

# INFORMATION PACKET

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Friday, June 21, 2019



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We are CASPER

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

## The Grid

A working draft of Council Meeting Agendas

<b>June 25, 2019</b>	<b>Councilmembers Absent:</b>			
<b>Work Session Agenda Items</b>		Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
Council Meeting Follow-up			5 min	4:30
Events Center Walkthrough		Direction Requested	45 min	4:35
Pool Fees		Direction Requested	20 min	5:10
M' Street Alley Access		Direction Requested	30 min	5:30
Training Tool for Police Department		Move Forward for Approval	5 min	6:00
Agenda Setting			20 min	6:05
Legislative Review			10 min	6:25
Council Around the Table			10 min	6:35
Approximate Ending Time:				6:45

<b>July 2, 2019</b>	<b>Councilmembers Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>		<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
C = Item is on Consent      N = Item is not on Consent						
Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities (Tentative)			N			
Amending Sections 17.12.150 (D) (Site Plan Approval Criteria) and (H) (City Council Review) of the Casper Municipal Code. 3rd Reading				N		
Amending Sections 17.52.100 and 17.52.110 (PUD Approval) of the Casper Municipal Code. 3rd Reading				N		
Amending Section 16.08.480 (Subdivisions) of the Casper Municipal Code to Harmonize with Wyoming Statutes § 15-1-501(a)(iii). 3rd Reading				N		
Amending Section 9.48.010 of the Municipal Code Regarding Camping in the City Limits. 3rd Reading				N		
Amending Section 10.36.030 of the Municipal Code Making Small Trailers Subject to the Same Parking Restrictions as Other Trailers and Recreational Vehicles. 3rd Reading				N		
Ordinance Approving a Plat Creating Fleming Addition to the City of Casper, and Approving the Subdivision Agreement for said Addition. 2nd Reading				N		
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. 2nd Reading				N		

Amending Subparagraphs 10.36.031(D)(2)(b)(ii), (iv) and (v) of the Casper Municipal Code Regarding Mobile Vendor Parking. 2nd Reading			N		
Authorizing Contracts with the Individual Organizations for use of the Optional 1%#16 Sales Tax Special Projects Funds for Community Projects.				C	
Authorizing Submission of a Grant Application to the U.S. Department of Transportation for a 2019 BUILD Transportation Discretionary Grant For Midwest Avenue Improvements.				C	
Authorizing an Agreement with Wayne Coleman Construction, Inc., in the Amount of \$248,307, for the 2019 Solid Waste Asphalt Improvements Project.				C	
Authorizing a Contract for Professional Services with Stantec Consulting Services, Inc., in the Amount of \$149,743, for the North Platte River Restoration 1 <sup>st</sup> Street Reach Project.				C	
Authorizing Change Order No. 1 with Caspar Building Systems, Inc., for a Time Extension of 49 days, for the Compost Equipment building Heating Project.				C	
Authorizing an M-54 License with the Wyoming Department of Transportation for Installation of a Water Distribution Line within Wyoming Department of Transportation right-of-way to serve the Topol Addition.				C	
Authorizing a Professional Services Contract with Civil Engineering Professionals, Inc., in the Amount of \$197,500, for water system modeling and study for the City of Casper 2020 Water System Master Plan Project.				C	
Authorizing an Agreement with the United States Department of the Interior – Bureau of Reclamation for negotiation of a New Water Service Contract.				C	
Authorizing a Contract for Outside-City Water Service with Steven W. Hanson.				C	
Authorizing a Sole Source Contract for Professional Services with Recykling Industrial Repairs, Inc., in an Amount not to Exceed \$270,116, for the Baler Extension of Ejection Ram System Project.				C	
Authorizing a Procurement Agreement with DC Frost Associates, Inc., in the Amount of \$40,248.48 for 18 wiper kits and associated parts to be used on the Ultra Violet Disinfection System at the Sam H. Hobbs Wastewater Treatment Plant.				C	
Authorizing the Appointment of Members to the Downtown Development Authority Board of Directors.					C
Rejecting Bid submitted for the Wastewater Treatment Plant Digester Boiler Installation Project.					C

<b>July 9, 2019</b>	<b>Councilmembers Absent:</b>			
<b>Work Session Agenda Items</b>		Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
Council Meeting Follow-up			5 min	4:30
State Health Plan Option (Tracey Belser - Memo Due)	Direction Requested		60 min	
Daily/Temporary Food Truck Permits/Standards (Fleur Tremel - Memo Due)	Direction Requested		20 min	
Hogadon Lights (Tim Cortez - Memo Due)	Information Only		10 min	
Museum Donations (Tim Cortez - Memo Due)	Direction Requested		20 min	
Annexation Update (Craig Collins - Memo Due)	Information Only		20 min	
Agenda Setting			20 min	
Legislative Review			10 min	
Council Around the Table			10 min	
Approximate Ending Time:				

<b>July 16, 2019</b>	<b>Councilmembers Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>		<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
C = Item is on Consent      N = Item is not on Consent						
Ordinance Approving a Plat Creating Fleming Addition to the City of Casper, and Approving the Subdivision Agreement for said Addition. 3rd Reading				N		
Rezoning of Block 60, Lot 9, and N. 20' of Lot 10; and Block 60, West 1/2 of Lots 10-12, Exc. N. 20' of Lot 10, Casper Addition, Located Directly East of the New Rescue Mission, on Lots Currently Addressed as 221 & 227 North Park Street. 3rd Reading				N		
Amending Subparagraphs 10.36.031(D)(2)(b)(ii), (iv) and (v) of the Casper Municipal Code Regarding Mobile Vendor Parking. 3rd Reading				N		
Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities (Tentative - 2nd Reading)				N		

<b>July 23, 2019</b>	<b>Councilmembers Absent:</b>			
<b>Work Session Agenda Items</b>		Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
Council Meeting Follow-up			5 min	4:30
Agenda Setting			20 min	
Legislative Review			10 min	
Council Around the Table			10 min	
Approximate Ending Time:				

## Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Downtown Parking Study Implementation		45 min	
Goodstein Lot Lease (Long Term Plan)			
Property Code Revisions		40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Code of Ethics	August 13, 2019	40 min	
Dog Parks			After Summer 2019
Green Valley - Annexation Status Report			After Annexation report is prepared
Arborist Licensing			Mayor's Request
<b>Class &amp; Compensation Study Scope</b>	<b>July 23, 2019</b>		<b>After Budget</b>
Health Department Discussion			Mayor's Request
Property Tax Structure/Revisions			
Leash Laws			Councilman Walsh's Request

### Staff Suggested Items:

Sign Code Revisions		60 min	Anytime after April 2019
Limo Amendment?			
<b>Interactive Long Range Transportation Plan Update</b>	<b>July 23 @ 4:30 pm</b>		
Context Sensitive Agreements with WYDOT on Poplar St Bridge			
<b>Finance Policies Resolution</b>	<b>July 23, 2019</b>		<b>Anytime after Council Finance Committee Meeting</b>
Memorials, Donations, and Sponsorship Policy			
Boys & Girls Club Skate Park			
Tow Fee Policies Review			
Results of Police Assessment			
Meadowlark Park			
Parade Permit Ordinance Revisions			
Special Event Guide Revisions			
City Hall S.A.F.E. Project			
Wayfinding Plan	August 13, 2019		

### Future Council Meeting Items

July 2, 2019 ? Ordinance Amending Section 17.12.124 of the Casper Municipal Code Pertaining to Wireless Communication Facilities

February 18, 2020 Mr. Robert Hildebrand - 100 year celebration (Mayor of Casper in 1967)



# Office of Consumer Advocate

2515 Warren Ave., Suite 304  
Cheyenne, Wyoming 82002

Telephone 307-777-7427

FAX 307-777-5700

TTY 307-777-5723  
<http://oca.wyo.gov>

J. David Fraser  
Executive Director  
Wyoming Association of Municipalities  
315 W. 27th Street  
Cheyenne, Wyoming 82001

Dear Wyoming Association of Municipalities,

Please distribute this letter to your membership if they are within any Black Hills Wyoming Gas service territory or otherwise interested. This letter is our hope to keep you informed about the recently filed Black Hills natural gas rate case filed at the Wyoming Public Service Commission that will impact your community. On June 3, 2019, Black Hills Wyoming Gas (BHWG or Company) filed an application with the Wyoming Public Service Commission (PSC) to increase rates across their newly consolidated gas service territory an average of 17.28% to be effective on January 1, 2020. My office, the Wyoming Office of Consumer Advocate, has intervened in the case, and will represent all of the ratepayers through all stages of this case.

According to the initial BH filing, the following, non-exhaustive list of community impacts is as follows:

## Residential Customer Bill Impacts

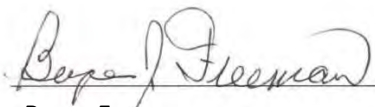
Legacy Utility Division	Proposed Division	Average Monthly Bill – Current	Average Monthly Bill – Proposed	Monthly Increase	Percentage Increase
Cheyenne Light	Cheyenne	\$49.84	\$51.27	\$1.43	2.87%
NWWY	Cody	\$64.96	\$67.17	\$2.21	3.41%
NEWY	Gillette	\$36.84	\$63.18	\$26.34	71.49%
BHGD-WY Casper	Casper	\$50.35	\$61.18	\$10.83	21.51%
BHGD-WY Gillette	Gillette	\$48.88	\$58.54	\$9.65	19.74%
BHGD-WY Torrington	Torrington	\$52.24	\$62.49	\$10.25	19.61%

### Small General Service Customer Bill Impacts

Legacy Utility Division	Proposed Division	Average Monthly Bill – Current	Average Monthly Bill – Proposed	Monthly Increase	Percentage Increase
Cheyenne Light	Cheyenne	\$83.37	\$86.64	\$3.26	3.92%
NWWY	Cody	\$95.46	\$109.03	\$13.57	14.22%
NEWY	Gillette	\$57.84	\$100.63	\$42.79	73.97%
BHGD-WY Casper	Casper	\$90.87	\$116.63	\$25.76	28.35%
BHGD-WY Gillette	Gillette	\$94.95	\$119.17	\$24.21	25.5%
BHGD-WY Torrington	Torrington	\$102.02	\$125.71	\$23.68	23.21%

The nature of this rate case is very complex. BHWG is, after acquiring several smaller gas utilities throughout the state, now beginning the process of bringing all of their customers under one rate structure. It is imperative that we dedicate substantial time and effort to make sure that our recommendations to the Commission are only what is absolutely necessary for BHWG to provide adequate, safe, and reliable gas service at just and reasonable prices. Our office is available to come to your community and discuss the filing, schedule, our positions, and its impact on your community. Please call me to set up an opportunity for us to come and discuss this case with your constituents and answer any questions any community member may have.

