

INFORMATION PACKET

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Friday, May 29, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

June 2, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting: Litter Control Ordinance					
Summary Proposed Budget published in minutes					
Bright Spot - "307 First" Month					
Establish Public Hearing - FY 20 Budget Amendment #3	C				
Establish Public Hearing - FY 21 Budget Adoption	C				
Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 3rd Reading			N		
Liquor License Sanctions/Update & Open Container 3rd Reading Ordinance			N		
Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment. 2nd Reading			N		
Approving a Zone Change of Lots 344 and 345, Kenwood Addition Subdivision, from R-2 (One Unit Residential) to C-2 (General Business). 2nd Reading			N		
Vacation and Replat of Lot 1, Block 1, Cemetery Addition, to create the Gorgan Hills Addition Subdivision, comprising 31.52-acres, more or less, generally located south of West 46th Street and east of Moose Street. 2nd Reading			N		
Authorizing a Lease to the Casper Area Transportation Coalition, Inc., a Wyoming Non-profit Corporation, for Two Building, the Parking Area, and Adjacent Land at 1715 East 4th Street.				C	
Authorizing a Professional Services Contract with the Casper Area Transportation Coalition, Inc., a Wyoming Non-profit Corporation, for Fiscal Year 2021.				C	
Authorizing a Lease for the use of Certain City-Owned Vehicles to the Casper Area Transportation Coalition, Inc., a Wyoming Non-profit Corporation, for the Transportation of the Elderly, Disabled, and General Public for Fiscal Years 2021-2022.				C	
Authorizing Amendment No. 2 to the Lease Agreement between the City of Casper and the Casper Amateur Hockey Club.				C	
Acceptance of the Department of Justice, BJA FY20 Coronavirus Emergency Supplemental Funding Grant, in the Amount of \$51,875.00.				C	
Authorizing an Agreement with Installation and Service Company, Inc., in the Amount of \$307,545 for the Casper Events Center Water Service Replacement Project.				C	
Authorizing an Agreement with Casper Electric, Inc., in the Amount of \$210,000, for the Casper Events Center Fire Alarm Replacement Project.				C	
Authorizing an Agreement with Grizzly Excavating and Construction LLC in the Amount of \$223,811 for the Life Steps Parking Lot Improvements Project.				C	
Authorizing an Agreement with Transmission Distribution Service LLC, dba TDS Construction, in the Amount of \$64,185, for the Armory Park Bike Lane Connection Project.				C	

Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$37,500, for the 2nd Street Railing Painting Project.				C	
Authorizing an Amended Promissory Note and Re-Amortization Schedule in the Amount of \$5,334,206.39 with the State Land and Investment Board for the State Revolving Fund Loan for the Baler Building Expansion.				C	
Approving a Contract for Professional Services with AECOM Technical Services, Inc., in an Amount not to Exceed \$15,850, for Quality Assurance and Quality Control Services.				C	
Authorizing the Discharge of \$27,111.03 of Uncollectible Accounts Receivable Balances, Aged between the Dates of January 1, 2015 and March 31, 2015, Including a More Recent Bankruptcy and Estate Liquidation.					C
Authorizing the Inclusion of Fiscal Year 2020-2021 Summary Proposed Budget into the Minutes of the June 2, 2020, Regular Council Meeting.					C
Executive Session - Property Acquisition					

June 9, 2020

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Budget Amendment #3		30 min	4:35
Animal Control Ordinance Update		30 min	5:15
Health Plan - Residual Balance		30 min	
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

June 16, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approve Exec Session minutes - June 2					
Public Hearing: FY 20 Budget Amendment #3		N			
Public Hearing: FY 21 Budget Adoption		N			
Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment. 3rd Reading			N		
Approving a Zone Change of Lots 344 and 345, Kenwood Addition Subdivision, from R-2 (One Unit Residential) to C-2 (General Business). 3rd Reading			N		
Vacation and Replat of Lot 1, Block 1, Cemetery Addition, to create the Gorgan Hills Addition Subdivision, comprising 31.52-acres, more or less, generally located south of West 46th Street and east of Moose Street. 3rd Reading			N		
Authorizing the Acceptance of the Wyoming Office of Homeland Security Grant, in the Amount of \$104,000, for the Purchase of Equipment for Regional Response Team 2.				C	

Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Private Operation of Hogadon			
Formation of Additional Advisory Committees			
Golf Course Guidelines	June 9 tentative		
Wayfinding Plan Implementation	July 14	45 min	

LAD Followup

August

Staff Items




Limo Amendment			
Utility Business Plan	July 14, 2020		After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Community Relations Spec Update		30 min	
TOPOL Addition Release of Zoning Restrictions	July 14, 2020	10 minute	After June 18

Future Council Meeting Items

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Retreat Items

Economic Development and City Building Strategy

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <u>1:30p</u> -CATC, Casper Workforce Center (Johnson) <u>5:00 p.m.</u> - CNFR (Freel, Cathey)	2 <div><u>6:00p</u>-Council Meeting</div>	3 <u>11:30a</u> -Drug Court (Huber) <u>5:30p</u> -Platte River Restoration Advisory Committee (Pacheco)	4 <u>7:00p</u> -Youth Empowerment (Pacheco)	5	6
7	8 <u>8:30a</u> -Historic Preservation (Bates)	9 <div><u>4:30p</u>-Council Work Session</div>	10 <u>6:00p</u> -Amoco Reuse JPB (Hopkins)	11 <u>7:00a</u> -Advnce Casper (Freel) <u>4:30p</u> -Leisure Services Board (Huber) <u>7:00p</u> -Youth Empowerment (Pacheco)	12 <u>11:30a</u> -Chamber Coordination/ Infoshare (None)	13
 14	15	16 <u>11:30a</u> -Regional Water JPB (Cathey, Powell, Huber, Freel) <u>4:00p</u> -Chamber of Commerce (Cathey) <div><u>6:00p</u>-Council Meeting</div>	17	18 <u>7:30a</u> -Mayor/ Commissioner <u>11:00a</u> -Housing Au- thority (Bates) <u>4:00p</u> -Contractors' Licensing Board (Lutz) <u>5:30p</u> - City County Board of Health (Bates) <u>6:00p</u> - Planning & Zoning (Hopkins) <u>7:00p</u> -Youth Empowerment (Pacheco)	19	20
  21	22 <u>12:30p</u> -Senior Services (Pacheco) <u>4:00p</u> -OYD Advisory Committee (Hopkins, Freel)	23 <u>11:30a</u> -Travel & Tourism (Freel, Johnson) <div><u>4:30p</u>-Council Work Session</div>	24 <u>7:00a</u> -CPU Advisory Board (Bates) <u>11:30p</u> -NIC (None) <u>5:15p</u> -CAP (None)	25 <u>11:30a</u> - Disabil- ity Council (Powell) <u>7:00p</u> -Youth Empowerment (Pacheco)	26	27
28	29	30				

Partner Spotlight

Organizations across the country are supporting the 2020 Census. Find past spotlights here.



Organization Name: Casper Complete Count Committee (Casper BEE Counted)

Headquarters: Casper, Wyoming

About: Casper is the second-largest city in Wyoming, and residents from many of the surrounding areas rely on public transportation to get into and around the city. During the COVID-19 pandemic, Casper has ensured that public transit remains available and safe. Recently, transit passengers were greeted with warm smiles from BUZZ, the Casper 2020 Census mascot, who stopped by to encourage riders to fill out their census form.

The Casper Complete Count Committee has been planning activities since its members were trained in June 2018. Led by City of Casper Community Development Director Liz Becher, the committee includes representatives from Natrona County, the town of Mills, and Casper's businesses, nonprofits, media, schools, and Rotary Club. The committee—and BUZZ the census bee—have informed community members about the importance of the census at local events from ice-skating and park cleanup to Rotary Club and city council meetings.

In addition to appearances from BUZZ, the Casper Complete Count Committee got Wyoming K2TV to incorporate census trivia into their Good Morning Wyoming news broadcast.

"The City of Casper, Wyoming, began their 2020 Census preparations in May 2018. We pulled together a group of 40 individuals from the community, personally selected for their area of focus/sphere of influence. We asked if the city could 'count' on them in our census kickoff meeting. The individuals represented the main community areas outlined in the Complete Count Committee Training Manual, and we looked for fun personalities. ... We chose a bumblebee mascot, who we named BUZZ, to share the buzz about the census, to 'bee' counted. We set up his own Facebook page and in no time, he had a following."

—Liz Becher, Community Development Director for the City of Casper



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

May 2020

MEMO TO: J. Carter Napier, City Manager

FROM: Liz Becher, Community Development Director

SUBJECT: 2019 Annual Report of the Community
Development Department

The Community Development Departmental team is pleased to present these performance-based statistics for their respective divisions. These reports are available on our web pages, have been shared with various user entities, and will be used in community presentations.

With thousands of people in our community now connected at any given moment, and the consequent onslaught of instant information exchange, our workplace is changing exponentially as are the jobs within it. I am proud of the accomplishments of my team.

TABLE OF CONTENTS

1. Planning Division Report
2. Building Division Report
3. Code Enforcement Division Report
4. Metropolitan Planning Organization Division Report
5. Transit (CATC and the Bus) Operations & Performance Report

Planning Division

End of the Year Report 2019

Prepared by: Craig Collins, AICP - City Planner

The Planning Division consists of three (3) employees: the Community Development Director, the City Planner and the Administrative Support Technician.

Planning Cases:

The Planning Division processed a total of forty-two (42) development applications during 2019, compared to thirty-one (31) in 2018. Development applications often consist of multiple requests under a single case number (i.e. zone change AND replat, etc.) A summary of the individual requests is as follows:

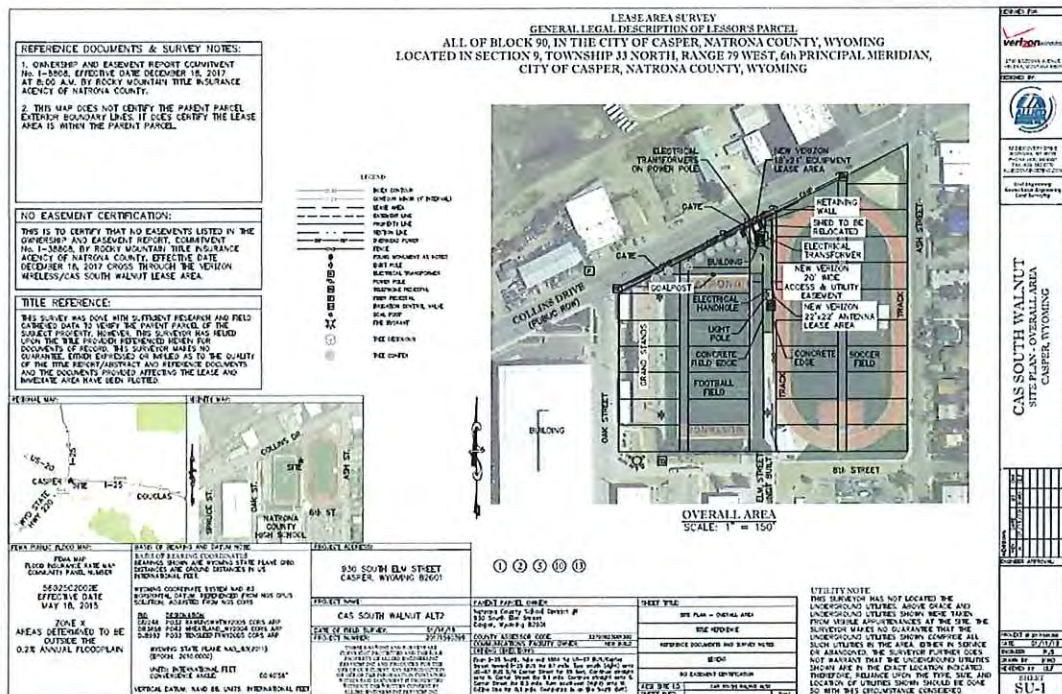
- Conditional Use Permits – (5)
- Zone Changes – (10)
- Voluntary Annexations – (2)
- Council-Initiated Annexations – (2)
- Plats/Replats – (12)
- Minor Boundary Adjustment Plats – (7)
- Site Plans – (12)
- Exceptions/Variations – (0)
- Wireless Applications – (4)
- Street/ROW Vacations – (1)

Notable Development Projects Approved During 2019:

- Commercial Storage Complex, totaling 28,800 sf, located at 1037 Foster Road;
- 3,021 sf Wash & Glow car wash, located at 4055 Plaza Drive;

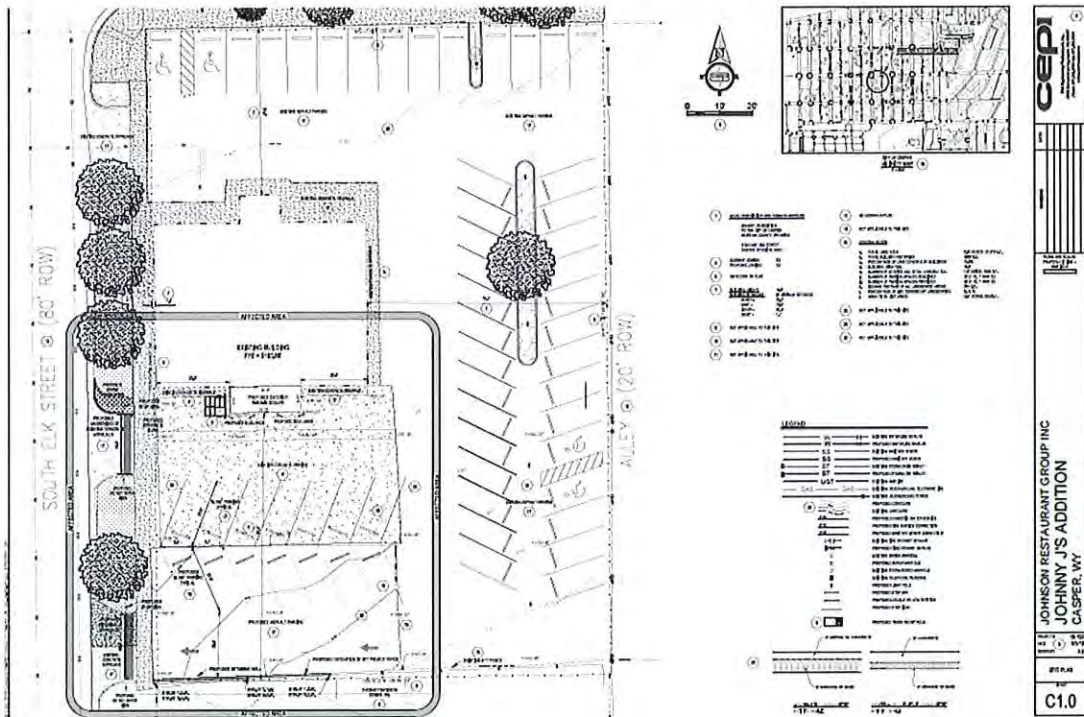


- Stealth cell tower located at NCHS, 930 S. Elm Street;

