

**COUNCIL WORK SESSION**  
Tuesday, August 9, 2016, 4:30 p.m.  
Casper City Hall  
Council Meeting Room

AGENDA

1. Restorative Justice Sponsorship (Jen Miner)
2. Disc Golf History and Use (Dan Coryell)
3. Health Plan Design Changes (Zulima Lopez)
4. Community Promotions (Liz Becher, Fleur Tremel)
5. City Manager Report
6. Future Agenda Review
7. Council Around the Table

July 20, 2016

MEMO TO: V H McDonald, City Manager

FROM: Jim Wetzel, Chief of Police 

SUBJECT Natrona County Restorative Justice Board Sponsorship

Recommendation:

Informational Purposes Only

Summary:

Jen Miner will present information regarding the newly formed Natrona County Restorative Justice (NCRJ) Board and seek a sponsorship from the City Council for the group's upcoming conference to cover honorarium fees and travel costs for speakers.



July 6, 2016

Mayor Daniel Sandoval  
Casper City Council  
200 N. David  
Casper, WY 82601

Re: Restorative Justice Symposium 2017

Dear Mayor Sandoval and Council Members,

On April 12<sup>th</sup>, 2016, the council heard a brief presentation on the topic of restorative justice (RJ) from Chief Butler and Deb Witzel, both of Longmont, Colorado. Since that time the Casper RJ group has formally organized and is now Natrona County Restorative Justice (NCRJ). We are extremely excited to announce that we are in the midst of planning a restorative justice symposium set for March 15<sup>th</sup> and 16<sup>th</sup>, 2017. This will be Casper's first conference of this nature and we are anticipating an array of expert presenters. The committee also anticipates a wide range of stakeholders in attendance for this conference, as the implementation of RJ values and practices is a community effort. No true restorative effort can operate in isolation and ultimately requires collaboration among many. Whereas a conference is just a launching point, NCRJ is looking forward to exploring how and where RJ can play a role in our community and how we may partner with the City in future endeavors.

While NCRJ would like to invite individual council members to attend the symposium, we are also seeking sponsorships to offset the honorarium fees and travel costs. At this time NCRJ is respectfully requesting sponsorship from the Casper City Council in the amount of \$5,000. During this time of economic decline it is understandable that budget belts have been tightened and any amount to support such an investment in our community is greatly appreciated.

Thank you for your time and favorable consideration.

Sincerely,

Jen Miner  
Natrona County Restorative Justice  
307-233-6603

STATE OF WYOMING \* SECRETARY OF STATE  
ED MURRAY  
BUSINESS DIVISION

2020 Carey Avenue, Cheyenne, WY 82002-0020  
Phone 307-777-7311 · Fax 307-777-5339  
Website: <http://soswy.state.wy.us> · Email: [business@wyo.gov](mailto:business@wyo.gov)

### Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name	<b>Natrona County Restorative Justice</b>	Status	Active
Filing ID	<b>2016-000715443</b>		
Type	Reserved Name		

### General Information

Old Name		Sub Status	Current
Fictitious Name		Standing - Tax	Good
		Standing - RA	Good
Sub Type		Standing - Other	Good
Formed in		Filing Date	05/23/2016 8:58 AM
Term of Duration	Expires	Delayed Effective Date	
		Inactive Date	

### Principal Address

### Mailing Address

### Parties

Type	Name / Organization / Address
Name of Person Reserving Name	Jennifer Miner 201 N David 1st Fl

### Notes

Date	Recorded By	Note
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### Annual Report History

Num	Status	Date	Year	Tax
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### Amendment History

ID	Description	Date
See Filing ID	Initial Filing	05/23/2016



**Ed Murray**  
**Wyoming Secretary of State**  
 2020 Carey Avenue, Suite 700  
 Cheyenne, WY 82002-0020  
 Ph: 307.777.7311  
 Fax 307.777.5339  
 Email: [Business@wyo.gov](mailto:Business@wyo.gov)

Ed Murray, WY Secretary of State  
 FILED: 05/23/2016 08:58 AM  
 ID: 2016-000715443

**Nonprofit Corporation**  
**Application for Reservation of Corporate Name**

Pursuant to W.S. 17-19-402(a) a person may reserve a corporate name for a one hundred twenty (120) day period.