Sincerely,



Bryce Freeman  
Administrator  
Wyoming Office of Consumer Advocate  
2515 Warren Ave, Suite 304  
Cheyenne, WY 82002





City Clerk's Office  
200 North David  
Casper, WY 82601  
307-235-7568

## Large Event Authorization

**Event Name:** Central WY Fair and Rodeo Parade

**Event Place:** Downtown Casper

**Event Date(s):** July 9, 2019


**Event Time:** 10:00 am – 12:00 pm

**Description of Event:**

PARADE

**Permits Required:**

Catering Permit	NO
Malt Beverage Permit	NO
Open Container Permit	NO
Street Closure Permit	YES
Tent Permit	NO
Other permits	NONE

  
\_\_\_\_\_

City Manager

  
\_\_\_\_\_

City Clerk





## Casper Police Department Play Street/~~Parade~~ Permit

<b>Name of Event: Central Wyo Fair &amp; Rodeo</b>	
<b>Location: Downtown Casper</b>	
<b>Date of Event: July 9, 2019</b>	
<b>Start Time: 6: 00 AM</b>	
<b>End Time: 12:00 PM</b>	
<b>Contact Person: Angela Berry</b>	
<b>Address: 1700 Fairgrounds</b>	<b>Phones: 307-259-5114</b>
<b>*Contact person must be in attendance throughout the entire event</b>	

Description of Event Location:

Please see map

Route Approval: \_\_\_\_\_

 4.05  
**Sgt. Jeff Bullard Traffic/Special Events**

Authorized Signature: \_\_\_\_\_

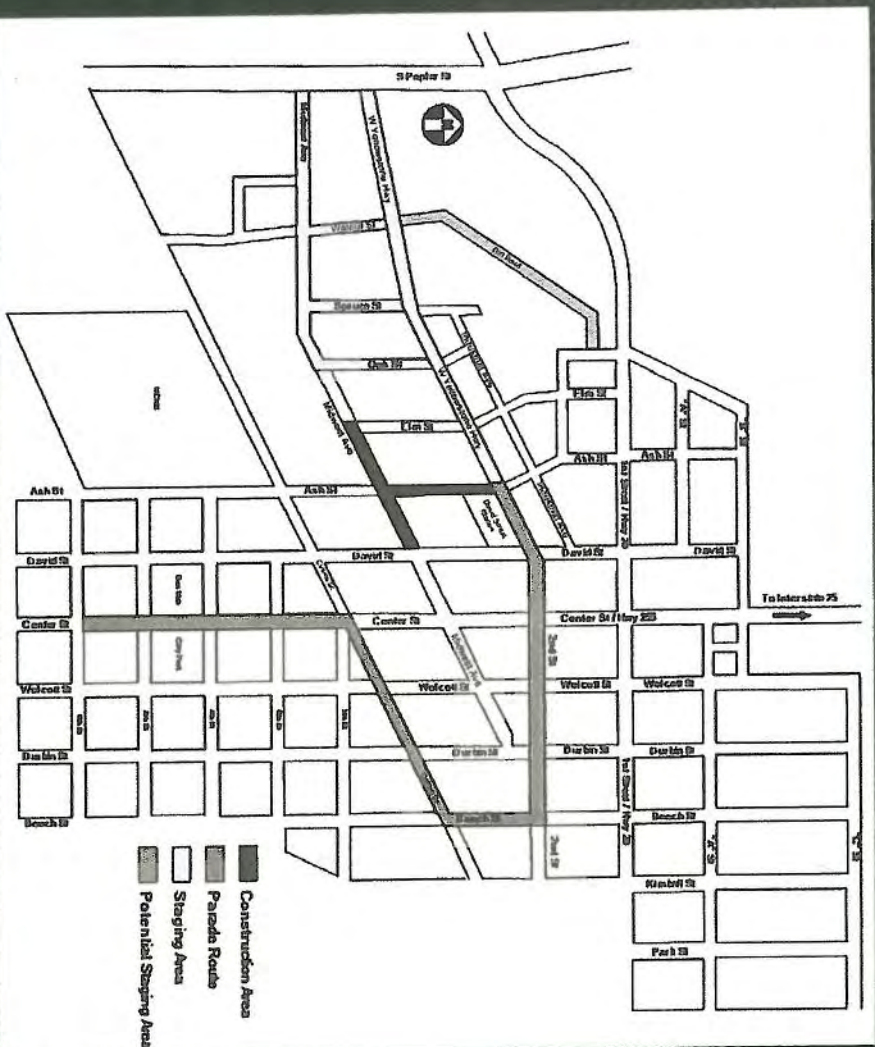
 307  
**Chief of Police**

cc: City Manager's Office  
Fire Division Operations  
Streets Manager  
Debby Estes

Police Traffic Section  
Police Patrol Section  
Public Safety Communications

# 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



City of Casper Special Event Application  
Attn: Carla Mills-Laatsch  
200 North David Street Room 104  
Casper, WY 82601  
307-235-7568  
Email: camills@casperwy.gov

Event Name

Date or Dates (for reoccurring events please include all dates)

Central Wyoming Fair + Rodeo Parade

Park/Facility/Area

Specific Rental Area Requested

Downtown Casper

See Map

Type of Event

Parade

Hours Requested

Set up time

Event Time

Clean up time

\*CLEAN UP MUST BE COMPLETED TO  
RECEIVE FULL REFUND OF DEPOSIT

10:00am

# of attendees

Crowd Activity (stay or come/go)

Thousands

Parade Spectators

Applicant Name

Phone

Central Wyoming Fair + Rodeo

307.235.5775

Address

Email address

1700 Fairgrounds Rd.

aberry@centralwyomingfair.com

Organization Name

Address

Phone

Angela Berry

Same

307.235.5775

Applicant's position within organization

Marketing Director

On-Site Supervisor (During Event)

Name

Phone (mobile)

Angela Berry

307.239.5114

#### Event Activities

Describe the activities/event you are planning (attach additional sheets if needed)

\*A detailed site map is required at the time of application - Site plan guidelines are attached to this application -

Parade

Proposed areas/equipment for entertainment or activities (including rentable shelters, tables, or athletic courts/fields?)

n/a

**Facility Equipment**

Are you bringing any of your own equipment for activities?

Yes ☐

No ☒

If yes, please explain: \_\_\_\_\_

Will these require stakes, tie downs?

Yes ☐

No ☒

Any staking/tie down system must be approved to avoid possible damage to utility & irrigation systems.

Will you be utilizing any tents/canopies?

Yes ☐

Setup Time: \_\_\_\_\_

No ☒

If yes, please explain: \_\_\_\_\_  
Tents over 400 square feet and canopies over 400 square feet require a permit from the Fire Department

What are your electrical needs?

n/a

Electrical availability varies among park sites.

Will a stage be used?

Yes ☐

No ☒

(If yes, the location must be noted on the site plan)

What type of sound system will you be utilizing?

n/a

**Alcohol**

Will your event have alcohol?

Yes ☐

No ☒

If yes, you will need one of the following permits (catering or malt beverage)

**Catering Permit (Retail Liquor License Holders only):**

Name of License Holder: \_\_\_\_\_

Event: \_\_\_\_\_

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

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

Outside event: \_\_\_\_\_

Yes ☐

No ☐

If yes, please fill out "open container portion of this application"

Street Closure: \_\_\_\_\_

Yes ☐

No ☐

Signature of RETAIL Liquor License Holder: \_\_\_\_\_

**Malt Beverage Permit (any individual or organization):**

Applicant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Official Sponsor of the Event: \_\_\_\_\_

Charitable/Non-profit or for profit: \_\_\_\_\_

Location of Event (please include address): \_\_\_\_\_

Lease or own Space: \_\_\_\_\_

\*\*If you LEASE -- please attach lease or letter stating you are allowed to serve alcoholic beverages on the premise.

Date of the Event: \_\_\_\_\_

Licensed distributor malt beverage will be purchased from: \_\_\_\_\_

Wyoming Sales tax ID number: \_\_\_\_\_

**Open Container Permit (Outside events only):**

Name of Applicant: \_\_\_\_\_ Physical Address: \_\_\_\_\_  
Event address/landmark/streets: n/a  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Event date: \_\_\_\_\_ Event Times: \_\_\_\_\_

Are you going to check identifications and issue wristbands to verify persons are 21 years of age and older? Yes \_\_\_\_\_ No ☒  
Identification check and wristbands to verify all persons consuming alcohol are 21 years of age and older is required within the open container permit boundary.

The Event must abide by all noise regulations; do you understand the City of Casper Noise ordinance? Yes ☒ No \_\_\_\_\_

**Do you have adequate signage?**

The boundaries of the open container must be clearly marked with signage stating that any alcoholic beverages taken outside of the licensed area will be open container violations of the Casper Municipal Code.  
Please describe the open container area: n/a

Are you requesting a minimum of two contract police officers (this will result in extra cost to the organizer)? Yes \_\_\_\_\_ No ☒  
Large or open to the public day events with open containers on public property may require a minimum of four contract police officers.

Is your event at night? (This may require a minimum of four contract police officers) \* Yes \_\_\_\_\_ No ☒  
Due to increased risk, large or open to the public night events on public property with open containers may require a minimum of four contract police officers.

Has the sole responsible person or organization taken out permits, signage & contract police officers? Yes \_\_\_\_\_ No n/a  
The person or organization requesting the open container permit is solely responsible for the cost of the malt beverage or catering permit, the contract police officers, the signage costs and all other compliance costs with this policy.

Have you read and agree to comply with the above policy of the open container permit? Yes \_\_\_\_\_ No n/a  
Failure to abide by this policy will result in the revocation of the open container permit and malt beverage or catering permit. The open container permit can be revoked at any time on the discretion of the Chief of Police or his or her designee if the event poses a risk to the public safety or welfare. Upon revocation, all sales of liquor must end and no open containers will be allowed. Any past revocations or violations will be considered in the issuance of any permits in the future.

The City Manager and/or the Chief of Police may require additional arrangements or precautions including additional contract police officers at his or her sole discretion.

*\*Events held at night may incur extraordinary costs that are the event organizers responsibility.*

**Restrooms**

If your event is in an area where restrooms are not available or your event may overwhelm available restroom facilities, organizer may be required to provide portable restrooms at their own expense.

Please note that number of restrooms needed is determined by the number of participants and type of event.

Standard units \_\_\_\_\_ Handicap Accessible units \_\_\_\_\_

Please indicate what company you have contracted with: Gawn's Johns - TBD

**Waste Management plan**

Any event will need to submit a plan for garbage clean up. Please include how you will handle garbage pickup during your event and clean up after your event.

The event organizer will need to make sure that cans are emptied once every four hours or as often as needed. Trash bags will not be provided by the City of Casper.

Please indicate what company you have contracted with: asking for City of Casper in kind services

### Parking & Traffic

Will your activities access or cross any roadway or trail at any time?

Yes ☒ No ☐

If yes, please attach a map of your proposed route and an explanation.

### Street Closure/Parade Permits

Location of Street Closure/Parade/Run:

see map

Date of Event:

7/9/19

Start time (include set up time):

10:00am

End time:

12:00 pm

Contact person: Angela Berry

Address: Hobbsgrounds Rd.

Phone:

~~307.235.5715~~ 307.235.5715

Will alcohol be involved?

Yes

☒ No

If yes, have you applied for open container permit?

n/a

If applicable has the Downtown Development Authority been notified?

☒ Yes

No

Have all residents affected by the street closure been notified?

☒ Yes

No

What is the anticipated attendance of your event?

3,000+

Is this event open to the public?

☒ Yes

No

If yes, and on City of Casper property, General Liability Insurance will have to be secured.

Have you provided for emergency services?

n/a

Will you be requesting law enforcement presence or escort (this may incur additional costs to the organizer)?

☒ Yes

No

Have you arranged for private security?

no

Please provide contact information:

### Amusement/Carnival

Will your event include amusement rides?

Yes ☐ No ☒

If yes, an inspection with City of Casper Fire, Building and Code Enforcement will need to be scheduled. The owner of the property on which the event takes place shall ensure that all permits are obtained and operators/owners of the equipment have passed inspection before allowing that equipment to be operated on their property. Please see Municipal Code 15.28.440 for requirements.

### Loud Sound Restrictions

It is against City Ordinance to have loud music/noise beyond 10:00 P.M. If your event goes beyond this, you will need to submit a letter of request with this application.

### Public Notification Plan

Certain events will have an impact on nearby homes and businesses. This includes loud music, street closures and parking restrictions. The Event Organizer will need to notify everyone affected well in advance of your event. Please refer to policy guide for more information.

### Vendors -- Merchandise

Will you be having any type of merchandise being sold?

Yes ☐ No ☒

If yes, vendors may have to secure a permit for this event.

Please list all merchandise vendors:

n/a

### Vendors -- Food

Are you using food vendors or caterers?

Yes ☐ No ☒

\*Please note -- it is the responsibility of the event organizer to make sure all food vendors are licensed through the City of Casper and Natrona County Health Department.

Please list all food vendors:



**Emergency Action Plan (may use separate piece of paper) \*\* Required\*\***

See Sergeant Bullards Operation Order

**Security**

High Impact and Medium Impact events are required to include a security plan with their event application. This will be the event organizer's responsibility.