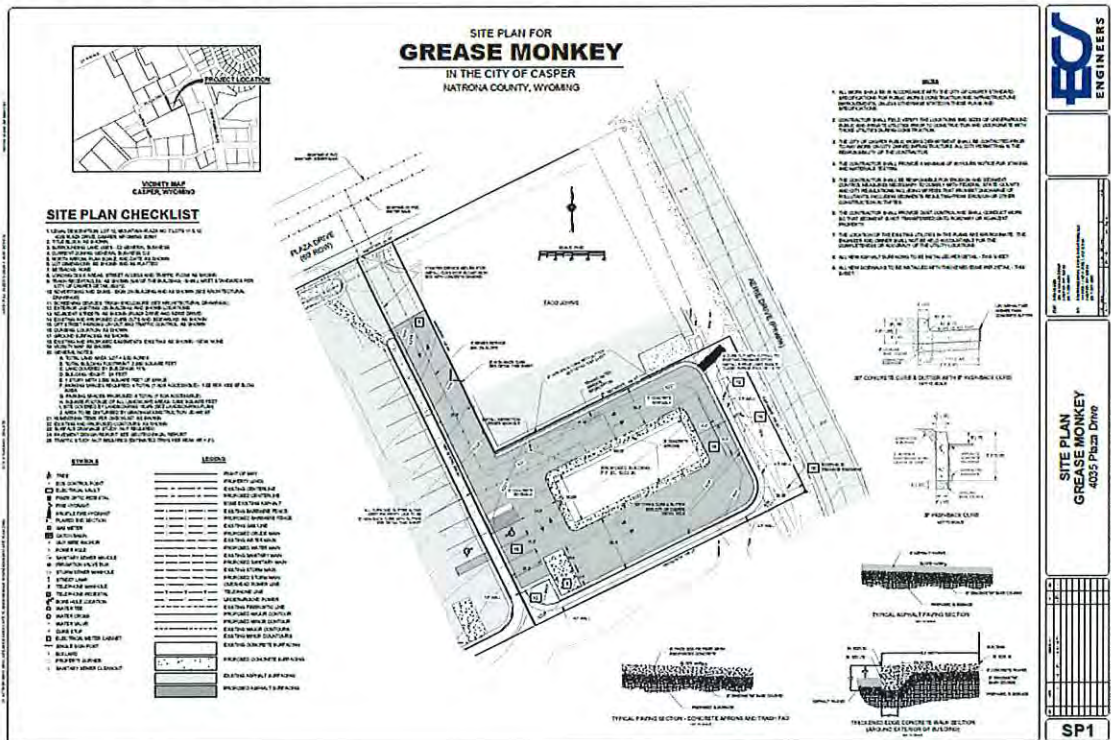


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- Architectural site plan for the Joe Luxury Addition to the Fort Saloon N'eatery in Casper, Wyoming. The plan shows a large rectangular building with a central courtyard, a parking lot, and a driveway. A north arrow and a scale bar are located in the upper right. A legend on the right side lists various symbols and their corresponding descriptions. A small inset map in the top right corner shows the location of the site within the city of Casper. The plan is labeled "WEST 7th STREET (60' RIGHT OF WAY)" along the bottom edge.
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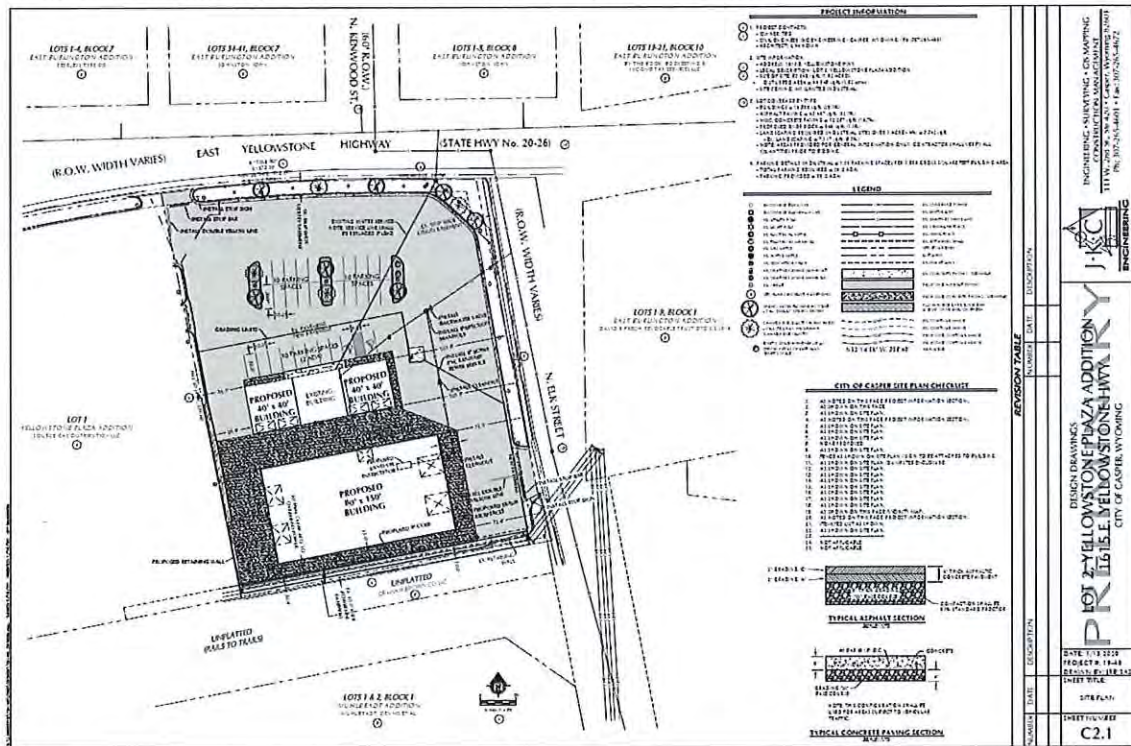
- Building addition to Johnny J's Restaurant, 1705 East 2nd Street;



- Grease Monkey auto service building, 4035 Plaza Drive;



- Commercial building, 12,000 sf, 1615 East Yellowstone Highway;



- 11,700 sf multi-tenant commercial building (The Mall at the Mesa), located at 3443 Talon Drive;



- Forty-nine (49) unit senior housing apartment project (Meadowlark Vista Senior Housing) located at northwest corner of SW Wyoming Boulevard and Coffman Avenue;



- Amendment to the Centennial Hills PUD Guidelines to facilitate the development of a 10-acre commercial development located between Wyoming Boulevard and Heathrow Avenue, south of Centennial Court and north of Centennial Village Drive;



EXHIBIT C-A
SITE PLAN

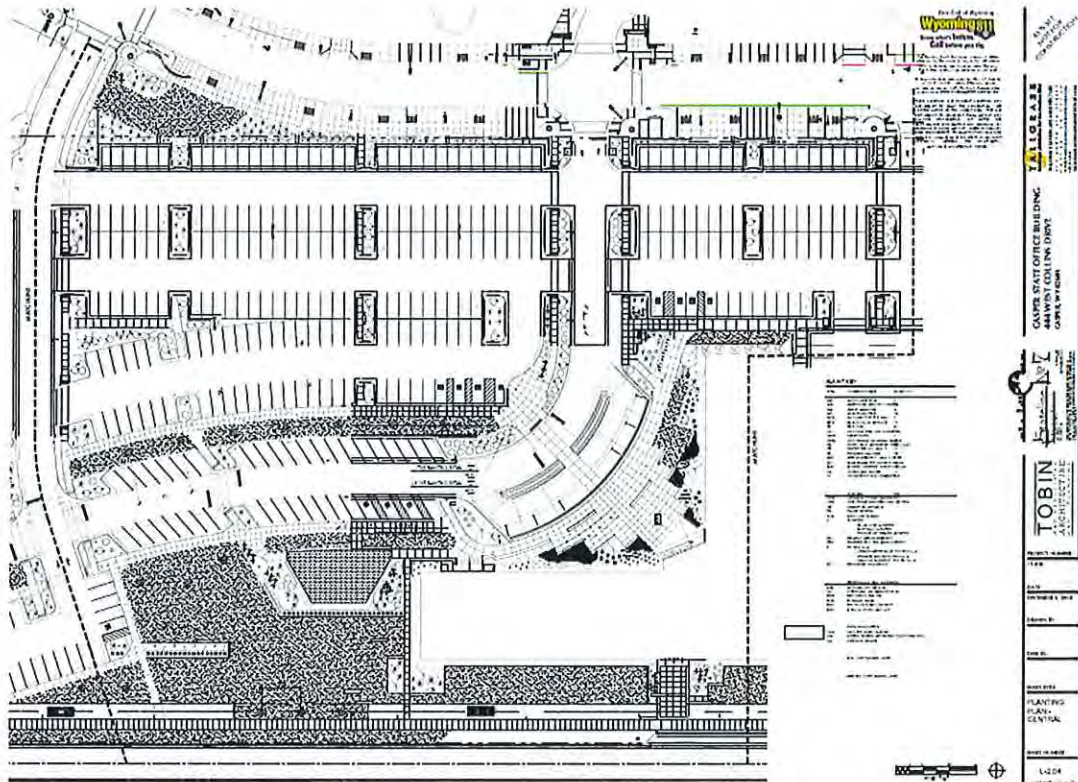


OYD Reviews:

The Old Yellowstone District (OYD) Architectural Review Committee provides guidance to property owners and developers regarding all development permits in the OYD. The Committee is comprised of the Community Development Director, Public Services Director, City Planner, Building Official, a City

Councilman, and a volunteer professional architect. A streamlined approval process was created as a part of the implementation of the Form Based Code governing the area, whereby all reviews are conducted administratively. The Committee is scheduled to meet every Friday. During 2019, the following development projects were reviewed:

- ART 321 signage update
- State Office Building Landscaping/Site Design



- Hope Church Exterior Improvements
- The Nolan Site Design
- Yellowstone Garage Sign
- Ash Street Commons Site Design
- Landscaping Wall/Kyle Stalkup
- Racca's Signage Update
- The Hall on Ash Site Design



AMUNDSEN
ASSOCIATES
ARCHITECTURE • PLANNING • INTERIOR DESIGN



Ash Street Commons

3 Tenant Condominium Structure w/ Street Level Commercial Storefront Units
Unit 1 - 1192 sf Commercial & 1087 sf Residential
Unit 2 - 1040 sf Commercial & 1453 sf Residential
Unit 3 - 1192 sf Commercial & 1091 sf Residential

Historic Preservation Commission:

The Planning Division oversees and provides staff support for the Casper Historic Preservation Commission, consisting of eleven (11) citizen volunteers. The Commission meets on the second Monday of each month. Much of staff's and the Commission's time and efforts during 2019 centered on processing public input received, and finalizing the Strategic Plan. The Division was awarded a Grant by the State in 2018, which is being used to fund a Historic Preservation Consultant to assist with the development of the Strategic Plan. The Plan was originally scheduled for review and approval by the City Council before the end of the year. Notable preservation-related activities during 2019 include the following:

- Bishop House tour;
- Alliance for Historic Wyoming nomination of the Rialto Soda Shop during Historic Preservation month;
- On-site tour with historians and archeologists at the possible site of the Battle of Red Buttes;
- Changing of Commission Rules and Regulations to allow Commissioners to be appointed to the Commission for more than two (2) terms;
- Review and cataloging of eight (8) demolitions that occurred during 2019;
- SHPO representative visit and community tour by bus;
- Review of potential new members and recommending three (3) new Commissioners to the City Council;

- Representation of the Historic Preservation Commission on the City's Wayfinding Committee and the Old Yellowstone District Advisory Committee;
- Interfacing with the Planning and Zoning Commission;
- Photographing and cataloging community ghost signs, to be used in a future application-based tourism project;
- OYD Oscars;
- Strategic Plan – inputting community surveys, attending Council meetings, providing feedback to consultant, etc.
- Social media/public outreach for community educational purposes.
- Met with local business owners and interested property owners to provide direction on preservation of properties/structures.



2018 Historic Preservation Commissioners at the Historic Bishop Home, from left to right: Ann Berg, John Lang, Robin Broumley, Jeff Bond (rear), Cynthia Grieve (front), Carrie Merrill (rear) and Dandee Pattee (front). Not shown: Pinky Ellis, Maureen Lee, Connie Hall, Constance Lake



Historic Preservation Commission field trip to the potential site of Battle of Red Buttes



Historic Preservation Commission and Planning and Zoning Commission joint "field trip."

Planning and Zoning Commission:

The Planning Division oversees and provides staff support for the Planning and Zoning Commission, consisting of seven (7) citizen volunteers. The Commission meets on the third Thursday of each month to review development cases. In addition, Staff and the Commission conduct trainings several times throughout the year, informally called “lunch and learn” sessions. Yearly topics included:

- Robert’s Rules of Order
- How to Run an Effective Meeting, such as making motions, creating Findings of Fact and Conclusions of Law, etc.
- Plan Development and Code Amendment “work sessions” such as Comprehensive Plan Development, Municipal Code fencing/buffering standards, etc.
- Planning Studies such as downtown outdoor seating, downtown parking plan, etc.
- Legal briefings/trainings such as Fair Housing Act, Telecommunications Act, Religious Land Use and Institutionalized Persons Act, Americans with Disabilities Act, etc.,
- Participation in MPO Planning Studies (Wayfinding, Downtown Parking, Long Range Transportation Study),
- Tour of western growth boundary after purchase of a new conservation area generally west of Trevett Lane by the BLM.

The Planning and Zoning Commission also provides support/liaisons for several outside committees, including the Old Yellowstone Advisory Committee (2 Liaisons), the 2020 Census Complete Count Committee (2 Liaisons), and the Historic Preservation Commission (1 Liaison).



2019 P & Z Commissioners, from left to right: - Chuck Davis, Erik Aune, Fred Feth, Bob King, Terry Wingerter, Randy Hein and Susan Frank

Community Involvement:

Planning Division Staff provided active representation and participation to the following groups and organizations during 2018:

- Historic Preservation Commission
- Planning and Zoning Commission
- Natrona County Weed and Pest Board of Directors
- Casper Rotary Club
- Old Yellowstone District Architectural Review Committee
- Old Yellowstone District Advisory Committee
- Downtown Development Authority
- Platte River Revival
- Wyoming Community Foundation – Casper Affiliate – Board of Directors
- MPO Committees

Special Projects and Accomplishments:

The Planning Division is tasked with much more than just processing development applications. Because of the wide range of expertise and experience possessed by Planning personnel, spearheading special projects have become a major component of daily workload. During 2019, these projects included:

- City-initiated Annexation Project - At Council's direction, staff researched, recommended, and processed two (2) City-initiated annexations during 2019, the Green Valley Mobile Home Community on Robertson Road, and fifteen (15) properties south of West 50th Street, on the west side of South Poplar. Both annexations involved neighborhood meetings with residents, multiple Council work sessions, coordination with other departments, and significant research.
- \$400,000 EPA Brownfields Grant – The City was granted an extension of the completion date for utilizing grant funds to conduct Phase I and Phase II Environmental Studies on properties in the Old Yellowstone District. The Planning Division, in coordination with TriHydro Corporation, have been extremely successful in managing these funds, and essentially completed the scope of work for the original project last year, with approximately 50% of the grant funds still remaining. The EPA has been an outstanding partner, and happily extended the scope of work to allow for additional testing of properties in the area. In that the City and the EPA have had such a productive relationship during this project, staff has been encouraged by EPA to seek environmental cleanup funds at the completion of the project.
- Brownfields Conference at Fort Caspar – On May 15th and 16th, 2019, the Planning Division, in conjunction with Kansas State University, Wyoming Department of Environmental Quality, Trihydro Corporation, and the Fort Caspar Museum Association, hosted a conference attended by forty-three (43) individuals from all over the State of Wyoming, as well as EPA Region 8 personnel out of Denver. The conference was entitled "Redevelopment Resources and Partnering," and included two days of sessions focused on helping communities to understand available funding resources as well as highlighting success stories.

