

COUNCIL WORK SESSION
Tuesday, March 12, 2013, 4:30 p.m.
Council Chambers
Casper City Hall

AGENDA

1. Keeping of Bees in the City Limits
2. FY13 Community Promotions Funding – Round II/Funding Requests
3. Replacement of Enhanced 911 Telephone System
4. Casper Fire-EMS Station No. 3 Alternate Dispatch Center
5. Discussion of Ordinance Pertaining to Smoking in Public Places

October 25, 2012

The Honorable Kenye Schlager
Mayor of Casper
200 N. David Street
Casper, WY 82601

Dear Mayor Schlager,

I would like to address your City Council regarding keeping bees in the city limits of Casper.
Could you kindly place this item on a future work session agenda?

Cordially,

Bunky Loucks
1555 West Coffman Ave.
Casper, Wyoming

259-0195

To: The Honorable Mayor and City of Casper council members,

Please find enclosed some helpful information on the benefits of small and local beekeeping. Also, I have included two city ordinances and regulations on lawful beekeeping in the cities of Salt Lake City, UT, and Aurora, CO that have been recently redrafted to promote beekeeping for the local hobbyist beekeepers. The language in these helpful ordinances can be used to draft similar rules for the city of Casper.

If the council so allows, I would be very happy to address this issue before the body at the March 12th regular meeting.

I will also have two other community leaders that would like to speak briefly on the benefits of having hobbyist beekeepers in the community.

Regards,

Bunky loucks

SALT LAKE CITY ORDINANCE

No. 71 of 2009

(Amending Section 8.04.010 to Add Definitions Related to Beekeeping and Enacting Chapter 8.10 to Establish Beekeeping Regulations)

An Ordinance Amending Section 8.04.010, Salt Lake City Code, to add definitions related to beekeeping and enacting Chapter 8.10, Salt Lake City Code, to authorize beekeeping subject

WHEREAS, honeybees benefit mankind by providing agriculture, fruit, and garden pollination services and by furnishing honey, wax, and other useful products; and

WHEREAS, bees, via pollination, are responsible for 15 to 30 percent of the food eaten by

WHEREAS, in the last 50 years the domesticated honeybee population, on which most farmers depend for pollination, has declined by about 50 percent, and

WHEREAS, Salt Lake City allowed apiaries in agriculturally zoned areas until the 1980s when concerns about killer bees led to the prohibition of apiaries in the City, and

WHEREAS, domestic strains of honeybees have been selectively bred for desirable traits, including gentleness, honey production, reduced swarming, pollination attributes, and other characteristics which are desirable to foster and maintain; and

WHEREAS, gentle strains of honeybees can be maintained within populated areas in without causing a nuisance if properly located, managed, and maintained, and

WHEREAS, the City Council of Salt Lake City, Utah, (i) desires to amend Section 8.04.010, Salt Lake City Code, to add definitions related to beekeeping and to enact Chapter 8.10, Salt Lake City Code, to authorize beekeeping subject to certain regulations as set forth below, and (ii) finds such action reasonably furthers the health, safety, and general welfare of the citizens of Salt Lake City.

NOW, THEREFORE, be it ordained by the City Council of Salt Lake City, Utah:

SECTION 1. Amending Section 8.04.010. That Section 8.04.010 of the Salt Lake City Code, shall be, and hereby is, amended to include definitions of "Apiary," "Beekeeper," "Beekeeping Equipment," "Colony," "Hive," and "Honeybee" which shall be inserted in alphabetical order and shall read as follows:

APIARY: Any place where one (1) or more colonies of bees are located.

BEEKEEPER: A person who owns or has charge of one (1) or more colonies of bees.

BEEKEEPING EQUIPMENT: Anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards, and extractors.

COLONY: Bees in any hive including queens, workers, or drones.

HIVE: A frame hive, box hive, box, barrel, log, gum skep, or other artificial or natural receptacle which may be used to house bees.

HONEYBEE: The common honeybee, *Apis mellifera* species, at any stage of development, but not including the African honeybee, *Apis mellifera scutellata* species, or any hybrid thereof.

SECTION 2. Enacting Chapter 8.10. That Chapter 8.10 of the Salt Lake City Code shall be, and hereby is, enacted to authorize beekeeping subject to certain regulations, as follows:

Chapter 8.10

BEEKEEPING

The purpose of this chapter is to authorize beekeeping subject to certain requirements intended to avoid problems that may otherwise be associated with beekeeping in populated areas.

8.10.020: CERTAIN CONDUCT UNLAWFUL:

Notwithstanding compliance with the various requirements of this chapter, it shall be unlawful for any person to maintain an apiary or to keep any colony on any property in a manner that threatens public health or safety, or creates a nuisance.

8.10.030: HIVES ON RESIDENTIAL LOTS:

A. As provided in this chapter, and notwithstanding any contrary provision in Title 21A of this code, an apiary, consisting of not more than five (5) hives or an equivalent capacity, may be maintained in a side yard or the rear yard of any residential lot. On a residential lot which is larger one-half (0.5) acre or larger, the number of hives located on the lot may be increased to ten (10) hives.

B. A person shall not locate or allow a hive on property owned or occupied by another person without first obtaining written permission from the owner or occupant.

8.10.040: BEEKEEPER REGISTRATION:

Each beekeeper shall be registered with the Utah Department of Agriculture and Food as provided in the Utah Bee Inspection Act set forth in Title 4, Chapter 11 of the Utah Code, as amended.

8.10.050: HIVES:

A. Honeybee colonies shall be kept in hives with removable frames which shall be kept in sound and usable condition.

B. Hives shall be placed at least five (5) feet from any property line and six (6) inches above the ground, as measured from the ground to the lowest portion of the hive; provided, however, that this requirement may be waived in writing by the adjoining property owner.

C. Hives shall be operated and maintained as provided in the Utah Bee Inspection Act.

D. Each hive shall be conspicuously marked with the owner's name, address, telephone number, and state registration number.

8.10.060: FLYWAYS:

A hive shall be placed on property so the general flight pattern of bees is in a direction that will deter bee contact with humans and domesticated animals. If any portion of a hive is located within fifteen (15) feet from an area which provides public access or from a property line on the lot where an apiary is located, as measured from the nearest point on the hive to the property line, a flyway barrier at least six (6) feet in height shall be established and maintained around the hive except as needed to allow access. Such flyway, if located along the property line or within five (5) feet of the property line, shall consist of a solid wall, fence, dense vegetation, or a combination thereof, which extends at least ten (10) feet beyond the hive in each direction so that bees are forced to fly to an elevation of at least six (6) feet above ground level over property lines in the vicinity of the apiary.

8.10.070: WATER:

Each beekeeper shall ensure that a convenient source of water is available to the colony continuously between March 1 and October 31 of each year. The water shall be in a location that minimizes any nuisance created by bees seeking water on neighboring property.

8.10.080: BEEKEEPING EQUIPMENT:

Each beekeeper shall ensure that no bee comb or other beekeeping equipment is left upon the grounds of an apiary site. Upon removal from a hive, all such equipment shall promptly be disposed of in a sealed container or placed within a building or other bee-proof enclosure.

8.10.090: CONFLICT WITH COUNTY HEALTH DEPARTMENT REGULATIONS:

In the event of a conflict between any regulation set forth in this chapter and honeybee management regulations adopted by the Salt Lake Valley Health Department, the most restrictive regulations shall apply.

8.10.100: VIOLATIONS:

A violation of this chapter may be remedied as provided in Sections 8.04.500, 8.04.510, and 8.04.520 of this title. When a violation of this chapter is committed, and provided it is not charged in conjunction with another criminal offense and does not constitute a fourth or succeeding notice of violation within a twenty-four (24) month period, an authorized agent of the City shall issue a civil notice of violation to such violator in lieu of a misdemeanor citation.

SECTION 3. Effective Date: This Ordinance shall become effective on the date of its first publication.

Passed by the City Council of Salt Lake City, Utah this 1st day of December, 2009.

Bill No. 71 of 2009.

Published: January 9, 2010.

Aurora, Colorado Beekeeping Ordinance

A BILL

FOR AN ORDINANCE AMENDING CHAPTER 14 OF THE CITY CODE OF THE CITY OF AURORA, COLORADO,
BY ADDING A NEW SECTION 14-15 RELATING TO BEEKEEPING

WHEREAS, the City Council of the City of Aurora, Colorado has found that honeybees can be maintained within populated areas in reasonable densities without causing a nuisance if the bees are properly located and carefully managed; and

WHEREAS, honeybees are of benefit to mankind by providing agriculture, fruit and garden pollination services and by furnishing honey, wax, and other useful products; and

WHEREAS, passage of this ordinance is in the interests of the health, safety and welfare of the citizens.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AURORA, COLORADO:

Section 1. That Chapter 14 of the City Code of the City of Aurora, Colorado, is hereby amended by adding a new section, to be numbered 14-15, which section reads as follows:

Sec. 14-15. Beekeeping.

(a) Definitions. The following words, terms and phrases, when used in this section, shall have meanings ascribed to them in this section:

(1) Apiary shall mean a place where bee colonies are kept.

(2) Bee shall mean any stage of the common domestic honey bee, *Apis Mellifera* Species.

(3) Colony shall mean a hive and its equipment and appurtenances, including bees, comb, honey, pollen, and brood.

(4) Hive shall mean a structure intended for the housing of a bee colony.

(5) Tract shall mean a contiguous parcel of land under common ownership.

(b) Hives. All bee colonies shall be kept in inspectable type hives with removable combs, which shall be kept in sound and usable condition.

(c) Setback. All hives shall be located at least five feet from any adjoining property with the back of the hive facing the nearest adjoining property.

(d) Fencing of flyways. In each instance in which any colony is situated within 25 feet of a developed public or private property line of the tract upon which the apiary is situated, as measured from the nearest point on the hive to the property line, the beekeeper shall establish and maintain a flyway barrier at least six feet in height consisting of a solid wall or fence parallel to the property line and extending ten feet beyond the colony in each direction so that all bees are forced to fly at an elevation of at least six feet above ground level over the property lines in the vicinity of the apiary.

(e) Water. Each beekeeper shall ensure that a convenient source of water is available at all times to the bees so that the bees will not congregate at swimming pools, bibcocks, pet water bowls, birdbaths or other water sources where they may cause human, bird or domestic pet contact. The water shall be maintained so as not to become stagnant.

(f) Maintenance. Each beekeeper shall ensure that no bee comb or other materials that might encourage robbing are left upon the grounds of the apiary site. Upon their removal from the hive, all

such materials shall promptly be disposed of in a sealed container or placed within a building or other bee-proof enclosure.

(g) Queens. In any instance in which a colony exhibits unusually aggressive characteristics by stinging or attempting to sting without due provocation or exhibits an unusual disposition towards swarming, it shall be the duty of the beekeeper to re-queen the colony. Queens shall be selected from stock bred for gentleness and nonswarming characteristics.

(h) Colony densities.

(1) It shall be unlawful to keep more than the following number of colonies on any tract within the city, based upon the size or configuration of the tract on which the apiary is situated:

a. One-quarter acre or less tract size—Two colonies;

b. More than one-quarter acre but less than one-half acre tract size—Four colonies;

c. One-half acre or more but less than one acre tract size—Six colonies;

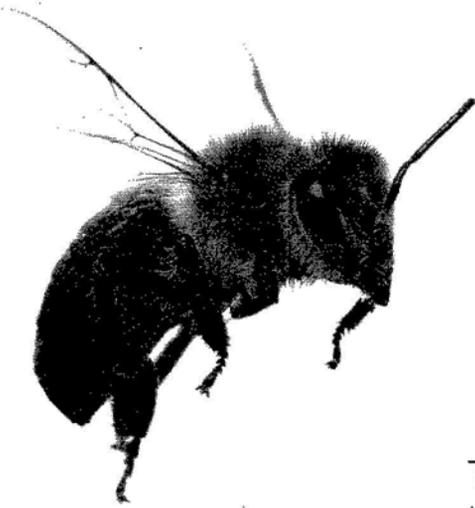
d. One acre or larger tract size—Eight colonies;

e. Regardless of tract size, where all hives are situated at least 200 feet in any direction from all property lines of the tract on which the apiary is situated, there shall be no limit to the number of colonies.

(2) For each two colonies authorized under colony densities, subsection (h)(1) above, there may be maintained upon the same tract one nucleus colony in a hive structure not exceeding one standard 9 5/8 inch depth ten frame hive body with no supers attached as required from time to time for management of swarms. Each such nucleus colony shall be disposed of or combined with an authorized colony within 30 days after the date it is acquired.

(i) Prohibited. The keeping by any person of bee colonies in the city not in strict compliance with this section is prohibited. Any bee colony not residing in a hive structure intended for beekeeping, or any swarm of bees, or any colony residing in a standard or homemade hive which, by virtue of its condition, has obviously been abandoned by the beekeeper, is unlawful and may be summarily destroyed or removed from the city by the city manager or designee.

(Ord. No. 2003-51, Â§ 1, 8-11-2003)



THERE'S A

BUZZ

about beekeeping in Wyoming

The hobbyist beekeeper can learn to wrangle his or her honeybees into producing one of nature's sweetest treats

By Justina Russell

When hearing the buzz of a bee or seeing one drifting in the breeze, do you instinctively run for cover, or do you watch in amazement as the tiny creature floats from place to place going about its daily rituals?

If the latter, beekeeping may be a suitable hobby to consider. Whether on a farm, ranch, or small acreage property, keeping a few honeybee colonies in the backyard can provide numerous benefits and countless hours of enjoyment.

Benefits of Raising Honeybees

Honeybees pollinate and increase production of fruit trees, vegetable gardens, crops, and wild plants. Honeybees are believed to pollinate, in part or in whole, more than 100 agricultural crops within the United States, accounting for approximately one-third of the foods we consume daily. In Wyoming, honeybees are instrumental in pollinating sunflowers, yellow sweet clover, and a variety of

fruit trees found scattered throughout the state.

Outside of pollination, bees provide a wealth of other resources. Honey is the most obvious, but products derived from beeswax such as cosmetics, candles, inks, polishes, and paints are also prominent in today's consumer markets. Royal jelly (queen's food) and pollen collected from beehives are used as health food supplements because of their high vitamin and mineral contents.

Before You Start

Anyone wishing to own bees in Wyoming must be aware of pertinent Wyoming Department of Agriculture (WDA) statutes. In general, beekeepers must register hives with the WDA by April 1; failure to register can result in hefty fines. Hobbyist beekeepers can keep up to five hives before having to pay a registration fee.

Accurate legal descriptions of hive locations must be provided so the WDA can determine if newly established hives might interfere with

proper feeding and honey flow at existing apiary sites or if they have the potential to transfer bee diseases and parasites.

Specific state regulations are covered in detail at <http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title11/T11CH7.htm>. Check with your local city or county government to see if local ordinances also apply.

Getting Started

Purchasing a kit is one of the easiest ways to get started. Buy an all-inclusive beekeeping kit, which retails for \$100 to \$300. Kits contain everything needed to start the first colony of bees except the bees themselves. Packages containing 2 to 3 pounds of bees and a mated queen are ordered and shipped separately from kits in early spring.

Location and Hive Placement

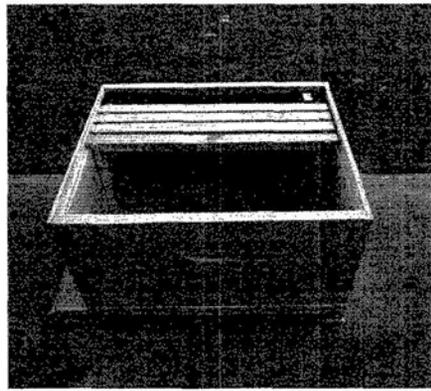
A good rule of thumb for a site is anywhere a tent might be placed: level, close to water, out of the wind,

ITEMS TYPICALLY IN A KIT

One or two **hive bodies**. Hive bodies are the standard boxes that make up a beehive. Hive body, brood chamber, super or bee box all mean the same thing – a housing structure for bees. The difference in name comes from how each is used.