Please explain your security plan:

CPD operations

**Cancellation policies**

In the event of cancellation, how will participants and the City of Casper be notified?

social media and news outlets.

**Questions/Comments:**

**STOP!**

Before you turn in your application, make sure you have ALL files in order otherwise we may return your application without approval.

Please attach to the application:

- \_\_\_\_ Completed Application
- \_\_\_\_ Application Fee
- \_\_\_\_ Complete Site Plan
- \_\_\_\_ Restroom Plan
- \_\_\_\_ Waste management plan
- \_\_\_\_ Emergency Response Plan



**Applicant's acknowledgments:**

The undersigned applicant(s), both personally and on behalf of the organization or members, in consideration of being issued a license for long term or multiple use of a City park, facility, or street agree and understand as follows:

The applicant and its agents, members, participants, and invitee shall indemnify, defend and hold harmless City, its officers and agents, and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from this application, that results in any claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused in whole or in part by the intentional or negligent act or omission of the applicant, owner, or anyone for whose acts any of them may be liable. This indemnification shall not include damages or injuries to the City, its officers, agents, and employees caused solely by the negligence of the City, its officers, agents and employees. This provision shall survive termination of the license.

The applicant and its agents, members, participants and invitee shall fully comply with this application, as well as all applicable statutes, municipal ordinances, rules and regulations. Failure to fully comply as set forth therein may result in immediate termination of the license.

The applicant shall maintain public liability insurance for the duration of the permit with a minimum combined single limit of \$1,000,000 aggregate for any one occurrence, naming the City of Casper as an additional insured. The applicant shall file a certificate of insurance with the Licensing Specialist at the time of making application showing this policy issued by an insurance company authorized to do business in the State of Wyoming.

No alcohol is permitted on park property, subject to exceptions by City ordinance.

AB INITIAL I acknowledge that I have the authority to sign on behalf of the organization

INITIAL I have submitted this application with the Special Event application fee (Non-refundable) *(asking for exemption)*

AB INITIAL I understand that this application must be reviewed by multiple staff departments prior to approval for use of city facilities. I also understand that insurance is required for use of city property.

INITIAL I understand that a certificate of liability insurance naming the City of Casper as an additionally insured, must be submitted At least 2 (two) weeks before event date. *(County Insurance)*

AB INITIAL I understand that for our event, a detailed map must be submitted at the time the application is made. If there are route/site plan changes, the updated map must be submitted no later than four (4) weeks prior to the beginning date of use.

AB INITIAL I understand that additional costs for shelter rentals or other lost revenue sources may be applicable for a "special use" of the park facility, and must be paid when the Special Use Permit is submitted.

AB INITIAL I understand and have read the noise ordinance and understand that events cannot go beyond 10:00 P.M. without prior approval from the City Manager or his designee.

AB INITIAL I have read all of the above information and initialed each bullet item indicating that I fully understand what is required at the time of application for this application to be processed and approved. This application shall not be determined as an immediate authorization for use of park property or facility. Authorization is given only when all necessary information is provided and reviews are completed and approval is granted. At that time the applicants will be notified upon approval or denial of this application.

APPLICANT PRINTED NAME: Angela Berny

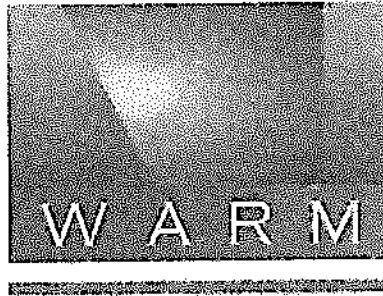
SIGNATURE: *[Signature]*

DATE: 2-8-19

**OFFICE USE ONLY:**

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

Fee's Paid: \_\_\_\_\_



## CERTIFICATE OF LIABILITY COVERAGE

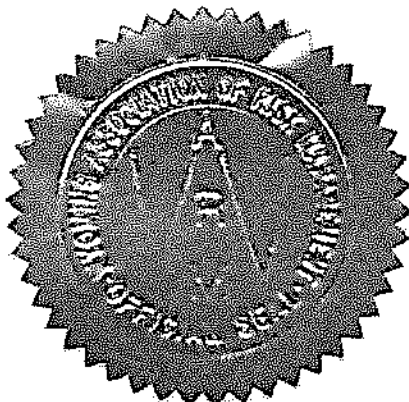
The Wyoming Association of Risk Management (WARM), a joint-powers liability pool, provides comprehensive general liability and automobile liability coverage to Natrona County, Wyoming, subject to the following limitations:


- \$250,000 per claimant as listed in W.S. 1-39-118.
- \$500,000 per occurrence as listed in W.S. 1-39-118.
- \$21,000,000 per claim for claims brought solely under Federal Law as provided in W.S. 1-39-118(b)(ii).
- \$21,000,000 per claim for all other claims not brought under the Wyoming Governmental Claims Act.
- Natrona County and WARM preserve all immunities under Wyoming law.
- The terms and conditions of the WARM coverage document also restrict coverage.
- The coverage period is July 1, 2018 through July 1, 2019.

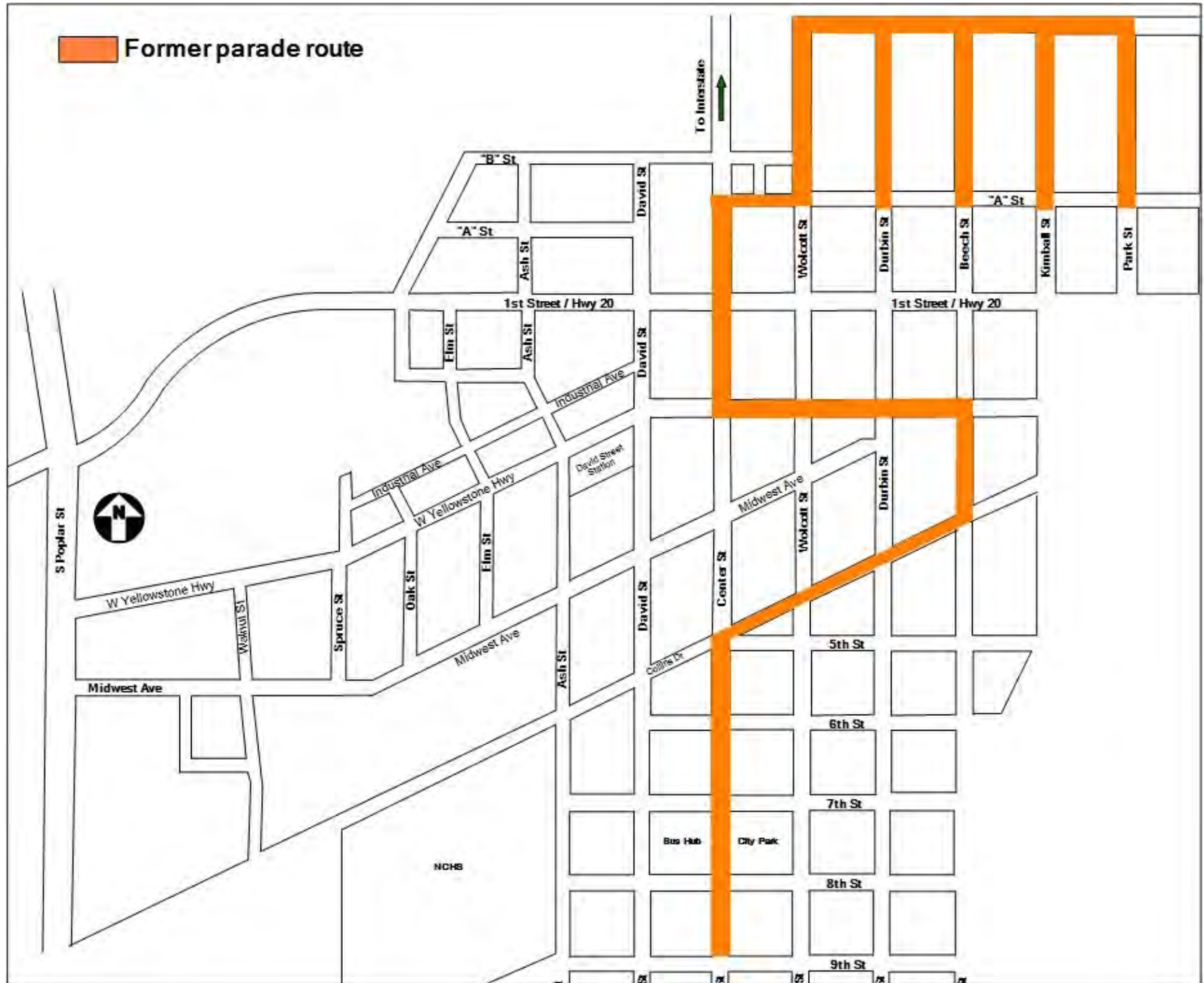
Certified:

A handwritten signature in cursive script, appearing to read "Joseph Constantino", written over a horizontal line.

Joseph Constantino  
Executive Director



 Former parade route



# Central Wyoming Fair and Rodeo Parade July 9th, 2019 10:00 a.m.





# CODE CONNECTION

City of Casper Code Enforcement Division — a Division of the Community Development Dept.

Spring—2019

## What the heck is Code Enforcement up to you ask?

Well, we're here to tell you! This is our first, quarterly newsletter, which we hope will be informative and interesting. Off we go.....

## Spring means it's time to have THE talk.....about weeds.

In Wyoming, we all look forward to this time of year, after long months of cold, snow and wind. Everything turns a beautiful emerald green, flowers are blooming, and unfortunately, weeds and dandelions are running rampant because of ideal growing conditions. This is Code Enforcement's busiest time of the year. So, here's what you need to know:

**Q: How must yards be maintained?**

A: Lawns and weeds must be kept less than eight inches in height.

**Q: Are dandelions regulated?**

A: Absolutely. Property owners must keep their property free of dandelions, considered a noxious weed, to prevent them from spreading to neighboring properties.

**Q: Does the City really enforce these rules?**

A: You bet. From May 1st to June 11th of this year, Code Enforcement has already sent out almost **400 Notices of Violation**, just for weeds and long grass alone.

*"I made a formal complaint about my neighbor's weeds/grass, and nothing has happened yet, why?"*

We are required to provide written notice to the property owner of the violation, and they have 10 days to fix the issue. After 10 days, plus 3 days of mail transit time, a re-inspection occurs, and if the violation hasn't been taken care of, a citation can be issued, or the property can be referred to the City's contractor for mowing. The cost of mowing is then billed to the property owner. Average time to obtain compliance—18 days.



North Platte River at Sunset

## In This Issue

- Graffiti on the Rise
- Campers, Boats & Trailers
- Upcoming Demo Project
- Mobile Home Abandoned
- Safe Kids of Central Wyoming—Community Service



Previously Unregulated "Small" Utility Trailer

## Campers and Boats and Trailers... Oh My

Most of us who live in Wyoming slog through the long, dark winter on nothing more than the thoughts of the (much too short) nice weather to come, the chance to get outdoors, and the opportunity to do the things we all love to do.....camping, gardening, fishing, boating, etc. At the first sign of nice weather, we all pull our toys out of storage, and many end up along the curbs across the community.

Although Code Enforcement tries to take an understanding approach, many times campers, boats and trailers cause sight distance obstructions that can't be ignored.

New this summer, small trailers will fall under the same restrictions as larger trailers, campers and boats. No trailer is permitted to be parked on a City street for more than five days in any 30 day period. We ask for understanding, because none of us wants to see a child or anyone else injured or worse because a driver couldn't see them before they ran into the street.

### On-street parking permits are available.

Although it is possible to obtain a permit to park trailers, campers and boats on the street, we encourage everyone to take a hard look at the location, and to do what is in the best interest of safety, not convenience. Permits cost \$50 the 1st year, \$25 every year thereafter, and are available in the Finance Department Office, 1st floor of City Hall.