Redevelopment Resources and Partnering Brownfields Workshop

Fort Caspar Museum, 4001 Fort Caspar RD
Casper, Wyoming 82604

Wednesday, May 15, 2019

Agenda – Day 1: Brownfields and Funding Resources

- 12:30 – 1:00 PM Registration Sign-in & Sign-Up for optional walking tour of Old Yellowstone District
- 1:00 – 1:15 Welcome & Introductions
– Mayor Charlie Powell, Casper, Wyoming
- 1:15 – 1:45 Brownfields Revitalization, Resources, & TAB
– Mark Walker, TAB Program, Kansas State University
- 1:45 – 2:30 Federal Brownfields Resources, TRAs
– Barbara Benoy, EPA Region 8
– Ted Lanzano, EPA Region 8
- 2:30 – 2:45 Break & Refreshments (courtesy of City of Casper)
- 2:45 – 3:15 State Brownfields Resources
– Cindi Martinez, Wyoming DFL Brownfields Assistance
- 3:15 – 3:45 Loan Participation Programs for Brownfields Redevelopment
– Wyoming Smart Capital Network (Invited)
- 3:30 – 4:30 Wyoming Success Stories
– Cheyenne Children's Museum, Derek Baker
– Green River Depot, Mark Westenskow
- 4:30 – 5:00 Final Q&A/Adjourn for the day
- 5:00 – 7 Optional walking tour of Old Yellowstone District (bring your comfortable walking shoes!)
- 6-8 Networking Session/Cocktail Reception with light snacks (sponsored by Trihydro Corp)
– Yellowstone Garage Bar, Grill and Venue, 355 W. Yellowstone



These workshops are made possible with funding provided by U.S. EPA



Redevelopment Resources and Partnering Brownfields Workshop

Fort Caspar Museum, 4001 Fort Caspar RD
Casper, Wyoming 82604

Thursday, May 16, 2019

Agenda – Day 2: Making Your Brownfield Redevelopment Successful

- 8:00 – 8:30 AM Registration Sign-in
- 8:30 – 8:45 Welcome and Introductions
– Liz Beecher, Community Development Director, City of Casper
- 8:45 – 9:15 Conservation Districts and Brownfields: Acme Power Plant
– Carle Regaczewski, Sheridan County Conservation District
- 9:15 – 10:00 ReInventing the Riverfront: A Vision for Redeveloping a Former Refinery into a Destination to Live, Work, and Play
– Brandon Daigle, AIA, City of Casper
- 10:00 – 10:15 Break (refreshments courtesy of City of Casper)
- 10:15 – 11:00 Accomplishing Success Within the Brownfield's Redevelopment Process
– City of Casper & Consultants, Liz Beecher & Trihydro Corp.
– City of Douglas, Clara Choffin, Community Development Director
- 11:00 – 11:45 Mini Resource Roundtable – Site Issues
Moderator - Mark Walker, KSU TAB
Panelists will include EPA and State Representatives
Pre-selected sites will be presented to a group of expert panelists who will provide feedback on how to address site-specific issues and develop a path forward for redevelopment
- 11:45 – Noon Workshop Evaluations & Final Q&A/Adjourn



These workshops are made possible with funding provided by U.S. EPA





Casper Community Development Department hosted the 2019 Regional Brownfields Conference at Fort Caspar Museum

- 2020 Census Complete Count – Committee Chaired by the Community Development Department.



Community Volunteers at the summer parade, – Coordinated by the Community Development Director, Liz Becher



Buzz, the 2020 local census mascot, doing an interview to get the word out.



- Washington DC Economic Consultants – Community Development partnered on the monthly meetings and grant work for the City with Sustainable Strategies, DC.
- City-owned property sales – The Division created RFP's for the disposal of two (2) properties, Fire Station #5, and the former Beverly Street ballfield property at the corner of Beverly and 12th

Streets. The ballfield property did not sell; however, the Fire Station property sold for over the appraised value. Significant time was devoted by staff to market the property.

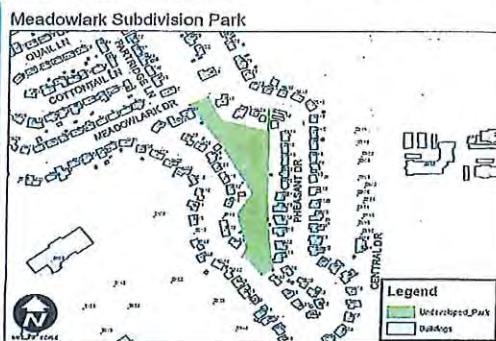
- o Meadowlark Park – Division staff facilitated a neighborhood meeting in the Meadowlark Subdivision to discuss options for the undeveloped parkland. Neighbors were invited to the park, where staff had a tent set up, with tables and chairs, food, and water available. Neighborhood input was provided to the Parks Department.

CITY OF CASPER NEIGHBORHOOD MEETING INFORMATION:

City of Casper staff members, on behalf of City Council, are holding a neighborhood meeting regarding the possible use opportunities for the undeveloped portion of Meadowlark Park. This may include partial land sales for new homes, a trail system, and play area. The meeting will be very informal, and is being provided for the purpose of listening to your input, and as an opportunity for City staff to address any questions that you may have that affect the residents of the area. We invite you to join us.

WHERE – On site at Meadowlark Park - look for the tent at the south end

WHEN – Monday, August 19, 2019, at 6:00 PM



Postcard and photos provided by Community Development Department team

- Division staff were involved in multiple Municipal Code amendments:
 - Camping in the City Limits;
 - Littering;
 - Trailers, RV's on the public street;
 - Arborist Licensing;
 - Sidewalk Obstructions and Outdoor seating;
 - Sign Code;
 - Wireless (Cellular) ordinance changes.

- BUILD Grant – Coordinated the submittal of \$2M BUILD grant to Federal DOT, and \$1.5M Business Ready Infrastructure Grant to the Wyoming Business Council for the Midwest Avenue reconstruction project.

- Vacation of Elm Street – Staff worked cooperatively with the School District to complete the vacation of a portion of South Elm Street on the NCHS campus. Multiple street and alley vacations have been processed in the area in order to create a more pedestrian oriented campus environment for the high school students.

- West E Street renaming – At the request of the former Parkway Plaza (now Clarion Hotel), staff processed a street name change to revert to the original street name, and address, for the hotel.

- Conference in LA – Staff was invited by the EPA to be a speaker at their national conference, about the work that has been accomplished in the OYD with the \$400K Brownfields Assessment Grant.



Liz Becher, Community Development Director, as a presenter at the 2019 National Brownfields Conference in Los Angeles, CA



2019 Los Angeles, CA Brownfields Conference – Session on Casper, WY Brownfield Program in the Old Yellowstone District

- Developer Forums – Staff coordinated three (3) “coffee talk” events at City Hall during 2019.



Coffee Talk!

City of Casper

Community Development Department

Thursday, June 20, 2019 7:00 a.m.

City Hall/Council Chambers

WE'RE PROVIDING COFFEE & DOUGHNUTS - PLEASE RSVP:

Dee Hardy
Administrative Support Technician
Community Development
Phone: 307-235-8241
dhardy@casperwy.gov

As we continue to improve our distribution list, please feel free to invite anyone else you think would benefit and have them let us know they're coming!

- Think Differently!! Planning and Design: A Focus on your Return on Investment (Steve Sletner, PE-KLJ Engineering, Denver)
- Improving Accuracy & Precision through Control Point Modernization (Denyse Wyskup, Regional GIS Administrator)

Plan Ahead...

Next Forum Date:

September 2019



Coffee Talk!

City of Casper
Community Development Department
 Thursday, March 14, 2019 7:00 a.m.
 City Hall/Council Chambers




WE'RE PROVIDING COFFEE & DOUGHNUTS - PLEASE RSVP:

Dee Hardy
 Administrative Support Technician
 Community Development
 Phone: 307-235-8241
 dhardy@casperwy.gov

"Growth & Transportation: A big picture discussion with big consequences"

As we continue to improve our distribution list, please feel free to invite anyone else you think would benefit and have them let us know they're coming!

Plan Ahead...
Next Forum Date:
 June, 2019



Coffee Talk!

City of Casper
Community Development Department
 Wednesday, October 2, 2019 7:00 a.m.
 City Hall/Council Chambers

WE'RE PROVIDING COFFEE & DOUGHNUTS - PLEASE RSVP:

Dee Hardy
 Administrative Support Technician
 Community Development
 Phone: 307-235-8241
 dhardy@casperwy.gov

"Development Opportunities for Casper"
 presented by Mayor, Charlie Powell and
 City Manager, Carter Napier.

Plan Ahead...
Next Forum Date:
 January, 2020



- Attended Midwest Avenue Reconstruction Project weekly planning, status and safety meetings with Old Yellowstone District (OYD) businesses and property owners, City Engineering staff, and contractors during the Phase I improvements, (from David Street to Elm Street).



Community Development Staff participating in the summer Parade.



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

Building Division

End of year Report 2019

Prepared by- Dan Elston, Chief Building Official

Construction in 2019 showed an interesting trend that is adapting to the economic environment that the City of Casper is in today. In 2019, Commercial Certificates of Occupancy were issued to 30 addresses for new or existing businesses. A certificate of occupancy is issued to, a new business in a new building, a new business in an existing building, or an existing business in a new location. Of the 31 certificates of occupancy, 7 were for construction of new buildings, 23 were remodels of existing buildings, and 1 was a removal and replacement of an existing building.

Commercial Projects Completed:

Remodels:

- Ludovico Pizza Restaurant – 3095 Talon Dr.
- Outfitter Liquors – 3035 CY Ave.
- CY Laundry Mat – 3037 CY Ave.
- Casper Bale-fill expansion – 1886 Station Road
- El Burro Loco Restaurant – 2333 E Yellowstone HY. (Old Western Grill)
- Rising Star Dance Studio – 601 SE WY. BLVD (Eastridge Mall)
- Hall On Ash – 355 S. Ash St. (Venue space)
- Clarion Inn – 123 W E St. (Old Parkway Plaza)
- Grooms & Harkins – 555 S. Wolcott (Accounting Offices)
- Michaels – 445 Newport Dr. (Old Dress Barn)
- Optimal Therapy – 4270 S. Poplar (Sunrise Mall)
- WY. Sellers' Market – 330 S Durbin (Old Rescued Treasures)
- Census Bureau – 4170 S. Poplar (Sunrise Mall)
- Spectrum Store – 475 Newport Dr. (Old Dress Barn partial)
- Backwards Distillery – 218 S. Wolcott
- Eye Mart Express – 3400 E 2nd St. (Old El Torro Restaurant)
- U-Haul – 725 Bryan Stock Trail (Old Cretex Concrete plant)
- PharmRx – 4641 SW WY. Blvd (Strip Mall)
- Casper Horse Palace – 71 SE WY. Blvd (Old On The Border)

- Ashby Construction Office – 274 S. Wolcott (Old Milo's Bld.)
- Let-Er Buck Car Wash – 4320 E. 2nd St.
- Frosted Tops - 225 S. David St. (Across from David Street Station)
- Wyoming Rib and Chop - S. Center (Old C-85 Wonder Bar)

New Construction:

- Fire Station No. 5 – 555 Landmark Lane
- Taco Johns – 4035 Plaza Dr.
- Raven Crest Apartments – Tranquility Way (This project was noted on last year's report but had not received a final C.O.)
- Masterson Place – 310 S. Washington
- Sleep Number Mattress Store – 4841 E 2nd St. (Strip Mall)
- Jersey Mikes – 4851 E 2nd St. (Strip Mall)
- Envision Electric – 541 Durango Ct., Next to George T Sanders Supply (Shop/office)

Remove/Replace:

- Taco Bell – 86 SE Wy. Blvd

One/Two Family Dwellings:

Residential housing was steady for 2019. The City of Casper issued 62 Building permits for one/two family dwellings compared to 61 for 2018. This does not include Evansville, Mills or Bar Nunn.

Permit Revenue:

The Community Development Department issued 1,124 building, 1,031 electrical, 1010 plumbing, and 795 mechanical permits for 2019.

The total value of construction for 2019, both commercial and residential was \$73,082,239.62.

This includes all construction including, reroofs, garages, additions, decks, remodels and new construction, plus electrical, mechanical, plumbing systems.

The revenue fees collected for the above value of work was \$1,302,749.78. This is \$169,594.55 above fees collected for 2018.

The new State Office Building project is included in these numbers, even though construction is in the beginning phases; all permits were issued prior to the end of the year. Without this project the total value of construction and revenue would have been less than 2018.

Inspections:

The building department performed 1,900 building, 1,906 electrical, 1,510 plumbing, 619 mechanical, inspections plus 198 field consults and 356 plan reviews for 2019. Inspections can range from a 15 minute water heater inspection to a 3 hour commercial framing or rough-in inspection. With our team of five certified inspectors, scheduling and traveling to field inspections consumes the majority of time each day. It is with pride that the City of Casper can

pronounce that the average time for an inspection to be completed is less than 2 hrs. Most jurisdictions require a 24hr. notice for all inspections.

The State Office building project will be challenging over the next 2 years with frequent multiple inspections requested daily. The City of Casper and FCI (General Contractor) have created an inspection process that will ensure all inspections are completed and signed off before leaving the site daily. An inspection log has been created and will be available for the State to review upon request at the FCI jobsite office. This will ensure that inspections are completed prior to work being completed.

Pictures:

Attached are pictures of the projects completed in 2019 for your review.

The Building Department is excited to submit this annual report; it reflects that the construction industry is on the upswing. There are projects rumored for 2020 that should continue this trend and the Building Division is anxious for another prosperous year ahead.



November 25th, 2019

Dear Contractors:

It seems like a month ago that I wrote a note to put in with the 2019 license renewal notices. Maybe it comes with age, but it seems like the hours are long, days last forever, weeks are eternal, but the years go by so fast.