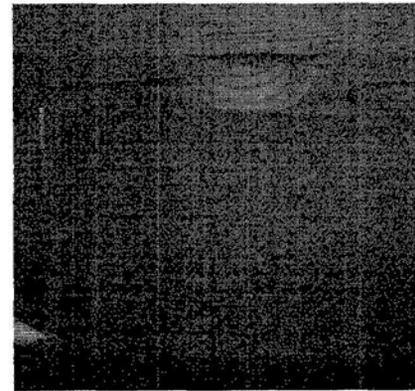
Honey Super-box – Placed on top of the brood chamber where harvestable honey is produced. Comes in two sizes: shallow (5 3/8 inches) and medium (6 5/8 inches). A third, small size exists (4 3/4 inches) but is used only for the production of honeycomb. Honey supers are shorter than hive bodies because smaller boxes are lighter and easier to handle when full of honey. Super simply refers to their superior placement in the hive configuration – above the brood chamber.



Brood chamber – The tallest compartment in a hive is 9 5/8 inches tall and is reserved for housing the queen and “immature bees” – the brood; this box is also referred to as the deep super, brood nest, or hive chamber.



Feeder – Many styles available; used to feed a 1:1 water/sugar syrup mixture when nectar not available; also used to feed water in summer months.



Foundation – Sheets of hexagonal, imprinted beeswax used to encourage bees to build a uniform comb within frames.



Hive tool – Used to open hives and remove frames without damaging wood. Note: Bees fill gaps in hives with propolis or “bee glue” making it necessary to pry apart hive component during hive inspection and harvest.

etc. If people would find the site suitable to inhabit, then bees probably will be happy to camp there, too.

Bees are most active in full sunlight so place hives where they will receive adequate exposure to the sun to maximize nectar collection and the honey crop. However, like a pet, bees need light shade during the hottest part of the day. They also need a steady supply of fresh water. A hive of bees will use a quart a day or more in hot weather. Installing a birdbath close to the hive is an easy way to supply bees with a reliable source

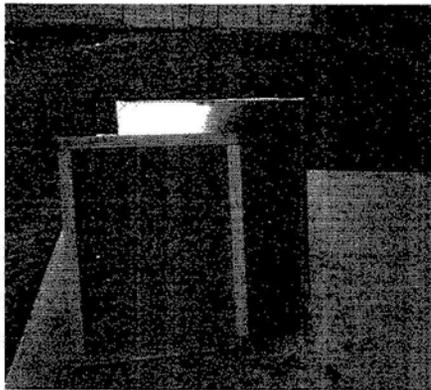
of water. Place blocks of wood or corks inside the bath so bees have a place to rest while drinking; bees can drown while foraging for water in large basins.

Hives should be raised off the ground with cinder or wood blocks to allow airflow and to discourage predators like skunks. Raising the hives is not just to allow predators to pass underneath. Small mammals are less likely to raid a hive when they are forced to rise up on their hind legs and expose their bellies; thus, raising hives is a good deterrent for

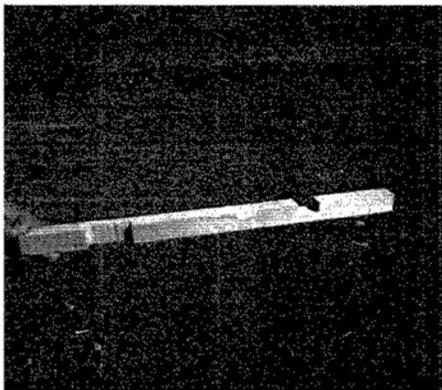
animals like skunks and raccoons. A large rock or brick on the top of a hive will help keep top covers secure.

Hive Maintenance

The beekeeper can employ techniques to ensure development of a strong colony with ample honey production. Carbohydrate and protein supplementation, disease and pest mitigation, and winter hive management are essential to achieving maximum colony numbers in time for the major nectar flow time periods.



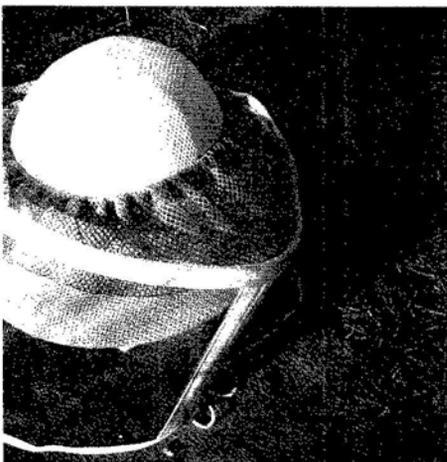
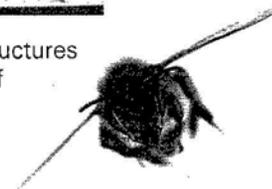
Inner and outer covers – Two-part system used for weatherproofing a hive



Entrance reducer – A small piece of wood placed at the entrance of a hive protects a weak colony from being robbed of honey by a stronger colony, reduces drafts during winter months, and prevents small animals like mice from entering.



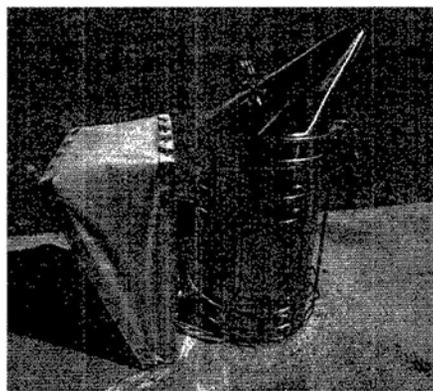
Frames – Square, wooden structures designed to support a comb of beeswax.



Veiled bee hat – Large veil that drapes over a plastic helmet or hooded bee suit (full bee suit used to protect entire body from stings).



Gloves – Leather with cotton sleeves all the way to the elbow.



Bee smoker – A small fire container with bellows used to puff smoke on bees during harvest. Smoke produces a feeding response in bees; when a bee has a full belly, it is less likely to sting.



The timing of prime nectar flow depends upon a specific location and can vary from year to year, but in Wyoming it typically begins in late spring to early summer and continues through mid- to late-summer when most flowering plants are in full bloom.

If possible, the inexperienced hobbyist is encouraged to pair with a more seasoned beekeeper when carrying out these tasks for the first time.

Becoming a successful beekeeper can be rewarding. Backyard bees provide a natural, nutritious product and can be enjoyable to watch and care for. With a little practice, the hobbyist beekeeper will soon be adept at wrangling his or her bees into producing one of nature's sweetest treats.

Justina Russell is a busy bee and working as the University of Wyoming Extension educator serving the Wind River Reservation. She can be reached at (307) 332-2135 or at jtoth1@uwyo.edu.



March 7, 2013

MEMO TO: John C. Patterson, City Manager
FROM: Peter Meyers, Assistant to the City Manager
SUBJECT: Community Promotions Applications – Spring Makeup Round – FY 2013

Recommendation:

That Council review the four off-season Community Promotions funding requests, and that Council utilize the Community Promotions Guidelines to decide whether to award support for any or all of these requests.

Summary:

Council has received four applications for Community Promotions “Makeup Round” funding. Council may choose to go through the full allocation process, but given the limited number of applications, council might prefer a more informal, abbreviated process.

Background:

Community Promotions is the process through which the City Council provides support to non-profit programs and events. Interested non-profits are asked to send in funding applications during the month of July. Applicants can ask for cash, they can ask for city services, or they can ask to use city facilities at reduced rates. Per council policy, fees for in-kind services and facility rentals are not waived entirely, but they can be provided at a 50% discount.

Applications are then packaged for council’s review. The council then goes through two rounds of voting to decide which applications deserve funding, and if so, how much should each one receive. Final decisions are then made and ratified at a regular council meeting in October.

The process also provides for a “make up round” in March for any applications that came in late or which were submitted at other times throughout the year. Council can choose to fund these applications from any monies that were left over from the regular process.

Council set aside \$150,000 in the current fiscal year for Community Promotions awards. 48 applications were received in the summer, and \$103,377 of support was awarded (including \$41,372 in cash, \$22,122 in in-kind services, and \$39,882 in facility rentals). Also, at its February 27th work session, council awarded \$5,000 of support to the Platte River Trails Trust for its Wyoming Trails Summit. \$41,623 of funding remains available.

Current Round of “Makeup” Applications:

The city received four off-season applications this year:

1. The Platte River Trails Trust is seeking \$2,423 to support its annual Riverfest event.
2. Wyoming Food for Thought is seeking \$1,310 to support the Downtown Casper Farmer’s Market.

3. The Wyoming Foundation for Cancer Care is seeking \$5,390 for a cancer screening project.
4. The Wyoming Juneteenth Education Committee is seeking \$997 to support its annual Juneteenth celebration and parade.

The total amount requested is \$10,120. \$41,623 of funding remains available for allocation. Any unspent funds will be left in the council Goals line item and can be used for other purposes.

Decision Making Process

Council may now move forward with its decision making. It can follow the standard Community Promotions process, but since there are only four applications, making the decision through a less formal process is also an option.

The standard process would involve two rounds of voting. In the first round, each councilmember votes either “yes” or “no” on each application, and applications that fail to receive a majority of “yes” votes are eliminated. The surviving applications are moved to the second round. Council is then given new vote sheets that they use to indicate how much funding each applicant should be given. The results are then compiled and ratified by resolution at a regular Council meeting.

The Round 1 Vote Sheet

Your Name:	
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The four applications that we have received are all listed in the chart below. In the far right hand column, write in either Yes, No, or Abstain to indicate whether or not this application is deserving of any funding.

Please be aware that voting "yes" at this time does not necessarily mean that you wish to provide all of the support that was requested. It simply means that you believe that the organization is deserving of some support.

Organizations that are successful in this round will be sent forward to the second round of voting. At that time, Council will be invited to vote on how much funding each applicant should receive.

Please turn this vote sheet in to the City Manager's Office by Tuesday, March 19th. If you have any questions, please call Peter Meyers at 307-235-8224.

Organization Name	Event Name	Cash Requested	In Kind Requested	Facilities Requested	Total Request	VOTE Yes, No, or Abstain
Platte River Trails Trust	2013 Riverfest	\$2,000.00	\$410.50	\$12.50	\$2,423.00	
Wyoming Food for Thought Project	Downtown Casper Community Farmers' Market	\$0.00	\$1,185.18	\$125.00	\$1,310.18	
Wyoming Foundation for Cancer Care	WFCC Cancer Screening Events	\$5,390.00	\$0.00	\$0.00	\$5,390.00	
Wyoming Juneteenth Education Committee	Juneteenth Freedom Celebration	\$500.00	\$484.54	\$12.50	\$997.04	

COMMUNITY PROMOTIONS
FUNDING GUIDELINES AND POLICIES
FY 2013

These guidelines will be used by the Casper City Council to evaluate fund requests received from non-profit organizations. Council has allocated up to \$150,000 to pay for the services and expenses associated with Community Promotions events and programs.

I. Intent of the Community Promotions Process

1. The funds allocated by Council should be utilized to:
 - a. Bring people to the community so as to enhance economic development, and/or
 - b. To improve the quality of life for residents of Casper.
2. The funds allocated by Council should be used to provide activities that will increase the usage of existing City facilities.
3. It is the intent of Council to use the Community Promotions funds to support programs and events that provide a direct benefit to the citizens of Casper, as opposed to fundraising events which provide a more indirect benefit. Therefore, Council will show preference to non-fundraising events.

II. Available Funding

1. Requests for funding will be divided into three categories: Cash, In-kind Staffing and Services, and Facility Requirements. Calculations of the value of these Services and Facilities will be provided by City staff, based upon information provided by the various groups and documentation of costs incurred in previous years.
2. The Council may award up to 50% of the value of any In-Kind Service or Facility Rental. The remainder must be covered by the applicant. Applicants may not request Cash awards to pay for the uncovered portion of these requests.
3. All cash awards will be on a reimbursement-basis only. **Original** receipts for expenditures made to support the activity must be presented in order for payments to be approved. Photocopied receipts will not be accepted.
4. No funding will be provided for operational expenses, capital purchases or salaries. Funding requests should be directed to the actual expenses associated with a specific special program or event.

5. No funds will be available to pay for ancillary services at the Casper Events Center. Ancillary services include equipment rental (such as tables and stages), labor costs (such as event setup and box office service), and any food and beverage expenses. These expenses must be covered by the applicant, and they will be in addition to the applicant's portion of the facility rental fee. Applicants may not request cash awards to pay for these ancillary services.

III. Award Process

1. Applications will be due by 12:00 noon on July 31, 2012, in order to be considered for funding in the Fall of 2012. Submissions for Fall consideration after this date and time will not be considered.
2. Once the applications have been processed by City staff, Council will meet to discuss the applications. Select applicants may be invited to address Council to clarify their applications and answer questions.
3. Council will hold an initial round of voting regarding Community Promotions applications, at which time each Council member will indicate their willingness to provide support by a simple up or down vote. Those applications that are not supported by the majority will not be given further consideration for any Community Promotions support.
4. Those applications that are successful in the first round of voting will then be sent forward to the second round. In the second round, each Council member will:
 - a. Vote to **grant** or **deny** each applicant's request for In-Kind services. Each Council member will make a single up or down vote for each applicant's In-Kind requests. Requests for In-Kind services that receive a majority of votes in favor will receive a 50% waiver on the price of each of the services requested. *For example:* If the applicant requested a service which normally costs \$300, and the request was approved, then the applicant could purchase the service for \$150 (a 50% reduction from the normal price).
 - b. Vote to **grant** or **deny** each Facility Rental request. Each Council member will make a single up or down vote for each applicant's Facility requests. Facility requests that receive a majority of votes in favor will receive a 50% waiver on the cost to rent the facilities requested.
 - c. Indicate a **dollar amount** that they would like to grant in cash toward each Cash request. Each council member may enter a dollar amount for each cash request, ranging from zero up to the total amount requested. If a majority of the votes are to award zero dollars in cash, then no cash will be awarded to that applicant. If a majority of the cash votes are greater than zero, then the applicant will receive a cash award equal to the average of the dollar amounts of the votes. Any zero dollar votes will be included in that averaging calculation.

5. No Council member may submit votes in the second round that exceed the total amount of Community Promotions funds available (\$150,000). This includes the total of all Cash, In-Kind, and Facility requests that the Council member would like to award.
6. Every organization that receives Community Promotions funding will be asked to submit a final report. If the award was support for an event, then the report will be due to the City within 30 days of the conclusion of the event. If the award was support for a program, then the final report will be due within thirty days of the conclusion of the program, or within 30 days of the conclusion of that fiscal year, whichever is soonest. The timely filing of this report will be taken into consideration when considering future years' allocation requests.
7. A historical record will be compiled for each organization receiving funds from the Community Promotions Budget in order to give future Councils a basis for evaluating future requests.

IV. Off Season Requests

1. Any Community Promotions funds that remain after the Fall allocation process will be made available through a second round of the Community Promotions process in the Spring. Applications for the Spring round will be due by 5:00 p.m. on February 28, 2013. Submissions for Spring consideration after this date and time will not be considered.
2. Applications that were submitted late for the Fall allocation process will not automatically be entered for consideration in the Spring unless an applicant specifically requests this.
3. Applications for programs and events that were considered in the Fall may not be resubmitted for consideration in the Spring, regardless of whether they were approved or denied.