### Don't forget, trailers, boats, and campers must be licensed to be on the street.

Stay safe, and enjoy your time in our great outdoors.

## Graffiti on the rise

Graffiti is costly, and unsightly. It negatively impacts the entire neighborhood, and costs property owners thousands of dollars every year. It is a difficult issue to combat; however, there are several strategies to available to tackle the problem.

One of the most effective weapons against graffiti is quick removal. The longer it stays up, the better the chance the "artists" will return.

Code Enforcement, in cooperation with the Police Department, have instituted an abatement program to assist property owners with the cost of removing graffiti quickly. A one page Graffiti Abatement Waiver is completed by the property owner, and they have the choice of having the City remove it, or alternatively, they are given a coupon that entitles them to a Graffiti Removal Kit, consisting of paintbrush, roller, roller pan, and 1 gallon of exterior paint in the color of their choosing. Costs for the program are paid by the Keep Casper Beautiful program.

Recently tagged structure in Casper



## Fire-Damaged Home to be demolished

A home located at 1129 East C Street was severely damaged by a fire last July. Since that time, the property has been an attractive nuisance in the neighborhood, and was frequently being entered and occupied illegally by vagrants.

Code Enforcement has kept in constant contact with the out-of-town property owner, who has been trying to work through her property insurance claim. Until the insurance pays out, the property owner is unable to abate the dangerous building financially.

In order to assist the property owner, and to remove the hazardous condition in the neighborhood, Code Enforcement initiated a forced demolition of the structure, per the procedures of the City's adopted building codes.

A request for bids was issued to local demolition contractors. The lowest bid was accepted, and the structure is slated to be demolished this month. The cost of the demolition will ultimately be paid by the property owner, who has expressed appreciation for the City's assistance.



**Abandoned Mobile Home left on Church Property without permission**

## 16'x80' Mobile Home Abandoned in North Casper

How does somebody just walk away from a huge mobile home? That would never happen, right? Well, never say never. The Imitate The Image Baptist Church in North Casper awoke one morning to find that someone had left them a present on their lot. During an un-permitted, middle-of-the-night attempted move of the mobile home, things went wrong. Very wrong. When it became apparent to the owner that success was not in the cards, the mobile home was "parked" on the empty lot, never to be reclaimed.

It seems like an easy problem to solve, just get it hauled off, right? Well, not exactly. First, we had to find the owner, no easy task, as he was in and out of jail fairly regularly. And, once found, what leverage did Code Enforcement have to get him to move it? He had no money, and putting him in jail wouldn't solve the problem. Hiring a company to move the trailer costs thousands of dollars, which of course, the church couldn't pay.

Code Enforcement stepped up, and decided to facilitate the move. Easy right? Not exactly. Legally, the mobile home couldn't be moved without 1) a title and 2) a place to take it for disposal, and we had neither. With some old-school negotiation, Code Enforcement was able to convince the owner to sign the title over to the City, in exchange for dropping legal action against him. With a freshly inked title in hand, all we had to do was find somebody willing to take it now. Easier said than done.

After multiple dead ends, the Regional Balefill facility stepped up, and agreed to take it FREE OF CHARGE, although they did say that they had never accepted anything that large before. Their only condition—have all the appliances and hazardous materials removed. One quick call to the City's on-call contractor, and done!

The mobile home was full of all the previous owner's belongings. In order to reduce the tonnage of waste, and hopefully, make the best of a bad situation, Code Enforcement packed up all items of any value, and donated everything to the Rescued Treasures Thrift Store, who was more than happy to take most everything.

Moving day had finally arrived. With traffic control provided by Casper Police Department, the lumbering load made its way to the balefill on a broken down trailer, and flat tires that somehow, unbelievably, stayed on the rims. Thanks to all involved, All Around Towing Company, The Casper Police Department, City Attorney's Office, Solid Waste, and of course, the Imitate the Image Church, for their extreme patience! It was truly a team effort.....



# Safe Kids of Central Wyoming

So what does a Code Enforcement Officer do in their off hours? After dealing with grouchy people all week, you'd think that they would hole up in their house and avoid human interaction at all costs. Well, maybe sometimes, but on Saturday, May 4th, Code Enforcement could be found volunteering at the Safe Kids Event, along with fellow City employees from Metro Animal Services and the Metropolitan Planning Organization (MPO).

## What is Safe Kids?

Safe Kids Central Wyoming is led by the Wyoming Medical Center Foundation, with the goal of keeping kids safe by performing car-seat checkups, safety workshops, and sports clinics that help parents and caregivers prevent childhood injuries.

This year the event was held at the Boys and Girls Club, and was attended by approximately 2000 community members. It was a pleasure to be part of such a valuable community program.



## Contact Us

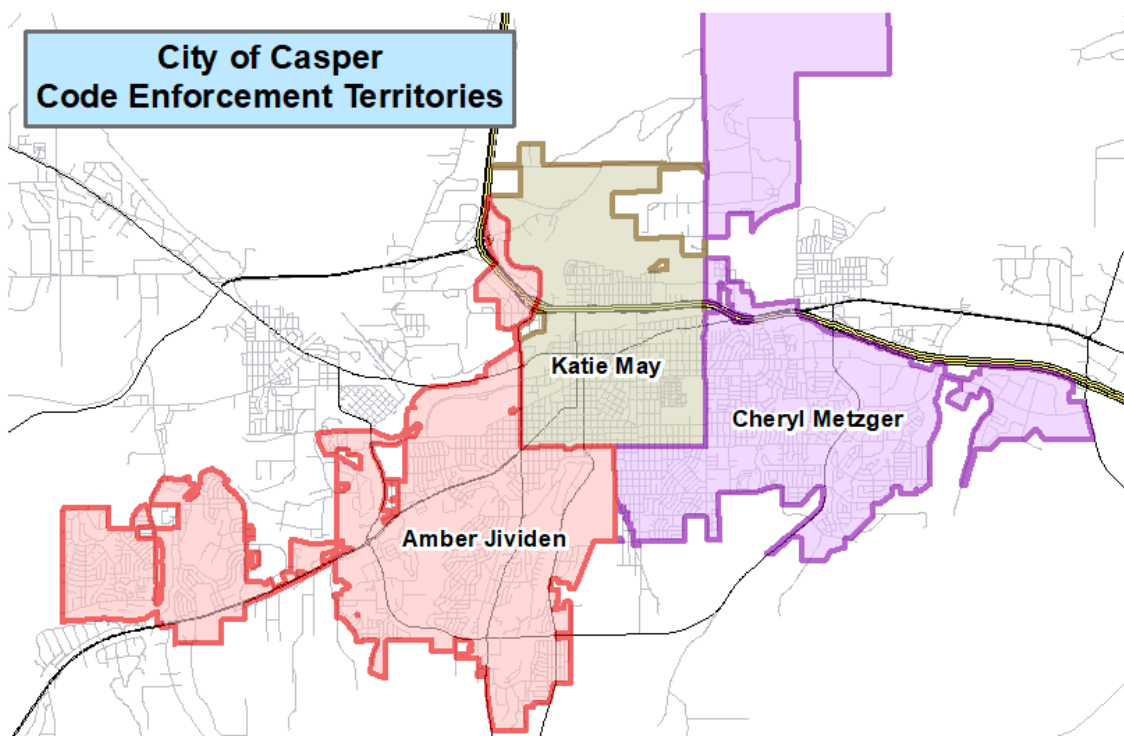
Give us a call or email us for more information

**City of Casper — Code Enforcement Division**  
200 North David Street  
Casper, WY 82601

(307) 235-8254

kshanley@casperwy.gov

Visit us on the web at:  
[www.casperwy.gov](http://www.casperwy.gov)



To Speak to a  
Code  
Enforcement  
Officer —  
Please call  
(307)-235-  
8254

or

Complaints  
can also be  
submitted on  
the City's  
website—  
[Casperwy.gov](http://Casperwy.gov)

**CITY OF CASPER  
LICENSING AND APPEALS BOARD  
CITY HALL, DOWNSTAIRS MEETING ROOM  
JUNE 20, 2019  
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

**AGENDA**

- I. ROLL CALL**
- II. CONSIDERATION OF MINUTES FOR MAY 16, 2019**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**
- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

**GENERAL CONTRACTORS**

**JOHN GRIFFITH, TANDEM DESIGN + BUILD** – Applying for a Class I General Contractor's License

**DUSTIN LEE, DUSTIN LEE CONSTRUCTION** – Applying for a Class II or III General Contractor's License.

**PLUMBING CONTRACTOR**

**JOHN GROTE** – Applying for a Master Plumbing License

- VI. COMPLAINT**
- VII. COMMUNICATIONS FROM PERSONS PRESENT**
- VIII. ADJOURNMENT**

**CITY OF CASPER  
CONTRACTORS' LICENSING AND APPEALS BOARD  
MAY 16, 2019**

<b>MEMBERS PRESENT:</b>	<b>JASON HUBER</b>	<b>SCOTT WARREN</b>
	<b>ZAC HORNER</b>	<b>ADAM HALL</b>
	<b>STEVE BOYLE</b>	

<b>COUNCIL LIAISON:</b>	<b>KHRYSTYN LUTZ</b>
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<b>CITY STAFF:</b>	<b>DAN ELSTON</b>	<b>KELLY SHANLEY</b>
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**CALL MEETING TO ORDER** – Vice Chairperson Jason Huber called the regular meeting to order at 4:03 p.m.

**MINUTES FROM APRIL 18, 2019** – Scott Warren moved to approve the meeting minutes of April 18, 2019. Steve Boyle seconded the motion. Motion approved.

**MONTHLY REPORT UPDATE** - Dan Elston reported for the month of April, five building permits were issued for construction of single family homes. The Building Division issued 117 building, 100 electrical, 63 mechanical, and 88 plumbing permits during April with fees collected of \$111,120.24. Overall, the Building Division's value of construction for April was \$5,981,892, which brings the year to date valuation to \$14,372,969. This is approximately \$7 million below this time last year. The inspectors completed 525 inspections in April, which includes grey slips, consults and plan reviews.

Below is a breakdown of 12 commercial projects that are in progress:

- Boyd Avenue Church Gym – The roof trusses are in process.
- U-Haul - Old Cretex Building – They are in the process of pouring the building storage pad. After that is complete, they will begin pouring the pads for the RV storage.
- Senior Living Homes - This project is in various degrees of construction.
- City of Casper Balefill Building – This project is behind schedule.
- Masterson Place – The interior is complete; site work is in process. They changed utility contractors; therefore, site work should be completed in June.
- Michaels – Final finishes are in process. They should be ready to start dropping ceiling tile.
- Spectrum – Final finishes are in process.
- Wyoming Medical Center - Hybrid OR – Interior rough-ins are in process.
- Greiner Ford Remodel – Phase II is underway, which includes steel structural beams.
- Wash 'n Glow Car Wash – Site work has begun.
- Rodolph Brothers Remodel/Rebuild
- Taco Bell – East Side – The entire building has been demolished.

**Completed Projects:**

- Grooms and Harkins CPA Remodel
- Eye Mart Express

**New Plans Submitted for Approval:**

- Blackmore Marketplace Strip Mall
- Jersey Mike's Sub Shop
- Target Store Remodel – Plans are approved.
- Starbucks – West side – Interior Remodel
- Smile Doctors – This is going into Platte Valley Bank on East 2<sup>nd</sup> Street.
- Realty Management Group – This is going in the ANB Bank, second floor.
- McDonalds – East Side Remodel

**LICENSE APPLICATIONS –**

**JAMES BOWEN, TDS CONSTRUCTION** – Applying for an Upgrade to a Class I General Contractor's License. After discussion and review of the application and affidavits, Adam Hall moved to approve James Bowen to test for a Class I General Contractor's License. Zac Horner seconded the motion. Motion approved.

**STEPHEN HRITZ, CENTERRE CONSTRUCTION, INC.-** Applying for a Class I General Contractor's License. After discussion and review of the application and affidavit, Scott Warren moved to approve Stephen Hritz to license as a Class I General Contractor. Steve Boyle seconded the motion. Motion approved.