This year has been pretty normal for construction, not any large new stores or businesses were constructed this year. There were a number of remodels of existing buildings for businesses relocating within Casper or moving to Casper. Value of construction for 2018 was approximately \$63,000,000. This year the value of construction will finish at around \$80,000,000. This is due largely to the new State Office Building that has been awarded, and construction is to start as weather allows. Single family dwelling permits are slightly above last year at this time; 56 this year compared to 54 for this time period last year.

As most of you know, Electrical Inspector Mr. Bill McCloy retired from the City. Russ Lutz has filled this position and is adjusting well from contractor to inspector.

Each year the Building Department discusses reoccurring issues that may need clarification which will speed up the final inspection process, saving both the contractors and the City of Casper time and monies.

- **Final Inspections:** When the permit holder calls for a final inspection, the project is to be complete. We have had numerous inspections where work is not complete, and the contractor is requesting a Temporary Certificate of Occupancy (TCO) if a Certificate of Occupancy (CO) will not be issued. The only allowance for a TCO versus a CO is for landscaping due to weather conditions in the wintertime months. The building permit fee schedule has a cost for re-inspections, which is \$75 per inspector, per re-inspection. Upon discretion of the Building Official, this fee may be assessed to your project if a re-inspection is requested.
- **Kitchen hood acceptance, sprinkler system and fire alarm tests (if applicable)** must be completed and approved prior to the final inspection. Please call Casper Fire-EMS at 307-235-8222 for this inspection.
- **Erosion Control:** Mud and dirt leaving your site is your responsibility. The Code Enforcement and the Storm Water Divisions have contacted the Building Department on numerous occasions for this. In all, we do pretty well with this; it is usually a complaint that has initiated this from a neighbor or citizen.
- **Drain Tile Installation:** We have numerous complaints about the drain tile installation, including not working after the home has received a CO. The City of Casper does not inspect drain tile installation at this time. However, per code this inspection can be required if this problem continues.
- **The property address** must be visible from the street during construction, this can be on the structure or temporary power pole, but must be legible from the street. This was mentioned last year but needs to be reiterated.
- **Finals:** When the project is complete, a final inspection is required. This is not being done particularly on house remodels with "house flippers" in most cases.

Community Development | Building Division

200 North David Street | Casper, WY | 82601-1862 | Phone: (307) 235-8254 | Fax: (307) 235-8362 | www.casperwy.gov

Other Items:

- 2020 is the code cycle for the NEC (Electrical Code). Shawn and Russ are studying up on the changes. Some changes they mentioned are: GFCI's will have numerous changes, disconnecting means/surge protection for all services will be required; ufer is to be accessible, plus many more. They suggest obtaining the 2020 NEC for your reference. The City will adopt this code no later than June 1st and begin implementing. This is required by State Statute, which we will adopt in January and implement in July.
- I know that this is not a licensed contractor's problem but it arises throughout the year. Please urge your customers to request validation of your license and permit. I have people who call to complain about substandard work or work not being completed by a contractor. There are times that the "contractor" does not have a license with the City and the homeowner's only recourse is civil court. I just had a lady that paid \$14,000 for work that is not completed and substandard. She was in tears when she found out he had no license or insurance.

Thank you for another great year, rumors are 2020 should be a good one also. As always the Building Department is only a phone call away if you have any questions or concerns.

Have a Wonderful Holiday Season and a Happy New Year!

Sincerely,

Dan Elston CBO

Inspectors:

Justin Scott – Building

Shawn Barrett – Electrical

Lonnie Genoff – Plumbing/Mechanical

Russ Lutz - Electrical



Masterson Place

Michaels



EYEMART



OPTOMETRIST



BIGGEST JACKPOTS
IN WY
CASPER
HORSE PALACE

OPEN

C230

350-PJT

WYOMING



Fire Station #5

SINCE 1956
Jersey Mike's
SUBS
DRIVE THRU

4851

JOIN A WINNI
TEA
TOBACCO
THYOU



sleep  number

sleep 

4845

OPEN

SAVE
UP TO \$500

ON SELECT SLEEP NUMBER 360°
SMART BEDS

Customer
Parking
Only



U-HAUL 1009 1008 1007 1006
OPEN 7 DAYS • NO DEPOSIT







El Burro Loco



City of Casper Bale Fill (1 of 5)









TACO JOHN'S
Drive Thru

PLAZA DR



Now Open
TACO JOHN'S

Financing Provided By



Spectrum

475

Come
On In

Get the best
trade-in offer



Code Enforcement Division

End of the Year Report 2019

Prepared by: Craig Collins, AICP – City Planner

Highlights/Achievements:

Code Enforcement directly benefits citizens by maintaining a basic level of cleanliness and maintenance on all properties in the City. If issues such as junk, debris, derelict vehicles, weeds and litter go unchecked, neighboring property values can suffer, and public health/safety deteriorate. In addition, Code Enforcement officers are the City's eyes-on-the-street with respect to identifying dangerous/hazardous conditions, and getting the danger mitigated. The Code Enforcement Division consists of three (3) full time officers, one (1) full time permit technician, and is managed by the City Planner position. In 2019, the Code Enforcement Division processed approximately 2,830 cases/complaints, which equates to fifty-four (54) per week on average. In addition to responding to citizen complaints, officers are also responsible for proactively identifying and addressing visible zoning violations. Code Enforcement officers also are responsible for reviewing all residential building permit applications for new structures, permits for temporary C-Cans, all sign permits, and fencing permits, to ensure compliance with all zoning, setback and floodplain regulations. In 2019, Code Enforcement processed:

- 1,151 building permits
- 116 fence permits
- 23 accessory building permits for structures under 120 square feet
- 73 sign permits
- 23 C-Can permits

In the past, the Code Enforcement Division has relied heavily on private sector contractors to mow and maintain a large number of City-owned properties. Through better communication and coordination, many of these properties are now being maintained by the Parks Division, which has proven to be much less costly and more efficient for the organization. In previous years, the Code Enforcement Division has paid private contractors up to \$13,000 per year to mow and maintain parks and other City-owned properties around town in order to assist the Parks Division. In 2016, the practice was examined, and the maintenance of many of these areas shifted to the Parks Division. As a result of the change, Code Enforcement has reduced its expenditures by approximately \$26,000 in total. See Code Enforcement Comparisons below:

Code Enforcement
Properties Assigned Out for Mowing/Cleanups - COMPARISONS

2019			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City Of Casper)
\$14,185.00	\$6,703.57	\$2,611.13	\$989.68
Total for 2019 = \$17,785.81			
To date, we have collected approximately 47% of the invoiced amounts.			
2018			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City Of Casper)
\$13,951.75	\$7,382.52	\$1,966.30	\$364.16
Total for 2018 = \$16,282.21			
For 2018, we have collected approximately 53% of the invoiced amounts.			
2017			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City of Casper)
\$12,020.02	\$5,656.15	\$8,745.94	\$1,337.61
Total for 2017 = \$22,103.57			
For 2017, we collected approximately 47% of the invoiced amounts.			
2016			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City of Casper)
\$21,931.78	\$12,891.77	\$13,028.01	\$1,432.16
Total for 2016 = \$36,391.95			
For 2016, we collected approximately 59% of the invoiced amounts.			
2015			
Invoiced Amounts	Revenue Collected (From	Assumed Costs – City of Casper	Assumed Costs – (Not Owned

(Property Owners)	Property Owners)	Owned Properties	by City of Casper)
\$12,927.46	\$7,115.60	\$12,182.15	\$971.94
Total for 2015 = \$26,081.55			
For 2015, we collected approximately 55% of the invoiced amounts.			
2014			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City of Casper)
\$14,673.90	\$9,289.58	\$4,776.56	\$1,642.10
Total for 2014 = \$21,092.56			
For 2014, we collected approximately 63% of the invoiced amounts.			
2013			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City of Casper)
\$14,245.53	\$6,852.78	\$13,800.26	\$1,703.83
Total for 2013 = \$29,749.62			
For 2013, we collected 48% of the invoiced amounts.			
2012			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City of Casper)
\$7,027.63	\$3,270.34	\$6,716.19	\$2,988.04
Total for 2012 = \$16,731.86			
For 2012, we collected 47% of the invoiced amounts.			
2011			
Invoiced Amounts (Property Owners)	Revenue Collected (From Property Owners)	Assumed Costs – City of Casper Owned Properties	Assumed Costs – (Not Owned by City of Casper)
\$6,393.12	\$3,025.72	\$11,402.53	\$2,845.96
Total for 2011 = \$20,641.61			
For 2011, we collected 47% of the invoiced amounts.			

Number of Code Enforcement Jobs Assigned Out to our Weed Contractors	
2019	114
2018	138
2017	142
2016	169
2015	153
2014	195
2013	204
2012	139
2011	147

Public Education:

Public Education takes on several forms, including Public Service Announcements (PSA's), newsletters, targeted direct correspondence, informational brochures, and boots on the street. The purpose of public education efforts is to proactively address issues before they happen, or before they escalate. Some of the public education topics during 2019 included:

- PSA on Dangerous trees/shrubs at intersections;
- PSA on RVs and trailers on the street, and changes to the City's regulations;
- PSA on Snow shoveling/plowing etiquette and safety;
- Newsletter on:
 - Graffiti
 - Campers, boats and trailers
 - Fire damaged structures
 - Abandoned Mobile Home
 - Safe Kids of Central Wyoming

NEWS RELEASE

For Immediate Release

Contact:
Craig Collins, AICP
City Planner & Building Code Enforcement Manager
ccollins@casperwy.gov
www.casperwy.gov



Casper officials remind property owners to trim shrubs and trees *Overgrown shrubs and trees can obstruct public right-of-way and create safety concerns*

Casper, Wyoming (August 15, 2019) – City of Casper officials remind property owners that trees and shrubs on their property can create safety issues in the public right-of-way. "We are asking property owners to take a look around their property and trim or remove any overgrown trees and shrubs that obstruct traffic visibility at intersections and alleys, obscure street signs, block sidewalks, or hang too low over any public street or alley," stated Craig Collins, building/code enforcement manager. "We suggest property owners ask themselves the following questions:

- Can pedestrians walk safely down the sidewalk?
- Do vehicles have a clear view of street and traffic signs, crosswalks, pedestrians, young children playing, and other vehicles at intersections?
- When weighted down with snow and ice, will low hanging branches obstruct or strike snowplows, emergency vehicles, and garbage collection vehicles?
- Are there dead branches or trees that may fall and damage property or cause injuries?"

The Municipal Code requires that all trees and shrubs must be trimmed to at least 15-feet above streets and alleys, at least 8-feet above all sidewalks, and cannot obstruct the view at intersections. "In addition to the healthy trees and shrubs that spread out and become obstructions, many trees in Casper have been traumatized by the extreme weather we have had the last few years and are in need of care or are dead," continued Collins. He went on to remind property owners that they can contact the City of Casper Parks & Rec Department, (307) 235-8283, or the University of Wyoming Cooperative Extension Office, (307) 235-9400, for help assessing tree health. "Both offer free yard calls, and any trimmings can be taken to the Casper Regional Solid Waste Facility compost yard for free," informed Collins.

Information on arranging a yard call, tree trimming techniques, disposal of yard waste, or to obtain a Boulevard Tree Trimming and Removal permit can be obtained on the City's website (www.casperwy.gov) or by calling the Parks and Rec Department.

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 our 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 have any other laws?**
A: Yes! From May 1st to June 15th of this year, Code Enforcement has already sent out almost 400 notices of violation, just for weeds and tall grass alone.

"I made a formal complaint about my neighbor's weedy 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—13 days.



North Platte River at Laramie

In This Issue

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



Previously Unregistered "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 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 1120 East C Street was severely damaged by a fire last July. Since that time, the property has been an eyesore in the neighborhood, and was frequently being entered and removed 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 paid 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 retained a bonded demolition firm to remove 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.



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 Inlate The Image Baptist Church in North Casper awoke one morning to find that someone had left them a present on their lot. During an unpermitted, 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 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 signed title in hand, all we had to do was find somebody willing to take it now. Easter said, "done."

After multiple dead ends, the Regional B&E 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 barge 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 Inlate 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

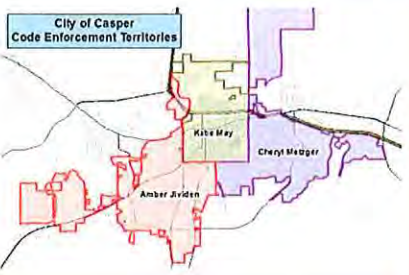
Give us a call or email us for more information.

City of Casper — Code Enforcement Division
200 North David Street
Casper, WY 82501

(307) 235-8254

L.Hanley@casperwy.gov

Visit us on the web at 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

2019 Code Enforcement Endeavors:

Many times, a simple written narrative is not adequate to explain the situations that Code Enforcement deals with on a daily basis. For that reason, pictures have been provided, when available.

- Graffiti Abatement

- Code Enforcement and the Police Department work cooperatively to abate graffiti as quickly as possible in order to discourage further damage/destruction of properties. After a property has been tagged, the City provides property owners with a graffiti kit, which includes paint and supplies to remove or paint over the graffiti, free of charge. In other cases, the City uses City contractors to perform the abatement, with the owner's permission. In at least one case, a Code Enforcement officer went above-and-beyond their job duties, by personally using leftover paint from a City project to paint over fresh graffiti on the Goodstein Building.

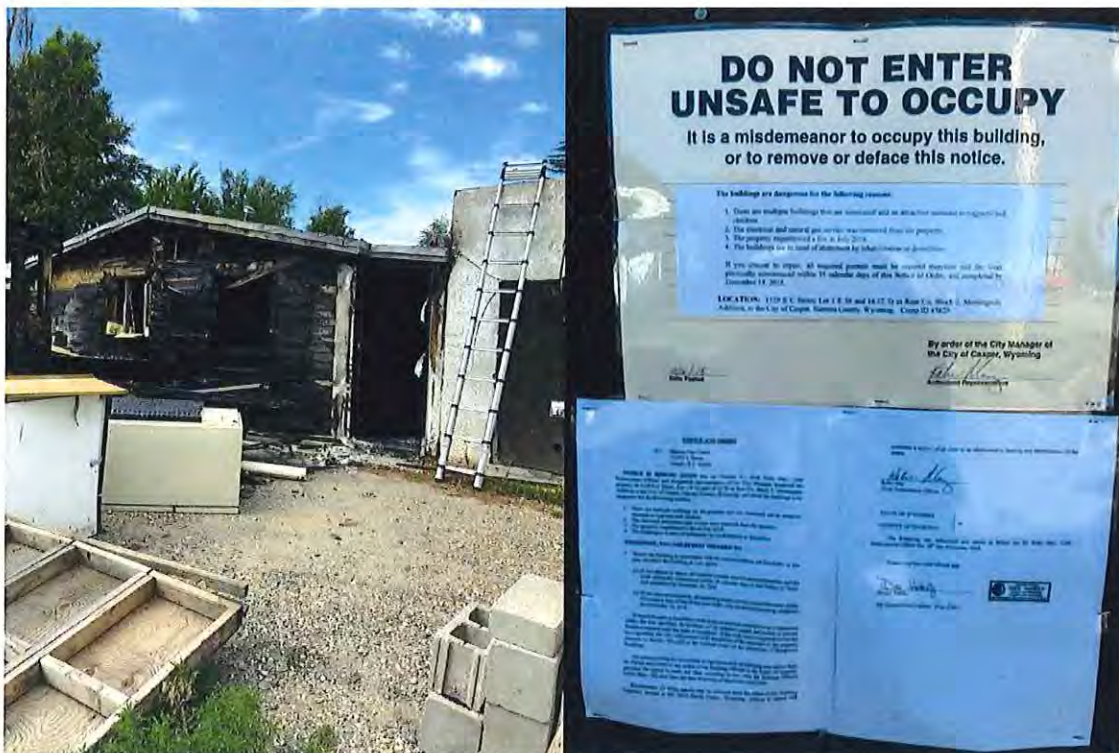


- Sunrise Hills Home Explosion cleanup, coordination of public meetings, etc.
 - After the house explosion in the Sunrise Hills area, Code Enforcement took a leadership role in coordinating public meetings to discuss cleanup. Although cleanup efforts were somewhat hampered by the investigation of the explosion, and the securing of the area for evidence, Code Enforcement initiated efforts to respond to neighborhood concerns, and to maintain a dialog with affected property owners.