Community Promotions Requests

Event Name 2013 Riverfest
 Organization Platte River Trails Trust

Spring
 2013

Request Summary

Cash Request	InKind Request	Facility Request	Total Request
\$2,000.00	\$410.50	\$12.50	\$2,423.00

Cash Request

Cash Purpose	Cash Request
Defray the cost of tent rental, music and insurance.	\$2,000.00

In Kind Request

In Kind Name	Number Requested	Unit Cost	Total Cost
Trash Service - 2 yd Cardboard Recycling Bin eac	1	\$10.50	\$10.50
Trash Service per bin - 6 cubic yard on-call bin e	2	\$28.50	\$57.00
Malt Beverage Permit	1	\$25.00	\$25.00
Trash Service - Per Blue Recycle Can	6	\$3.00	\$18.00
Police Overtime per hour	10	\$30.00	\$300.00
			<u>\$410.50</u>

Facility Request

Facility Name	Number Requested	Unit Cost	Total Cost
Parks - Charitable events in parks per day	1	\$12.50	\$12.50
			<u>\$12.50</u>

Cost Per Spectator or Participant

Participants Anticipated	200
Cost Per Participant	\$12.12

Spectators Anticipated	3,500
Cost Per Spectator	\$0.69

Financial Summary

Finances WITHOUT City Support:

Total Anticipated Expenses:	\$6,432.00
Total Anticipated Revenue (Without City Support)	\$24,200.00
Profit / Loss (Without City Support):	\$17,768.00

Finances WITH City Support:

Total City Support Requested:	\$2,423.00
Reliance on City Support (%):	9.10%
Profit / Loss (With City Support):	\$20,191.00

Budgeted Revenue

Revenue Description	Amount	Committed?
Beer/Water Sales	\$17,000.00	<input type="checkbox"/>
Dunk Tank	\$900.00	<input type="checkbox"/>
Food Income	\$1,300.00	<input type="checkbox"/>
Sponsorships	\$5,000.00	<input type="checkbox"/>
	<hr/>	
	\$24,200.00	

Info from Last Year's Final Report

Received?	Submitted On Time
Total Revenue	\$38,271.00
Total Expenditures	\$5,366.00
Participants	150
Participant Certainty	High - Accurate Count
Spectators	2,700
Spectator Certainty	High - Accurate Count

Changes for the Upcoming Year

Inviting trail user groups to organize a fun run, walk or ride that will end at Riverfest.

Budgeted Expenses

Expense Description	Amount
Cups	\$532.00
Banners/Posters	\$1,500.00
Trash Services	\$175.00
Security	\$600.00
Malt Beverage Permit	\$50.00
Ice	\$375.00
Insurance	\$700.00
Music	\$1,500.00
Tents	\$1,000.00
	<hr/>
	\$6,432.00

Prior Year Awards

Fiscal Year	Amount
2005	\$1,833.33
2012	\$169.44



PLATTE RIVER PARKWAY TRUST
PO BOX 1228
CASPER, WY 82602
(307) 577-1206

Email: platteriver@wyoming.com
www.platteriverparkway.org

January 31, 2013

Mr. Pete Meyers
City of Casper
200 North David Street
Casper, WY 82601

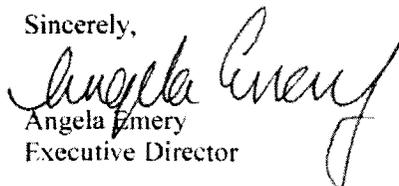
Dear Mr. Meyers and Members of the Community Promotions Committee:

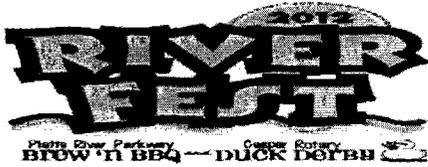
The Platte River Parkway Trust respectfully requests a Community Promotions Grant award of \$2,000 to defray costs associated with our immensely popular Riverfest event. 2012 will mark the 22nd year the Platte River Parkway Trust Board has mounted an event along the river. Begun in 1992 as a celebration of the completion of the newest segment of the Parkway trail system, Riverfest has become a much anticipated community event. In addition to **being our organization's primary fundraising event of the year**, Riverfest is an excellent opportunity to highlight and celebrate the North Platte River and our trail system and what they offer our community. We are adding more excitement to our event this year. We've asked local user groups including the Windy City Striders, the Fat Fishing Racing Team and the Casper Cycling Club to host fun race events that will end at Riverfest. We believe these new elements will accomplish two goals 1) increase attendance at Riverfest and 2) highlight fun activities that occur along and adjacent to the River Trail. This grant will assist our organization with expenses related to mounting our Riverfest event including, but not limited to, tent rental, live music, insurance, City of Casper police services and waste services.

There are many benefits of trails and greenways that planners, funders, and the public need to know about: they make our communities more liveable; improve the economy through tourism and civic improvement; preserve and restore open space; and provide opportunities for physical activity to improve fitness and mental health.

Thank you for your consideration.

Sincerely,


Angela Emery
Executive Director



Event Description

2013 Riverfest

A Community Celebration Highlighting our River Trail

There are many benefits of trails and greenways that planners, funders, and the public need to know about: they make our communities more liveable; improve the economy through tourism and civic improvement; preserve and restore open space; and provide opportunities for physical activity to improve fitness and mental health.

Riverfest is Casper's signature River Festival. Begun in 1992 as a celebration of the completion of construction of the newest section of the river trail, Riverfest is now a much anticipated community event that highlights our exceptional River Trail while raising vital funds to support our work. Below are the key elements of our event.

New in 2013

We strive to continue to add new elements to Riverfest each year. This year we are inviting trail user groups including the Fat Fish Racers, the Windy City Striders and the Casper Wheelmen to organize a fun run, walk or ride that will end at Riverfest. We believe this new component to our event will accomplish two goals 1) to highlight fun activities happening along the trail system and 2) bring new attendees to Riverfest.

Food:

Fantastic food is one of the highlights of Riverfest. Last year we were pleased to offer folks a delicious choice of Arrowhead Catering, La Cocina, Essence of Life, Cupcake a Go Go and Cold Stone Creamery. Yum!

Music:

Music is a key component to Riverfest. In 2012 we featured a melodious musical lineup that included John Kirlin and the High Plains Drifters and Steve Frame and his Western Rebels.

Celebrity Dunk Tank:

In 2011 and 2012 Riverfest featured a Celebrity Dunk Tank that offered attendees the opportunity to put their favorite celebrity "under water" and help raise funds for the River Trails. In 2012, in addition to a roster of local bankers, our "Wild Card" was John Patterson, City Manager. Great fun was had by all!

Microbrew Tasting:

Microbrew tasting adds a very special element to Riverfest. Regional brewers such as Sam Adams, New Belgium, Avery Brewing, Boulevard Street, Alaskan Brewing Blue Moon Brewing, Big Sky Brewing, Deschutes Brewery, Sierra Nevada, O'Dell Brewing, Snake River Brewing and Boulder Beer share samples of their best craft brews.

Duck Derby:

Casper Rotary's Great Duck Derby is an essential part of the fun at RIVERFEST. We are pleased to have forged this good partnership with another worthy community organization.

Community Promotions Application - FY 2013

Please use this application to request support for events and programs that will take place between November 1, 2012 and October 31, 2013. Applications are due in City Hall by 12:00 noon on July 31, 2012.

Name of Sponsoring Organization:

Platte River Parkway Trust

Name of Program or Event:

2013 Riverfest



Contact Information

Contact Person: Angela Emery Phone Number: (307) 577-1206 Date: 01/31/13

Address: P.O. Box 1228, Casper, WY 82602

Email: platteriver@wyoming.com

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

If so, what is your tax exempt EIN number? _____

Event / Program Description

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

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

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

Event Changes:

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

We strive to continue to keep Riverfest fun and fresh by adding new elements each year. This year we are inviting trail user groups including the Fat Fish Racers, the Windy City Striders and the Casper Wheelmen to organize a fun run, walk or ride that will end at Riverfest. We believe this new component to our event will accomplish two goals 1) to highlight fun activities happening along the trail system and 2) bring new attendees to Riverfest.

Dates

On what date will this event begin? 08/24/13

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

Anticipated Attendance and Public Participation

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

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

How many people do you expect to attend this event as **Spectators**? 3,500

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

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Support Requested

Cash	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</p>
Amount: \$ \$2,000	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
	We will use this cash sponsorship to defray the cost of 1) tent rental, 2) music (local Casper & Wyoming talent) and 3) insurance.

In-Kind Staffing and Services	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police) EMT's Ski Lift Tickets Golf Passes Traffic Control Trash Service (cans/dumpsters) Use and Delivery of Tables/Chairs Baseball Field Preps Museum Passes Pool Passes Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Security	2 Police Officers at Event	Crossroads Park	08/24/13	11:30 a.m.	5 p.m.
2. Trash Services	Dumpsters	Crossroads Park	08/24/13	11:30 a.m.	5 p.m.
3. Malt Beverage Permit	Required	Crossroads Park	08/24/13	11:30 a.m.	5 p.m.
4.					

Facilities	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center Aquatics Center City pools Ice Arena Fort Caspar City Hall Recreation Center Sports fields City Parks</p>				
Please list the facility you require:	Purpose		Date	Start Time	End Time
1. Crossroads Pavilion & Playground	Riverfest location		08/24/13	9 a.m.	6 p.m.
2.					
3.					
4.					

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 255-8224.

Budget Summary

Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$0
Sponsorships (indicate from whom and whether the sponsorship is committed funds or to be requested).		
1. Total Sponsorships (To Be Requested - see 2012 Income Statement)		\$5,000
2.		
3.		
4.		
Donations (list from whom and whether the donation is committed or to be requested):		
1.		
2.		
3.		
4.		
Applicant Funds :		
Other Funds (please list source(s)):		
1. Food Income		\$1,300
2. Dunk Tank		\$900
3. Beer/Water Sales		\$17,000
4.		
Total Funding:		\$ 24,200

Anticipated Expenses for this program or event (please be as specific as you can).		
1. Tents		\$1,000
2. Music		\$1,500
3. Insurance		\$700
4. Ice		\$375
5. Malt Beverage Permit		\$50
6. Security		\$600
7. Trash Services		\$175
8. Banners/Posters		\$1,500
9. Cups		\$532
10.		
Total Expenses:		\$ 6,432

Total Revenue minus Total Expenses: profit (loss):		\$ 17,768
---	--	------------------

Past Year's Budget

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

If you have any questions about this application, please contact Peter Mevers in the City Manager's Office at 235-8224.

2012 Riverfest
Income Statement

Income	
Beer Sales	15,780.00
Pop/Water	1,286.00
Dunk Tank	918.00
Arrowhead 20%	500.00
La Cocina 20%	307.00
Coldstone 20%	200.00
Essence of Life 20%	333.71
Duck Ticket Sales	2,160.00
Sales Income	21,484.71
Sponsorships	
BioLife	600.00
Cameco	600.00
WMC	550.00
Rky, Mtn. Oncology	600.00
WPDN	600.00
BCBS	600.00
City of Casper Cash	600.00
Ingram & Olheiser	600.00
Total Sponsorships	4,750.00
Total Income	26,234.71
Expenses	
Tent & Dunk Tank Rental	966.00
Posters	
Reusable Banner	1,300.00
Music	1,500.00
Police	600.00
Insurance	618.00
Cups	532.26
Wristbands	
Ice	262.50
Add. Ice	100.00
Face Painting	140.00
Malt Beverage Permit	50.00
Total Expenses	5,768.76
Gross Profit	20,465.95

Community Promotions FY 2012 Final Report



Please file this form within **30 days** of the conclusion of your event.
Please submit this form along with any bills for reimbursement.

Organization: <u>Platte River Parkway Trust</u>	Program/ Event: <u>2011 Riverfest</u>
Contact Person: <u>Angela Emery</u>	Phone Number: <u>577-1206</u> Date: <u>10/6/11</u>

1. Written Account of your event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? Please limit your *Written Account* to one (1) page of written material.

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event.

3. Attendance and Participation

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

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

I can Accurately Count the number of people who attended my event because:	
<input type="checkbox"/> We sold tickets <input checked="" type="checkbox"/> We took a turnstile count or counted people as they came in <input type="checkbox"/> We conducted an organized head count <input type="checkbox"/> All participants were registered <input type="checkbox"/> We used sign-in sheets <input type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	<input style="width: 100%;" type="text" value="150"/>
Number who attended as Spectators:	<input style="width: 100%;" type="text" value="2700"/>

I can make an Educated Guess at the number of people who attended my event because:	
<input type="checkbox"/> We counted cars <input type="checkbox"/> We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i> <input type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	<input style="width: 100%;" type="text"/>
Number who attended as Spectators:	<input style="width: 100%;" type="text"/>

I can only make a Rough Estimate of the number of people who attended my event:	
Number who Actively Participated:	<input style="width: 100%;" type="text"/>
Number who attended as Spectators:	<input style="width: 100%;" type="text"/>

What's the difference between a participant and a spectator?

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

If your event was....	Then your count of Participants would include...	And your count of Spectators would include...
... a Baseball Tournament	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>
... a Bake Sale fundraiser	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
... a class for teens about alcohol abuse	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
... a soup kitchen that gave food to the homeless	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>



PLATTE RIVER PARKWAY TRUST
PO BOX 1228
CASPER, WY 82602
(307) 577-1206

www.platteriverparkway.org
Email: platteriver@wyoming.com

Community Promotions FY 2012

FINAL REPORT

1. Written Account of Event

2011 Riverfest was a great success. This was the twentieth year the Platte River Parkway Trust has held a fundraising/community event along the river. In 2000 the Parkway joined forces with Casper Rotary and has enjoyed an eleven year relationship with their Duck Derby event. This year over 2700 people gathered at Crossroads Park, along the Parkway trail system, for an afternoon of live music, BBQ, microbrew tasting and family fun in support of our community's trails and the work of the Rotary Club of Casper. 2011 Riverfest featured all of the essential ingredients that make up this popular community event along with a few new fun elements. New to Riverfest this year was the Parkway Dunk Tank that offered Riverfest attendees the opportunity to *dunk* Parkway board members and community leaders (including Councilwoman Schlager) and raise money for our community's trail system. Another new element to 2011 Riverfest was the method by which Rotary Ducks reached the event site. Due to this year's record high river levels Casper Rotary's Duck Derby featured a new duck *dump* rather than a duck drop. The Riverfest crowd enjoyed a front row view of over 5000 ducks that dangled and then dumped right in the middle of the Riverfest site.

2. Financial Information

See Attached.

3. Attendance and Participation

See Attached.