1. Proposed name to be reserved:

Natrona County Restorative Justice

2. Name of applicant:

Jennifer Miner

3. Address of applicant:

40 Casper Police Dept.  
 201 N. David, Office 156, Casper, WY 82601

Signature: Jennifer Miner

Date: 05/16/2016  
(mm/dd/yyyy)

Print Name: Jennifer Miner

Contact Person: Jennifer Miner

Title: Coordinator

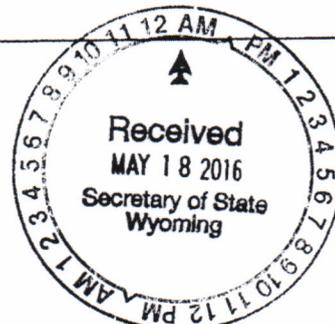
Daytime Phone Number: 307-233-6603

Email: jminer@casperwy.gov

(Email provided will receive filing evidence)  
 \*May list multiple email addresses

**Checklist**

- Filing Fee: \$10.00** Make check or money order payable to Wyoming Secretary of State.
- Please submit one **originally signed** document.
- Typical processing time is 3-5 business days** following the date of receipt in our office.
- Please review form prior to submitting to the Secretary of State to ensure all areas have been completed to avoid a delay in the processing of your documents.





**Ed Murray**  
**Wyoming Secretary of State**  
 2020 Carey Avenue, Suite 700  
 Cheyenne, WY 82002-0020  
 Ph. 307.777.7311  
 Fax 307.777.5339  
 Email: [Business@wyo.gov](mailto:Business@wyo.gov)

Ed Murray, WY Secretary of State  
 FILED: 06/01/2016 08:59 AM  
 ID: 2016-000716284

## Nonprofit Corporation Articles of Incorporation

1. Corporation name:

Natrona County Restorative Justice (NCRJ)

2. This corporation is a: (Check one appropriate category. You may refer to W.S. 17-19-1804 for definitions of these terms.)

- Religious   
 Public Benefit   
 Mutual Benefit

3. Name and physical address of its registered agent:

*(The registered agent may be an individual resident in Wyoming or a domestic or foreign business entity authorized to transact business in Wyoming. The registered agent must have a physical address in Wyoming. If the registered office includes a suite number, it must be included in the registered office address. A Drop Box is not acceptable. A PO Box is acceptable if listed in addition to a physical address.)*

Name: Amanda Robbins-Lilley  
 c/o Big Brothers Big Sisters

Address: 400 E. 1st St., Suite 310  
 Casper, WY 82601

*(If mail is received at a Post Office Box, please list above in addition to the physical address.)*

4. Mailing address of the nonprofit corporation:

c/o Casper Police Dept.  
 Casper, WY 82601

5. Principal office address:

201 N. David St., 1st Floor, Office 156  
 Casper, WY 82601

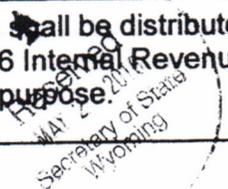
6. This corporation  will have OR  will not have members.

*(The term "members" has a specific legal meaning which is that members elect, in a formal meeting, the board of directors. If your corporation has a board of directors which elects itself, then you do not have members. Members are not donors or volunteers.)*

7. Provisions regarding the distribution of assets upon dissolution are:

*(How will the assets be distributed if the nonprofit corporation is dissolved?)*

Upon termination of dissolution of NCRJ any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations as described in Sect.501(c)(3) of the 1986 Internal Revenue Code or described in any successor statute which organization(s) have a charitable purpose.



8. The type of business the nonprofit corporation will be conducting:

NCRJ's purpose is to educate our community on restorative justice and to provide restorative options to youth and adults involved in crime and conflict.