- Fire Damaged Homes and Dangerous Buildings

- After a structure fire, Code Enforcement is typically the first City Division to reach out to a property owner. During 2019, Code Enforcement tracked twenty (20) fire-damaged structures, ensuring that the properties/structures were not left to languish and deteriorate, causing a public nuisance or hazard. When contacted, property owners are required to provide a timeline for the repair of damaged structures, or, in the alternative, for its demolition/removal. In at least one case during 2019, it was necessary for the City to step in to demolish the damaged structure (*pictured below*) because the owner of the property was unable/unwilling to do so. The residence was deemed a Dangerous Building pursuant to the Uniform Code for the Abatement of a Dangerous Buildings (UCADB), and a lien was placed on the property for \$6,448.50 to recoup the cost of the demolition.



- Weed Abatement

- Having weeds and grass over eight inches (8") in height is a violation of the Municipal Code. During spring and summer, weed abatement dominates the majority of Code Enforcement's time and efforts. After identification of a violation and notification of the property owner/resident, and after allowing a reasonable amount of time for the property owner to address the issue, Code Enforcement assigns the mowing/trimming to one of the City's contracted landscaping

companies to bring the property into compliance. The City then bills the property owner/resident for the cost of the cleanup.



- Dangerous Trees

- Over the past five (5) years, give or take, the trees in the community have suffered heavy losses and damage from unseasonable weather events. As was warned these “zombie trees” are now becoming increasingly problematic, and constitute a real public safety hazard. Most hazardous trees are located on private property; however, when possible, Code Enforcement initiates conversations with property owners to address these hazards, and in some cases, formal violations are issued. When legal to do so, City contractors are called in to mitigate the hazard.



- Camping in the City - Municipal Code Amendment

- Partially in response to neighborhood issues with unregulated camping on the properties surrounding the Wyoming Rescue Mission, Code Enforcement, the Police Department, and the City Attorney's office all worked together to adjust the City's camping regulations. After the Municipal Code was amended, Code Enforcement addressed several situations where homeless persons were squatting on public property. The pictures below were taken on City-owned property located south of Metro Road, and north of the river. Code Enforcement and the Police Department were both involved.



LATEST NEWS

CASPER CAMPING RULES MADE OFFICIAL

By [Brendan LaChance](#) on July 2, 2019



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- Property Cleanups

- Although relatively rare, Code Enforcement must sometimes step in to enforce property cleanups. One such property on North Park Street has been a “regular” violator known to Code Enforcement since 2012. The property owner was an enthusiastic collector of building materials he often found in construction site dumpsters. He had a stated purpose for every single board, door, bucket, granite slab, nail, screw, fishing reel, broken tool, and appliance that he hauled home. It was his dream to have the materials on hand to someday, build his dream shop. Code Enforcement and the property owner knew each other well, and the property owner was, understandably, not a big fan of the City or Code

Enforcement. Over the years the Officer assigned to this area worked to build a rapport with the property owner, ultimately resulting in the property owner agreeing to let the City intervene in the cleanup of the property on a limited basis, without the need for a court order. Code Enforcement coordinated with the Sanitation Department and Adult Community Service workers to remove five (5) full roll offs of debris and junk in recent history. Unfortunately, in 2018 the property owner passed away, and his wife resides in a nursing home. In 2019, their daughter, who resides in Sheridan, reached out to Code Enforcement to ask for assistance with cleaning up the property. Code Enforcement, in coordination with Solid Waste and the Police Department, worked to clean up the property, while working hard to keep the cleanup costs as affordable as possible. In all, eleven (11) roll offs, with twenty-eight (28) tons of debris, went to the landfill. Thirty-four (34) hours of community service labor were provided by the Police Department, and eleven (11) tons of metal were recycled.







- Stormwater/Erosion Control

- Last winter, Code Enforcement received training and direction to begin assisting the City's Stormwater Manager with addressing stormwater erosion control violations as they are discovered. The City of Casper is required by the Environmental Protection Agency (EPA) to prevent harmful pollutants from being washed or dumped into municipal storm sewer systems, by developing and implementing a stormwater management program. Typical practices during construction are meant to keep dirt and mud out of the streets and storm sewers, and often include requirements such as placing filters around stormwater inlets, and ensuring that developers are not tracking dirt and mud into the streets.





- Junk and Litter
 - With Casper's almost constant winds, blowing litter is a huge problem, especially with regard to active construction sites, and downwind from commercial/retail areas. In addition, its an unfortunate fact that not every resident in the City has the same standards for property maintenance and cleanliness. Code Enforcement often

gets involved in neighborhood disputes over property maintenance deficiencies, and works to ensure that citizens maintain at least a minimum standard of cleanliness on their properties.



- Sidewalk obstructions

- One of the most challenging, and publically visble issues that Code Enforcement addresses is sidewalk obstructions, including vehicles, vegetation and retail displays. These issues are challenging for Code Enforcement in that the remedies available to Officers are limited, and in many instances, Police Department assistance is requested, especially with regard to illegal parking. Understandably, sidewalk obstructions are not a high priority in the big picture of what the Police Department is tasked with; therefore, compliance is sometimes difficult to obtain.







- Trailers, RV's and boats on the street
 - The City Council adjusted the City's regulations on parking campers, trailers, and boats on public streets in 2019. Previously, trailers shorter in length than sixteen (16) feet were exempted, and were allowed to be parked on the street for unlimited time. After the Municipal Code amendment, Code Enforcement and the Police Department began an intensive effort to get these obstructions off the streets before winter ice and snow arrived.

[CITY](#) [COMMUNITY](#) [LATEST NEWS](#)

SMALL TRAILER PARKING RESTRICTIONS ROLLING INTO CASPER

By [Brendan LaChance](#) on June 18, 2019



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NOTEWORTHY: [CASPER ARREST LOG](#) | [GET THE K2 RADIO MOBILE APP](#) | [LISTEN TO K2 RADIO WITH ALEXA & GOOGLE HOME](#)

ROADSIDE
ASSISTANCE & TOWING



CALL SOMEONE WHO CARES

CALL 937-234-2345



MOVE RVs AND TRAILERS OFF CASPER STREETS SAY CITY OFFICIALS

SUSAN BURK | October 17, 2017

Casper City Hall, Susan Burk, Townsquare Media



- Abandoned, Unlicensed, Non-Operable/Junk Vehicles
 - Derelict vehicles on private property are the responsibility of Code Enforcement to address, whereas unlicensed and non-operative vehicles on the public streets are enforced by the Police Department. Code Enforcement issues a notice of violation for derelict vehicles and if the violation is not addressed, schedules the vehicle to be towed. In the past, Code Enforcement has been used by commercial businesses and apartment complexes to assist with the removal of vehicles from private parking lots because the property owner would be responsible for the cost of towing in those instances. Upon reviewing the practice, Code Enforcement now rarely tows vehicles from commercial properties and apartment complexes because, as stewards of the taxpayers resources, it is felt that those costs should not be defrayed by the City.



- West Side Walmart Landscaping, Litter, and Site Work
 - Over the last 4-5 years, Code Enforcement has been working to get the west side Walmart to clean up its site, repair broken irrigation lines, replace dead/dying landscaping, and address blowing trash and litter, per the requirements of their site plan agreement. In 2018, west side Walmart was denied building permits in order to force compliance. In order to move their project forward, Walmart provided surety, in the amount of \$200,000 to ensure that necessary improvements would be made, and a completion deadline was set for the fall of 2019. Walmart again failed to follow through, the completion deadline came and went, and the City drew on the surety. Code Enforcement plans to hire a contractor to complete necessary site improvements forcibly in the spring of 2020. The loss of \$200,000 got Walmart's attention, and Walmart is in the process of making some of the necessary improvements to the site over this winter in hope the City will refund its money.



Walmart - West



Walmart - West



Walmart - West



Walmart - West



Walmart - West

➤ Tractor Supply Site Work and Landscaping

- Similar to the issues at the west side Walmart, the Tractor Supply store on CY Avenue let their site deteriorate and fall out of compliance with their site plan agreement requirements. Specifically, although trees were planted when the building was constructed, Tractor Supply let them all die from lack of irrigation. Tractor Supply did not complete required irrigation anywhere on the site, and none of the required turf areas were ever established. Exacerbating the situation, Tractor Supply repeatedly ignored violation notices to mow their weeds and generally maintain their site. In 2019, after dozens of hours of persistence, the Code Enforcement officer was able to get Tractor Supply to complete their irrigation, replace all trees, and install sod/turf.



Tractor Supply Co.



Tractor Supply Co.



Tractor Supply Co.



Tractor Supply Co.



Tractor Supply Co.

- DDACTS
 - *Data Driven Approaches to Crime and Traffic Safety* program is an effort to reduce crashes and crime in targeted areas of the City. The Police Department started the program and is coordinating the effort, with input from multiple stakeholders, including Code Enforcement, WYDOT, and the Traffic Division. Information is gathered about areas in the City that have the most crime and accidents, and in May of 2019 the area of focus for extra enforcement was decided to be from Collins to CY Avenue, Walnut to Willow Street. Since May of 2019, Code Enforcement has created 85 cases within the area, of which 80 have already been resolved and closed. The program will continue through 2020.
- Training and Safety
 - Increasing Officer safety was a high priority during 2019. The three Officers perform their duties alone, and out of contact, for most of the day. They deal with the same customer base that law enforcement deals with; however, Code Officers have no backup, no firearm or other defensive tools, no radios, and only cell phones

for communications. Given the sometimes contentious nature of zoning compliance, we are very fortunate that the Officers have not received any serious injuries in the past. In 2019, for the first time ever, Officers were fitted for and required to wear ballistic vests. A *DEFENSIVE Use of Force Policy* is also in the works, that will ultimately allow the Officers to receive training for, and to be able to carry OC spray (pepper spray). In addition, all three officers completed 40-hour CIT Training this year.

CIT stands for *Crisis Intervention Team*. It is a program and training designed primarily for law enforcement to help guide interactions between law enforcement and those living with mental illness. The 40-hour training focused on identifying mental illness, triggers, help centers, and scenarios for deescalating. The training was extremely beneficial for the officers, and has changed the way that they approach and respond to citizens experiencing mental health issues.

➤ Policies and Procedures

- The Code Enforcement Division has recognized a need for formal written rules, policies and procedures. In 2019, several new procedures have been written, vetted by the City Attorney, and implemented, including:

1. Body Armor
2. Towing Policy
3. Defensive Use of Force (*In Progress*)

• Litter Index

- The Litter Index is a *Keep Casper Beautiful* program whereby members of a committee drive a pre-determined route through the City to survey and rate litter volume, on a scale of 1 to 5. The data is compiled and submitted for Grant funds. Code Enforcement benefits from participating in the program through hearing the perspective of other members about problem areas of the community that need Code Enforcement attention. In 2019, Officer Jividen participated in the program.

• Municipal Code Amendments

- Code Enforcement Officers are on the front lines in administering City of Casper regulations, and their insight is often sought out when developing new ordinances or amending existing ordinances. During 2019 Officers worked cooperatively with the City Attorney's office on the following:
 1. Changes to the City's Sign Regulations
 2. Sidewalk Obstructions and Outdoor seating
 3. Arborist Licensing
 4. Camping in the City Limits
 5. Littering

6. Trailers and RV's on the public street

- Officer Promotion

- During 2019, Officer May was promoted to a Code Enforcement Officer II after four (4) years of experience on the front lines as an Officer I for the City of Casper. Officer May is responsible for some of the most challenging areas in the City, including the downtown core, and the North Casper neighborhoods.

Annual Listing of Federally Obligated Projects

October 1, 2018 – September 30, 2019

by the
Casper Area Metropolitan Planning Organization



CASPER AREA

METROPOLITAN PLANNING ORGANIZATION

Working with the public, elected officials, and professional staff to plan our road, trail, bus, and rail systems.

Bar Nunn | Casper | Evansville | Mills | Natrona County | WYDOT

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MPO Staff promoting the **2020 Connecting Crossroads: Long Range Transportation Plan** during the Central Wyoming Fair & Rodeo summer parade.

Introduction

In an effort to improve the transparency of the expenditure of Federal transportation funds, Title 23 of the United States Code, Section 134(j)(7) requires Metropolitan Planning Organizations to publish an annual list of projects using Federal funds that were obligated during the previous fiscal year. This report lists all transportation projects in the Casper metropolitan area for which federal transportation funds were obligated during Federal Fiscal Year 2019 (October 1, 2018 to September 30, 2019).

The 1980 Census determined that the Casper area surpassed the 50,000 person population requirement needed to designate a metropolitan statistical area (MSA). At that time, governments in the county area created the Casper Area Transportation Planning Process (CATPP). The member jurisdictions of the CATPP are the:

- Town of Bar Nunn
- City of Casper
- Natrona County
- Town of Evansville
- Town of Mills
- Wyoming Department of Transportation (WYDOT)

These jurisdictions use the CATPP to develop transportation planning activities within the Casper Metropolitan Area. The Metropolitan Planning Organization is the administrative arm of the CATPP. The MPO is responsible for planning, programming, and coordinating federal transportation investments, along with its partners from state and federal governments and public transit operators. The CATPP develops its programs by working with elected officials, staff from local governments, and the public.

The MPO adopts a Transportation Improvement Program (TIP) that lists all highway, nonmotorized, and public transit projects programmed to receive federal and state transportation funds. This report lists all projects from the TIP that have been advanced during the prior federal fiscal year.

Consolidated Planning Grant (CPG)

The Casper and Cheyenne MPOs submit their planning programs together under the Consolidated Planning Grant (CPG). Through the CPG, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds are combined into a single grant administered through WYDOT. The CPG allows the MPO to use funds for roadway planning or for transit planning. The CPG also allows the MPOs to match FTA funds at the FHWA level 90.49% Federal and 9.51% local split.