2011 Riverfest 2010 Festival
Income Statements

2011 Riverfest

2010 Festival

Income	
Beer Sales	14,389.00
Pop/Water/Ice Cream Sales	1,854.00
Dunk Tank	812.00
Arrowhead 30% Donation	1,328.00
Rotary Contribution + Tix*	14,888.00
Sponsorships	
Hilltop	600.00
Uranium One	500.00
Optimum	600.00
Smoke Free Natrona County	600.00
Bio Life	600.00
WMC	500.00
Servepro	500.00
Groathouse	600.00
Ingram & Olheiser	500.00
Total Income	38,271.00
Expenses	
Tent	320.00
House of Magic (Dunk Tank/Tents)	600.00
Posters	124.00
Ice Cream	69.86
Riverfest Banners (Nix Signs)	228.00
Music	1,200.00
C.J. Sound	350.00
Signage	213.52
Police	600.00
Insurance	669.50
City -Malt Bev. Permit	50.00
Waste Removal - City of Casper	
Cups (Gegi's)	499.93
Wristbands	128.00
Dry Ice	33.18
Addl. Ice	117.00
Beer Tickets	
People Clickers	25.18
Indian Ice	137.50
Total Expenses	5,365.67

Income	
Beer/BBQ/GSG	21,895.85
Sponsorships	
Blue Cross Blue Shield	500.00
Clapp, Ingram & Olhieser	500.00
Rising Lotus	500.00
Annonymous	500.00
US Food Truck Offset Do	300.00
SIR Purchase of Meat	170.28
Rotary Contribution + Tix	14,888.25
Total Income	40,786.85
Expenses	
Tent	595.00
Posters	124.00
Sams - Canopies	1,185.12
Music	1,200.00
C.J. Sound	350.00
Food/BBQ Expenses	2,878.00
US Foods Truck Rental	500.80
Balloon Tying	144.00
Pizzas	249.75
Kinkos (signage)	176.00
Police	600.00
Insurance	300.00
City of Caper - Malt Bev.	50.00
KCWY13 Ad	615.00
Griller Aprons	300.00
Indian Ice	300.00
Total Expenses	9,567.67

Gross Profit 31,219.18

Gross Profit 32,905.33

* Based on 2010

** 2677 People

*2534 People

Community Promotions Requests

Event Name Downtown Casper Community Farmers' Market

Spring
2013

Organization Wyoming Food for Thought Project

Request Summary

Cash Request	InKind Request	Facility Request	Total Request
\$0.00	\$1,185.18	\$125.00	\$1,310.18

Cash Request

In Kind Request

In Kind Name	Number Requested	Unit Cost	Total Cost
Parks Overtime per hour	10	\$15.87	\$158.70
Trash Service - Per 90 gallon can	70	\$6.00	\$420.00
Trash Service - Per Blue Recycle Can	40	\$3.00	\$120.00
Streets Overtime per hour	24	\$20.27	\$486.48
			<u>\$1,185.18</u>

Facility Request

Facility Name	Number Requested	Unit Cost	Total Cost
Parks - Charitable events in parks per day	10	\$12.50	\$125.00
			<u>\$125.00</u>

Cost Per Spectator or Participant

Participants Anticipated	500
Cost Per Participant	\$2.62

Spectators Anticipated	400
Cost Per Spectator	\$3.28

Financial Summary

Finances WITHOUT City Support:

Total Anticipated Expenses:	\$5,900.00
Total Anticipated Revenue (Without City Support)	\$7,100.00
Profit / Loss (Without City Support):	\$1,200.00

Finances WITH City Support:

Total City Support Requested:	\$1,310.18
Reliance on City Support (%):	15.58%
Profit / Loss (With City Support):	\$2,510.18

Budgeted Revenue

Revenue Description	Amount	Committed?
Pepsi	\$500.00	<input type="checkbox"/>
Printer Pros	\$1,000.00	<input checked="" type="checkbox"/>
Casper Area Convention and Visitors' Bureau	\$500.00	<input type="checkbox"/>
Wyoming Farmers Market Association	\$500.00	<input type="checkbox"/>
Downtown Development Authority	\$500.00	<input type="checkbox"/>
Entry Fees	\$4,100.00	<input type="checkbox"/>
	<u>\$7,100.00</u>	

Info from Last Year's Final Report

Received?	Submitted On Time
Total Revenue	\$3,624.00
Total Expenditures	\$3,522.00
Participants	300
Participant Certainty	High - Accurate Count
Spectators	400
Spectator Certainty	High - Accurate Count

Changes for the Upcoming Year

We seek to expand the offering of local and fresh produce while promoting all local vendors. We are also seeking to expand the market's timeline to be something that continues in some form year-round in downtown.

Budgeted Expenses

Expense Description	Amount
Office Costs, Supplies, Etc.	\$500.00
Web Hosting	\$150.00
Advertising Costs	\$1,000.00
Children's Activity Supplies	\$200.00
Operations	\$200.00
Chef of the Market Supplies	\$800.00
Band Fees	\$1,350.00
City of Casper	\$1,100.00
Insurance	\$600.00
	<u>\$5,900.00</u>

Prior Year Awards



The Downtown Casper Community Farmers Market (the Market) is celebrating its sixth summer in 2013. Founded by a group of committed community members who believe in a thriving downtown market, it has grown exponentially to become a summertime destination for families, individuals, and vendors. The mission of the Market is to bring fresh, local produce to the people of Casper and Natrona County through a weekly open event that facilitates neighborly interaction and community growth.

Wyoming Food for Thought Project has taken on the management of the Market, as it fits into WFFTP's overall goal of equitable food access for everyone. The market is another local avenue for WFFTP to bring fresh, local, and healthy food to people. We are working this year to add the capability of accepting SNAP (food stamp) payments to vendors – equalizing the access further.

There is no other downtown source for groceries, especially for the residents living within walking distance of the market. The Market is located across the street from senior apartments, as well as the two newest low-income housing units, is next to “The Bus” hub, and is one block from the Wyoming National Bank apartments.

Each Market provides: a convenient downtown location, friendly vendors, familiar faces, exceptional products, fresh local foods, live local music, children’s activities, food demonstrations (Chef of the Market), a How-To-Booth that empowers market-goers to try new things like composting, container gardening, and more, and above all – an excellent outdoor event for the entire family. The Market will continue to offer a wealth of experience and local goods for the 2013 season. Furthermore, an option of moving the Market to become a year-round Market is in the works.

The Market acts as a gathering place for people to come to experience community. The Market provides opportunities for volunteers to give back, local vendors to sell to a local audience on a small scale (a test market), local experts to share their knowledge (like Cent\$ible Nutrition, Master Gardeners, Casper Fire Department), and local musicians to play for a home-town crowd. The atmosphere of the Market is a positive, family-friendly environment centered in the downtown area. It brings people into downtown and infuses the downtown with more people – many leave the Market and eat or shop at nearby businesses.

The Downtown Casper Community Farmers Market will continue to be a culturally valuable endeavor because it facilitates local economic growth, promotes the purchase of local Wyoming and regional products, and ignites the spirit and character of community so vital to the City of Casper.

Thank you for the opportunity to submit this application. Look for more to come on the evolution of the Market into a year-round event.

Community Promotions Application - FY 2013

Please use this application to request support for events and programs that will take place between November 1, 2012 and October 31, 2013. Applications are due in City Hall by 12:00 noon on July 31, 2012.

Name of Sponsoring Organization:
Wyoming Food for Thought Project

Name of Program or Event:
Downtown Casper Community Farmers Market



Contact Information

Contact Person: Jamie Purcell Phone Number: 267-2421 Date: 03/05/13
Address: PO Box 32, 315 N. Wolcott Street, Casper, WY 82602
Email: wyofoodforthought@gmail.com
Is this organization a Non-Profit Organization? Yes or No
If so, what is your tax exempt EIN number? 46-1291957

Event / Program Description

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

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

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

Event Changes:

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

We seek to expand the offering of local and fresh produce while promoting all local vendors. We are also seeking to expand the market's timeline to be something that continues in some form year-round in downtown.

Dates

On what date will this event begin? July 16, 2013
Will Casper be the regular home for this event? Yes No, its home is: _____

Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 500/MARKET

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

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

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Support Requested

Cash	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</p>
Amount: \$ \$0	<p>To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):</p> <p>No cash is requested. The market continues to be financially self-sufficient.</p>

In-Kind Staffing and Services	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police) EMT's Ski Lift Tickets Golf Passes Traffic Control Trash Service (cans/dumpsters) Use and Delivery of Tables/Chairs Baseball Field Preps Museum Passes Pool Passes Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Street Closure	E. Collins and S. Kimball Streets from Beech to 2nd Street. Purpose: Vendor parking and pedestrian traffic.	E. Collins / Beech to 2nd St./S. Kimball	7/16 - 9/17	4:00 pm	8:00 pm
2. Trash Service	Purpose: trash receptacles for market events	Rails to Trails Park at The Nic	7/16 - 9/17	4:00 pm	8:00 pm
3. Recycling Service	Purpose: reduce waste stream and encourage "living green" in our community	Rails to Trails Park at The Nic	7/16 - 9/17	4:00 pm	8:00 pm
4.					

Facilities	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center Aquatics Center City pools Ice Arena Fort Caspar City Hall Recreation Center Sports fields City Parks</p>				
Please list the facility you require:	Purpose	Date	Start Time	End Time	
1. Rails to Trails Park @ The Nic	Vendor set-up & parking and Market location	7/16 - 9/17	4:00 pm	8:00 pm	
2. Beech Street Sidewalk	Vendor set-up and Market location	7/16 - 9/17	4:00 pm	8:00 pm	
3. Electricity	Power for the PA system and for "Chef of the Market"	7/16 - 9/17	4:00 pm	8:00 pm	
4.					

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Budget Summary

Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees	\$	\$4,100
Sponsorships (indicate from whom and whether the sponsorship is committed funds or to be requested).		
1. Downtown Development Authority (to be requested)	\$	\$500
2. Wyoming Farmers Market Association (to be requested)	\$	\$500
3. Casper Area Convention and Visitors Bureau (to be requested)	\$	\$500
4.	\$	
Donations (list from whom and whether the donation is committed or to be requested):		
1. Printer Pros (printing flyers, etc) (Committed)	\$	\$1,000
2. Pepsi (for banners) (to be requested)	\$	\$500
3.	\$	
4.	\$	
Applicant Funds :	\$	
Other Funds (please list source(s)):		
1.	\$	
2.	\$	
3.	\$	
4.	\$	
Total Funding:		\$ 7,100

Anticipated Expenses for this program or event (please be a specific as you can).		
1. Insurance	\$	\$600
2. City of Casper	\$	\$1,100
3. Band Fees	\$	\$1,350
4. Chef of the Market supplies	\$	\$800
5. Operations	\$	\$200
6. Children's Activity Supplies	\$	\$200
7. Advertising Costs	\$	\$1,000
8. Web Hosting	\$	\$150
9. Office costs, supplies, etc.	\$	\$500
10.	\$	
Total Expenses:		\$ 5,900

Total Revenue minus Total Expenses: profit (loss):		\$ 1200
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Past Year's Budget

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

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Community Promotions FY 2012 Final Report



Please file this form within 30 days of the conclusion of your event.
Please submit this form along with any bills for reimbursement.

Organization: Downtown Casper Community Farmer's Market Program/ Event: farmers market

Contact Person: Brett Governanti Phone Number: 307-371-1942 Date: 3/5/2013

1. Written Account of your event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your *Written Account* to one (1) page of written material.**

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event.

3. Attendance and Participation

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

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

I can Accurately Count the number of people who attended my event because:	
<input type="checkbox"/> We sold tickets <input type="checkbox"/> We took a turnstile count or counted people as they came in <input checked="" type="checkbox"/> We conducted an organized head count <input type="checkbox"/> All participants were registered <input type="checkbox"/> We used sign-in sheets <input type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	300
Number who attended as Spectators:	400

I can make an Educated Guess at the number of people who attended my event because:	
<input type="checkbox"/> We counted cars <input type="checkbox"/> We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i> <input type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	
Number who attended as Spectators:	

I can only make a Rough Estimate of the number of people who attended my event.	
Number who Actively Participated:	
Number who attended as Spectators:	

What's the difference between a participant and a spectator?

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

If your event was....	Then your count of Participants would include...	And your count of Spectators would include...
... a Baseball Tournament	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>
... a Bake Sale fundraiser	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
... a class for teens about alcohol abuse	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
... a soup kitchen that gave food to the homeless	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>

DCCFM - Summer 2012

The Downtown Casper Community Farmer's Market has completed its fifth season and another successful year. The 2012 season saw many returning vendors from years past as well as new vendors trying their hand at operating their business or selling their products in the open air market setting. Attendance levels and customers reached levels similar to previous years and at the height of the season in late August, the Market experienced some of the best attendance it has seen. The management of the components of the Market hit a stride this year with each of the board members in charge of the Music, Children's Activities, How-To Booth, and Chef of the Market applying their experience to organize great entertainment opportunities for market-goers.

The Market continues to achieve its goal of self-sufficiency by maintaining a simple organizational model that brings people and vendors together for direct consumer/producer interaction in a community marketplace. Relying on a volunteer board of unpaid individuals, the Market is a revenue-positive organization with its own event insurance, a safety advocate, and a volunteer base that helps to not only bring people and vendors together to a safe, family-friendly event, but also offers additional activities and entertainment for no extra cost to participants. By inviting local musicians, chefs, teachers, vendors, and organizations, the Downtown Market provides a window into the lifestyle and vitality of the Casper Community by showcasing the many great things it has to offer its citizens and visitors. It has become a big draw from all around.

The Market provides a perfect medium for entrepreneurs to try their hand at operating their business idea for little cost. Our tradition has been to keep booth space costs low and to offer incentives for early-bird registration and local vendors. Because of this, vendors of homegrown produce and goods are attracted to give their idea or specialty a shot in the marketplace. Some vendors have seen their operations grow into new opportunities or to expand their success while some have given it a try and found it was not for them. Whatever the result, the opportunity is available to try and the Market prides itself on providing that opportunity to new and old vendors alike.

Finally, the organic, grass-roots organizational approach utilized by the Market keeps the organization independent and free to make its own organizational decisions to support its objective, unburdened by any other agenda. By continuing to provide an opportunity for each and every person interested in participating in this community event that promotes local and regional products, economic throughput, and enhances the flavor and fun of Casper, the Market fulfills its goal. Because there are no strings attached, the Market invites sponsors from Casper's many service organizations, educational resources, charities, and others that are also vital components of our community that add to the character of the city in their own right. Together we hope to make a positive influence to Casper, its citizens, and all its visitors from miles around.

Downtown Casper Community Farmers' Market
Profit and Loss Statement
2012 Summer Season

Revenues:

Booth Fees	\$ 2,314
City of Casper Contributions	810
Sponsorships	500

Total Revenue 3,624

Expenses:

Donations	75
Entertainment	525
Insurance	425
Dues	25
Services	1,273
Supplies	653
Rent	546

Total Expenses 3,522

Net Income \$ 102

Community Promotions Requests

Event Name WFCC Cancer Screening Events
Organization Wyoming Foundation for Cancer Care

Spring
2013

Request Summary

Cash Request	InKind Request	Facility Request	Total Request
\$5,390.00	\$0.00	\$0.00	\$5,390.00

Cash Request

Cash Purpose	Cash Request
2100 screening forms will be used during the three events to obtain consent and results. Flyers and posters will be used as part of public notification and promotions prior to events. Screening supplies, exam tables and egg crates will be used during the events.	\$5,390.00

In Kind Request

Facility Request

Cost Per Spectator or Participant

Participants Anticipated	800
Cost Per Participant	\$6.74

Spectators Anticipated	1,000
Cost Per Spectator	\$5.39

Financial Summary

Finances WITHOUT City Support:

Total Anticipated Expenses:	\$10,990.00
Total Anticipated Revenue (Without City Support)	\$5,600.00
Profit / Loss (Without City Support):	(\$5,390.00)

Finances WITH City Support:

Total City Support Requested:	\$5,390.00
Reliance on City Support (%):	49.04%
Profit / Loss (With City Support):	\$0.00

Budgeted Revenue

Revenue Description	Amount	Committed?
Wyoming Foundation for Cancer Care	\$1,000.00	<input checked="" type="checkbox"/>
Rocky Mountain Oncology	\$4,000.00	<input checked="" type="checkbox"/>
Platte Valley Bank	\$300.00	<input checked="" type="checkbox"/>
Rocky Mountain Therapy	\$300.00	<input checked="" type="checkbox"/>
	\$5,600.00	

Info from Last Year's Final Report

Received?	Not Required - No Award Last Year
Total Revenue	
Total Expenditures	
Participants	
Participant Certainty	
Spectators	
Spectator Certainty	

Changes for the Upcoming Year

Budgeted Expenses

Expense Description	Amount
University of Wyoming Extension Office (July event)	\$4,000.00
Wyoming Women's Expo Booth Fee (October event)	\$1,000.00
Exam Tables and Egg Crates	\$2,850.00
Screening Supplies	\$1,315.00
Public Notifications and Promotions	\$700.00
Screening Forms	\$1,125.00
	\$10,990.00

Prior Year Awards

Community Promotions Application - FY 2013

Please use this application to request support for events and programs that will take place between November 1, 2012 and October 31, 2013. Applications are due in City Hall by 12:00 noon on July 31, 2012.

Name of Sponsoring Organization:
Wyoming Foundation For Cancer Care

Name of Program or Event:
WFCC Cancer Screening Events



Contact Information

Contact Person: Meaghan Hennings Phone Number: (307) 233-4783 Date: 02/25/13
Address: 6501 E. 2nd St Casper, WY 82609
Email: mhennings@rockymountainoncology.com
Is this organization a Non-Profit Organization? Yes or No
If so, what is your tax exempt EIN number? _____

Event / Program Description

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

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

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

Event Changes:

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

This year, Wyoming Foundation for Cancer Care hopes to increase the amount of individuals that attend and participate in our cancer screening events.