**JOHN STOYSICH, ACTION CONSTRUCTION** – Applying for a Class III General Contractor's License. After discussion and review of the application and affidavits, Zac Horner moved to approve John Stoysich to license as a Class III General Contractor. Scott Warren seconded the motion. Motion approved.

**CAMERON MAYER** – Applying for a Master Plumbing License. After discussion and review of the application and affidavits, Steve Boyle moved to approve Cameron Mayer to test for a Master Plumbing license. Zac Horner seconded the motion. Motion approved.

**COMPLAINTS**

**Randall Sargent dba RS Home Improvement – Class III General Contractor** – We received a complaint stating a homeowner had hired Randall Sargent to do some repairs/re-painting at his residence. The homeowner gave Randall Sargent a down payment of \$1,900 on April 1st. That check was cashed and work has not been initiated. Multiple calls and letters have been made/sent to the contractor with no response. The Board requested Dan Elston contact Randall Sargent to ask for a response to this complaint. This complaint will go of record in our complaint log for reference.

## COMMUNICATIONS

Unpermitted Work – At last month's meeting, Dan Elston initiated a discussion regarding implementation of a policy that would penalize contractors / homeowners that perform work without obtaining permits. Dan Elston distributed correspondence that was sent to City Attorney John Henley to see if this would be feasible. No response has been received as of yet.

**ADJOURN** – The meeting adjourned at 4:27 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Elston". The signature is fluid and cursive, with the first name "Dan" written in a larger, more prominent script than the last name "Elston".

Dan Elston, Secretary





State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 May 2019 Reports



Type of Permit	Number of Permits	Fees	Valuations
Rem-Basement	6	\$1,865.00	\$135,500.00
Rem-Residential	10	\$4,135.60	\$383,096.00
Rem-Bathroom	3	\$954.00	\$76,200.00
Rep-Re-Roof	66	\$15,468.40	\$1,312,102.40
New-Storage Bldg	3	\$312.00	\$7,400.00
Add-Deck	9	\$1,742.00	\$101,690.00
Rem-Commercial	7	\$6,315.12	\$486,997.00
New-Residential	6	\$11,547.60	\$1,461,000.00
Rep-Res Misc	4	\$1,002.00	\$68,400.00
New-Detached Garage	2	\$2,772.09	\$236,050.00
New-Fence	1	\$70.00	\$500.00
Rep-Deck	4	\$581.00	\$25,290.00
Add-Other	4	\$679.00	\$35,000.00
Add-Garage	5	\$1,956.00	\$161,100.00
Rem-Kitchen	1	\$242.00	\$15,000.00
New-Commercial	1	\$1,923.57	\$157,787.00
Add-Residential	2	\$491.00	\$33,155.27
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	134	\$52,056.38	\$4,696,267.67

Electrical Permits Issued	Fees Invoiced
94	\$12,630.60

Mechanical Permits Issued	Fees Invoiced
74	\$11,193.40

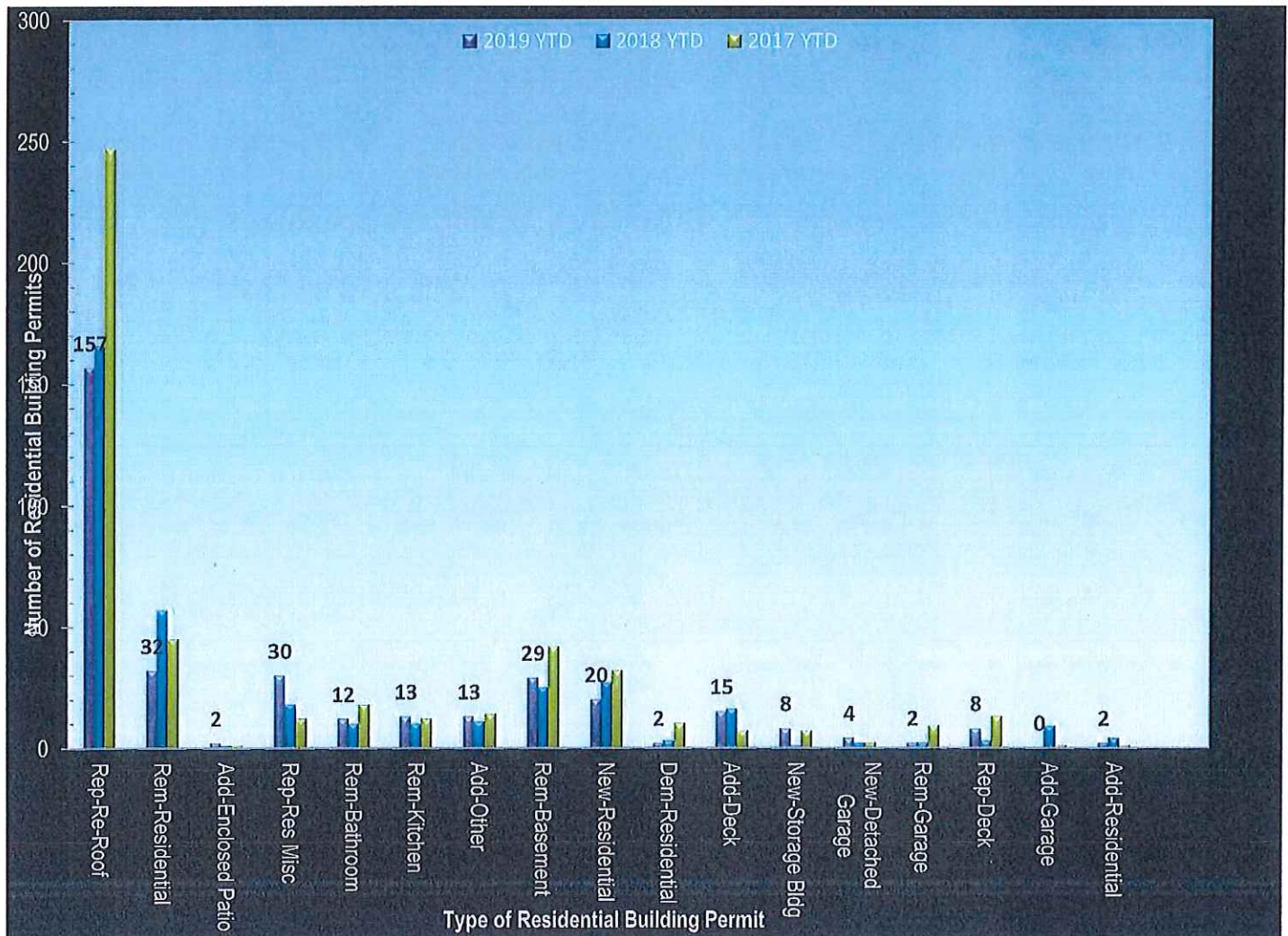
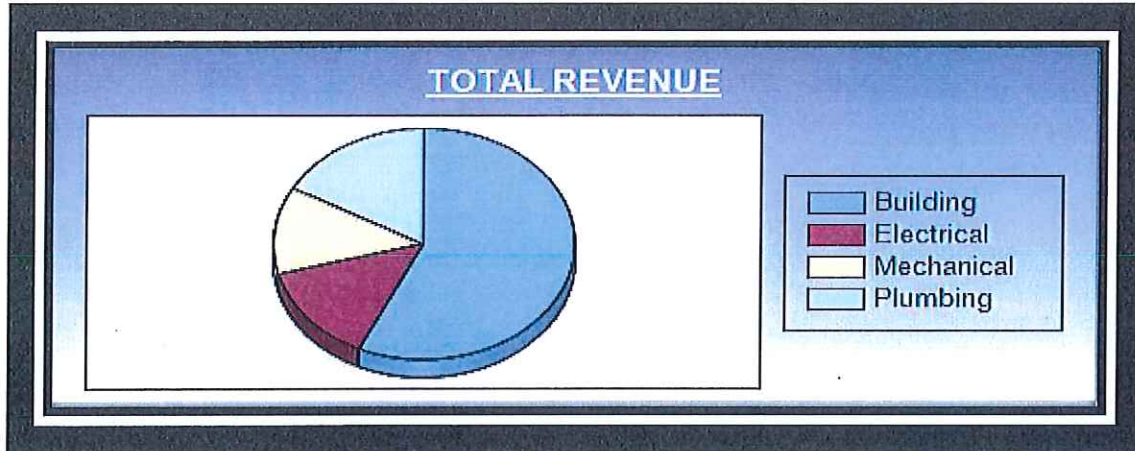
Plumbing Permits Issued	Fees Invoiced
206	\$15,461.00

Single Family Houses YTD			May 2019 Single Family Houses		
2018		27		2018	7
2019		20		2019	6



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
May 2019 Reports







COMMUNITY DEVELOPMENT  
DEPARTMENT

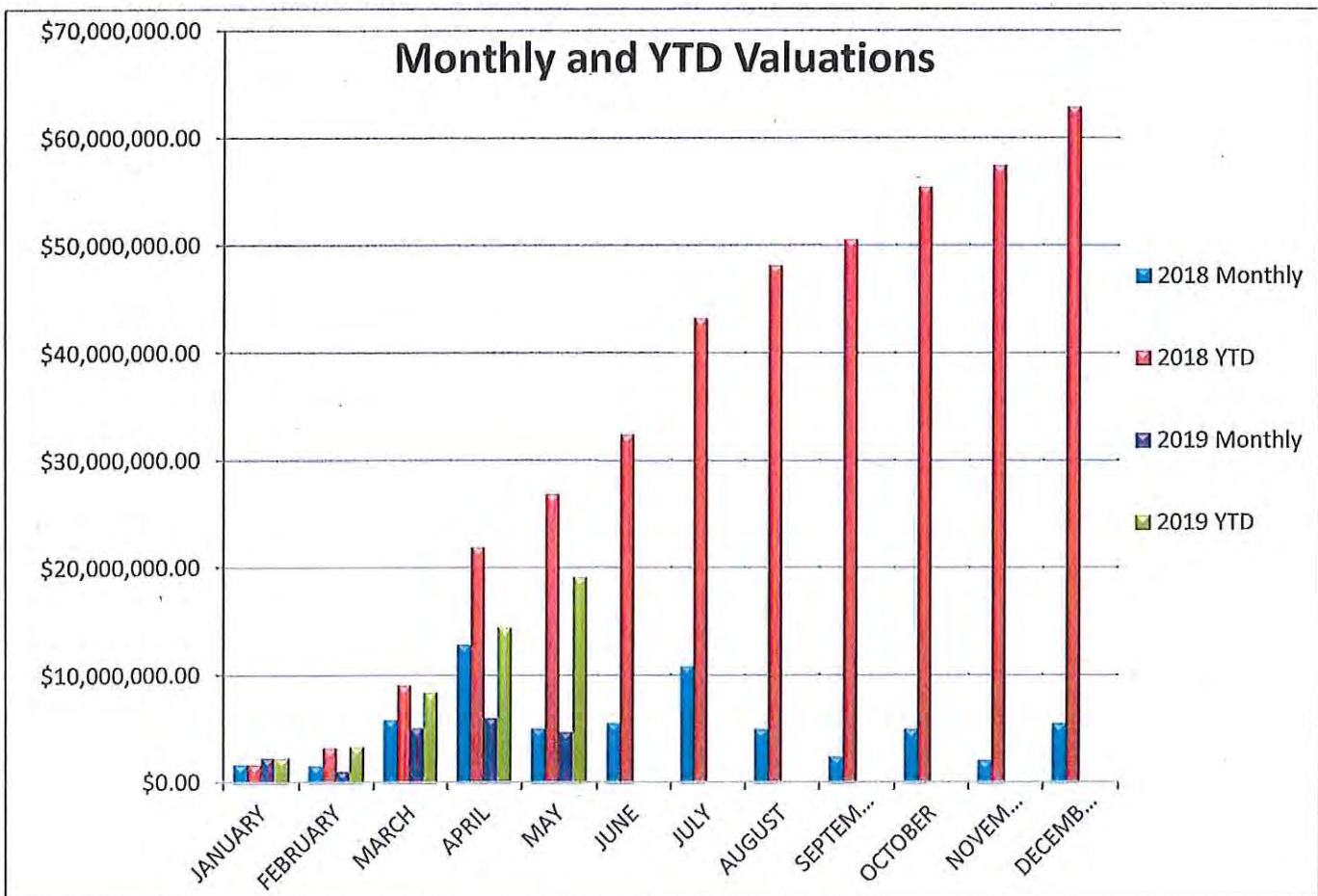
State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
May 2019 Reports