9. Name and address of each incorporator:

Name:

Address:

Jennifer Miner	c/o CPD, 201 N. David St., 1st Floor, Office 156, Casper, WY 82601

10. Execution (all incorporators must sign):

Signature:

Date:

05/24/2016

(mm/dd/yyyy)

Print Name:

Jennifer Miner

Signature:

Date:

(mm/dd/yyyy)

Print Name:

Contact Person:

Jennifer Miner

Daytime Phone Number:

307-233-6603

Email:

jminer@casperwy.gov

(Email provided will receive annual report reminders and filing evidence)  
\*May list multiple email addresses\*



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### Consent to Appointment by Registered Agent

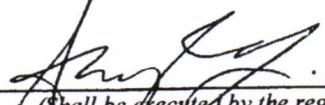
I, Amanda Robbins-Lilley  
c/o Big Brothers Big Sisters, registered office located at  
*(name of registered agent)*

400 E. 1st St., Suite 310  
Casper, WY 82601 voluntarily consent to serve

\* *(registered office physical address, city, state & zip)*

as the registered agent for Natrona County Restorative Justice (NCRJ)  
*(name of business entity)*

I hereby certify that I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature:   
*(Shall be executed by the registered agent.)*

Date: 5/24/16  
*(mm/dd/yyyy)*

Print Name: Amanda Robbins-Lilley Daytime Phone: (307) 265-2227

Title: Deputy Director Email: amanda@wyobbbs.org

Registered Agent Mailing Address  
 (if different than above):

**\*If this is a current registered agent changing their registered address on file, complete the following:**  
 Previous Registered Office(s):

- I hereby certify that:
- After the changes are made, the street address of my registered office and business office will be identical.
  - This change affects every entity served by me and I have notified each entity of the registered office change.
  - I certify that the above information is correct and I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature: \_\_\_\_\_  
*(Shall be executed by the registered agent.)*

Date:   
*(mm/dd/yyyy)*

**STATE OF WYOMING**  
**Office of the Secretary of State**

I, ED MURRAY, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that the filing requirements for the issuance of this certificate have been fulfilled.

**CERTIFICATE OF INCORPORATION**

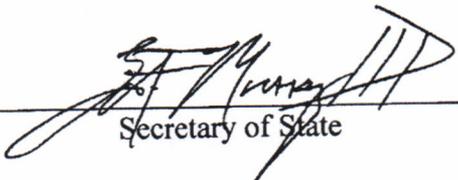
**Natrona County Restorative Justice**

Accordingly, the undersigned, by virtue of the authority vested in me by the law, hereby issues this Certificate.

I have affixed hereto the Great Seal of the State of Wyoming and duly executed this official certificate at Cheyenne, Wyoming on this **1st** day of **June, 2016**.



Filed Date: 06/01/2016

  
Secretary of State

By: Chris Hoshaw

July 27, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Andrew Beamer, Public Services Director  
Dan Coryell, Parks Superintendent



SUBJECT: Disc Golf History and Use

Information only:

In 2003, the Casper Disc Golf Club and the City of Casper entered into an agreement establishing a disc golf course in Nancy English Park. The Casper Disc Golf Club provided the equipment necessary to create a nine hole course and agreed to maintain it. In 2007, the City undertook the Garden Creek Restoration Project and the course was relocated to its current location in North Platte Park (the area on the north side of the river between Crossroads Park and the North Casper Sports Complex, see map).

