after the entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

***Proposed Amendment 2 to Ordinance No. 6-21***

An Ordinance Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code and Creating a New Article IV of Chapter 9.40 of the Casper Municipal Code Title “Sale of Nicotine Products”.

**9.40.190** Possession or use by person under twenty-one years of age prohibited.

A. It is unlawful for any person under the age of twenty-one (21) years to possess or use any nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense committed by persons eighteen (18) years of age and older and charged under this section in an amount equal to the fine imposed by subsection B. 1. of this section.

B. Any person violating subsection A. of this section is guilty of a misdemeanor; ~~punishable by a fine of twenty-five dollars (\$25.00).~~

~~B.~~

1. Any person eighteen (18) years of age or older violating subsection A. of this section is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00).

2. For persons under the age of eighteen (18):

a. For the first offense, the person in violation of subsection A. of this section shall at their own cost attend a nicotine or tobacco education/cessation program approved by the Municipal Court. Approved providers of the course shall charge no more than twenty-five dollars (\$25.00) for the course.

b. For the second offense, the person in violation of subsection A. of this section shall at their own cost, attend a substance use/intervention class approved by the Municipal Court. Approved providers of the course shall charge no more than twenty-five dollars (\$25.00) for the course.

c. For the third and each subsequent offense thereafter, the person in violation of subsection A. of this section shall perform at least ten (10) hours but not more than twenty (20) hours of community service as determined by the Court. The imposition of the customary ten dollars (\$10.00) in court costs may be assessed as determined by the court at its discretion.

C. In lieu of the fine under subsection B. of this section, the court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended.

For those individuals eighteen (18) years to twenty (20) years of age, who are in violation of subsection A. of this section, the court may allow the defendant to perform community service and receive credit against his/her fine at a rate of ten dollars (\$10.00) for each hour of community service work performed or each hour of attendance of a court approved tobacco or nicotine cessation program which cost shall be no greater than twenty-five dollars (\$25.00). The imposition of the customary ten dollars (\$10.00) in court costs shall be assessed as determined by the Court.

~~C.D.~~ No conviction under this section, whether by guilty plea, adjudication of guilt or forfeiture of bond shall be reported by the court to any law enforcement agency. Upon payment/completion of the fine/penalty imposed by subsection B1., and B.2., of this section, a criminal conviction under this section shall be expunged by operation of law from all records of the court six (6) months after the entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Nicotine Products

W.S.1977 § 14-3-301

§ 14-3-301. Definitions

Effective: July 1, 2020

[Currentness](#)

(a) As used in this article:

- (i) "Tobacco products" means any substance containing tobacco leaf or any product made or derived from tobacco that contains nicotine including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco;
- (ii) "Vending machine" means any mechanical, electric or electronic self-service device which, upon insertion of money, tokens, or any other form of payment, dispenses nicotine products;
- (iii) "Retailer" means a business of any kind at a specific location that sells nicotine products to a user or consumer;
- (iv) "Self service display" means any display of nicotine products that is located in an area where customers are permitted and where the nicotine products are readily accessible to a customer without the assistance of a salesperson;
- (v) "Electronic cigarette" means any device that can be used to deliver aerosolized or vaporized nicotine or synthetic nicotine material to the person using the device and includes any component, part and accessory of the device and any vapor material intended to be aerosolized or vaporized during the use of the device. "Electronic cigarette" includes, without limitation, any electronic cigar, electronic cigarillo, electronic pipe, electronic hooka, vapor pen and any similar product or device. "Electronic cigarette" does not include a battery or battery charger if sold separately from the electronic cigarette and does not include any product regulated as a drug or device by the United States food and drug administration under subchapter V of the Food, Drug and Cosmetic Act;
- (vi) "Nicotine products" means tobacco products and electronic cigarettes;
- (vii) "Vapor material" means any liquid solution or other material containing nicotine or synthetic nicotine that is depleted as an electronic cigarette is used. "Vapor material" includes liquid solution or other material containing nicotine or synthetic nicotine that is sold with or inside an electronic cigarette.