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,282,162.88	\$2,282,162.88
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,318,471.36
MARCH	\$5,836,851.00	\$9,049,868.15	\$5,072,606.25	\$8,391,077.61
APRIL	\$12,821,244.41	\$21,871,112.56	\$5,981,892.38	\$14,372,969.99
MAY	\$4,985,808.62	\$26,856,921.18	\$4,696,267.67	\$19,069,237.66
JUNE	\$5,525,644.37	\$32,382,565.55	\$0.00	\$0.00
JULY	\$10,827,919.90	\$43,210,485.45	\$0.00	\$0.00
AUGUST	\$4,916,015.14	\$48,126,500.59	\$0.00	\$0.00
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$0.00	\$0.00
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$0.00	\$0.00
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$0.00	\$0.00
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$0.00	\$0.00
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$19,069,237.66</u>	<u>\$19,069,237.66</u>

**LARGE VALUATIONS:**

May 2019 - No new projects over \$1,000,000





State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
**Fees Collected**  
**May 2019 Report**



BUILDING PERMITS	\$ 48,105.15
ELECTRICAL PERMITS	\$ 11,505.00
MECHANICAL PERMITS	\$ 8,425.40
PLUMBING PERMITS	\$ 15,119.00
ELECTRICAL LICENSES	\$ 984.00
PLUMBING LICENSES	\$ 375.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 134.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 1,500.00
SIGN PERMITS	\$ 655.00
C-CAN PERMITS	\$ -
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 3,673.01
PLANNING FEES	\$ 950.00
DEMO PERMITS (included in Building Permits)	\$ -

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**Totals: \$ 91,425.56**

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**MONTHLY INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
189	160	148	46

CONSULTS	PLAN REVIEW	FIRE
20	26	0

**YTD INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
724	700	580	217

CONSULTS	PLAN REVIEW	FIRE
81	147	0



2019 Monthly Inspections  
May 2019

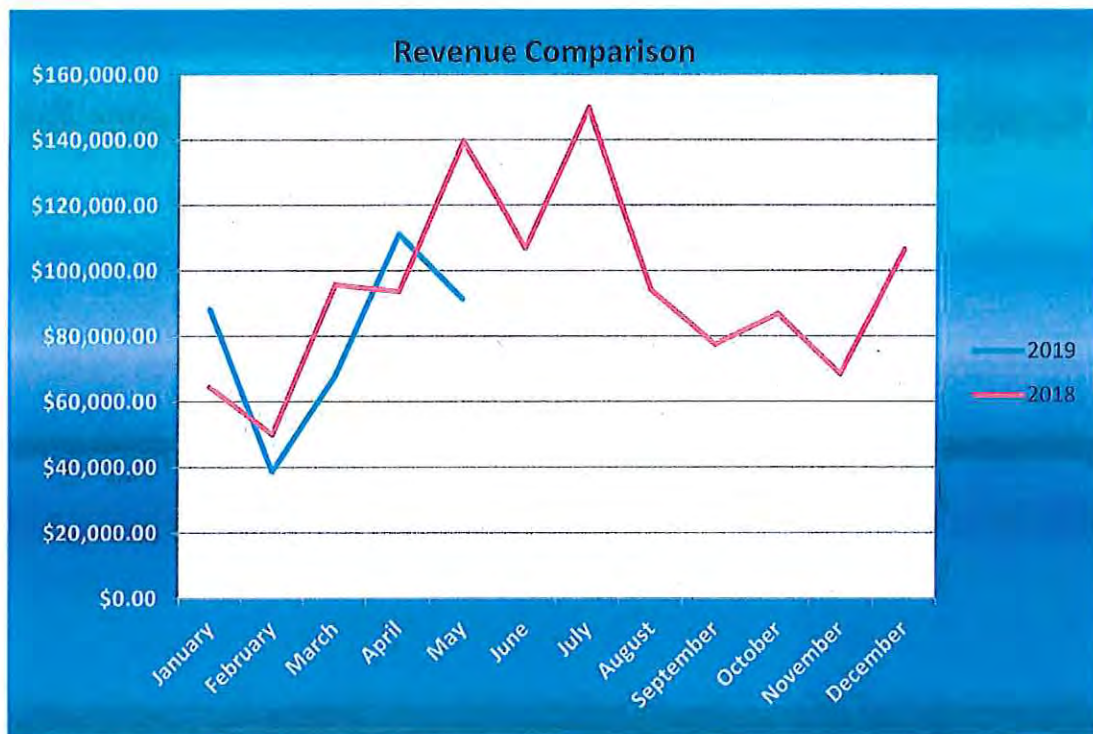
Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellan eous	Total Inspections and Plan Reviews
Lonnie Genoff	1	0	136	37	0	0	0	174
Justin Scott	140	0	0	0	23	0	0	163
Shawn Barrett	4	158	0	0	3	0	13	178
Dan Elston	44	0	12	9	0	0	7	72
Russ Lutz	0	2	0	0	0	0	0	2
								0
<b>Monthly Total</b>	<b>189</b>	<b>160</b>	<b>148</b>	<b>46</b>	<b>26</b>	<b>0</b>	<b>20</b>	<b>589</b>
<b>YTD Totals</b>	<b>724</b>	<b>700</b>	<b>580</b>	<b>217</b>	<b>147</b>	<b>0</b>	<b>81</b>	<b>2449</b>



State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
 Building Department  
 Revenue Collected  
 May 2019 Report



Month	TOTAL REVENUE FOR 2018	TOTAL REVENUE FOR 2019
January	\$64,406.94	\$88,267.32
February	\$49,910.69	\$38,690.00
March	\$95,661.23	\$67,734.89
April	\$93,605.60	\$111,120.24
May	\$139,648.90	\$91,425.56
June	\$106,906.31	
July	\$149,912.87	
August	\$93,951.10	
September	\$77,512.91	
October	\$86,919.71	
November	\$68,523.56	
December	\$106,530.13	
	<b>\$1,133,489.95</b>	<b>\$397,238.01</b>



Dan Elston: Building Official

**APPLICATION FORM FOR GENERAL CONTRACTORS  
PART I- GENERAL INFORMATION**

Name of Company (if applicable) Tandem Design + Build Date June 7th 2019

Name of Qualifying Person or Person(s) John P. Griffith

Current Address 915 S. Lincoln City Casper State WY Zip 82401

Telephone Number 307-258-9778 Cell Number 307-258-9778

Email jgriffith@tandemdb.com

Employer Tandem Design + Build

Employer's Address 259 S. Center City Casper State WY Zip 82401  
Ste. 203

Position Owner Years at present employer 21 Comments \_\_\_\_\_

New company founded in 2019

What is the purpose of applying for a City of Casper license? New construction  
company here in Casper.

Is there a specific project you will be doing? No, we plan to work on many.

If, yes, provide project name \_\_\_\_\_

Date and location of residence in Wyoming Casper, WY since 2007

If not Wyoming resident, location of residence \_\_\_\_\_

Class of License you are applying for? Class I ☒ Class II \_\_\_\_\_ Class III \_\_\_\_\_  
Demolition \_\_\_\_\_ Roofing \_\_\_\_\_

**Part II- LICENSER HISTORY**

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





1050 N 3rd Street, Ste. A  
Laramie, WY 82072  
307.745.4119 office  
307.742.7124 fax

3440 Bypass Blvd.  
Casper, WY 82604  
307.237.7171 office  
307.237.7181 fax

3304 Big Horn Ave.  
Cody, WY 82414  
307.587.6610 office  
307.587.6613 fax

[www.groathouse.com](http://www.groathouse.com)

June 11, 2019

City of Casper  
Mr. Dan Elston, *Building Inspector*  
200 N. David St.  
Casper, WY 82601

RE: Employment Verification

Mr. Elston,

I am writing to confirm John Griffith was employed as a Project Manager by Groathouse Construction, Inc. from March of 2007 through December of 2014. During his employment he managed the construction of multiple commercial projects in Casper and around the State of Wyoming.

In late 2007 Mr. Griffith passed the International Code Council General Contractor A Test, and subsequently held General Contractor Licenses in multiple municipalities around Wyoming for Groathouse Construction, Inc.

Should you have any questions regarding this information, please feel free to contact me at your convenience.

Sincerely yours,  
GROATHOUSE CONSTRUCTION, INC.

Fred Bronnenberg  
*President*  
307-351-7387 mobile  
307-587-6610 office

**Tandem Design + Build**

259 S. Center St., Ste 203  
Casper, WY 82601

City of Casper  
Dan Elston, Building Inspector  
200 N. David  
Casper, WY

RE: General Contractor License Application

Mr. Elston,

As previously discussed, my wife and I have started a new company here in Casper focused on relationship based design and construction. The two of us have spent many years working in this industry in different locations and in different roles. We are excited to combine this experience and knowledge together into one entity and continue working here in our hometown of Casper, WY.

Through the years, we have enjoyed a solid relationship with the City of Casper and the Building Department, and while we may be familiar with each other I would like to highlight key items of my experience for your review Board in this application process:

2002 – Received Bachelor's Degree in Construction Engineering from Montana State University.  
2002 – 2007 – Project Engineer; Hensel Phelps Construction Co. – California  
2007 – 2015 – Project Manager; Groathouse Construction Inc. – Wyoming  
2015 – 2019 – Project Manager; Caspar Building Systems Inc. – Wyoming  
December 2007 – Received IBC General Building Contractor A Certification  
July 2008 – Received LEED Professional Accreditation

I thank you for your time and consideration. We look forward to continuing to work with you and your team as we move forward. Should you have any questions during this process, please feel free to reach out at your convenience.

**Tandem Design + Build**



John O. Griffith, LEED AP  
307.258.9778  
jgriffith@tandemdb.com



# CERTIFICATE OF ACHIEVEMENT

**John O. Griffith**

*This is to certify that the person above has passed an examination by the International Code Council.*

**Wyoming General Building Contractor A**

DECEMBER 18, 2007

CASPER, WY

*Robert G. von Kampen, Ph.D.*

Robert G. von Kampen, Ph.D.  
Vice President-Certification and Testing



**ICC INTERNATIONAL  
CODE COUNCIL®**



APPLICATION FORM FOR GENERAL CONTRACTORS  
PART I- GENERAL INFORMATION

✓  
DE.

Name of Company (if applicable) Dustin Lee construction Date June 12 2014  
Name of Qualifying Person or Person(s) Dustin Lee  
Current Address 227 S. Washington City Casper State WYO Zip 82601  
Telephone Number 307-462-1572 Cell Number 307-462-1572  
Email Dustin Lee construction @ Live. com  
Employer 307 construction  
Employer's Address 12390 Goose<sup>egg</sup> rd City Casper State WY Zip 82604  
Position owner Years at present employer 7 Comments \_\_\_\_\_

What is the purpose of applying for a City of Casper license? So I can  
Build in the city of Casper and be an asset to the  
community  
Is there a specific project you will be doing? post Framing

If, yes, provide project name \_\_\_\_\_

Date and location of residence in Wyoming 09/03/1979 Casper WYO

If not Wyoming resident, location of residence \_\_\_\_\_

Class of License you are applying for? Class I \_\_\_\_\_ Class II ☒ Class III ☒  
Demolition \_\_\_\_\_ Roofing \_\_\_\_\_  
would prefer a Class II

**Part II- LICENSER HISTORY**

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Dustin Lee  
(Print)

Name and address of employer or person verifying time and position of Applicant  
(Name) 307 Construction LLC  
(Address) 12390 Goose Egg Rd  
(City) Casper (State) WY  
(Zip) 82604 (Phone No.) 307-267-7913

Date of Employment: From Aug 2012 through JUNE 2019 Add additional  
From \_\_\_\_\_ through \_\_\_\_\_ dates  
From \_\_\_\_\_ through \_\_\_\_\_ (as necessary)

Job Title of Applicant Foreman for Pole Barn Crew  
Job Description of Applicant Took care of Pole Barn Jobs  
From Beginning to End. Framing / Metal work / foundation  
lay out.