Dates

On what date will this event begin? 04/13/13, 7/11/13, 10/4/13
Will Casper be the regular home for this event? Yes No, its home is: _____

Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 800

How many people do you expect to attend this event as **Spectators**? 1,000

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

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Support Requested

Cash	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</p>
Amount: \$ \$5,390	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
	2100 screening forms will be used during the three events to obtain consent and results. Flyers and Posters will be used as part of public notification and promotions prior to the events. Screening supplies, exam tables and egg crates will be used during the events.

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

Facilities	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center Aquatics Center City pools Ice Arena Fort Caspar City Hall Recreation Center Sports fields City Parks</p>				
Please list the facility you require:	Purpose	Date	Start Time	End Time	
1. Casper Events Center	Booth at the Wyoming Women's Expo	10/04/13	8AM	4PM	
2.					
3.					
4.					

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Budget Summary

Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$
Sponsorships (indicate from whom and whether the sponsorship is committed funds or to be requested).		
1. Rocky Mountain Therapy (committed)		\$ 300
2. Platte Valley Bank (committed)		\$ 300
3. Rocky Mountain Oncology (committed)		\$ 4,000
4.		\$
Donations (list from whom and whether the donation is committed or to be requested):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$ 1,000
Other Funds (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
Total Funding:		\$ 5,600

Anticipated Expenses for this program or event (please be as specific as you can).		
1. All Screening Forms		\$ 1,125
2. Public Notifications and Promotions		\$ 700
3. Screening Supplies		\$ 1,315
4. Exam Tables and Egg Crates		\$ 2,850
5. Wyoming Women's Expo Booth Fee (October event)		\$ 1,000
6. University of Wyoming Extension Office (July event)		\$ 4,000
7.		\$
8.		\$
9.		\$
10.		\$
Total Expenses:		\$ 10,990

Total Revenue minus Total Expenses: profit (loss):		\$ -5390
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Past Year's Budget

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

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

**Request for funds from Casper City Council through the
Community Promotions Grant, to Rocky Mountain Oncology
and the Wyoming Foundation for Cancer Care**



Summary:

According to the American Cancer Society's "Cancer Facts and Figures 2012," 2,650 people were diagnosed with cancer in Wyoming during 2012. At Rocky Mountain Oncology and through their non-profit organization the Wyoming Foundation for Cancer Care we want to give Wyoming residents a fighting chance and an opportunity for early detection. That is why we offer free cancer screenings multiple times a year in Casper. We are committed to ensuring that our screenings remain free to the public and are committed to securing sponsorships and donations to help us do so. We are proposing that the City of Casper us a portion of their Community Promotions Funding to helps us off set supply cost and continue to support the community in a quest for early cancer detection.

Statement:

It is the intent of Rocky Mountain Oncology and Wyoming Foundation for Cancer Care to improve the quality of life for Casper residents by offering free cancer screenings to the community. Early detection of all cancers can significantly increase survival rates. Our goal is to provide multiple screenings at events throughout the year free of charge to the public.

We will be hosting several screening events throughout 2013. The first will be April 13, 2013 at Rocky Mountain Oncology. Our next event will be during the Central Wyoming Fair and Rodeo on July 11, 2013 at the University of Wyoming Extension Office. The final screening event will be held during the Wyoming Women's Expo at the Casper Events Center on October, 4, 2013. During these three screening events we are hoping to screen 800 individuals and promote the importance of early detection.

Should we receive funds from the Community Promotions Funding, it would be used for screening forms and supplies. This would greatly assist us in offsetting the costs that accrue when offering such a large scale service for free.

Last year Rocky Mountain Oncology and Wyoming Foundation for Cancer Care screened a total of 654 people for head, neck, oral, skin, breast and prostate cancer. Of those 654 we were able to catch 17 people with cancer or precancerous concerns. That means 17 people were given a better chance in their treatment due to the early detection.

We are requesting \$5,390.00 in cash reimbursements to cover the cost of screening forms, supplies, and promotional forms. In addition to the cash reimbursements we are requesting facilities assistance for the booth at the Wyoming Women's Expo booth. Currently the Wyoming Foundation for Cancer Care pays around \$1,000.00 each year for the booth. Please see the detailed breakdown of expenses for further clarification of costs. All questions and further inquiry should be directed to the following:

Meaghan Hennings
Patient Navigator
Rocky Mountain Oncology
6501 E 2nd Street
Casper, WY 82609
Phone: 307-233-4783
mhennings@rockymountainoncology.com

Budget:

These costs are estimated from previous purchases. Actual cost of items may vary slightly than what is listed with this proposal.

- Screening Forms:
 - 3 part Screening Form 500 count = \$375.00
 - Breast Cancer Screening Consent Form 500 count = \$200.00
 - 3 part Breast Cancer Screening Form 500 count = \$250.00
 - 3 part Prostate Form and Envelopes 100 count = \$50.00
 - Oral Cancer Form 500 count = \$250.00
 - **Total cost = \$1125.00**

- Public Notification and Promotion:
 - Flyers 300 count = \$150.00
 - Posters 150 count = \$200.00
 - Cost of graphic design one time fee = \$350.00
 - **Total cost = \$700.00**

- Screening Supplies:
 - Paper capes 5 cases = \$200.00
 - Paper lap blankets 4 cases = \$200.00
 - Tongue Depressors 5 boxes = \$50.00
 - Hand Sanitizer 5 pump bottles = \$200.00
 - Gloves 6 boxes = \$150.00
 - Pens 4 boxes = \$15.00
 - Clip boards 10 individual = \$75.00
 - Exam paper 1 case = \$50.00
 - Paper tape measure 1 case = \$50.00
 - K-y jelly 3 4oz tubes = \$25.00
 - Pillows 1 case = \$50.00
 - Sheets 6 cases = \$250.00
 - **Total cost = \$1315.00**

- One time purchase:
 - Exam tables 8 tables = \$2800.00
 - Egg crate mattresses 4 individual = \$50.00
 - **Total cost = \$2850.00**

Overall Total Supply Cost: \$5,990.00

- The one time purchase of the exam tables and mattresses would be necessary to update our equipment. They could then be used for several years thereafter.

Community Promotions Requests

Event Name Juneteenth Freedom Celebration
 Organization Wyoming Juneteenth Education Committee

Spring
 2013

Request Summary

Cash Request	InKind Request	Facility Request	Total Request
\$500.00	\$484.54	\$12.50	\$997.04

Cash Request

Cash Purpose	Cash Request
Musicians, Food, Advertisements	\$500.00

In Kind Request

In Kind Name	Number Requested	Unit Cost	Total Cost
Trash Service - Per 90 gallon can	4	\$6.00	\$24.00
Police Overtime per hour	4	\$30.00	\$120.00
Streets Overtime per hour	2	\$20.27	\$40.54
Tables and Chairs for each person after the 50th	250	\$1.00	\$250.00
Tables and Chairs Delivered for up to 50 people	1	\$50.00	\$50.00
			<u>\$484.54</u>

Facility Request

Facility Name	Number Requested	Unit Cost	Total Cost
Parks - Charitable events in parks per day	1	\$12.50	\$12.50
			<u>\$12.50</u>

Cost Per Spectator or Participant

Participants Anticipated	50
Cost Per Participant	\$19.94

Spectators Anticipated	300
Cost Per Spectator	\$3.32

Financial Summary

Finances WITHOUT City Support:

Total Anticipated Expenses:	\$740.00
Total Anticipated Revenue (Without City Support)	\$1,100.00
Profit / Loss (Without City Support):	\$360.00

Finances WITH City Support:

Total City Support Requested:	\$997.04
Reliance on City Support (%):	47.55%
Profit / Loss (With City Support):	\$1,357.04

Budgeted Revenue

Revenue Description	Amount	Committed?
Free Will Offerings		<input type="checkbox"/>
Rev. William Pierce & Family	\$200.00	<input type="checkbox"/>
Casper Rotary Club	\$200.00	<input type="checkbox"/>
Wyoming Juneteenth Committee	\$200.00	<input checked="" type="checkbox"/>
Imitate the Image Ministries	\$500.00	<input checked="" type="checkbox"/>
	<hr/>	
	\$1,100.00	

Info from Last Year's Final Report

Received?	Submitted On Time
Total Revenue	\$632.00
Total Expenditures	\$740.00
Participants	29
Participant Certainty	High - Accurate Count
Spectators	275
Spectator Certainty	Medium - Educated Guess

Changes for the Upcoming Year

Budgeted Expenses

Expense Description	Amount
Salads, side dishes, paper plates, forks spoons and knives	\$100.00
Three on Three Basketball	\$75.00
Disposable Pans	\$50.00
Ornaments	\$60.00
Printer Ink	\$65.00
City (Police, Park Table & Chairs)	\$265.00
Envelopes & Paper	\$60.00
Stamps	\$65.00
	<hr/>
	\$740.00

Prior Year Awards

Fiscal Year	Amount
2005	\$823.33
2006	\$976.00
2007	\$1,075.00
2008	\$1,102.66
2009	\$817.03
2010	\$1,130.00
2011	\$338.00
2012	\$470.25

Community Promotions Application - FY 2013 ²

Please use this application to request support for events and programs that will take place between November 1, 201~~0~~¹ and October 31, 201~~1~~². Applications are due in City Hall by 12:00 noon on ~~August 13, 2010~~ ^{July 31, 2012}.

Name of Sponsoring Organization:
**Wyoming Juneteenth
Education Committee**

Name of Program or Event:
**Juneteenth Freedom
Celebration**



Contact Information

Contact Person: Rev. William H. Pierce Phone Number: 237-0831 Date: 6-18-13
~~8-10-13~~
Address: 813 N. Washington St.
Email: Bro.bill111@yahoo.com
Is this organization a Non-Profit Organization? Yes or No
If so, what is your tax exempt EIN number? 83-0309705

Event / Program Description

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

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

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

Event Changes:

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

None

Dates

On what date(s) will this event be held? 6-18-13

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

Anticipated Attendance and Public Participation

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

How many people do you expect to be **Participants** in this event or program? 50

How many people do you expect to attend this event as **Spectators**? 300

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

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Support Requested

Cash	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</p>
Amount: \$ 500.	To be used for (please be specific, i.e. "we will use the funds to produce 500 color brochures to be mailed to all of the elementary schools in Natrona County" as opposed to "public relations"):
Date Cash Needed: 7 / 18 / 2010 6 / 2013	Musicians, Food, Advertisements

In-Kind Staffing and Services	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p>Please be Aware that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.</p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police) EMT's Ski Lift Tickets Golf Passes Traffic Control Trash Service (cans/dumpsters) Use and Delivery of Tables/Chairs Baseball Field Preps Museum Passes Pool Passes Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1.	Street Closure permit	" " St. from Beach To Kimball	6-18-13	3pm	4pm
2.	Traffic Control	For Parade	6-18-13	3pm	4pm
3.	Event Staffing (Police)	Campfield Park	6-18-13	3pm	Until
4.	Set and Pick Up Tables Chairs		6-18-13	3:00p	6:00pm
	Trash Service (cans /dumpsters)		6-18-13	3:00p	6:00pm

Facilities	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p>Please be Aware that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.</p>				
	<p><i>Facilities that are typically requested:</i></p> <p>Casper Events Center Aquatics Center City pools Ice Arena Fort Caspar City Hall Recreation Center Sports fields City Parks</p>				
Please list the facility you require:	Purpose		Date	Start Time	End Time
1.	Campfield Park		6-18-13	3:00pm	Until
2.					
3.					
4.					

If you have any questions about this application, please contact Peter Meyers in the City Manager's Office at 235-8224.

Budget Summary

Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$
Sponsorships (indicate from whom and whether the sponsorship is committed funds or to be requested).	
1. Imitate the Image Ministries	\$ 500.00
2. Wyoming Juneteenth Committee	\$ 200.00
3.	\$
4.	\$
Donations (list from whom and whether the donation is committed or to be requested):	
1. Casper Rotary Club	\$ 200.00
2.	\$
3. Rev. William H. Pierce and Family	\$ 200.00
4.	\$
Applicant Funds :	\$ 200.00
Other Funds (please list source(s)):	
1. Free Will Offerings	\$???
2.	\$
3.	\$
4.	\$
Total Funding:	\$

Anticipated Expenses for this program or event (please be a specific as you can).	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
Total Expenses:	\$ 1,000.00 to 2,000.00

Total Revenue minus Total Expenses: profit (loss):	\$ 200.00 to 500.00
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Past Year's Budget

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

If you have any questions about this application, please contact Peter Mevers in the City Manager's Office at 235-8224.



Wyoming Juneteenth Education Committee "Unifying People Through Education"

Pastor Wm. H. & Lessie B. Pierce, Wyoming Juneteenth State Directors
813 N. Washington Street, Casper, WY 82601, 307-237-0831 or 307-267-3902
E-mail: bro.bill111@yahoo.com

Sister Mary Jackson
P. O. Box 2047
Casper, WY 82609
307-472-3554

July 18, 2013

I greet you in the name of our Lord and Saviour, Jesus Christ.

Sister Dacia Edwards
P. O. Box 215
Evansville, WY 82636
307-247-0374

Event / Program Description:

This event will be an evening that families will be able to come out, join in with other local community members and share in fun, games and fellowship to help promote race relation and community harmony. As well as being able to learn of other members of this community a part of history in the making and living.

Our intent has always been to promote racial harmony and raise self-esteem of minorities in the community and state. Raise the community awareness of minority's contributions to the building of this country.

This event will not only promote cultural diversity but intellectual and artist diversity as well. This event has already encouraged and excited some of our youth and given them an opportunity to show their talents. Schools will be encouraged to participate in the parade, along with Veterans and other community groups.

We are also requesting that we be able to close off "L" St. from Kimball to Beech St.

Pastor, William H. Min. Lessie B. Pierce
Wyoming Juneteenth State Director's
For the National Juneteenth Observance Foundation

Community Promotions FY 2012 Final Report



Please file this form within **30 days** of the conclusion of your event.
Please submit this form along with any bills for reimbursement.

Organization: <u>Wyoming Juneteenth</u>	Program/ Event: <u>Juneteenth Day</u>
Contact Person: <u>Rev. William H. Pierce</u>	Phone Number: <u>267-3902</u> Date: <u>June, 2012</u>

1. Written Account of your event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your *Written Account* to one (1) page of written material.**

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event.

3. Attendance and Participation

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

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

<i>I can <u>Accurately Count</u> the number of people who attended my event because:</i>	
<input type="checkbox"/> We sold tickets <input type="checkbox"/> We took a turnstile count or counted people as they came in <input type="checkbox"/> We conducted an organized head count <input type="checkbox"/> All participants were registered <input type="checkbox"/> We used sign-in sheets <input checked="" type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	29
Number who attended as Spectators:	250 to 300

<i>I can make an <u>Educated Guess</u> at the number of people who attended my event because:</i>	
<input type="checkbox"/> We counted cars <input type="checkbox"/> We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i> <input checked="" type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	29
Number who attended as Spectators:	250 to 300

<i>I can only make a <u>Rough Estimate</u> of the number of people who attended my event.</i>	
Number who Actively Participated:	
Number who attended as Spectators:	

What's the difference between a participant and a spectator?

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

If your event was....	Then your count of <u>Participants</u> would include...	And your count of <u>Spectators</u> would include...
.... a Baseball Tournament	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>
.... a Bake Sale fundraiser	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
... a class for teens about alcohol abuse	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
.... a soup kitchen that gave food to the homeless	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>



Wyoming Juneteenth Education Committee "Uniting People Through Education"

Pastor Wm. H. & Lessie B. Pierce, Wyoming Juneteenth State Directors
813 N. Washington Street, Casper, WY 82601, 307-237-0831 or 307-267-3902
E-mail: bro.bill111@yahoo.com

Sister Mary Jackson
P. O. Box 2047
Casper, WY 82609
307-472-3554

Sister Dacia Edwards
P. O. Box 215
Evansville, WY 82636
307-247-0374

December 6, 2012

I greet you in the name of our Lord and Saviour, Jesus Christ.