**Credits**

Laws 1991, ch. 76, § 1; Laws 2000, ch. 93, § 2, eff. July 1, 2000; Laws 2007, ch. 93, § 1, eff. July 1, 2007; Laws 2013, ch. 144, § 1, eff. March 13, 2013; Laws 2020, ch. 53, § 1, eff. July 1, 2020; Laws 2020, ch. 83, § 1, eff. July 1, 2020; Laws 2020, ch. 86, § 2, eff. July 1, 2020.

W. S. 1977 § 14-3-301, WY ST § 14-3-301

Current through the 2020 Budget Session of the Wyoming Legislature. Current through Chapters 1-3 of the 2020 Special Session of the Wyoming Legislature. Some statute sections may be more current, see credits for details.

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West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Nicotine Products

W.S.1977 § 14-3-302

§ 14-3-302. Prohibited sales or delivery

Effective: July 1, 2020

[Currentness](#)

- (a) No individual shall sell, offer for sale, give away or deliver nicotine products to any person under the age of twenty-one (21) years.
- (b) Any individual violating [W.S. 14-3-309](#) or subsection (a) of this section is guilty of a misdemeanor punishable by a fine of not more than:
- (i) Two hundred fifty dollars (\$250.00) for a first violation committed within a twenty-four (24) month period. The court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended;
  - (ii) Five hundred dollars (\$500.00) for a second violation committed within a twenty-four (24) month period, regardless of the locations where the violations occurred. The court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended;
  - (iii) Seven hundred fifty dollars (\$750.00) for a third or subsequent violation committed within a twenty- four (24) month period, regardless of the locations where the violations occurred. The court may allow the defendant to perform community service and be granted credit against his fine and court costs at the rate of five dollars (\$5.00) for each hour of work performed.
- (c) No retailer shall sell, permit the sale, offer for sale, give away or deliver nicotine products to any person under the age of twenty-one (21) years.
- (d) Any person violating subsection (c) of this section is guilty of a misdemeanor punishable by a fine of not more than:
- (i) Two hundred fifty dollars (\$250.00) for a first violation committed within a twenty-four (24) month period;
  - (ii) Five hundred dollars (\$500.00) for a second violation committed within a twenty-four (24) month period;

(iii) Seven hundred fifty dollars (\$750.00) for a third or subsequent violation committed within a twenty- four (24) month period.

(e) In addition to the penalties under paragraph (d)(iii) of this section, any person violating subsection (c) of this section for a third or subsequent time within a two (2) year period may be subject to an injunction. The department of revenue or the district attorney of the county in which the offense occurred, may petition the district court for an injunction to prohibit the sale of nicotine products in the establishment where the violation occurred. If the court finds that the respondent in the action has violated the provisions of subsection (c) of this section for a third or subsequent time within a two (2) year period and may continue to violate such provisions, it may grant an injunction prohibiting the respondent from selling nicotine products in the establishment where the violation occurred for a period of not more than one hundred eighty (180) days. For the purposes of this subsection, multiple violations occurring before the petition for the injunction is filed shall be deemed part of the violation for which the injunction is sought. If the person against whom the injunction is sought operates multiple, geographically separate establishments, the injunction shall apply only to the establishment where the violation occurred. The injunction shall prohibit all sales of nicotine products in the establishment where the violation occurred, regardless of any change in ownership or management of the establishment that is not a bona fide, arms length transaction while the injunction is in effect.

(f) It is an affirmative defense to a prosecution under subsections (a) and (c) of this section that, in the case of a sale, the person who sold the nicotine product was presented with, and reasonably relied upon, an identification card which identified the person buying or receiving the nicotine product as being over twenty-one (21) years of age.