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES ☒ NO ☐

COMMENTS: Dustin is very Knowledgeable in the  
Construction Industry.

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 12390 Goose Egg City Casper State WY Zip 82604  
Day Phone No. 307-267-7913 Cell Phone No. (same)  
Email Address dtillc@gmail.com

DATED this 12 day of June, 2019

Doug Till  
Signature

Doug Till  
Printed Name of Signature

Subscribed and sworn to before me this 12 day of June, 2019

[Signature]  
Notary Public



My Commission Expires: 8/22/19



APPLICATION FOR EXAMINATION  
CITY OF CASPER  
LICENSING AND APPEALS BOARD

✓  
DE

PLEASE RETURN OR MAIL TO:

CITY OF CASPER  
COMMUNITY DEVELOPMENT  
200 NORTH DAVID  
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO  
BEING REGISTERED AS A Master Plumber with Gas

NAME: John Grote

ADDRESS: 621 E. 12th St. CITY, STATE, ZIP: Casper, WY 82601

TELEPHONE NUMBER: 307-315-1417 CELL NUMBER: Same

EMAIL ADDRESS: grotej3@gmail.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 35

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE Journeyman Plumber with gas

CITY AND STATE OF LICENSE Casper & Natrona County

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

EMPLOYER	CITY	TIME OF EMPLOYMENT
<u>CK Mechanical</u>	<u>Casper</u>	<u>8-2010-8-2017</u>
<u>Hard's Plumbing &amp; Heating</u>	<u>↓</u>	<u>7 yrs (16,460 Hrs)</u>
		<u>8-14-17 - current (4,163 hrs)</u>

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

EMPLOYER

CITY

TIME OF EMPLOYMENT

CK Mechanical / Hard's

Casper

2010 - 2019 (see paperwork attached)

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

EMPLOYER

CITY

TIME OF EMPLOYMENT

6. WHO WAS YOUR LAST EMPLOYER?

EMPLOYER

CITY

TIME OF EMPLOYMENT

CK Mechanical

Casper

8/9/10 - 8/9/17

7. DATE OF TERMINATION: 8/9/2017

8. CURRENT EMPLOYER:

EMPLOYER

CITY

TIME OF EMPLOYMENT

Hard's

Casper

8/14/2017 - current

9. WHAT IS THE PURPOSE OF APPLYING FOR A CITY OF CASPER LICENSE? To

obtain my license because I have been working for the city

IS THERE A SPECIFIC PROJECT YOU WILL BE DOING? N/A IF YES, PROVIDE PROJECT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



DATE: \_\_\_\_\_

6/7/19

**AFFIDAVIT**

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.



**HAID'S PLUMBING AND HEATING**  
**PO BOX 50976 CASPER, WY 82605**  
**(307) 258-8244**

John Grote has worked for Haid's Plumbing & Heating since August 14<sup>th</sup> 2017. He has accumulated 4,163 hours of plumbing experience during his tenure with Haid's Plumbing and Heating. If you require any further information from us regarding John's employment or experience with us, please feel free to contact us.

A handwritten signature in black ink, appearing to read "Brian E Rhoades", is written over a horizontal line.

Brian E Rhoades



To whom it may concern,

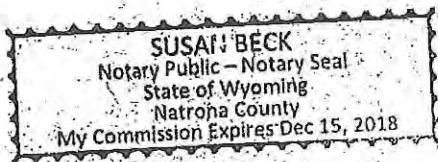
John Grote has worked with CK Mechanical Plumbing & Heating in the plumbing department from 08/2010 until 08/2017. He accrued 16,466 hours with us on the plumbing department.

Please feel free to contact us with any questions.

Terra Newins

Date 8/18/17

Before me appeared Terra Newins, on this 18 day of Aug, 2017.



Susan Beck



## OFFICIAL RESULTS REPORT

F27 - National Standard Master Plumber  
with Gas



Name:	John Grote	Candidate ID:	ICNON149937
Address:	621 East 12th st	Date:	6/4/2019

Casper WY 82601

### EXAMINATION RESULT: **PASS**

Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. **Please contact your participating jurisdiction if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

*The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:  
[www.PearsonVUE.com/authenticate](http://www.PearsonVUE.com/authenticate)*

*Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.*

Registration Number: 353628923

Validation Number: 171456969



# **Masterson Place**

## **Wyoming Medical Center Foundation**



**Please Join**

**Wyoming Medical Center  
Foundation**

**As we celebrate the completion of our hospitality house**

**Masterson Place**

**July 25, 2019**

**5:30 to 7:30 p.m.**

**310 S. Washington St.**

**Casper, WY 82601**

**We ask that you RSVP by July 11, 2019 to 307-577-2973 or  
[toldland@wyomingmedicalcenter.org](mailto:toldland@wyomingmedicalcenter.org)**



# Casper Area Community Foundation Mental Health Gaps and Overlaps Survey – 2019

Survey sent to over 600 e-mail addresses

**Question 1: From your perspective, what are the two most important gaps in care for people you see seeking mental health and/or addiction treatment?**

(Please note: we know that lack of funding is always an issue, but we are mainly trying to identify the services you wish were available to the people you serve but cannot find locally.)

**Question 2: From your perspective, what is the single largest inefficiency in the local system providing mental health and addiction treatment?**

**Question 3: Are you willing to be contacted for further dialog once we review responses to these questions?**

Question 1: 124 responses

Question 2: 124 responses

Question 3: 123 responses - 84 yes (68%), 39 no (39%), 1 skipped

Casper Area Community Foundation Mental Health Gaps and Overlaps Survey - 2019		
Category	Total Q1 and Q2	
Lack of appropriate providers / Broader array of services needed	91	136
Lack of providers in general	45	
Coordination/ Bridging/ Continuity of Care	50	86
System navigation/coordination	36	
Insurance/Affordability	28	
Societal education/Stigma	19	
Transportation	12	
Medication Adherence/Management	9	



Housing	7	
Regulatory Limitations (Medicaid/Medicare/Legal System)	6	
Crisis intervention/help	5	
Education/Early intervention / Prevention	5	
Territoriality	5	
Extended hours - appointments not during normal work hours	4	
Quality of Care	4	
Uncategorized	4	
Family Services	3	
Integrated Medical and Social detox	3	
Burnout	2	
Criminalization of Mental Health	2	
Identification/recognition	2	
Lack of facility space	2	
Treatment duration (# of months/years seen)	2	
Appointment length (time per appointment)	1	
Childcare	1	
Lack of cooperation across community resources	1	
Payment Structure	1	
Treatment frequency (intensity of treatment)	1	

**From:** Platte River Trails Trust [mailto:platteriver@wyoming.com]

**Sent:** Thursday, June 20, 2019 1:30 PM

**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>

**Subject:** Summertime is Trail Time



## Platte River Trails Summertime Is Trail Time

June 20, 2019

### Summertime Is Trail Time News, Programs, Projects and Upcoming Events

Friday, June 21st is the first day of summer and summertime is trail time! We're pleased to share the following news about trail programs, projects and events.

# SHARE THE TRAIL



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## Happy Trails! 2019 Trail Safety Campaign

Our 2019 Trail Safety Campaign is in full swing! You'll notice the colorful trail safety yard signs located along the River Trail and Rail Trail that feature key trail safety and etiquette messages. We will also be featuring a key trail safety message on our Facebook page throughout the summer. AND ... PRTT Board Members and staff will be out on the trail randomly recognizing users *caught being courteous* with a free bike bell or doggie bag or treat. Summer is a busy time on our trails and we want everyone to enjoy our trails ----SAFELY! *See you on the trail!*

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## Rails to Trails Conservancy Names Platte River Trails - June 2019 Trail of the Month

We are honored to be named the June trail of the month by the [Rails-to-Trails Conservancy](#)! Our community trails are an ideal place to walk, run, cycle, picnic, kayak or just relax and enjoy nature. We love our community trails and with this recognition by **Rails to Trails** we hope folks from around the country will be drawn to visit Casper to check out our trails and all of the other wonderful amenities we have to offer. Click **here** to read the full article about our community trail.

# Wyoming's Platte River Trail

Posted 06/07/19 by [Laura Stark](#) in [America's Trails, Success Stories](#)



Along the Platte River Trail by the Tate Pump house | Photo courtesy of Platte River Trails

## Trail of the Month: June 2019

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**walk** with a **DOC**  
*dispensing health and happiness*  
**www.WALKwithaDOC.org**

### **Walk With a Doc** **12 Week Program Encourages Active Living**

Walk With a Doc is a 12 week program organized by several community organizations with a goal to encourage active lifestyles through use of our community trails. Each Walk will occur on Monday evenings at 6 p.m. through September 16th and start off with a brief talk by a local doctor. The next Walk is June 24th on the Casper Rail Trail. Meet at Jackson Street to start the walk. The featured doc for June 24th is Vishwanath Pattan, M.D., of Wyoming Endocrine and Diabetes. Find more information about the walk [here](http://www.WALKwithaDOC.org).





## **Trail Planning and Construction**

The Platte River Trails, along with our partner the City of Casper, are working on several trail projects this summer. Design for the much anticipated Morad to Walmart project will begin in July. Reconstruction of the River Trail from the Bryan Stock Trail trailhead to the pedestrian bridge at the Soccer complex will begin mid-summer. This project will also include an enhanced connection to Wells Park. Design on the Paradise Valley to Robertson Road trail will also begin this summer. Stay tuned for project updates.