Funds received through the consolidated planning grant were contracted by the MPO for the following planning purposes in FFY 2018. Actual expenses are detailed:

Project Name	FFY	Federal Funding	Local Funding	Total Funding
MPO Planning CPG				
MPO Traffic Counts 2018-2021-Year 2	2019	\$28,305.27	\$2,974.73	\$31,280.00
Long Range Transportation Plan	2019	\$157,531.42	\$16,555.68	\$174,087.10
Bicycle/Pedestrian Safety Campaign	2019	\$3,102.72	\$326.08	\$3,428.80
Casper Urban Center Parking Plan	2019	\$4,797.68	\$504.21	\$5,301.89
Control Point Modernization	2019	\$10,827.13	\$1,137.87	\$11,965
Total:		\$204,564.22	\$21,498.57	\$226,062.79

Previous Funding				
Project Name	FFY	Federal Funding	Local Funding	Total Funding
MPO Planning CPG				
MPO Traffic Counts 2018-2021-Year 1	2018	\$24,767.11	\$2,602.89	\$27,370.00
Control Point Modernization	2018	\$53,420.77	\$5,614.23	\$59,035.00
Casper Urban Center Parking Plan	2018	\$67,408.82	\$7,084.29	\$74,493.11
Total:		\$145,596.70	\$15,301.41	\$160,898.11

Program Summary for Highways

Federal obligations for highway programs are limited to the Transportation Alternatives Program (managed by the Wyoming Department of Transportation) and the Surface Transportation Program-Urban (STPU). The STPU program is also managed by WYDOT, but the MPO Policy Committee determines which projects are funded within the metropolitan area. WYDOT also administers the National Highway Performance Program (NHPP), which is used on I-25 and other National Highway System routes that pass through the MPO.

Additionally, the MPO spends funds received through the consolidated planning grant for planning purposes.

Project Name	Program	FFY	Federal Funding	State/Local Funding	Total Funding
US 20/26 Spur West	NHPP	2019	\$419,196.08	\$46,577.34	\$465,773.42
Casper Marginal Variable Speed Limit Sign	HSIP	2019	\$843,380.07	\$93,708.90	\$937,088.97
Casper Traffic Signals	HSIP	2019	\$1,053,111.75	\$117,012.42	\$1,170,124.17
Signal Detection Upgrade	HSIP	2019	\$1,185,975.97	\$131,775.11	\$1,317,751.08
Bar Nunn Interchange/Westwinds	STPU	2019	\$527,275.81	\$58,586.20	\$585,862.01
Salt Creek Highway	STP-PO	2019	\$586,209.54	\$65,134.39	\$651,343.93
Poplar Street BNSF RR Bridge	NHPP	2019	\$1,880,078.20	\$208,897.58	\$2,088,975.78
District 2 Bridge Rehab I-25 Marginal Structures & WY Blvd over Platte	STP-BR	2019	\$1,167,618.38	\$129,735.38	\$1,297,353.76
District 2 Concrete Rehab – WY Blvd and 2 nd Street	STP-PM	2019	\$47,533.91	\$5,281.55	\$52,815.46
Wyoming Blvd and 12 th St.	AML17	2019	\$164,629.10	\$18,292.12	\$182,921.22
I-25 Ormsby Section	NHPPI	2019	\$1,507,134.79	\$167,459.42	\$1,674,594.21
Total:			\$9,382,143.60	\$1,042,460.41	\$10,424,604.01

Previous Funding					
Project Name	Program	FFY	Federal Funding	State/Local Funding	Total Funding
Bar Nunn Interchange/Westwinds	STP-U	2018	\$5,019,548.76	\$557,727.64	\$5,577,276.40
Salt Creek Highway	STP-PO	2018	\$2,691.93	\$299.10	\$2,991.03
Poplar Street Bridge	NHPP	2018	\$3,113,715.23	\$345,968.36	\$3,459,683.59
District 2 Bridge Rehab I-25 Marginal Structures & WY Blvd over Platte	STP-BR	2018	\$2,242,618.35	\$249,179.82	\$2,491,798.17
District 2 Concrete Rehab – WY Blvd and 2 nd Street	STP-PM	2018	\$634,805.30	\$70,533.92	\$705,339.22
Total:			\$11,013,379.57	\$1,223,708.84	\$12,237,088.41

Program Summary for Transit

The Governor of Wyoming has designated the City of Casper as the recipient of Section 5307 formula grant funds, which are managed by the Federal Transit Administration. The City contracts with the Casper Area Transportation Coalition to operate the local fixed route and demand responsive systems.

Federal obligations for transit programs are limited to Section 5307 and 5316 funding. Section 5307 is managed by the City of Casper and Section 5316 is allocated to CATC through WYDOT. Projects include operating and capital expenses. General operating assistance is provided with a 50/50 split. Preventive maintenance, ADA/Paratransit assistance, and capital projects are each funded at an 80/20 split.

The following projects were spent in FFY 2019:

Project Name	Program	FFY	Federal Funding	Local Funding	Total Funding
Operating Assistance	5307	2019	\$121,770.47	\$30,442.62	\$152,213.09
Operating Assistance: <i>Preventive Maintenance</i>	5307	2019	\$832,440.26	\$832,440.25	\$1,664,880.51
Capital Assistance: <i>Computers</i>	5339	2019	\$10,101.76	\$2525.44	\$12,627.20
Capital Assistance: <i>2 Buses</i>	5339	2019	\$112,931.20	\$28,232.80	\$141,164.00
Total:			\$1,077,243.69	\$893,641.11	\$1,970,884.80

Previous Funding					
Project Name	Program	FFY	Federal Funding	Local Funding	Total Funding
Operating Assistance	5307	2018	\$877,061	\$877,061	\$1,754,122
Operating Assistance	5316	2018	-	-	-
Operating Assistance: <i>Preventive Maintenance</i>	5307	2018	\$112,248	\$28,062	\$140,310
Capital Assistance	5307	2018	-	-	-
Capital Assistance	5310	2018	-	-	-
Capital Assistance	5339	2018	\$155,828	\$38,957	\$194,785
Total:			\$1,145,137	\$944,080	\$2,089,217

List of Abbreviations

AADT	Average Annual Daily Traffic
ARSCT	Authority for Rendering Service - Contract
BRDG	Highway Bridge Replacement and Rehabilitation
Consensus	County Consensus funds distributed by the State from mineral royalties
DEMO	Federal Demonstration Program
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
HSIP	Highway Safety Improvement Program
IM	Interstate Maintenance Program
IRP	Industrial Road Program
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
NHPP	National Highway Performance Program
NHPPI	National Highway Performance Program - Interstate
NHS	National Highway System
RHC	Railroad-Highway Crossings
RHC-P	Railroad Highway Crossings Program
SAFETEA	Safe, Accountable, Flexible and Efficient Transportation Equity Act
SAFETEA-LU	Safe, Accountable, Flexible and Efficient Transportation Equity Act-A Legacy for Users
SCP	Safety Conscious Planning
SEC 5307	Federal Transit Section 5307 Formula Funds
SEC 5309	Federal Transit Section 5309 Discretionary Capital Program
SEC 5310	Federal Transit Section 5310 Not-for-Profit Transportation Van Fund
SEC 5339	Federal Transit Section 5339 Bus Purchase and Rehabilitation

STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STPU	Surface Transportation Program Urban
TAP	Transportation Alternative Program
TEA21	Transportation Equity Act for the 21 st Century
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USC	United States Code
VMT	Vehicle Miles of Travel
WBC	Wyoming Business Council
WYDOT	Wyoming Department of Transportation



Annual Operations and Performance Report
FY 2019



CATC – 307-265-1313



The Bus – 307-237-4287

January 22, 2020

Liz Becher, Director of Community Development
City of Casper
200 North David St.
Casper, WY 82601

Dear Liz,

The following pages represent the FY 2019 Operations Data and Performance report for CATC / The Bus.

Fiscal year 2019 was an eventful year at CATC as there was, for the first time in the Coalition's history, a change in leadership.

Other highlights included:

- Bus routes were streamlined and realigned for efficiency.
- Bus ridership increased nearly 5%
- CATC origin-to-destination service decreased just over 1.5%

We look forward to continuing to provide vital public transportation services to the Casper area in FY 2020.

If you have any questions or comments regarding the FY 2019 report, please contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John E. Jones', is written over a horizontal line.

John E. Jones, Executive Director

Casper Area Transportation Coalition

CATC/The Bus FY 2019 Annual Operations Performance and Data Report

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About Us

The Casper Area Transportation Coalition (CATC) was formed by the City of Casper as a 501(c)3 nonprofit by the consolidation and merger of three agencies – Project Mobility, Senior Center Transportation, and Community Recreation Transportation – that were providing limited transportation for the elderly and disabled. A governing board was formed with members appointed from these agencies and a liaison from the City of Casper. Several proposals were explored for the provision of service with a door-to-door, demand response model ultimately being chosen for CATC service. CATC began providing transit services primarily to the elderly and disabled on July 1, 1982.

By early the early 2000s, local social service agencies made CATC and the City of Casper aware of the transportation difficulties their clients with no vehicles of their own faced. Rather than trying to modify the existing door-to-door service to include riders whose basic need for transportation might be different from the elderly CATC served, the City and CATC began exploring the addition of a fixed route transit system.

In April, 2005 CATC began line service and deviated fixed route service in the City of Casper with the inception of The Bus. The Bus began with four fixed routes serving most areas of the City. In 2007, the Towns of Mills and Evansville expressed interest in providing line service and deviated fixed route services in their communities that would interconnect with The Bus network so that users could make trips into Casper and vice versa. The two Towns were able to obtain an operating grant from WYDOT's Transit Division for operations and both Towns obtained WYDOT capital assistance to purchase buses to augment the City fleet to provide services in each Town. The Bus is operated as an addition to CATC's ADA door-to-door service and gives users an additional option for accessing transportation services throughout the area.

Since 2005 the two services provided by the nonprofit CATC/The Bus have combined to provide the elderly, disabled, those who have no transportation of their own and the general public over 2.2 million one-way passenger trips.

In FY 2015-2016, due to budget reductions, service was realigned and reduced by 15% overall. In FY 2016 a consultant's study recommended realignment of all The Bus line service routes to promote efficiency and simplicity. This realignment was completed in June 2019.

CATC/The Bus has repeatedly been recognized as a leader among all 47 transit systems in Wyoming and nationally. The system has twice been named Wyoming Transit system of the year – in 2006 and 2011 – and received a Jefferson Award for Public Service in 2009. Former Executive Director Marge Cole was named Transit Administrator of the year in 2005. The National Transit Institute awarded the Understanding ADA award to CATC/The Bus in 2010.

Operations and equipment funding for CATC/The Bus is provided by a combination of federal, state and local funding. The City of Casper, the Towns of Mills, Evansville, and Bar Nunn, the

County of Natrona, and the Wyoming Department of Transportation (WYDOT) provide the local match to qualify for and access federal funds from the Federal Transit Administration (FTA).

Our Industry

- Riding public transportation is a significant way to cut transportation energy use and greenhouse gas emissions.
- Each year, transit passengers reduce their own use of fuel by the equivalent of 1.8 billion gallons of gasoline and reduce their own carbon dioxide emissions by 16.2 million metric tons.
- Combined with savings from improved traffic flow due to transit's impact on reducing congestion and secondary land use and travel reduction impacts, transit reduces annual fuel use by the equivalent of 4.2 billion gallons of gasoline and cuts carbon dioxide emissions by 37 million metric tons. That's pretty impressive.

Our Passengers

Each day, CATC/The Bus passengers make nearly 2,000 trips to work, school, medical appointments and other places. Can you imagine the additional traffic on our area streets and highways if all those trips were made with cars instead?

On average, the typical public transit rider consumes half the oil an automobile owner consumes. That's good news. Nearly 90 percent of CATC/The Bus passengers get to their buses using good old fashioned foot power, either walking or riding a bike. Your ridership helps CATC/The Bus help the environment. We hope we'll see you on a bus!

The Bus – line and deviated fixed route service

The Bus line service consists of six buses traveling along pre-determined routes on a set schedule. These routes serve locations throughout Casper, Evansville, and Mills. Deviation service is available upon request and if time and distance permit.

The following is a short summary of The Bus line and deviated fixed route service for FY 2019:

- The Bus provided 167,748 one way trips; this is an increase of 4.97% over the number provided in FY 2018.
- The Bus traveled 237,268 miles in revenue service; this is a decrease of 1.26% under the miles traveled in FY 2018.
- The Bus provided 22,729 hours of revenue service; this is an increase of 8.84% over the number of hours provided in FY 2018.
- In FY 2019, all Casper line service routes were above 5 passengers per hour which is our service target. Mill and Evansville line services were below that goal however, as of this writing, Evansville service is performing above the goal and Mills service has moved to

3.5 passengers per hour. We expect this upward trend to continue with both the Purple (Mills) and Orange (Evansville) routes

CATC ADA Paratransit Services

CATC is an origin-to-destination, shared ride service provided specifically to allow persons with disabilities to access personal needs, medical appointments and services, educational opportunities, and employment throughout Casper, Evansville, Mills, Bar Nunn and some areas of Natrona County. CATC operates service Monday through Saturday and the base fare is \$2.00 each way.

The following is a summary of FY 2019 CATC operations:

- CATC provided 45,655 one-way trips; this is a decrease of 1.51% under the number provided in FY 2018.
- CATC traveled 226,303 miles in revenue service; this is a decrease of 1.60% under the miles traveled in FY 2018.
- CATC provided 19,722 hours of revenue service; this is a decrease of 3.96% under the number of hours provided in FY 2018.
- Passengers per hour on CATC service are below our performance target of 3 passengers per hour. We are working to improve this through more efficient scheduling that will allow more riders to schedule trips each day.

CATC/The Bus Preventive Maintenance program

The CATC/The Bus preventive maintenance program is provided by the City of Casper's Fleet Services department located on K Street.

In FY 2019, preventive maintenance was 99.21% time (within +/- 10% of the planned interval).

CATC/The Bus Fleet Average age and mileage

All CATC/The Bus fleet vehicles are maintained under the FTA mandated Transit Asset Management (TAM) plan. Under that plan the lifecycle for all revenue service vehicles is 10 years.

- The CATC fleet has an average age of 5.24 years and an average mileage of 169,605 miles.
- The Bus fleet has an average age of 4.65 years and an average mileage of 137,230 miles.

The following pages offer more detail into the operations performance of CATC/The Bus.