(g) Notwithstanding the provisions of subsection (d) of this section, no fine for a violation of subsection (c) of this section shall be imposed for a first offense in a twenty-four (24) month period if the retailer can show it had:

(i) Adopted and enforced a written policy against selling nicotine products to persons under the age of twenty-one (21) years;

(ii) Informed its employees of the applicable laws regarding the sale of nicotine products to persons under the age of twenty-one (21) years;

(iii) Required employees to verify the age of nicotine product customers by way of photographic identification or by means of electronic transaction scan device; and

(iv) Established and imposed disciplinary sanctions for noncompliance.

#### **Credits**

Laws 1991, ch. 76, § 1; Laws 2000, ch. 93, § 2, eff. July 1, 2000; Laws 2020, ch. 83, § 1, eff. July 1, 2020; Laws 2020, ch. 86, § 2, eff. July 1, 2020.

W. S. 1977 § 14-3-302, WY ST § 14-3-302

Current through the 2020 Budget Session of the Wyoming Legislature. Current through Chapters 1-3 of the 2020 Special Session of the Wyoming Legislature. Some statute sections may be more current, see credits for details.

West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Nicotine Products

W.S.1977 § 14-3-303

§ 14-3-303. Posted notice required; location of vending machines

Effective: July 1, 2020

[Currentness](#)

(a) Any person who sells nicotine products shall post signs informing the public of the age restrictions provided by this article at or near every display of nicotine products and on or upon every vending machine which offers nicotine products for sale. Each sign shall be plainly visible and shall contain a statement communicating that the sale of nicotine products to persons under twenty-one (21) years of age is prohibited by law. Any person who owns, operates or manages a business where nicotine products are offered for sale at retail and at which persons under the age of twenty-one (21) are allowed admission with or without an adult, shall maintain all nicotine products within the line of sight of a cashier or other employee or under the control of the cashier or other employee. For purposes of this subsection:

(i) "Within the line of sight" means visible to a cashier or other employee while at the sales counter; and

(ii) "Under control" means protected by security, surveillance or detection methods.

(b) No person shall sell or offer nicotine products:

(i) Through a vending machine unless the vending machine is located in:

(A) Businesses, factories, offices or other places not open to the general public;

(B) Places to which persons under the age of twenty-one (21) years of age are not permitted access; or

(C) Business premises where alcoholic or malt beverages are sold or dispensed and where entry by persons under twenty-one (21) years of age is prohibited.

(ii) Through a self service display except in:

(A) A vending machine as permitted in paragraph (i) of this subsection; or

(B) A business where entry by persons under twenty-one (21) years of age is prohibited.

(c) Any person violating subsection (a) or (b) of this section is guilty of a misdemeanor punishable by a fine of not more than:

(i) Two hundred fifty dollars (\$250.00) for a first violation committed within a twenty-four (24) month period;

(ii) Five hundred dollars (\$500.00) for a second violation committed within a twenty-four (24) month period;

(iii) Seven hundred fifty dollars (\$750.00) for a third or subsequent violation committed within a twenty- four (24) month period.

(d) For purposes of subsection (c) of this section, each day of continued violation under subsection (a) or (b) of this section shall be deemed a separate offense.

(e) In addition to the penalties under paragraph (c)(iii) of this section, any person violating subsection (a) or (b) of this section for a third or subsequent time within a two (2) year period may be subject to an injunction. The department or the district attorney of the county in which the offense occurred, may petition the district court for an injunction to prohibit the sale of nicotine products from the vending machines or the establishment where the violation occurred. If the court finds that the respondent in the action has violated the provisions of subsection (a) or (b) of this section for a third or subsequent time within a two (2) year period and may continue to violate such provisions, it may grant an injunction prohibiting the respondent from selling nicotine products from vending machines or from the establishment where the violation occurred for a period of not more than one hundred eighty (180) days. For the purposes of this subsection, multiple violations occurring before the petition for the injunction is filed shall be deemed part of the violation for which the injunction is sought. If the person against whom the injunction is sought operates multiple, geographically separate establishments or vending machines, the injunction shall apply only to the establishment where the violation occurred and to the vending machines resulting in the violation. The injunction shall prohibit all sales of nicotine products from the vending machines or the establishment involved in the violation, regardless of any change in ownership or management of the vending machines or the establishment that is not a bona fide, arms length transaction while the injunction is in effect.