Participants at the Wyoming Juneteenth this year were gospel rap group called "**THE NO GOOD**", there is six in the group, Imitate the Image choir participants were 7, Sis. Mary Jackson participant was 1, Pastor Pierce. Pound effects Ron Balsom. There were 5 to 6 volunteers that worked the food line. For the young people we had the Bouncy House and Velcro Wall and three on three basketball. We had Bar-B-Q with all the trimmings, pop, and other refreshments. We also had a parade with one (1) Police Officer as escort. Shawn Wiggins of "**Wiggy's Closet**" set up a display of black baseball paraphernalia. There were a total of 29 participants all together. There were approximately 250-300 in attendance.

Total of expenses were \$416.86, see enclosed copy of receipts.

Thanks to the City of Casper, Pepsi cola, Coca-Cola, Smith groceries, both Safeway stores and Albertsons stores and vendors from around the city, the Juneteenth Celebration was a great success.

Pastor, William H. Min. Lessie B. Pierce
Wyoming Juneteenth State Director's
For the National Juneteenth Observance Foundation



Wyoming Juneteenth Education Committee

"Unifying People Through Education"

Pastor Wm. H. & Lessie B. Pierce, Wyoming Juneteenth State Directors
 813 N. Washington Street, Casper, WY 82601, 307-237-0831 or 307-267-3902
 E-mail: bro.bill111@yahoo.com

December, 2012
~~February 8, 2011~~

Dr. Thomas Walsh
 136 East 15th
 Casper, WY 82601
 307-235-3587

Miss Oneida Clark
 P. O. Box 3782
 Casper, WY 82601
 307-265-1716

Dr. John Nganga
 Kambutu, Ph.D.
 1301 S. Forest
 Casper, WY 82609
 307-234-4784

Professor Tracy Phau
 1343 South Beech
 Casper, WY 82601
 307-237-8640

Sister Mary Jackson
 P. O. Box 2047
 Casper, WY 82609
 307-472-3554

Sister Dacia Edwards
 P. O. Box 215
 Evansville, WY 82636
 307-247-0374

I greet you in the name of our Lord and Saviour, Jesus Christ.

Donation:

Donation collected at the event:.....	\$ 32.00
Donations from community businesses,	\$300.00
The Pierce family	\$150.00
Imitate the Image Ministries	<u>\$150.00</u>
	<u>\$632.00</u>

Expenditures:

Stamps;	\$ 65.00
Envelops & paper	\$ 60.00
City (Police, Park Table & Chairs)	\$265.00
Printer Ink	\$ 65.00
Ornaments	\$ 60.00
Disposable pans	\$ 50.00
Three on Three Basketball.....	\$ 75.00
Salads, side dishes, paper plates, Forks, Spoons and Knives	<u>\$100.00</u>
Approximant Cost	<u>\$740.00</u>

Pastor, William H. Min. Lessie B. Pierce
 Wyoming Juneteenth State Director's
 For the National Juneteenth Observance Foundation

911 PHONE SYSTEM UPGRADE PROJECT

PURPOSE

- Provide modern phone capabilities for the dispatch center
- Alleviate the current issues with equipment failures
- Durability and redundancy
- Expandability

MODERN SYSTEMS

- .. Current equipment works on late 1960's technology with modern "patched" into it
- .. Telephones today are built and based on internet technology
- .. Maintaining old technology is difficult and expensive
- .. In the future, with ESINet replacing the current 911 systems, all of the 1960's technology will go away

CURRENT ISSUES

- Current phone operating system was installed in 2006. Just like a computer or cell phone, after a period of time it becomes obsolete and is not supported.
- From 2010-2012, PSCC created 93 repair orders for the phone system. Some of the orders would take multiple visits from technicians.
- For a period of about 3 months, two of the dispatch positions were unusable due to equipment failures. It required locating replacement parts for the old equipment, and trouble shooting.

- .. The Logger-Recorder is also out dated and unreliable. It uses double sided DVDs that must be manually changed based on level of use. One of the DVD burners was replaced in 2011 due to failure. No maintenance contract is available due to its age.

DURABILITY AND REDUNDANCY

- 3 year average number of calls handled in PSCC;
140,992 total calls = 386 a day
26,609 calls for 911 = 73 a day
- The system needs built in back ups, 2 of everything
- Needs separation of equipment (avoid having all of your eggs in one basket)
- Needs a maintenance contract with 24/7 service
- A back-up or secondary PSCC with full functionality can be set up in a separate location

EXPANDABLE

- The proposed system would allow the addition of more dispatch positions easily
- The building of our own “core” allows us to have maintenance done on our terms, and upgrades done as needed by Casper
- Use of the core can be leased to other dispatch centers adding to PSCC revenue lines

THE PROCESS

- Late in 2011, Elert and Associates began to analyze our current system, research current technology, and make recommendations for an RFP.
- In January of 2012, Elert and Associates provided the draft of their analysis for the phone system.

...the 911 network is going to have to be rebuilt. This is not optional; it needs to happen. The demands of an emergency network cannot continue to be built on a network that was originally built for rotary telephones.

- .. September of 2012, RFP was published with a closing date of late October
- .. 7 companies responded
 1. Five of them had a complete phone/recorder system
 2. Two were recorder systems only
- .. Based on the proposals received, the vendors were narrowed down to ISC and Century Link

- .. Formal presentation done by each vendor with Elert and IT involved
- .. ISC was recommended as the vendor to enter into contract negotiations with by Elert and Associates on February 1st, 2013

THE VENDOR

- ISC was founded in Casper in 1998 by Win Farnsworth
- ISC has E9-1-1 customers in 6 Wyoming centers, 8 Colorado centers, 14 New Mexico centers. Over 40 school districts, UW and CC, Pepsi Center
- Fully certified and licensed Cisco and Intrado partners

THE SYSTEM

- .. Viper NG-9-1-1 by Intrado (Positron)
- .. Verint logger recorder using web technology for call/radio traffic storage
- .. The core of the system will be housed at Fire Station 3. Why?
- .. The current dispatch center will have phone remotes installed for each position from the core
- .. Requires a vast amount of hardware and software

Positron VIPER (Features)

- VoIP as a telephony layer
- Designed and engineered by Intrado
- Proven NG9-1-1 Solution
- High availability through redundancy and diversification
- Multiple configuration options to meet customer needs



COST

- .. \$548,302, purchase and installation of the system
- .. \$213,566 in maintenance over four years
- .. Funding from the PSCC reserves

Each agency that is served by PSCC pays into that account over time, for the purpose of replacing or upgrading equipment.

- .. With the purchase of the system and payment of the maintenance on a yearly basis it allows for us to keep a healthy balance in the reserve account should other equipment problems arise.

March 4, 2013

MEMO TO: John C. Patterson, City Manager

FROM: Chris Walsh, Chief of Police

SUBJECT: Professional Services Agreement with Wireless Advanced Communications

Recommendation:

That Council, by resolution, authorize a sole source purchase and installation contract with Wireless Advanced Communications (WAC), in the amount of \$73,496.19, to purchase and install call center radio equipment on, and inside Casper Fire-EMS Station No. 3, for use as a remote emergency dispatch facility.

Summary:

The existing dispatch center in the Hall of Justice is subject to communications failures. The efforts to correct the problems have not been successful while trying to maintain service 24-hours a day, 7 days a week, 365 days a year.

With a few select upgrades, Casper Fire-EMS Station No. 3 at 2140 East 12th Street will be prepared and ready for call center equipment to be installed. This site preparation and installation will ensure that the goal of zero percent communications failures can be maintained between the two sites, or, in the event that an evacuation of one of the sites is necessary. The secondary site will also allow for the temporary relocation of the call center so that the Hall of Justice facility can be upgraded and the current problems addressed.

Because call center failures are not acceptable, time is of the essence in creating a secondary site. To expedite completion of the redundant call center, the Casper Police Department desires to use Wireless Advanced Communications, as they have been assigned by the Motorola Solutions Inc. Account Manager to provide the necessary services (Motorola letter attached). Also, WAC is currently contracted to provide call center maintenance; they install, configure, and support call center equipment; they know the system requirements and protocols; and, they are a licensed and approved Motorola subcontractor.

Funding for this project will come from three sources: \$15,853 from a previously-approved Homeland Security Grant, \$7,323.53 from the Fire Departments' budget, and \$50,319.66 from the PSCC budget.

CONTRACT FOR PROFESSIONAL SERVICES

PART I - AGREEMENT

This Contract for Professional Services (“Contract”) is entered into on this _____ day of March, 2013, by and between the following parties:

1. The City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 (“City”).
2. Wireless Advanced Communications, 1240 West Collins Drive, Casper, Wyoming, 82604 (“Contractor”).

Throughout this document, the City and the Contractor may be collectively referred to as the “parties.”

RECITALS

A. The City is undertaking the build-out of a secondary Public Safety and Communications Center (PSCC) site at Casper Fire Station #3.

B. The project requires professional services for the purchase and installation of radio equipment and optimization, which will meet Motorola standards, to be installed on and inside Casper Fire Station #3, located at 2140 E. 12th Street, Casper, Wyoming 82601.

C. The Contractor represents that it is ready, willing, and able to provide the professional services to City as required by this Contract.

D. The City desires to retain the Contractor for such services.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, the parties agree as follows:

1. SCOPE OF SERVICES:

The Contractor shall perform the work specified under this Contract as follows:

- Provide and install all items, as set forth on Attachments A, B, and C, which are hereby made a part of this Contract. All items shall be provided and installed in accordance with the *Motorola Standards and Guidelines for Communications Sites*, document #68P81089E50-B, dated 9/1/05 – UP (518 pages), which is hereby incorporated by reference and made a part of this contract.

2. TIME OF PERFORMANCE:

The services of the Contractor shall be undertaken and completed on or before the 30th day of June 2013.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Contractor shall be compensated for services performed in accordance with paragraph 1, not to exceed a lump sum of Seventy Three Thousand, Four Hundred Ninety Six and 19/100 Dollars (\$73,496.19).

4. METHOD OF PAYMENT:

Payment will be made following receipt of an itemized invoice from the Contractor for services rendered in conformance with the Contract, and following approval by the Casper City Council. Contractor shall submit an invoice for payment specifying that it has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

If amounts owed by the Contractor to the City for any goods, services, licenses, permits or any other items or purpose remain unpaid beyond the City's general credit policy, those amounts may be deducted from the payment being made by the City to the Contractor pursuant to this Contract.

5. TERMS AND CONDITIONS:

This Contract is subject to and incorporates the provisions attached hereto as PART II -- GENERAL TERMS AND CONDITIONS.

6. WARRANTIES:

Contractor agrees to perform all of the work specified under this contract in a workmanlike manner. Contractor further agrees to pass through to the City any and all warranties that attach to the equipment being installed under this contract, and to execute all necessary documents for the transfer of said warranties.

7. EXTENT OF CONTRACT:

This Contract represents the entire and integrated Agreement between the City and the Contractor, and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended only by written instrument signed by both the City's and the Contractor's authorized representatives.

The City and the Contractor each individually represent that they have the requisite authority to execute this Contract and perform the services described in this Contract.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Contract as of the day and year above.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Kenyne Schlager
Mayor

CONTRACTOR
Wireless Advanced Communications

By: _____

Print Name: _____

Title: _____

Attachment A

Item	Description	Quantity	Price
1	WAC EQUIPMENT	1	\$3,581.82
2	Cable – APX to Headset Jack box cable	2	
3	Amplifier – Headset Push-to-Talk Amplifier, SHS 1890-15' (15' cord)	2	
4	Headset – Plantronics TriStar corded noise cancelling headset, (H81N-40203-01)	2	
5	Equipment Rack–(ARR-1272-NF-7)	1	
6	Plenum Coax-300 feet of LMR400 plenum coax	300	
7	WAC-Services	1	\$15,702.85
8	Grounding – Equipment grounding	1	
9	Antenna System-2 control station combiner & 1 duplexer antenna systems	3	
10	System IA/Optimize-Equipment installation and optimization	1	
11	Electrical (risers, Weather Heads, Roof Jacks)	1	
12	Programming-program APX Consolette, (dualband)	2	
13	Motorola Equipment	1	\$31,679.90

Total Equipment and Installation \$50,964.57*

Motorola Solutions Equipment Quote (See Attachment B)

*Includes Installation of above items provided by Contractor.

Attachment B

	Back Up Dispatch Center	Quantity	Price	Total
L30TSS9PW1AN	APX7500 Console Dual Band Model	2	\$3184.00	\$6368.00
G806BE	ENH:Astro Digital CAI OP APX	2	412.00	\$824.00
W382AM	ADD: Control Station Desk GCAI MIC	2	\$135.20	\$270.40
GA00244AA	ADD 7/800MHZ Orimary Band	2	-	-
GA00308AA	ADD:VHF MP Secondary Band	2	\$320.00	\$640.00
GA00579AA	ADD:Enable Dual Band Operation	2	\$480.00	\$960.00
L999AA	Add:Full FPW/05/Keypad/Clock/VU	2	\$631.20	\$1262.40
CA01598AB	ADD: AC Line Cord /US	2	-	-
G625AP	ADD: DES/DES-XL/DES-OFB Encryptian	2	\$479.20	\$958.40
W969BG	ADD: Multiple Key Encryptian Operation	2	\$264.00	\$528.00
G51AT	ENH:Smartzone Operation APX	2	\$1200.00	\$2400.00
QA01749AB	ADD: Advanced System Key Software Key	2	-	-
G361AH	ADD: P25 Trunking Software	2	\$240.00	\$480.00
DSCS15170405SN	Standard Control Station Combiner, 150-174 MHZ 4 Ch.	1	\$10,161.90	\$10,161.90
DSCS74860405SN	Standard Control Station Combiner, 746-869 MHZ 4 CH	1	\$5459.40	\$5459.40
DSDP8086080132	Duplexer 806-824 MHZ, 851-869 MHZ	1	\$1,112.40	\$1,112.40
FHN7470A	ASSY, Adptr, MCD 5000 Deskset HSet Jck BX & CBL	2	\$127.50	\$255.00

Total Equipment \$31,679.90

Attachment A

Item	Description	Quantity	Price
1	WAC EQUIPMENT	1	\$3,581.82
2	Cable – APX to Headset Jack box cable	2	
3	Amplifier – Headset Push-to-Talk Amplifier, SHS 1890-15' (15' cord)	2	
4	Headset – Plantronics TriStar corded noise cancelling headset, (H81N-40203-01)	2	
5	Equipment Rack–(ARR-1272-NF-7)	1	
6	Plenum Coax-300 feet of LMR400 plenum coax	300	
7	WAC-Services	1	\$15,702.85
8	Grounding – Equipment grounding	1	
9	Antenna System-2 control station combiner & 1 duplexer antenna systems	3	
10	System IA/Optimize-Equipment installation and optimization	1	
11	Electrical (risers, Weather Heads, Roof Jacks)	1	
12	Programming-program APX Consolette, (dualband)	2	
13	Motorola Equipment	1	\$31,679.90

Total Equipment and Installation \$50,964.57*

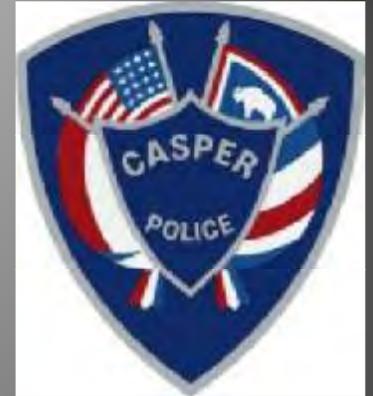
Motorola Solutions Equipment Quote (See Attachment B)

*Includes Installation of above items provided by Contractor.