Casper Area Transportation Coalition
The Bus Route Performance Report
FY 2019

Route Metric	System	Blue	Red	Green	Yellow	Purple	Orange
Total Passengers Trips	167,748	65,203	21,085	33,176	28,716	8,923	10,645
Revenue Service Miles	237,268	31,460	35,260	46,205	46,360	45,737	32,246
Passenger Trips per Revenue Mile	0.71	2.07	0.60	0.72	0.62	0.20	0.33
Revenue Service Hours	22,728.81	5,517.32	3,413.58	4,104.99	3,660.45	3,043.79	2,988.68
Passenger Trips per Revenue Hour	7.38	11.82	6.18	8.08	7.84	2.93	3.56
Total Operating Cost	\$ 821,037.00						
Cash & Agency Fares Collected	\$ 95,605.50						
Operating (recovery) Ratio	11.64%						
Operating Cost per Revenue Mile	\$ 3.46						
Operating Cost per Revenue Hour	\$ 36.12						
Operating Cost per Passenger Trip	\$ 4.89						
Percentage of Total Hours per Route		13.26%	14.86%	19.47%	19.54%	19.28%	13.59%
Percentage of Total Passengers per Route		38.87%	12.57%	19.78%	17.12%	5.32%	6.35%

Casper Area Transportation Coalition (CATC)
Americans with Disabilities Act Compliance
Monthly Statistical and Performance Summary
FY 2019

Passenger Trip Data	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	FY 19 YTD
Total CATC ADA Trips Provided	3,595	3,772	3,515	4,227	3,847	3,403	4,116	3,771	3,661	4,158	4,173	3,417	45,655
Total CATC ADA Revenue Miles Operated	19,655	20,450	17,130	20,237	18,460	16,545	20,011	17,902	18,144	20,098	20,199	17,472	226,303
Total CATC ADA Revenue Hours Operated	1,651	1,825	1,467	1,734	1,610	1,493	1,775	1,594	1,602	1,723	1,726	1,523	19,722
CATC Passengers per Revenue Mile	0.18	0.18	0.21	0.21	0.21	0.21	0.21	0.21	0.20	0.21	0.21	0.20	0.20
CATC Passengers per Revenue Hour	2.18	2.07	2.40	2.44	2.39	2.28	2.32	2.37	2.29	2.41	2.42	2.24	2.31
ADA Trip Performance Metrics													
CATC ADA No Shows	69	68	55	59	70	74	65	58	64	74	71	52	779
CATC ADA Denials	10	29	55	34	70	29	47	40	24	26	21	28	413
On-Time Performance													
On-Time within Stated Window	99.98%	99.91%	100.00%	99.98%	100.00%	99.93%	99.98%	100.00%	100.00%	99.92%	99.98%	99.98%	99.97%
On-Time for Specific Appointment	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Number of ADA Related Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Missed Trips	0	0	0	0	0	0	0	0	0	0	0	0	0
Lifts Determined Inoperable	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Passenger Incidents / Accidents	0	0	0	0	0	0	0	0	0	1	0	1	2
ADA Vehicle Accidents	0	0	0	0	0	0	0	0	2	0	0	0	2
Excessively Long ADA Trips (<i>exceeds 60 minutes</i>)	0	0	0	0	0	0	0	0	0	0	0	0	0
Average Call Hold Times	1:52	1:43	1:56	1:48	1:52	1:44	1:21	1:15	1:07	1:09	1:11	1:55	1:34
Standards:													
On-Time Performance Within Stated Window: 98%													
ADA Trip Denials: 15 or less per month													
ADA Missed Trips: 5 or less per month													
Excessively Long ADA Trips: 5 or less per month													
Call Hold Times: Average 2:00 or less per month, per call													

CATC ADA Trip Data Summary
FY 2019

CATC Operations Summary FY 2019		FY 2019 Totals
Total CATC ADA Trips Provided		45,655
Total CATC ADA Revenue Miles Operated		226,303
Total CATC ADA Revenue Hours Operated		19,722
CATC Passengers per Revenue Mile		0.20
CATC Passengers per Revenue Hour		2.31
CATC Total Operating Cost	\$	1,223,799.00
Cash & Agency Fares Collected	\$	61,002.00
Operating (recovery) Ratio		4.98%
Operating Cost per Revenue Mile	\$	5.41
Operating Cost Per Revenue Hour	\$	62.05
Operating Cost per Passenger Trip	\$	26.81

CATC / The Bus Consolidated Operations Data
FY 2019

CATC / The Bus FY 2019 Consolidated Operations Data	FY 2019 Totals All Services	FY 2019 Totals The Bus	FY 2019 Totals CATC ADA
Total Trips Provided	213,403	167,748	45,655
Total Revenue Miles Operated	463,571	237,268	226,303
Total Revenue Hours Operated	42,451	22,728.81	19,722
Total Passengers per Revenue Mile	0.46	0.71	0.20
Total Passengers per Revenue Hour	5.03	7.38	2.31
Total Operating Cost	\$ 2,044,836.00	\$ 821,037.00	\$ 1,223,799.00
Cash & Agency Fares Collected	\$ 156,607.50	\$ 95,605.50	\$ 61,002.00
Operating (recovery) Ratio	7.66%	11.64%	4.98%
Operating Cost per Revenue Mile	\$ 4.41	\$ 3.46	\$ 5.41
Operating Cost Per Revenue Hour	\$ 48.17	\$ 36.12	\$ 62.05
Operating Cost per Passenger Trip	\$ 9.58	\$ 4.89	\$ 26.81

CATC Preventive Maintenance Program Performance
CY 2019

Month	On Time %	Over 5%	Over 10%	Over 10% +
January	100.00%	0.00%	0.00%	0.00%
February	100.00%	0.00%	0.00%	0.00%
March	100.00%	0.00%	0.00%	0.00%
April	100.00%	0.00%	0.00%	0.00%
May	95.24%	0.00%	0.00%	4.76%
June	100.00%	0.00%	0.00%	0.00%
July	100.00%	0.00%	0.00%	0.00%
August	100.00%	0.00%	0.00%	0.00%
September	100.00%	0.00%	0.00%	0.00%
October	100.00%	0.00%	0.00%	0.00%
November	100.00%	0.00%	0.00%	0.00%
December	95.24%	4.76%	0.00%	0.00%
2019 Average	99.21%	0.397%	0.00%	0.397%

CATC / The Bus
Fleet Average Age Mileage
Year End FY 2019

	Average Age (yrs.)	Average Mileage
CATC Fleet	5.24	169,605
The Bus Fleet	4.65	137,230

FIFTH CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH ORDER REGARDING BARS, RESTAURANTS, THEATERS, GYMNASIUMS, CHILD CARE FACILITIES, K-12 SCHOOLS, COLLEGES, UNIVERSITIES, AND TRADE SCHOOLS

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

Due in part to the vigilance of Wyoming residents, the metrics measuring outbreak progress and healthcare system capacity allow for the Wyoming Department of Health to continue the process of incrementally lifting restrictions in previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved by the County Health Officer and the State Health Officer. This Order also continues to authorize restaurants, bars, theaters, gymnasiums, and child care facilities to operate under certain conditions. This Order also continues to authorize K-12 schools, colleges, universities, and trade schools to provide limited on-site instruction to students who need specialized assistance or services, or for technical courses that require specific equipment for instruction under certain conditions.

This Order is effective on June 1, 2020, and shall remain in effect through June 15, 2020, unless the Wyoming Department of Health revokes or extends this Order before June 15, 2020.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 648 confirmed cases of COVID-19 in Wyoming as of May 26, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 13 deaths in Wyoming related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new)

coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close theaters, schools, and other public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv), beginning on June 1, 2020, and continuing through June 15, 2020, unless revoked or extended by the Wyoming Department of Health before June 15, 2020, restaurants, food courts, cafes, coffeehouses, bars, taverns, brew pubs, breweries, microbreweries, distillery pubs, wineries, tasting rooms, special licensees, clubs, cigar bars, and other places of public accommodation offering food, beverages, or alcoholic beverages for on-premises consumption may provide

services (indoors and outdoors) under the following restrictions, to be enforced by the business owner:

- a. All patrons shall be seated at tables (for purposes of this Order, booths are included in the definition of tables);
- b. Tables must be limited to groups of 6, preferably of the same household, however, a business may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household;
- c. Tables with patrons must be positioned such that patrons at different tables are at least 6 feet apart (and preferably 10 feet apart) on all sides when seated; the number of people in a confined area at any time must be limited in such a way as to allow for adequate distancing between tables;
- d. Signage must be positioned on premises reminding separate parties to stand at least 6 feet apart; designated waiting areas must have floor markers to indicate proper spacing;
- e. Physical distancing guidelines must be maintained while customers enter and remain on premises;
- f. Staff that come within 6 feet of customers or other staff shall wear face coverings; staff shall perform hand hygiene between interactions with each table;
- g. Cups, lids, napkins, and straws must be handed directly to customers by staff;
- h. Tables must not be set prior to customer arrival; staff shall avoid touching items that have been placed on the table; tables must be cleared by dedicated staff once all guests have left the table;
- i. Dedicated staff shall sanitize all areas occupied by customers upon customer departure, including tables, menus, pens, salt and pepper shakers, tables, chairs, etc. (consider the use of disposable items as necessary);
- j. The business shall not operate without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
- k. Hand sanitizer shall be available at the business entrance and immediately adjacent to all bathrooms;
- l. Cleaning and disinfecting shall be performed in the morning, afternoon, and evening; all tables, chairs, door handles, floors, and bathrooms, and any high-touch surfaces must be cleaned and disinfected;

- m. No self-serve food service or buffet options shall be available unless food is pre-packaged; drink refills are not allowed in the same containers;
 - n. Gloves shall be worn when handling to-go boxes, pizza boxes, paper cups, and any other paper product that touches food;
 - o. Staff shall use gloves when handling ready-to-eat foods (including ice); gloves are not required when handling foods that have yet to be cooked;
 - p. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer;
 - q. Self-service condiments shall not be used, unless the condiments can be cleaned adequately between customers;
 - r. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options and food containers;
 - s. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - t. Playgrounds at the business must remain closed;
 - u. No dart/pool leagues, dances, or karaoke may take place at the business; and
 - v. Signage must remind customers not to enter the business if they have symptoms of COVID-19 and must be displayed at the business entrance.
2. Gymnasiums may re-open or continue to operate in a limited capacity, under the following restrictions, to be enforced by the owner of the facility:
- a. Staff that come within 6 feet of customers or other staff shall wear face coverings;
 - b. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer;

- c. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - d. Close-contact group activities, including close-contact sports, are prohibited; personal training is permitted;
 - e. Locker rooms may be open, provided that lockers are assigned by patron and are disinfected by staff after each use; showers may be open, provided that proper cleaning is performed; at all times, physical distancing must be maintained in locker rooms;
 - f. Workout equipment must be no less than 6 feet apart (and preferably 10 feet apart), enforced by staff during operation;
 - g. Workout equipment must be cleaned by staff in between each patron use;
 - h. Handwashing stations, or hand sanitizer, must be readily available for all patrons;
 - i. Group workout classes are permitted, provided that at all times, each participant can remain at least 6 feet away from other participants of the class; class sizes shall be limited to 25 participants;
 - j. Overall number of patrons in the entire facility must not exceed 1 person per 120 square feet, and patrons must maintain physical distancing during their workout;
 - k. Swimming pools shall be limited to one swimmer per lane;
 - l. Spas and saunas shall remain closed;
 - m. The business shall not operate without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies; and
 - n. Signage must be displayed reminding customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance.
3. Movie theaters, performance theaters, opera houses, concert halls, and music halls may re-open or continue to operate in a limited capacity, under the following restrictions to be enforced by the owner of the facility:
- a. Groups of patrons seated together must be limited to 6, preferably of the same household, however, a business may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household;

- b. A 6-foot distance must be maintained between individual groups at all times, including in waiting areas and while seated in the facility;
- c. The number of people in a confined area at any time must be limited to allow for adequate distancing between groups;
- d. Close contact between members of different groups is prohibited before, during, and after each performance;
- e. Signage must remind patrons to remain at least 6 feet apart from other groups of people; waiting areas must have floor markers to indicate proper spacing;
- f. Staff shall perform hand hygiene between interactions with each customer or party;
- g. Staff that come within 6 feet of customers or other staff shall wear a face covering;
- h. Patrons should be encouraged to wear face coverings to the greatest extent practicable;
- i. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer;
- j. The business shall not operate without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
- k. Hand sanitizer must be available at the entrance to the facility and immediately adjacent to the bathrooms;
- l. The facility must be thoroughly cleaned and disinfected prior to and after each performance; all countertops, seating, armrests, door handles, floors, bathrooms, and any high-touch surfaces must be cleaned and disinfected according to CDC guidelines for cleaning;
- m. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
- n. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;

- o. Signage must remind customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance; and
 - p. Food service must follow the provisions for restaurants in paragraph 1 above.
 - 4. For clarity, this Order does not apply to any of the following:
 - a. Places of public accommodation that offer food and beverage not for on-premises consumption, including grocery stores, markets, retail stores that offer food, convenience stores, pharmacies, drug stores, and food pantries;
 - b. Room service in hotels;
 - c. Health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities;
 - d. Crisis shelters or similar institutions;
 - e. Airport concessionaires; and
 - f. Any emergency facilities necessary for the response to the events surrounding the public health emergency and state of emergency caused by COVID-19.
 - 5. In order to help protect the health and safety of children, child care centers or home daycares may re-open or continue to operate under the following conditions:
 - a. The child care provider shall restrict groups of people (children and providers) to 25 in each separate room in accordance with all rules governing child to provider ratios. The child care provider may allow 25 or more people in the facility only if each group of 25 individuals is in a room separated by walls from other groups in accordance with all rules governing child to provider ratios;
 - b. The child care provider shall ensure that all people (children and providers) wash hands with soap and water upon arrival to the facility;
 - c. The child care provider shall ensure that staff and children are screened for symptoms of COVID-19 at the beginning of the day on arrival and may not allow any symptomatic individuals to enter the facility; logs of the employee screening activity must be kept and made available for inspection by the local health officer;
 - d. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;

- e. In the event of a confirmed case of COVID-19 within the facility, the provider shall close the facility and consult with their local county health officer on next steps and when to re-open;
 - f. The child care provider shall ensure that enrolled children are met at the entrance and that parents, or other individuals dropping off or picking up children, do not enter the facility, unless absolutely necessary; and
 - g. The child care provider shall ensure that surfaces and areas that are used and touched often are cleaned and sanitized after each use (e.g. shared toys, keyboards, desks, remote controls) or at least twice a day (e.g. doorknobs, light switches, toilet handles, sink handles, countertops).
6. Child care providers operating under the measures in paragraph 5 shall prioritize providing child care for children of essential personnel. "Essential personnel" include:
- a. Staff and providers of childcare and education services, including custodial and kitchen staff and other support staff, who do not do their work remotely;
 - b. Providers of healthcare including, but not limited to, employees of clinics, hospitals, nursing homes, long-term care and post-acute care facilities, respite houses, designated agencies, emergency medical services, as well as necessary custodial, kitchen, administrative, and other support staff;
 - c. Criminal justice personnel including those in law enforcement, courts, and correctional services;
 - d. Public health employees;
 - e. Firefighters, Wyoming National Guard personnel called to duty for responding to COVID-19, and other first responders;
 - f. Government (Federal, State, and local) employees determined to be essential for response to the COVID-19 crisis;
 - g. Active duty military staff;
 - h. Pharmacy staff;
 - i. Foster families with children through grade 8;
 - j. 2-1-1 and 9-1-1 call center staff; critical infrastructure and utility workers, including electrical, plumbing, telecommunications, water, and wastewater operators, workers, and staff;
 - k. State, municipal, and commercial public works and sanitation crews;