#### **Credits**

[Laws 1991, ch. 76, § 1](#); [Laws 2000, ch. 93, § 2, eff. July 1, 2000](#); [Laws 2007, ch. 93, § 1, eff. July 1, 2007](#); [Laws 2020, ch. 83, § 1, eff. July 1, 2020](#).

W. S. 1977 § 14-3-303, WY ST § 14-3-303

Current through the 2020 Budget Session of the Wyoming Legislature. Current through Chapters 1-3 of the 2020 Special Session of the Wyoming Legislature. Some statute sections may be more current, see credits for details.

West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Nicotine Products

W.S.1977 § 14-3-304

## § 14-3-304. Purchase by person under twenty-one years of age prohibited

Effective: July 1, 2020

[Currentness](#)

(a) No person under the age of twenty-one (21) years shall purchase or attempt to purchase nicotine products, or misrepresent his identity or age, or use any false or altered identification for the purpose of purchasing or attempting to purchase nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense charged under this section in an amount equal to the fine imposed by subsection (b) of this section.

(b) Any person violating subsection (a) of this section is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00).

(i) to (iii) Repealed by [Laws 2020, ch. 83, § 2, eff. July 1, 2020](#).

(c) In lieu of the fine under subsection (b) of this section, the court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended.

(d) No conviction under this section, whether by guilty plea, adjudication of guilt or forfeiture of bond shall be reported by the court to any law enforcement agency. Upon payment of the fine imposed by subsection (b) of this section, a criminal conviction under this section shall be expunged by operation of law from all records of the court six (6) months after the entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

### Credits

[Laws 1991, ch. 76, § 1; Laws 2000, ch. 93, § 2, eff. July 1, 2000; Laws 2020, ch. 83, §§ 1, 2, eff. July 1, 2020.](#)

W. S. 1977 § 14-3-304, WY ST § 14-3-304

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West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Nicotine Products

W.S.1977 § 14-3-305

§ 14-3-305. Possession or use by person under twenty-one years of age prohibited

Effective: July 1, 2020

[Currentness](#)

(a) It is unlawful for any person under the age of twenty-one (21) years to possess or use any nicotine products. A person shall not be arrested for an alleged violation of this subsection but shall be issued a citation as a charging document by a peace officer having probable cause to believe the person violated this subsection. An officer issuing a citation shall deposit one (1) copy of the citation with the court having jurisdiction over the alleged offense. Bond may be posted and forfeited for an offense charged under this section in an amount equal to the fine imposed by subsection (b) of this section.

(b) Any person violating subsection (a) of this section is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00).

(i) to (iii) Repealed by [Laws 2020, ch. 83, § 2, eff. July 1, 2020](#).

(c) Repealed by [Laws 2000, ch. 93, § 4](#).

(d) In lieu of the fine under subsection (b) of this section, the court may allow the defendant to perform community service or attend a tobacco or nicotine cessation program and be granted credit against his fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended.

(e) No conviction under this section, whether by guilty plea, adjudication of guilt or forfeiture of bond shall be reported by the court to any law enforcement agency. Upon payment of the fine imposed by subsection (b) of this section, a criminal conviction under this section shall be expunged by operation of law from all records of the court six (6) months after the entry of conviction. For any person whose record of conviction was expunged under this subsection, the conviction is deemed not to have occurred and the individual may reply accordingly upon any inquiry in the matter. No expungement under this subsection shall be considered for purposes of any other law providing for expungement.

**Credits**

[Laws 1991, ch. 76, § 1](#); [Laws 2000, ch. 93, §§ 2, 4, eff. July 1, 2000](#); [Laws 2020, ch. 83, §§ 1, 2, eff. July 1, 2020](#).