Attachment B

	Back Up Dispatch Center	Quantity	Price	Total
L30TSS9PW1AN	APX7500 Consolette Dual Band Model	2	\$3184.00	\$6368.00
G806BE	ENH:Astro Digital CAI OP APX	2	412.00	\$824.00
W382AM	ADD: Control Station Desk GCAI MIC	2	\$135.20	\$270.40
GA00244AA	ADD 7/800MHZ Orimary Band	2	-	-
GA00308AA	ADD:VHF MP Secondary Band	2	\$320.00	\$640.00
GA00579AA	ADD:Enable Dual Band Operation	2	\$480.00	\$960.00
L999AA	Add:Full FPW/05/Keypad/Clock/VU	2	\$631.20	\$1262.40
CA01598AB	ADD: AC Line Cord /US	2	-	-
G625AP	ADD: DES/DES-XL/DES-OFB Encryptian	2	\$479.20	\$958.40
W969BG	ADD: Multiple Key Encryptian Operation	2	\$264.00	\$528.00
G51AT	ENH:Smartzone Operation APX	2	\$1200.00	\$2400.00
QA01749AB	ADD: Advanced System Key Software Key	2	-	-
G361AH	ADD: P25 Trunking Software	2	\$240.00	\$480.00
DSCS15170405SN	Standard Control Station Combiner, 150-174 MHZ 4 Ch.	1	\$10,161.90	\$10,161.90
DSCS74860405SN	Standard Control Station Combiner, 746-869 MHZ 4 CH	1	\$5459.40	\$5459.40
DSDP8086080132	Duplexer 806-824 MHZ, 851-869 MHZ	1	\$1,112.40	\$1,112.40
FHN7470A	ASSY, Adptr, MCD 5000 Deskset HSet Jck BX & CBL	2	\$127.50	\$255.00

Total Equipment \$31,679.90



Secondary Emergency Call Center

PURPOSE

- To provide continuity of operations in dispatch services in the event of:
 - ü Hall of Justice evacuation
 - ü Loss of power in the HOJ
 - ü Primary system failures
 - ü Support emergency operations in large events

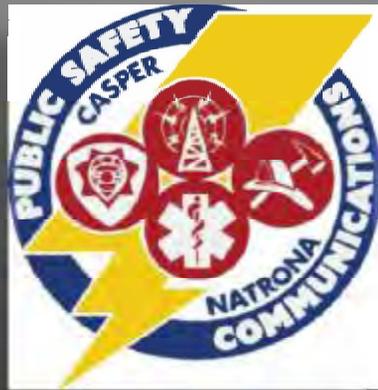


PSCC provides full or part-time services to 26 agencies

5 primary Law Enforcement agencies

8 primary Fire agencies

3 primary EMS agencies



10 secondary services in the County

Entities served:

**Casper PD, Mills PD, Evansville PD, Midwest PD,
NCSO**

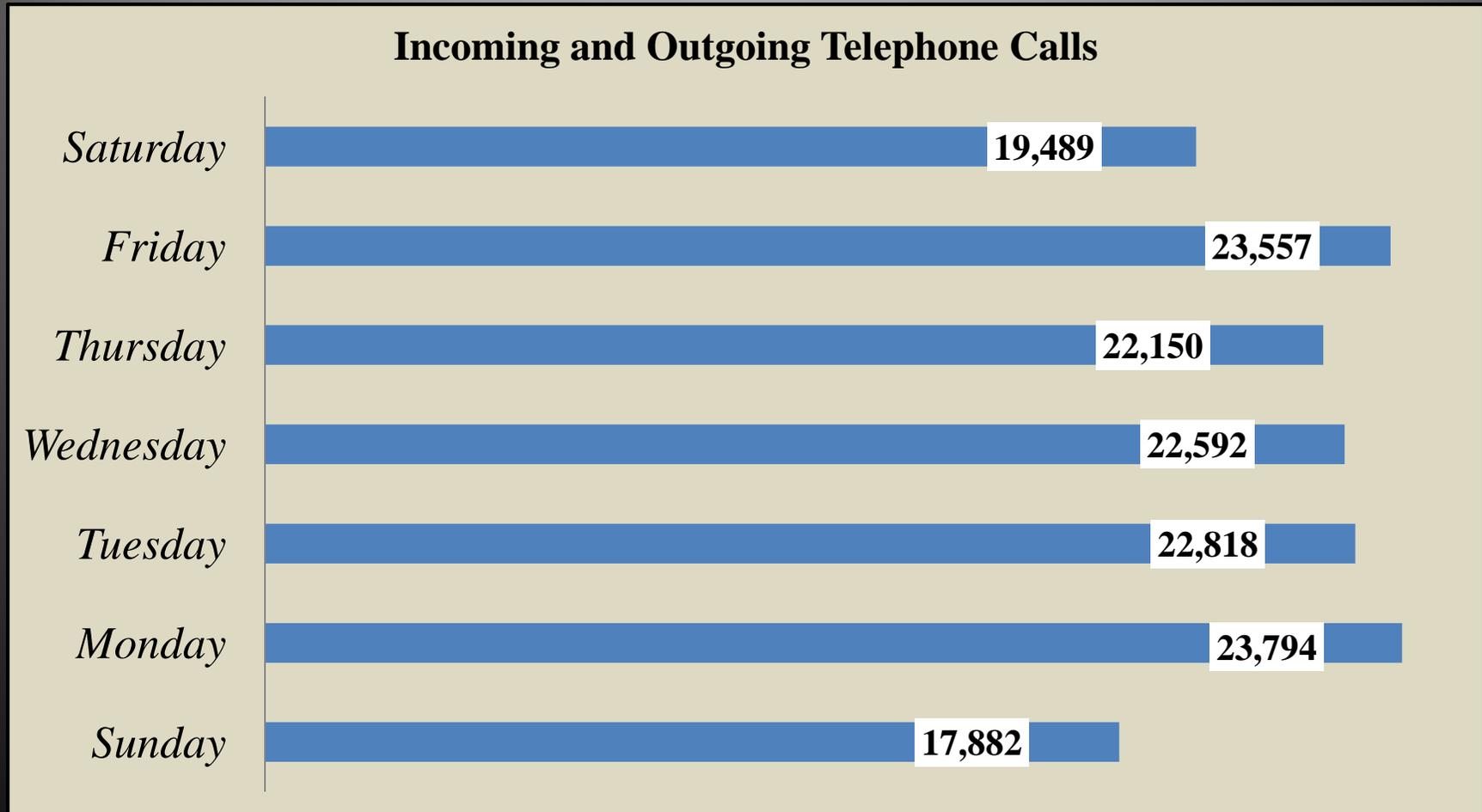
**Casper Fire EMS, County Fire, Mills Fire, Evansville Fire,
Casper Mt. Fire, Bar Nunn Fire, Airport Crash Fire &
Rescue, Salt Creek Emergency Services**

WMC EMS, Mills EMS, Evansville EMS

**Casper public works, Mills public works, Evansville public
works, Metro Animal Control, WHP, DCI, ICE, Probation and
Parole, Casper College security, DFS**

CALLS TO DISPATCH

152,282 IN 2012

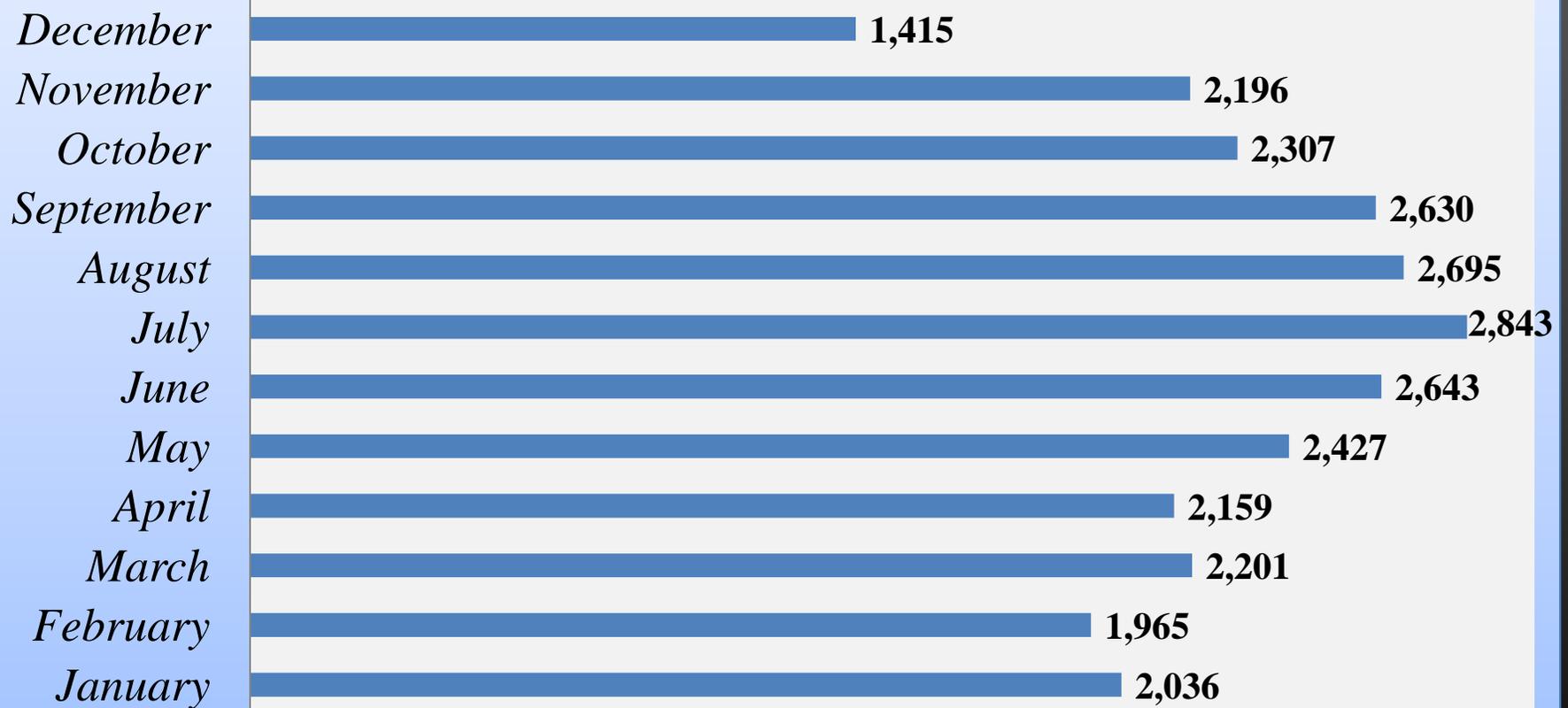




EMERGENCY CALLS

27,519 IN 2012

911 Incoming Calls



Triggering Event

- August 25th, 1:22 p.m. power failure
- Back-up generator failure
- Battery back-ups quickly depleted
 - Phones offline, emergency and non-emergency
 - CAD server offline
 - Access to NCIC and State Links offline
 - Paging systems offline

Triggering Event – cont'd

- Phone service quickly restored
- All other systems failed, except the radio
- Mobile Command Vehicle set up as a dispatch site
 - MCV generator overheated
- Partial services restored through various means
- Fire reported in the Penthouse when power was restored



Hasty countermeasures

- CPD and NCSO spare vehicles staged in front of the HOJ to be used as dispatch stations
- County IT established an NCIC link on a laptop computer
- Fire station 5 was staffed to answer 911 lines



Lessons learned

- This situation was a combination of worst case scenarios
 - Nice summer day
 - No environmental or man made disasters
- Demonstrated a vulnerability in our current systems and methods



Solution



- Develop offsite location to dispatch
- Design with necessary equipment
 - Radios and computers
- Must have independent power
- Must have enough room to work

Site selection

- CFD Station 3
- New construction
- Pre-existing EOC room
- Stand-alone generator
- 24-hour staffed location
- City-owned



Site development

- Station 3 has one radio, requiring the purchase of two additional
- Purchase of computers
- Equip the station with the supplementary antennas
- Add power circuits
- Physical security enhancements

Benefits of this location...

- Can be used as EOC with on-site incident dispatching
- Serve as a secondary dispatch center
- Alt. dispatching would not interfere with operational use of the MCV
- Creates a necessary redundancy for critical emergency services operations



Cost

TOTAL COSTS: \$73,496

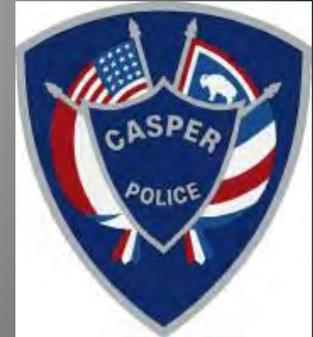
Funding sources:

- \$15,853 - Homeland Security grant
- \$7,323 - from Casper Fire
- \$50,320 - from PSCC reserve account





Equipment and Services



- Radios
- Required antennas, cabling and associated parts
- Electrical upgrades
- Security fencing around generator
- Labor and professional services costs



Success is not final, failure is not fatal: it is the courage to continue that counts.

Winston Churchill



Bob Hopkins
714 South Beech St.
Casper, WY 82601
307.472.1837

March 4, 2013

Mayor Kenyne Schlager
200 N. David
Casper, WY 82601

Dear Mayor Schlager,

I took a little time this weekend to review some thoughts on the smoking ban. We spent a lot of time in public hearings to get where we are now, but I think that the ban we put in place is perhaps more restrictive than many of our citizens realized before its implementation. If I understand the process from here forward, we will be required to repeal, modify, or leave the ordinance in place as it stands (requiring a total three readings/public hearings). If however, we elect to repeal the ordinance we are likely facing the cost of the election plus having three additional readings on a new ordinance including public hearings at each reading.

Based on the foregoing I believe that the most productive way to proceed would be to amend the current ordinance and have the three required public hearings that we currently face in any event.

I have included in the attachment a modified version of the ordinance, that addresses most of the concerns I am aware of. As it turns out, I do not think the required changes are extensive but we still would have an ordinance that could cover all but a few dozen places out of the hundreds of places the public would no longer encounter secondhand smoke. In addition, I think it is important to keep in mind that the ordinance whether in place or not has never restricted the right of any property owner, leaseholder, or renter from telling folks they are in a No Smoking area.

Here are the line-by-line changes I have made;

- Line 81 - Make Public place plural
- Line 91 - Eliminate the words and taxi
- Line 95 - Insert the word taxi between limousine and bus
- Line 105- Make service establishment singular
- Line 144 - Eliminate listed item #6 Taverns, lounges, and bars from the list

Line 145 - Eliminate listed item #7 Health care facilities

Line 157 - Modify to read - Service establishment non-public places;

Line 164 – Modify to read- Private clubs when holding events open to the general public;

Line 168 & 169 - Eliminate the words - but not limited to, work areas,

I wanted to get this to you before our next meeting regarding smoking so we can put together a consistent reasonably efficient approach to the issue. If you have any questions or want to have further discussion please give me a call.

Sincerely,

Bob Hopkins

Chapter 8.16 - SMOKING IN PUBLIC PLACES

1 **Chapter 8.16 - SMOKING IN PUBLIC PLACES** ¹⁴

2 **Sections:**

3 [8.16.010 - Findings.](#)

4 [8.16.020 - Definitions.](#)

5 [8.16.030 - Application of chapter to city-owned facilities and vehicles.](#)

6 [8.16.040 - Prohibition of smoking in public places.](#)

7 [8.16.050 - Prohibition of smoking in places of employment.](#)

8 [8.16.060 - Distance to be observed from all entryways where smoking is prohibited.](#)

9 [8.16.070 - Declaration of establishment as nonsmoking.](#)

10 [8.16.080 - Where smoking is not regulated.](#)

11 [8.16.090 - Smoking prohibited—Other restrictions applicable.](#)

12 [8.16.100 - Posting of signs.](#)

13 [8.16.110 - Violation, penalty, and enforcement.](#)

14 [8.16.120 - Other applicable laws.](#)

15
16
17 **8.16.010 - Findings.**

18 A. The governing body of the city of Casper, Wyoming, hereby finds that:

- 19 1. Numerous peer reviewed studies have found that tobacco smoke is a major contributor to
20 indoor air pollution and that breathing secondhand smoke is a cause of disease in healthy
21 nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. At special
22 risk are children, elderly people, individuals with cardiovascular disease, and individuals with
23 impaired respiratory function, including asthmatics and those with obstructive airway disease.
- 24 2. Health hazards induced by breathing secondhand smoke include lung cancer, heart disease,
25 respiratory infection, and decreased respiratory function, including broncho-constriction and
26 broncho-spasm.
- 27 3. Nonsmokers who are exposed to secondhand smoke at home or work increase their heart
28 disease risk by twenty-five to thirty percent and their lung cancer risk by twenty to thirty percent.