- l. Grocery and food supply workers;
 - m. Supply chain, postal, and delivery drivers and warehouse workers;
 - n. Manufacturers of medical devices, equipment, testing equipment, and supplies; and
 - o. Fuel distribution workers.
7. In addition to the measures noted above, a child care center or home daycare that remains open is required to follow all health guidelines from the CDC and Wyoming Department of Health for limiting the risk of transmission of COVID-19, to the extent possible when caring for children.
8. As child care is a critical part of the infrastructure of Wyoming, allowing essential systems to function, in the event a County Health Officer closes a child care facility under the direction and supervision of the State Health Officer, the County Health Officer shall work with local child care providers to make available limited child care services for essential personnel, as described above.
9. All K-12 schools, colleges, universities, and trade schools shall not hold in person classes until no sooner than June 15, 2020, unless an exception is granted under paragraph 11 or a Countywide Variance Order is granted under paragraph 12. Staff and teachers may continue to work in school or facility buildings to facilitate adaptive learning/instruction or to complete required administrative tasks. Food may still be prepared to be made available to those in need.
10. K-12 schools, colleges, universities, and trade schools may provide limited on-site instruction to students who need specialized assistance or services, or for technical courses that require specific equipment for instruction. K-12 schools, universities, colleges, and trade schools offering these services shall operate under the following provisions:
- a. Groups shall be limited to 25 people (students and teachers); the facility shall restrict groups of people to 25 in each separate room; the facility may allow more than 25 people in the facility only if each group of 25 is in a room separated by walls from other groups;
 - b. Spacing of at least 6 feet between people must be maintained whenever possible; face coverings shall be worn in situations where 6 feet of separation cannot be maintained;
 - c. Students and staff shall be screened each day for symptoms of COVID-19, or exposure to an individual with COVID-19; students or staff who are ill shall not participate in onsite activities; students and staff who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to participate in onsite activities; staff logs of screening must be kept and made available for inspection by the local health officer;

- d. All facilities, and surfaces therein, shall be cleaned and disinfected according to CDC guidelines before and after student use;
 - e. Six foot spacing of students during transportation to and from the facility must be maintained as much as practicable; and
 - f. Hand hygiene must be performed frequently within the facility.
11. Specific exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented. Any specific exception under this paragraph must be approved in writing by the State Health Officer and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
12. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive or more restrictive than the measures imposed in this Order.
13. This Order is entered in conjunction with the statewide public health orders titled “Fifth Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Twenty-Five (25) People”, entered May 27, 2020, and “Fifth Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services”, entered May 27, 2020.
14. This Order supersedes all individual county health orders currently in effect.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 27 DAY OF May, 2020.



Alexia Harrist
Wyoming State Health Officer

**FIFTH CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH
ORDER #2: REGARDING GATHERINGS
OF MORE THAN TWENTY-FIVE (25) PEOPLE**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

Due in part to the vigilance of Wyoming residents, the metrics measuring outbreak progress and healthcare system capacity allow for the Wyoming Department of Health to continue the process of incrementally lifting restrictions in previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved by the County Health Officer and the State Health Officer. This Order also continues to authorize gatherings of 25 people or less and authorizes certain other gatherings with conditions.

This Order is effective on June 1, 2020, and shall remain in effect through June 15, 2020, unless the Wyoming Department of Health revokes or extends this Order before June 15, 2020.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 648 confirmed cases of COVID-19 in Wyoming as of May 26, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 13 deaths in Wyoming related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...]. The spread of COVID-19 within our Nation's

communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. Gatherings of more than twenty-five (25) people are prohibited in order to help stop the spread of COVID-19 and protect the health of the public.
2. "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, more than twenty-five (25) people in a single room or a single confined space (whether indoor or outdoor) at the same time.
3. Gatherings at the following are exempted from this Order:
 - a. Hotels and motels for lodging purposes;

- b. Livestock auctions;
 - c. Groups of workers being transported to a location for their jobs;
 - d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
 - e. Federal, State, and local government facilities, including government service centers;
 - f. Relief facilities, including food pantries and shelter facilities;
 - g. Residential buildings, excluding individual household residences;
 - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
 - i. Truck stops, gas stations, and auto-repair facilities;
 - j. Retail or business establishments, where more than twenty-five (25) people may be present but are generally not within six (6) feet of one another;
 - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
 - l. Alcohol and drug treatment centers; and
 - m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies.
4. Religious or faith based organizations and funeral homes may allow gatherings of more than 25 people subject to the following conditions, to be enforced by the religious or faith based organization leaders/staff or the staff of the funeral home:
- a. A 6-foot distance must be maintained between individual household groups at all times;
 - b. The number of people in a confined area at any time must be limited to allow for adequate distancing between households;
 - c. Close contact between members of different households is prohibited before, during, and after the gathering;
 - d. Reading materials, collection plates, and communion trays shall be passed out to individual attendees by the leaders/staff rather than passed between attendees;

- e. Prior to the gathering, religious or faith based organization leaders/staff and staff of funeral homes must be screened for symptoms of COVID-19, or exposure to a person with COVID-19 during the previous 14 days. Staff or leaders with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the gathering; staff logs of the screening activity shall be kept and made available for inspection by the local health officer;
 - f. The entire facility shall be cleaned thoroughly, including all high touch areas before and after each gathering, according to CDC guidelines for cleaning;
 - g. Communion shall be served in individual containers if possible; if communion is given directly into the mouth or hand, thorough hand hygiene and the use of face coverings, to the extent practical, during close interactions between individuals should be utilized;
 - h. There shall be no exchange of food or drink, with the exception of subsection g; and
 - i. Staff who come within 6 feet of attendees or other staff must wear a face covering.
5. Event venues not specifically identified by name or type within this Order may allow outdoor gatherings of more than 25 people but no more than 250 people subject to the following conditions, to be enforced by the host or organizer of the event. Events that occur in these venues include by way of example but are not limited to rodeos, speedway motor races, concerts, sporting events, fairs, parades, track and field races, farmer's markets, fireworks shows, weddings, and any other event of a similar nature not otherwise specifically identified herein.
- a. Groups of attendees seated or standing together must be limited to 6, preferably of the same household, however, an event may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household;
 - b. A 6-foot distance must be maintained between individual groups at all times, including but not limited to entrances, exits, concessions, ticket booths, and restrooms;
 - c. The number of people in any confined area of the event must be limited to allow for adequate distancing between households;
 - d. Close contact between members of different households is prohibited before, during, and after the event;
 - e. Prior to the event, staff, hosts/organizers of the event, and event participants (not event attendees) must be screened for symptoms of COVID-19, or exposure to a person with COVID-19 during the previous 14 days. Staff, hosts/organizers, or event participants with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the event; logs of the screening activity shall be kept and made available for inspection by the local health officer;

- f. The entire event facility, to the extent there are outdoor facilities, shall be cleaned thoroughly, including all high touch areas before and after each event, according to CDC guidelines for cleaning;
 - g. Staff who come within 6 feet of event attendees or other staff must wear a face covering;
 - h. In the event the required 6 feet of distance between individual groups cannot be maintained, face coverings must be worn during the event, to the greatest extent possible;
 - i. The event shall not take place without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - j. The event shall encourage contactless and non-signature payment, as applicable; if not possible for the attendee, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;
 - k. Signage must remind attendees not to enter if they have symptoms of COVID-19, and the signage must be displayed at the entrance of the event; signage must also be positioned on event premises reminding separate parties to stand at least 6 feet apart;
 - l. Food and beverage service shall follow the provisions for restaurants in the Fifth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools;
 - m. Participants in sporting events shall not congregate in groups larger than 25 individuals;
 - n. The event should follow the public health recommendations of the Centers for Disease Control and the Wyoming Department of Health, including washing hands often with soap and water, practicing social distancing by avoiding close contact with others, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and wearing a face covering when in public; and
 - o. For clarity, the 250 person limit is not calculated by adding participants and spectators/attendees together. That is, up to 250 attendees at an event may gather in addition to the participants in the event.
6. Additional specific gathering exceptions to the prohibitions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at the gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer

and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.

7. Countywide variances to the prohibitions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
8. This Order is entered in conjunction with the statewide public health orders titled "Fifth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered May 27, 2020, and "Fifth Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered May 27, 2020.
9. This Order supersedes all individual county health orders currently in effect.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 27 DAY OF May, 2020.



Alexia Harrist
Wyoming State Health Officer

**FIFTH CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH
ORDER #3 REGARDING NAIL SALONS, HAIR SALONS, BARBER SHOPS,
MASSAGE THERAPY SERVICES, TATTOO, BODY ART AND PIERCING SHOPS,
AND COSMETOLOGY, ELECTROLOGY, AND ESTHETIC SERVICES**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

Due in part to the vigilance of Wyoming residents, the metrics measuring outbreak progress and healthcare system capacity allow for the Wyoming Department of Health to continue the process of incrementally lifting restrictions in previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved by the County Health Officer and the State Health Officer. This Order also continues to authorize the businesses outlined in this Order to operate under certain conditions.

This Order is effective on June 1, 2020, and shall remain in effect through June 15, 2020, unless the Wyoming Department of Health revokes or extends this Order before June 15, 2020.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 648 confirmed cases of COVID-19 in Wyoming as of May 26, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 13 deaths in Wyoming related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 (the virus)" was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's communities

threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close certain public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv), beginning on June 1, 2020, and continuing through June 15, 2020, unless revoked or extended by the Wyoming Department of Health before June 15, 2020, nail salons, hair salons, barber shops, cosmetology, electrology, and esthetic services, massage therapy services (excluding massages performed for medical purposes which are exempt from this Order) and tattoo, body art, and piercing shops may re-open or continue to operate under the following conditions:
 - a. Patrons shall only receive services at stations with at least 6 feet of separation on all sides from other stations serving patrons;

- b. The number of people (patrons and staff) in a confined area at any time shall be limited in such a way as to allow for adequate spacing between stations;
 - c. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity shall be kept and made available for inspection by the local health officer;
 - d. All patrons shall wear face coverings as much as possible when receiving service;
 - e. All staff must wear face coverings when within 6 feet of customers or other staff;
 - f. Service shall be provided by appointment only;
 - g. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - h. Patrons in waiting areas shall remain 6 feet apart; waiting areas must have floor markers to indicate proper spacing;
 - i. Cleaning and sanitizing shall be completed after each patron is served, including hand washing and surface sanitation;
 - j. The business shall not operate without appropriate protective equipment for staff (face coverings, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - k. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options; and
 - l. Signage must remind customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance.
2. The restrictions imposed by this Order do not prohibit owners, employees, contractors, vendors, or suppliers of the services listed above from entering, exiting, or occupying that place of business in their professional capacity.
3. Specific service provider exceptions to the restrictions within this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented by the service provider. Any specific exception under this paragraph shall be approved in writing by the State Health Officer and

may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.

4. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
5. This Order is entered in conjunction with the statewide public health orders titled “Fifth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools”, entered May 27, 2020, and “Fifth Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Twenty-Five (25) People”, entered May 27, 2020.
6. This Order supersedes all individual county health orders currently in effect.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 27 DAY OF May, 2020.



Alexia Harrist
Wyoming State Health Officer



OFFICE OF THE MAYOR

CITY OF CASPER

200 NORTH DAVID STREET
CASPER, WYOMING 82601-1815
PHONE (307) 235-8224
FAX: (307) 235-8313
www.cityofcasperwy.com

May 29, 2020

Mr. Matt Keating
Natrona County Assessor
200 North Center Street, Suite 141
Casper, WY 82601

Dear Mr. Keating:

The Casper City Council and I have received numerous citizen inquiries concerning property valuations in Natrona County, and specifically in Casper. Because of the relatively high volume of citizen input we have received, we would like to become more knowledgeable ourselves. Will you please accept our invitation to participate in one of our Casper City Council work sessions and help us to understand recent property valuations in Natrona County?

Our work sessions occur from 4:30 p.m. to roughly 7 p.m. on the second and fourth Tuesdays of every month and we generally will allocate 30 to 40 minutes for a topic such as this. We will happily accommodate the time and date that fits best with your schedule.

Thank you for your consideration of our invitation. If you are able to accept, please call our city clerk's office at 235-7568 to arrange a time.

Sincerely,

Steven K. Freel
Mayor

ORDINANCE NO. 11-20

AN ORDINANCE AMENDING CHAPTER 8.40 OF THE
CASPER MUNICIPAL CODE, PERTAINING TO LITTER
CONTROL.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE CITY OF CASPER, WYOMING;

SECTION 1:

That Section 8.40.050 of the Casper Municipal Code is hereby amended to add the language
identified in bold/capital letters, to read as follows:

8.40.050 Construction and Demolition Projects

A. It is unlawful for the owner, agent or contractor in charge of any construction or demolition
site to cause, maintain, permit or allow to be caused, maintained or permitted the
accumulation, other than as restricted by subsection (B) of this section, of any litter on at, or
originating from the site within thirty days prior to the commencement of construction or
demolition, or during or within thirty days after completion of the construction or demolition.

B. For the purpose of eliminating and containing windblown debris and litter. ~~The~~ owner, agent
or contractor shall have and maintain, on the site, at least one containers, **WITH
COVERS**, and shall make appropriate arrangements for the collection thereof or shall
transport the same by himself or his agent or employee to an authorized facility for final
disposition. **ANY POTENTIAL WINDBLOWN MATERIALS MUST BE PLACED
WITHIN COVERED CONTAINERS. ACCEPTABLE EXAMPLES COVERS ARE
ILLUSTRATED HERE:**

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SECTION 2:

This ordinance shall be in full force and effect from and after passage on three readings and
publication.

PASSED on 1st reading the ____ day of _____, 2020.

PASSED on 2nd reading the ____ day of _____, 2020.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading
the ____ day of _____, 2020.

APPROVED AS TO FORM:

ATTEST:

Fleur Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Steven K. Freel
Mayor



May 20, 2020

MEMO TO: J. Carter Napier, City Manager

FROM: Andrew Beamer, P.E., Public Services Director

SUBJECT: Gorgan Hill Development - Street Grades

Meeting Type & Date:
Council Work Session
May 26th, 2020

Action Type:
Information Only

Summary:

For local roadways, Casper Municipal Code allows grades up to 8% for terrain classified as 'Rolling,' and grades up to 15% for terrain classified as 'Hilly.' 'Rolling' terrain is classified as existing grades between 8.1% and 15%. 'Hilly' terrain is classified as existing grades over 15%.

The proposed Gorgan Hills development would be classified as 'Hilly' and would be permitted to install streets with a max grade of 15%. For comparisons, E. 11th Street between Bonnie Brae Ave. and S. Jefferson St., adjacent Washington Park, also has a max grade of 15%. It should be noted that the street layout proposed by the developer could be modified to better follow the natural contours, thereby reducing the amount of dirt-work necessary to construct the roadway.