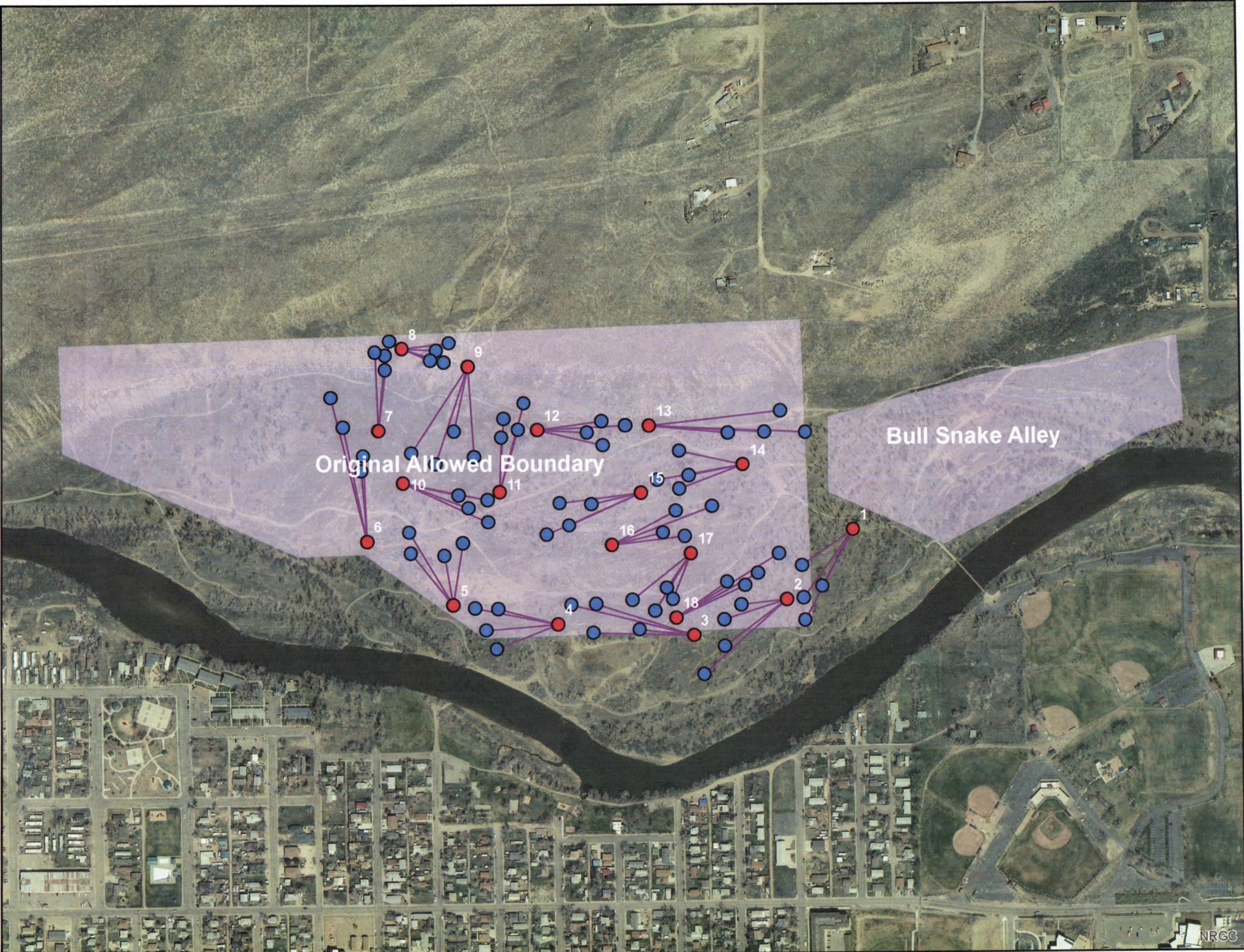
With the relocation of the course to a larger area, the Casper Disc Golf Club took the opportunity to expand the course in the new location to 18 holes. World Champion disc golfer and UW Professor, Peter Shive, and local disc golf professional, Don Foster, helped the club on the design of the course. The City of Casper Parks Division used a GPS to measure the length of each hole and created 9 new concrete tee pads for the course. Only 9 new tee pads were needed because they were able to reuse the original 9 from Nancy English. In 2013, the course was expanded to 27 holes.

The Disc Golf Course in Casper is currently the longest course in Wyoming. A unique feature of the course is the ability to move the basket to increase or decrease course difficulty and length. Each tee has 4 possible placement locations for the basket. The locations range from 4,474 feet to 7,958 feet in length.

The Casper Disc Golf Club has hosted tournaments on the course with players coming from other Wyoming cities and towns and surrounding states. The sport has also created a need for disc golf supplies which can be found at local sporting goods stores.

Disc golf courses can also be found in the following Wyoming communities: Cheyenne, Sheridan, Laramie, Gillette, Riverton, Wheatland, Guernsey, Rawlins and Pinedale.

The Parks Division provides limited maintenance for the facility. The "fairway" to each hole is mowed approximately 3 times per year. This allows users to easily walk from the tee box to the basket of each hole. The course also has one trash can that is emptied on a regular basis. While the Casper Disc Golf Club is not a formal user group (there is not a lease agreement) they communicate on a regular basis with the Parks Division regarding course maintenance and care.



Original Allowed Boundary

Bull Snake Alley

July 29, 2016

MEMO TO: V. H. McDonald, City Manager

FROM: Tracey Belser, Assistant City Manager/Support Services Director   
Zulima Lopez, Assistant Support Services Director 

SUBJECT: Health Plan Design Recommendations

Recommendation:

That Council consider the following proposed recommendations from the City of Casper's Health Plan Design Committee for changes to the employee health plan effective January 1, 2017.