29 B. Accordingly, the governing body finds and declares that the purposes of the ordinance codified in
30 this chapter are:

- 31 1. To protect the public health, safety, and welfare by prohibiting smoking in public places and
32 places of employment as hereinafter set forth; and
- 33 2. To guarantee the right of nonsmokers to breathe smoke-free air in the places delineated herein,
34 and to recognize that the need to breathe smoke-free air shall have priority over the desire to
35 smoke.

36 (Ord. No. 17-12, § 2, 6-19-2012)

Chapter 8.16 - SMOKING IN PUBLIC PLACES

37 **8.16.020 - Definitions.**

38 As used in this chapter, the following terms shall have the following meanings, unless the context
39 clearly indicates that a different meaning is intended:

40 "Business" means any legal entity including, but not limited to, sole proprietorship, partnership, joint
41 venture, corporation or other business entity whether formed for profit-making or nonprofit purposes,
42 including retail or wholesale establishments where goods or services are sold, as well as professional
43 corporations and other entities where legal, medical, dental, engineering, architectural or other
44 professional or nonprofessional services are delivered.

45 "City-owned youth athletic facilities" includes, but is not limited to, facilities where youth soccer,
46 baseball, skateboarding and any other youth activities take place, whether the facility is enclosed or not.

47 "Convention center or facility" means an enclosed area that is designed to hold a convention, trade
48 show, meeting, or seminar where individuals and groups gather to promote and share common interests.

49 "Employee" means any person who is employed by an employer in consideration for direct or indirect
50 monetary wages or profit, and a person who volunteers his or her services for a nonprofit entity.

51 "Employer" means a person, business, partnership, association, corporation, trust, nonprofit entity, or
52 a municipal corporation that employs the services of one or more individual persons.

53 "Enclosed area" means all space between a floor and ceiling or roof that is enclosed on at least three
54 sides by solid walls or windows which extend from the floor to the ceiling or roof, exclusive of doorways.

55 "Fire chief" means the chief of the Casper Fire-EMS Department.

56 "Fire department" means the city of Casper Fire-EMS Department.

57 "Health care facility" means an office or institution providing care or treatment of diseases, whether
58 physical, mental, or emotional, or other medical, physiological, or psychological conditions including, but
59 not limited to, hospitals, rehabilitation hospitals or other clinics, including weight control clinics, nursing
60 homes, homes for the aging or chronically ill, laboratories, and offices of surgeons, chiropractors, physical
61 therapists, physicians, dentists, and all specialists with these professions. This definition shall include all
62 waiting rooms, hallways, private rooms, semiprivate rooms, and wards with health care facilities.

63 "Outdoor patio" means an outdoor area, open to the air at all times, that is either:

- 64 1. Enclosed by a roof or other overhead covering and not more than two walls or other side
65 coverings; or
- 66 2. Has no roof or other overhead covering at all regardless of the number of walls or other side
67 coverings.

68 "Performance hall" means any area or facility that is primarily used for the exhibition of any motion
69 picture, stage, drama, lecture, musical recital or other similar performances including, but not limited to,
70 concert halls and theaters.

71 "Place of employment" means an area under the control of an employer which is intended for
72 occupancy by employees during the course of employment including, but not limited to, work areas,
73 restrooms, conference rooms, meeting rooms, classrooms, waiting areas, offices, stairways, hallways,
74 and employee cafeterias and lounges. A private residence is not a "place of employment" unless it is
75 used as a licensed child care, licensed adult day care, health care or pre-school facility, or any other
76 aforementioned business.

77 "Private club" means those organizations or entities defined as a "club" in Wyoming Statutes Section
78 12-1-101(a)(iii), which are not open to the public, and/or a business, organization, or entity in which a
79 membership or the payment of dues or admission fees are required for participation in the activities
80 thereof.

Chapter 8.16 - SMOKING IN PUBLIC PLACES

81 "Public places" means an enclosed area to which the public is invited or in which the public is
82 permitted including, but not limited to, banks, and other financial institutions, publicly funded or owned
83 buildings, school and college buildings, public conveyances, recreational facilities, lounges, taverns and
84 bars, private, educational facilities, health care facilities, laundromats, public transportation facilities,
85 reception areas, restaurants, retail or wholesale food production and marketing establishments including
86 grocery stores, supermarket and stores where food items are sold for on-premises or off-premises
87 consumption, service establishments, retail or wholesale stores, shopping malls, sports arenas, theaters,
88 and waiting rooms. A private residence is not a "public place" unless it is used as a licensed child care,
89 licensed adult day care, health care or preschool facility.

90 "Public transportation" means, but is not limited to, any enclosed mode of public transportation,
91 including a train, passenger bus, school bus or other vehicle used to transport pupils, ~~and taxi~~; or a
92 vehicle that is owned by, or operated by a business and is open to the public, including tour vehicles,
93 passenger buses or vans regularly used to transport customers. Notwithstanding the foregoing, a private
94 vehicle not open to the public or not used for the transportation of the public during the times of use,
95 including a private passenger vehicle, a private charter or rental of a limousine, TAXI, bus or van, shall
96 not be considered public transportation.

97 "Restaurant" means an eating establishment including, but not limited to, coffee shops, cafeterias,
98 and public and private school cafeterias, which gives or offers for sale food to the public, guests, or
99 employees, as well as kitchens and catering facilities in which food is prepared on the premises and
100 served elsewhere. The term "restaurant" shall include a bar area within the restaurant.

101 "Retail or wholesale stores" mean establishments engaged in the sale of goods or merchandise to
102 the general public for personal or household consumption and rendering services incidental to the sale of
103 such goods. A retail or wholesale sales establishment is usually a place of business and is engaged in
104 activity to attract the general public to make purchases.

105 "Service establishments" means establishments in which professional or non-professional services
106 are rendered to a person whether or not a sale of goods or merchandise takes place. Examples would
107 include, but not be limited to, establishments rendering plumbing, electrical, mechanical, medical, legal,
108 architectural or other such services.

109 "Shopping mall" means an enclosed public walkway or hall area that serves to connect retail sale or
110 professional service establishments.

111 "Smoke" or "smoking" means the inhaling, exhaling, burning or carrying of any lighted tobacco
112 product, weed, plant, nicotine, or other combustible product in a smoking instrument or the placement of
113 smoking instruments containing a lighted tobacco product, weed, plant, nicotine, or other combustible
114 product in an ashtray or other receptacle and allowing smoke or vapor to diffuse into the air. This
115 definition does not include the burning of incense.

116 "Smoking instrument" means any cigar, cigarette, or a pipe, hookah, water pipe or other device used
117 for the smoking of tobacco.

118 "Sports arena" means sports pavilions, stadiums, gymnasiums, health spas, swimming pools, roller
119 and ice rinks, bowling alleys, the Casper Events Center, and other similar places where members of the
120 general public assemble to engage in physical exercise, participate in athletic competition, or witness
121 sports or other events.

122 "Tavern," "lounge" or "bar" means any establishment open to the public whose primary source of
123 revenue is from the sale of alcoholic beverages for consumption by guests on the premises and in which
124 the serving of food is only incidental to the consumption of such beverages, including, but not limited to,
125 taverns, nightclubs, cocktail lounges, and cabarets.

126 "Tobacco shop" means a business that is dedicated to or predominantly for the sale of tobacco
127 products and accessories for such products, in which the sale of other products or services is incidental.

128 "Youth" means any person who has not attained eighteen years of age.

Chapter 8.16 - SMOKING IN PUBLIC PLACES

129 (Ord. No. 17-12, § 2, 6-19-2012)

130 **8.16.030 - Application of chapter to city-owned facilities and vehicles.**

131 All enclosed areas, including buildings and vehicles owned, leased or operated by the city of Casper,
132 shall be subject to the provisions of this chapter.

133 (Ord. No. 17-12, § 2, 6-19-2012)

134 **8.16.040 - Prohibition of smoking in public places.**

135 A. Smoking shall be prohibited in all enclosed areas of public places within the city of Casper including,
136 but not limited to, the enclosed areas of the following places:

- 137 1. Galleries, libraries and museums;
- 138 2. Areas available to and customarily used by the general public in businesses and for-profit or
139 nonprofit entities patronized by the public including, but not limited to, professional offices,
140 banks, laundromats, hotels and motels;
- 141 3. Bingo and/or pull tab gaming premises;
- 142 4. Convention centers or facilities;
- 143 5. Elevators;
- 144 ~~6. Taverns, lounges or bars;~~
- 145 ~~7. Health care facilities;~~
- 146 8. Licensed child care, adult day care and pre-school facilities;
- 147 9. Lobbies, hallways and other common areas in apartment buildings, condominiums, trailer parks,
148 retirement facilities, nursing homes, and other multiple-unit residential facilities;
- 149 10. Performance halls;
- 150 11. Election polling places;
- 151 12. Restaurants;
- 152 13. Restrooms, lobbies, reception areas, hallways, and other common-use areas;
- 153 14. Retail or wholesale stores;
- 154 15. Rooms, chambers, places of meeting or public assembly, including school buildings, under the
155 control of an agency, board, commission, committee or governing body of the city of Casper, to
156 the extent the place is subject to the jurisdiction of the city of Casper;
- 157 16. Service establishments ~~Non-public places;~~
- 158 17. Shopping malls;
- 159 18. Sports arenas and convention halls, including bowling facilities;
- 160 19. Public transportation vehicles;
- 161 20. Publicly funded or owned buildings;
- 162 21. All city of Casper buildings and facilities, and vehicles leased, owned, or operated by the city;
- 163 22. Schools and college buildings; and
- 164 23. Private clubs **WHEN HOLDING EVENTS OPEN TO THE GENERAL PUBLIC;**

Chapter 8.16 - SMOKING IN PUBLIC PLACES

- 165 B. Smoking shall be prohibited in or on all city-owned youth athletic facilities.
166 (Ord. No. 17-12, § 2, 6-19-2012)

167 **8.16.050 - Prohibition of smoking in places of employment.**

- 168 A. Smoking shall be prohibited in all enclosed areas within places of employment, including, ~~but not~~
169 ~~limited to, work areas~~, restrooms, conference rooms, meeting rooms, classrooms, waiting areas,
170 offices, stairways, hallways, and employee cafeterias and lounges.
- 171 B. All employers subject to this chapter shall communicate the provisions of this chapter to all existing
172 employees within thirty days following the effective date of the ordinance codified in this chapter and
173 to all prospective employees on their application for employment.
- 174 (Ord. No. 17-12, § 2, 6-19-2012)

175 **8.16.060 - Distance to be observed from all entryways where smoking is prohibited.**

- 176 In order to prevent secondhand smoke from entering a public place or place of employment where
177 smoking is prohibited, every person who is smoking shall smoke a distance of at least ten feet from all
178 public entranceways, passageways, operable windows or ventilation systems of any enclosed area where
179 smoking is prohibited.
- 180 (Ord. No. 17-12, § 2, 6-19-2012)

181 **8.16.070 - Declaration of establishment as nonsmoking.**

- 182 Notwithstanding any other provision of this chapter, an owner, operator, manager, or other person in
183 control of an establishment, facility or outdoor area may declare that entire establishment, facility or
184 outdoor area as a nonsmoking place. Smoking shall be prohibited in any place in which a sign conforming
185 to the requirements of [Section 8.16.100](#) of this chapter is posted, and such place shall be subject to the
186 provisions of this chapter.
- 187 (Ord. No. 17-12, § 2, 6-19-2012)

188 **8.16.080 - Where smoking is not regulated.**

- 189 A. Notwithstanding any other provision of this chapter to the contrary, the following areas shall be
190 exempt from the provisions of Sections [8.16.040](#) and [8.16.050](#) of this chapter:
- 191 1. Private residences, except when used as a licensed child care, licensed adult day care, pre-
192 school or health care facilities;
 - 193 2. Hotel and motel rooms that are rented to guests and are designated as smoking rooms;
 - 194 3. Outdoor places of employment, except those places covered by the provisions of [Section](#)
195 [8.16.060](#) of this chapter;
 - 196 4. Private offices, provided that the private office is not open to public, the public is not invited, and
197 the office is not intended for occupancy by employees during the course of their employment;
 - 198 5. Outside patios; provided, however, the opening of any sliding or folding windows or doors or
199 other windows or doors from any part of the border to an outdoor patio shall be closed to
200 prevent the migration of smoke into the enclosed area. If sliding or folding windows or doors or
201 other windows or doors do not prevent the migration of smoke into the enclosed area, the

Chapter 8.16 - SMOKING IN PUBLIC PLACES

202 outdoor patio shall be considered an extension of the enclosed area and subject to the
203 prohibitions of this chapter;

204 6. Private or business vehicles, except those used for public transportation or owned, leased, or
205 operated by the city of Casper which shall be subject to the provisions of this chapter;

206 7. The outside areas of public and private golf courses;

207 8. The enclosed area of a tobacco shop; provided, however, no one under the age of majority may
208 enter or be employed in a tobacco shop.

209 (Ord. No. 17-12, § 2, 6-19-2012)

210 **8.16.090 - Smoking prohibited—Other restrictions applicable.**

211 Smoking shall not be permitted, and smoking areas shall not be designated, in those areas where
212 smoking is prohibited by the fire chief, state statute, ordinances or regulations of the city or other
213 applicable laws. Nothing in this chapter shall be interpreted so as to permit smoking where it is otherwise
214 restricted by law.

215 (Ord. No. 17-12, § 2, 6-19-2012)

216 **8.16.100 - Posting of signs.**

217 "No Smoking" signs or the international "No Smoking" symbol (consisting of a pictorial representation
218 of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly and conspicuously
219 posted in every public place and place of employment where smoking is prohibited by this chapter, by the
220 owner, operator, manager or other person in control of that place.

221 (Ord. No. 17-12, § 2, 6-19-2012)

222 **8.16.110 - Violation, penalty, and enforcement.**

223 A. Violation of this chapter is unlawful, and a person who violates the provisions of this chapter is guilty
224 of a misdemeanor, punishable pursuant to the penalty provisions of [Chapter 1.28](#) of the Casper
225 Municipal Code.

226 B. A person who owns, manages, operates or otherwise controls a public place or place of employment
227 and who knowingly fails to comply with the provisions of this chapter after receiving oral or written
228 notice from the city shall be guilty of a misdemeanor as set forth in subsection A of this section.

229 C. Each separate violation of this chapter shall be considered a separate and distinct violation.

230 D. Any Casper Police Department law enforcement officer shall be authorized to enforce the provisions
231 of this chapter.

232 E. If a Casper police officer has probable cause to believe that a violation of this chapter has been
233 committed by a person, he/she may issue the person a citation pursuant to Section 7-2-103 of the
234 Wyoming Statutes.

235 F. Failure of the owner, manager, operator or employee of a business or establishment to orally inform
236 a person who smokes in an area where smoking is prohibited by the provisions of this chapter shall
237 not constitute a defense for a violation of this chapter.

238 (Ord. No. 17-12, § 2, 6-19-2012)

Chapter 8.16 - SMOKING IN PUBLIC PLACES

239 **8.16.120 - Other applicable laws.**

240 This chapter shall not be interpreted or construed to permit smoking where it is otherwise restricted.

241 (Ord. No. 17-12, § 2, 6-19-2012)

242

243

244 FOOTNOTE(S):

245

246 ⁽⁴⁾ **Editor's note**— Sections 1 and 2 of Ord. No. 17-12, adopted June 19, 2012, repealed and
247 recreated Ch. 8.16 to read as herein set out. Former Ch. 8.16 pertained to the same subject
248 matter, was comprised of §§ 8.16.010—8.16.080, and derived from Ord. 15-94, adopted in 1994;
249 and Ord. 3-88, adopted in 1988. ([Back](#))