## **New Mile Markers Are Up --- Still Time to Claim Yours**

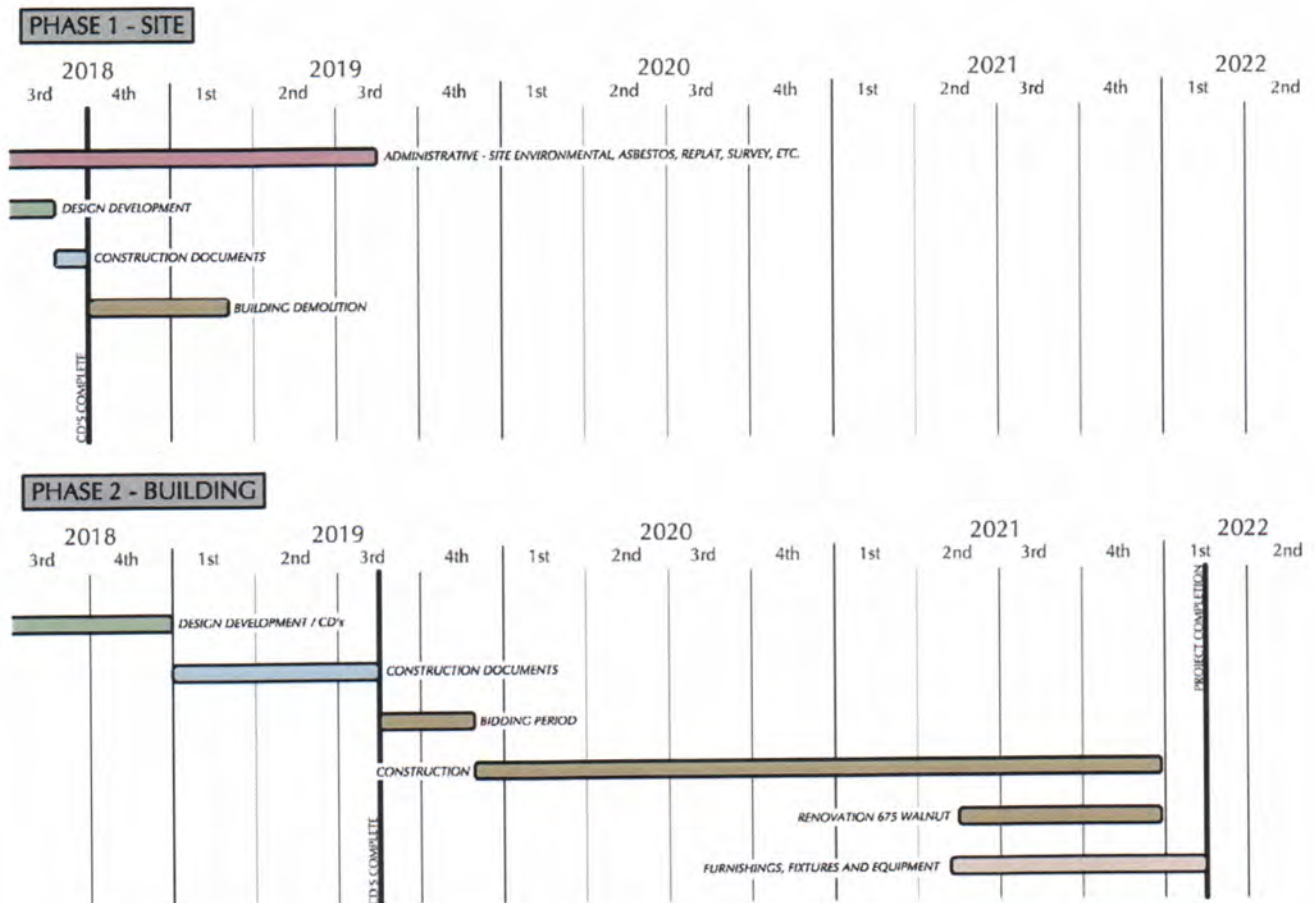
Our 2019/2020 Mile Markers are up! These super cool markers are an excellent way to support our community trails AND advertise your business to thousands of trail users. Call the trail office today, 577-1206 and we can have your Mile Marker up in a week! You'll be as happy as PRTT Board Member Kathy Blair when you see your business' logo on our community trails!

Platte River Trails | 307-577-1206  
[platteriver@wyoming.com](mailto:platteriver@wyoming.com) | [www.platterivertrails.com](http://www.platterivertrails.com)

STAY CONNECTED



- **Schedule:** The overall project schedule has not changed from the previous Task Force meeting update in April except that the Site Prep Package was omitted as discussed earlier; the schedule has been copied below for reference:





## FY 2018 Specific Entity and One Cent Quarterly Report

*Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.*

Organization: <u>Youth Crisis Center, Inc.</u> Program/ Event: <u>Professional Services, Crisis Shelter, &amp; Group Home</u>			
Contact Person: <u>Traci Blevins</u>	Phone Number: <u>307-577-5718</u>	Date: <u>6/19/19</u>	
Please Select One: December 2018 – February 2019			
1 <sup>st</sup> Quarter _____	2 <sup>nd</sup> Quarter _____	3 <sup>rd</sup> Quarter _____	4 <sup>th</sup> Quarter <u>  X  </u>

- **Mission**

The Youth Crisis Center, Inc (YCC) provides emergency shelter, crisis intervention, and group home services to youth and their families.

- **Financial Information**

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

- **Program significance**

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
  - Crisis Shelter
    - Children and youth ages 0-17
    - Youth attend the crisis shelter for some of the following reasons: parent (guardian)/child conflict, protective custody, family disturbance, runaway, awaiting permanent placement, permanent placement difficulties
  - Group Home
    - Youth ages 10-17
    - Provides an alternative to jail or more restrictive placements.
    - Youth are in the group home for some of the following reasons: abuse/neglect, CHINS placement, adjudicated
- What impact did the program have on the specified target population and community?
  - Crisis Shelter
    - Meets basic human needs to assist with stabilization of hunger, fear, anxiety, concern, neglect, or other crisis, and improves overall wellness and function of youth
    - Supports education to increase the likelihood of success in school
    - Strengthens family resources and support
    - Improves overall health and wellness
  - Group Home
    - Meets basic human needs and advances life-skills
    - Supports education to increase the likelihood of success in school
    - Strengthens family resources and support
    - Strengthens goal achievement
    - Reduces youth serving time in jail or more restrictive placement



- Have there been significant trends over the past months regarding your target population?  
Over the past three months we have seen and served an increase of youth who are suspended from school, refusing to go to school, or ditching school needing daytime services. These are of great concern to us as we know youth who are not in school have a tendency to be unaccompanied during the day and are more likely to engage in unsafe behaviors such as substance abuse and delinquency. In conversations with our school district there are on average anywhere from 35-45 youth suspended (not expelled) from school on an average day. There are not enough services to keep those youth in safe environments. This is of great concern to us.

## • Results

- Please describe the outcomes/outputs

March 2019 – May 2019

- Outcome Goals
  - 98% of families reported satisfaction with services provided by the Youth Crisis Center after care calls (2% of families reported not being satisfied with services; suggestions to improve services included becoming a lockdown facility/more secure so kids can't leave and increased therapy services)
  - 88% of families received referrals to additional community resources.
  - 100% of group home residents participated in weekly life-skills groups which focus on 3 areas: career and skill building, healthy relationships and boundaries, and nutrition and cooking.
  - 100% of youth in group home program successfully completed the program (successfully transitioned home, to foster care, or to independent living).
    - 2 youth departed from our program from March 2019 – May 2019
  - 100% of youth case plans work to improve or sustain passing grades, or to complete HiSet (High School Equivalency) program and test
- Outputs
  - 201 youth served
  - 1,390 days of service, shelter, food, safety, clothing
  - 2,335 meals provided
  - 215 family or case plan/intervention plan meetings held
  - 372 community resources provided/referred to
- Please describe the method of measurement
  - Measurement:
    - Intake packets and depart procedures track resident stays, crisis wing and group home attendance, homework help, and school attendance
    - Case planning meetings and monthly case plan review meetings
    - Daily meal tracking
- Please describe the performance results
  - Crisis Shelter youth:
    - receive emergency food, shelter, clothing, bedding, and safety
    - receive nutritious meals
    - work with a case manager, who attends court, MDT meetings, or IEP meetings
    - receive medication, monitored by crisis workers, as needed, per prescription orders
    - placed in protective custody, receive safety from abuse/neglect
    - who are homeless, are provided shelter, food, clean clothing,
    - who are homeless, are connected with parent, DFS worker, and NCSD homeless liaison
    - and their families receive referral, support, and intervention services
    - and their families receive a “break” to reduce tension, hostility, or aggression in the home
  - Group Home residents:
    - are provided home-like environment including shelter, clothing, bedding, safety, allowance, and contributions (chores)
    - receive life-skills group/training in cooking/nutrition, career readiness, and building healthy relationships

- set attainable goals and work toward those goals through case plans
- receive nutritious meals
- are provided/taught coping skills for handling difficult situations
- work with a case manager who attends court, MDT meeting, or IEP meetings
- receive medication, monitored by crisis workers, as needed, per prescription orders
- set behavior goals that are individual and unique to each resident
- and their families receive referral, support, and intervention services
- and their families (natural/foster/independent living provider) participate in the “step-down” program that slowly reintroduces the youth back into the home, gradually increases the amount and length of visits, and then returns child to the home fulltime
- their families (natural/foster/independent living provider), case workers, school personnel, and/or probation officers participate in monthly reviews to assess progress of youth
- are provided opportunities to participate in extracurricular activities such as sports, plays, clubs, and/or groups
- participate in activities as a group such as bowling, painting, swimming, picnics, playing at the park, hikes on the mountain, going to movies, etc.

## ● **Program Results/Impacts (use bullets)**

- Explain how much (quantity) service the program delivered
  - 201 youth served
    - i. 47 ages 0-12; 134 ages 13-17
    - ii. 127 male; 74 female
  - 1,390 days of service, shelter, food, safety, clothing
  - 2,335 meals provided
  - 215 family or case plan/intervention plan meetings held
  - 372 community resources provided/referred to
- How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
  - Crisis Shelter Youth:
    - obtain safety and security in times of crisis. When crisis is over, or when a more permanent option is found, youth depart from the program.
    - obtain a safe place to stay during moments of hostility, tension, anger, aggression, or frustration at home; time is provided to both the youth and the family for negative feelings to abate before returning home. Providing an option for parents to remove youth from the home/school reduces episodes of violence and possible abuse (from parent and from youth).
    - who are homeless or who have runaway receive safety, clean clothing, shelter, a bed, and safe place to be while awaiting further placement/assistance.
    - often avoid juvenile detention or other court/criminal justice-based program; providing a safe place for youth and avoiding jail or criminal justice systems means we keep our community healthy and strong, reduce the number of adults in jail, and increase positive outcomes throughout the community.
    - safety planning provided to residents in need. Residents and staff identify a safety concern and address that concern by identifying tools to help reduce the risk. Tools used include reading, journaling, taking 5 minutes in their room, calling their parent/guardian, using the fitness room.
    - after care support calls made to families addressed continued concerns, identified further need, and provided referrals to additional resources
  - Group Home Residents:
    - receive a community-based placement that allows for step-down transition back to home. Step-down transition allows for families to reintegrate at different levels, which increases the possibility of successful reintegration.
    - participate in a program that teaches life-skills, enhances positive social development, improves school attendance, grades, and behaviors, promotes positive coping skills, and improves overall behavior at home and school.
    - are connected to community resources such as: individual and family counseling, medical/dental care, parenting/family classes, behavior enhancing youth groups (such as pro-social youth groups, boxing clubs, etc.)

- obtain educational support which improves grades, performance, behavior, and success in school
  - obtain behavior, educational, and social intervention skills while avoiding juvenile detention and/or a higher level or restriction/placement.
  - safety planning continues to be provided to residents in need. Residents and staff identify a safety concern and address that concern by identifying tools to help reduce the risk. Tools used include reading, journaling, taking 5 minutes in their room, calling their parent/guardian, using the fitness room.
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?  
We continue to witness families in more extensive and concerning levels of crisis; including higher levels of behavior concerns. The needs of individuals and families are greater and the supports available are decreasing.

## • Results Analysis

- How could the program have worked better?
  - Crisis Shelter:
    - Suspended Youth: We still search for a way to better serve suspended youth. Currently, youth who are suspended from school do not always have the option of being in an In-School-Suspension setting or to utilize the school district's suspension lab. This means youth in our district, who have been suspended from school are expected to stay home from school. This often means youth, who are unable to maintain at school are at home with no adult supervision. Some parents are able to take the time off work to stay home with their children, while some parents are unable to do so. While the crisis shelter program is not designed to be a day program, we feel it is our duty to provide a safe place for youth who cannot be at home. However, this can and is creating a strain on our resources. Without changes to both our funding and our program we will be unable to continue this practice.
  - Group Home:
    - Group Home Placements: Group Home placements continue to be lower than average. This is a concern as group home services are needed for youth in our community; it seems to be a lack of funding that is reducing placements. The Group home serves youth who do not need treatment or another higher level of care, who are unable to maintain in foster care, and who need a level of care higher than their home. This population is still in need. It seems funding to provide support for these youth continues to decrease, which decreases placement in the group home and increases placement to home (when support could be provided by the group home) or to a higher level of care (such as boys or girls school).
- How will you address this?
  - Crisis Shelter:
    - Suspended Youth: We have met several times with local agencies as well as the State Director of DFS to discuss this concern and gap in our community. We continue to look for ways to meet this need.
  - Group Home:
    - Group Home Placements: We have met with the District Attorney, community members, the State Director of DFS, and others to address this concern.

## • Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.

## Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.



*I can accurately count the number of people who use our program because:*

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