W. S. 1977 § 14-3-305, WY ST § 14-3-305

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West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Tobacco

W.S.1977 § 14-3-306

## § 14-3-306. Teen court jurisdiction

### Currentness

The teen court program authorized under [W.S. 7-13-1203](#) may have jurisdiction over any offense committed by a minor under this article.

### Credits

[Laws 2000, ch. 93, § 1, eff. July 1, 2000.](#)

W. S. 1977 § 14-3-306, WY ST § 14-3-306

Current through the 2020 Budget Session of the Wyoming Legislature. Current through Chapters 1-3 of the 2020 Special Session of the Wyoming Legislature. Some statute sections may be more current, see credits for details.

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West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Nicotine Products

W.S.1977 § 14-3-307

§ 14-3-307. Compliance inspections

Effective: July 1, 2020

[Currentness](#)

- (a) The department of health, working with local law enforcement agencies and other local individuals and organizations at the discretion of the department, shall be the lead agency to ensure compliance with this article.
- (b) The department of health shall develop strategies to coordinate and support local law enforcement efforts to enforce all state statutes relating to the prohibition of the sale of nicotine products to persons under twenty-one (21) years of age.
- (c) The department shall have discretion to:
- (i) Work with each local law enforcement agency; and
  - (ii) Coordinate local enforcement efforts that appropriately reflect the needs of the community.
- (d) To coordinate the enforcement of state statutes relating to the prohibition of the sale of nicotine products to persons under twenty-one (21) years of age and to comply with applicable federal law, the department of health shall have authority to contract with or provide grants to local law enforcement agencies or other local individuals or entities having the appropriate level of enforcement authority on the local level to conduct random, unannounced inspections at retail locations where nicotine products are sold. The local law enforcement agencies or other local individuals or entities authorized to conduct inspections shall be permitted to use minors and persons under twenty-one (21) years of age subject to the following:
- (i) Prior to the inspection, the local law enforcement agency or other authorized individual or entity shall obtain the written consent of the person being used in the inspection or if using a minor, the written consent of the minor's parents or guardian shall be obtained prior to the minor participating in an inspection. The written consent required under this paragraph shall include a notification that testimony in a subsequent court proceeding may be required;
  - (ii) Any person under twenty-one (21) years of age participating in an inspection shall, if questioned, state his true age and that he is less than twenty-one (21) years of age;
  - (iii) The appearance of a person under twenty-one (21) years of age shall not be altered to make him appear to be twenty-one (21) years of age or older;

- (iv) Neither a minor nor his parents or guardians shall be coerced into participating in such inspections;
  - (v) The person conducting the inspection shall photograph the participant immediately before the inspection and any photographs taken of the participant shall be retained by the person conducting the inspection;
  - (vi) Any participant in an inspection under this section shall be granted immunity from prosecution under [W.S. 14-3-304](#) or [14-3-305](#).
- (e) The person conducting an inspection under this section shall:
- (i) Remain within sight or sound of the participant attempting to make the purchase;
  - (ii) Immediately inform in writing a representative or agent of the business establishment that an inspection has been performed and the results of the inspection;
  - (iii) Within two (2) days, prepare a report of the inspection containing:
    - (A) The name of the person who supervised the inspection;
    - (B) The age and date of birth of the participant who assisted in the inspection;
    - (C) The name and position of the person from whom the participant attempted to purchase nicotine products;
    - (D) The name and address of the establishment inspected;
    - (E) The date and time of the inspection; and
    - (F) The results of the inspection, including whether the inspection resulted in the sale or distribution of, or offering for sale, nicotine products to a person under twenty-one (21) years of age.
  - (iv) Immediately upon completion of the report required under this subsection, provide a copy of the report to a representative or agent of the business establishment that was inspected;
  - (v) Request a law enforcement officer to issue a citation for any illegal acts relating to providing nicotine products to persons under twenty-one (21) years of age during the inspection.

**Credits**

Laws 2000, ch. 93, § 1, eff. July 1, 2000; Laws 2020, ch. 83, § 1, eff. July 1, 2020.