Summary:

The City's Health Plan Design Committee is comprised of 15 members. Committee members are representative of every department and include employees, members of management, a retiree, and a Council representative. The Committee meets to review and recommend potential health plan design changes suggested by the City's Benefit Consultants, GBS Benefits, Inc. Suggestions stem from claim appeals, feedback from employees and committee members, or the need to reduce plan costs.

Plan design changes are being requested at this time primarily to reduce costs necessary to maintain the stability of the City's health plan. The plan is currently running in a slight deficit. Proposed changes will generate savings necessary to avoid premiums increases until City staffing levels stabilize, allowing for better evaluation of the plan's membership strength and the revenues needed to be fully sustainable. The following changes are recommendations for Council's consideration by consensus of the Health Plan Design Committee. If approved, changes, except the added Autism coverage, will go into effect January 1, 2017. Coverage for Autism is requested beginning August 10, 2016. The proposed changes will save the City's Health Plan approximately \$600,000 per year (9.5% of plan costs).

With the support of City Council, Human Resources will begin educating employees, spouses, and retirees on these changes for the upcoming benefit open enrollment that begins September 12, 2016. The proposed changes are outlined below:

Plan Design Topic	City's Current Plan	Change to City's Plan	Effect
<b>Increase Deductibles</b>	In Network/Out of Network Buy Down: \$2,500/\$5,000 Mid Option: \$1,500/\$3,000 Buy Up: \$750/\$1,500	In Network/Out of Network Buy Down: \$3,000/\$6,000 Mid Option: \$2,000/\$4,000 Buy Up: \$1,000/\$2,000	80% of members don't meet deductibles. Estimated plan savings of \$320,000 per year.
<b>Increase Out of Pocket Maximums</b>	In Network/Out of Network Buy Down: \$5,000/\$10,000 Mid Option: \$3,000/\$6,000 Buy Up: \$2,000/\$4,000	In Network/Out of Network Buy Down: \$6,000/\$12,000 Mid Option: \$4,000/\$8,000 Buy Up: \$3,000/\$6,000	Less than 20% of members reach out of pocket maximums. Estimated plan savings of \$256,000 per year.

Plan Design Topic	City's Current Plan	Change to City's Plan	Effect
<p><b>Prescription Step Therapy</b> – Step therapy requires that less expensive proven drug therapy is tried prior to progressing to more costly or risky drugs.</p>	<p>Currently the City's Health Plan does not include prescription step therapy.</p>	<p>Step therapy will be required for qualifying prescription drugs within 12 classes of drugs.</p>	<p>This will impact 29 members out of 1100 with an estimated plan savings of \$38,000 - \$50,000. If medically necessary, physicians can bypass step therapy.</p>
<p><b>Specialty Prescription Program</b> – Specialty drugs are used to treat complex, chronic and often costly conditions like Multiple Sclerosis, Rheumatoid Arthritis, Hepatitis C and Hemophilia.</p>	<p>Currently members pay their prescription co-pay/co-insurance until they reach their out of pocket maximum. Since specialty drugs are very expensive Tier 3 drugs, members end up paying all of their co-insurance at the beginning of the year.</p> <p>Tier 1 Generic: \$5/20% Tier 2 Preferred: \$20/20% Tier 3 Not Preferred Brand: \$30/50%</p>	<p>This program allows members to pay costs throughout the year by introducing some maximums per prescription.</p> <p>Tier 1 Generic: \$5/20% Tier 2 Preferred: \$20/20% Tier 3 Not Preferred Brand: \$30/50% Specialty Tier: 50% coinsurance with \$200 max per prescription.</p>	<p>Fourteen members could be positively impacted, as their costs are spread throughout the year. There is a small financial benefit to the City by purchasing from a single source that buys in bulk, with an estimated plan savings of \$21,000 per year.</p>
<p><b>Cigna 90</b> – This program allows member to fill a 90-day prescription at local participating pharmacies.</p>	<p>Currently this is a mail order service only.</p>	<p>Members will be able to pick up maintenance medication at local pharmacies rather than using mail order. This will be in addition to mail order, not a replacement.</p>	<p>This will be a convenient option available for City health plan members. This is also good for local participating pharmacies. Current mail order fill rate is 13%.</p>
<p><b>Autism Coverage</b> – Currently 46 states have regulation for insurance coverage for Autism. WY does not.</p>	<p>Currently the City's Health Plan does not have coverage for an Autism diagnosis.</p>	<p>Autism coverage will be provided for assessment and treatment, devices, and services for Autism, based on Cigna's industry standard coverage, as recommended by the City's Benefit Consultants.</p>	<p>This will provide coverage for at least two known members on the City's health plan. This additional coverage is estimated to increase health plan costs by 0.5% per year.</p>