W. S. 1977 § 14-3-307, WY ST § 14-3-307

Current through the 2020 Budget Session of the Wyoming Legislature. Current through Chapters 1-3 of the 2020 Special Session of the Wyoming Legislature. Some statute sections may be more current, see credits for details.

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West's Wyoming Statutes Annotated  
Title 14. Children (Refs & Annos)  
Chapter 3. Protection (Refs & Annos)  
Article 3. Sale of Nicotine Products

W.S.1977 § 14-3-308

## § 14-3-308. Further regulation by local ordinance

Effective: July 1, 2020

[Currentness](#)

(a) Except as specified under subsection (b) of this section, this article shall not be construed to prohibit the imposition by local law or ordinance of further regulation or prohibition upon the sale, use and possession of nicotine products to any person under twenty-one (21) years of age, but the governmental entity shall not permit or authorize the sale, use or possession of nicotine products to any person under twenty-one (21) years of age in violation of this article.

(b) No governmental entity shall enact any law or ordinance which changes the standards provided by [W.S. 14-3-302\(a\)](#) and [\(c\)](#), [14-3-303\(a\)](#), [14-3-304\(a\)](#) and [14-3-305\(a\)](#).

(c) The governmental entity may require that sellers of nicotine products obtain a license to sell nicotine products and may deny or revoke the license in the case of reported violations of [W.S. 14-3-302](#) or similar local ordinance.

### Credits

[Laws 1991, ch. 76, § 1](#). Renumbered from § 14-3-306 by [Laws 2000, ch. 93, § 3, eff. July 1, 2000](#); [Laws 2004, ch. 130, § 1, eff. March 19, 2004](#); [Laws 2020, ch. 83, § 1, eff. July 1, 2020](#).

W. S. 1977 § 14-3-308, WY ST § 14-3-308

Current through the 2020 Budget Session of the Wyoming Legislature. Current through Chapters 1-3 of the 2020 Special Session of the Wyoming Legislature. Some statute sections may be more current, see credits for details.

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Title 14. Children (Refs & Annos)  
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W.S.1977 § 14-3-309

§ 14-3-309. Regulation of mail order and internet  
purchases and sales; proof of age; penalties

Effective: July 1, 2020

[Currentness](#)

(a) No person shall sell at retail or wholesale any nicotine product through the internet or any other remote sales method to any person in this state, other than a vendor licensed under [W.S. 39-15-106](#), unless the seller performs an age verification on the purchaser through an independent third party age verification service. The age verification service utilized shall compare information available from public records to the personal information entered by the purchaser during the ordering process to establish that the purchaser is twenty-one (21) years of age or older.

(b) No person shall sell at retail or wholesale any nicotine product through the internet or any other remote sales method to any person in this state, other than a vendor licensed under [W.S. 39-15-106](#), unless the seller uses a method of mailing or shipping that, upon delivery, requires the signature of a person at least twenty-one (21) years of age before the nicotine product will be released for delivery.

(c) The provisions of subsections (a) and (b) of this section shall not apply if the seller employs one (1) of the following protections to ensure age verification:

(i) The purchaser is required to create an online profile or account with personal information verifying that the purchaser is at least twenty-one (21) years of age including, but not limited to, the purchaser's name, address and a valid phone number, if that personal information is verified by the seller through publicly available records and delivery is made to the same name and address; or

(ii) The purchaser is required to upload a copy of the purchaser's government issued identification and a current photograph of the purchaser verifying that the purchaser is at least twenty-one (21) years of age and delivery is made to the same name on the identification provided.

(d) Any person violating subsection (a) or (b) of this section is guilty of a misdemeanor punishable as provided in [W.S. 14-3-302\(b\)](#).

**Credits**

[Laws 2020, ch. 86, § 1, eff. July 1, 2020.](#)

W. S. 1977 § 14-3-309, WY ST § 14-3-309

Current through the 2020 Budget Session of the Wyoming Legislature. Current through Chapters 1-3 of the 2020 Special Session of the Wyoming Legislature. Some statute sections may be more current, see credits for details.

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