July 29, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Fleur Tremel, Deputy Assistant City Manager<sup>7.7</sup>  
Liz Becher, Assistant City Manager *eb*

SUBJECT: FY17 Community Promotions Staff Results

Recommendation:

That the City Council review staff's preliminary analysis of the Community Promotions applications that were received and vote on the amount of cash to be awarded and a yes or no vote to the in-kind and facility requests.

Summary:

Council set aside \$103,500 in the current fiscal year for Community Promotions and has received forty-two (42) applications for funding.

The City Council directed staff to go through the applications to see whether they met the legal requirements for the City to provide funding. Staff met with City Attorney Bill Luben to see if the statutes provided provisions that would allow funding to be awarded to each applicant. This is indicated on the vote sheet on the column titled "Can this legally be funded;" if it did not meet legal requirements it was highlighted orange for Council's convenience.

Further, Council asked staff to go over whether the applications met the Council's stated Community Promotions guidelines. The guidelines are:

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

Staff examined all the applications and indicated whether they met these guidelines on the spreadsheet in the column "Does this meet the Community Promotions Guidelines." Some of the applicants met the guidelines for in-kind and facility usage, but not for cash funding due to the necessity of meeting **both** the aforementioned guidelines. The rows that did not meet the guidelines for cash funding are highlighted yellow for Council's convenience, however the in-kind and facility requests were left without highlights, as the groups would still qualify for both of those types of funding.

Staff also included additional information in the spreadsheet to provide necessary background information to Council. This column, titled "Additional Information," will provide any information regarding whether an application was turned in late, why it did not meet legal requirements, why it

did not meet the guidelines, and also whether the applicant has failed to turn in their final report from the previous funding cycle. Council had previously directed staff to make note of those organizations who did not turn in final reports as they might not be eligible to receive more funding.

Staff also added columns for “Other City Funding Sources,” and “FY16 Community Promotions Funding,” so that Council will easily be able to see all the other City grant funds that the organization is receiving. The amounts listed under “Other City Funding Sources” is only for the current fiscal year and does not include past funding.

The next step is for Council to fill out the voting sheet. Council members are asked to vote on *how much* cash funding each application should receive and whether facility or in-kind services should be granted. For the in-kind and facility requests Council will only have to indicate “yes” or “no” on whether they should be awarded the in-kind request and the facility request. As Council has budgeted **\$103,500.00**, the total award amount on your worksheet should be **equal to or below** that amount. The spreadsheet is set up to total your requests as you enter them.

For Council’s convenience the table below shows the totals for all requests, the totals if Council decided to remove all funding requests that do not meet legal requirements, and the totals if cash funding requests are removed that did not meet both of the guidelines and the requests that did not meet legal requirements.

	Cash Requests	In-Kind Requests	Facilities Requests	Total Amount of Requests	Amount Over Budget of \$103,500
Amount for all requests submitted	\$146,145.00	\$25,791.77	\$38,295.00	\$210,231.77	\$106,731.77
Amount for requests that met legal requirements of program (requests that did not meet legal requirements have been removed-orange highlights on worksheet.)	\$137,745.00	\$20,168.27	\$24,065.00	\$181,978.27	\$78,478.27
Amount for requests that met legal requirements and <i>both</i> guidelines for cash and <i>at least one</i> of the guidelines for in-kind and facilities (requests that did not meet both guidelines for cash have been removed-orange and yellow highlights on worksheet.)	\$107,245.00	\$20,168.27	\$24,065.00	\$151,478.27	\$47,978.27

The process will then continue with Council reviewing these results at a Work Session. Individual Council members may change their votes at that time.