

COUNCIL WORK SESSION  
Tuesday, March 25, 2014, 4:30 p.m.  
Casper City Hall  
Council Meeting Room

AGENDA

1. CYB/Casper Crush Fieldhouse
2. Spring Community Promotions/In-Kind & Facility Requests
3. Executive Session: Property/Litigation

Move to Consent Agenda

Move to Regular Session

March 18, 2014

City Council Members  
John Patterson  
City Manager  
City of Casper  
200 N. David  
Casper WY 82601

Dear City Council Members and Mr. Patterson,

On behalf of Casper Youth Baseball and Casper Crush, we are asking the city to convey or lease an uneconomical parcel of ground immediately north of Fire Station #2 for the construction of a field house. The benefits of this parcel are its proximity to Mike Sedar baseball field, its central location in the community, and its possible association with the nearby YMCA.

There is sufficient parking on the side of this property for any demands that the field house may require.

Funding for the field house will be raised in the community, with current pledges covering its entirety. The city will not be asked to fund any of the field house.

We respectfully request that the city convey or lease the proposed property for this baseball facility to be built. It will greatly enhance the rapidly growing demand and interest in youth baseball for Casper.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff George". The signature is written in a cursive, somewhat stylized font.

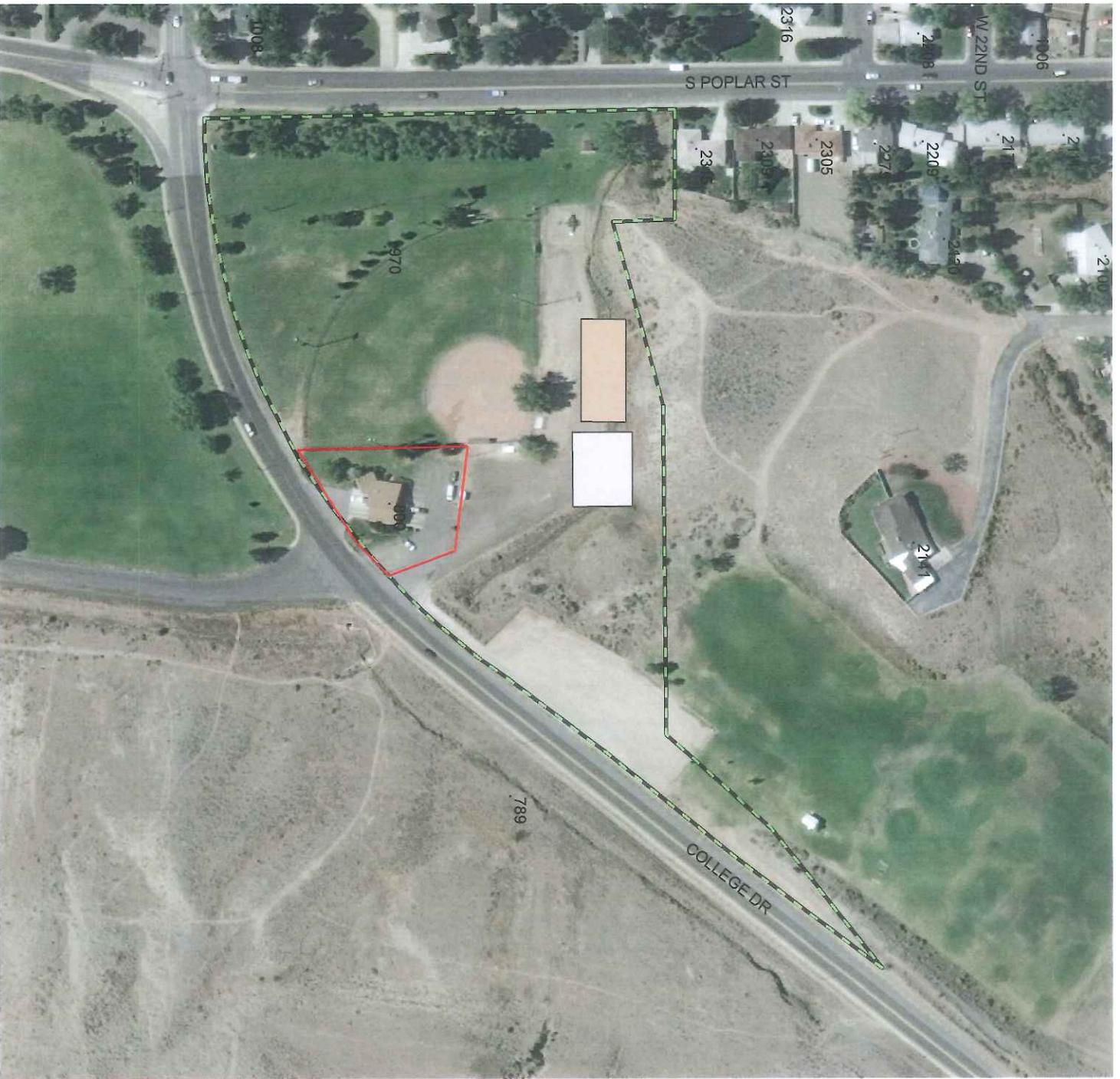
Jeff George

**Title:** Field House for Year Round Sports

**Synopsis:** Casper Youth Baseball and Casper Crush propose the construction of a field house to be built on city-owned property, immediately north of First Station #2 on College Drive in Casper.

**Background:** Those associated with Casper youth baseball have been studying a field house option for a number of years. The field house would provide winter training for our youth to further develop their skills. The city has a small piece of ground that is an uneconomical remnant piece associated with Fire Station #2. A long term lease of the land or conveyance to Casper Youth Baseball and Casper Crush is requested. The adjacent Mike Sedar ball field makes a great year round baseball complex.

**Recommendation:** To work with Casper Youth Baseball and Casper Crush on the conveyance or lease of property to promote the construction of this building.



# MIKE SEDAR AREA

- Legend**
- Fire Station 2 Property
  - Proposed Building
  - Proposed Parking
  - Portion of Mike Sedar Park




  
 CITY OF CASPER  
 COMMUNITY DEVELOPMENT  
 200 N DAVID ST., ROOM 205  
 CASPER WY 82601



All data, information and maps are provided without warranty or any representation of accuracy, timeliness or completeness, even though the City of Casper has used reasonable efforts to make its data as accurate as possible. Maps and data are to be used for reference purpose only and the City of Casper shall assume no liability for the use, misuse, accuracy or completeness of this information.



Date: 3/5/2014

March 18, 2014

MEMO TO: John C. Patterson, City Manager  
FROM: Fleur Tremel, Assistant to the City Manager  
SUBJECT: Community Promotions Applications – Spring Round – FY 2014

Recommendation:

That Council review the four Community Promotions Applications and fill out their vote sheets.

Summary:

Council has previously opened up a Spring Round of Community Promotions Funding. This normally takes place in February and March.

Council Goals currently has \$5,000.00 in it. At this time, Council may allocate those funds for Community Promotions. After the City opened up the application process, the City received four applications for in-kind and facilities funding only. The total funds requested for all four applications are \$1501.50. This amount would be split between the City and the applicant as there is a 50% match required for all in-kind and facilities requests, bringing the total impact on the City to \$750.75. Council can now review the applications. Council can then go through the first round of voting to decide if the event qualifies for Community Promotions Funding. Finally, Council can decide whether or not to fund these events. The applications, first round voting sheet, and final voting sheet, have been provided.

# Community Promotions Application – FY 2014

Please use this application to request support for events and programs that will take place between April 1, 2014 and October 31, 2014. Applications are due in City Hall by 12:00 noon on **March 14, 2014**.

Name of Sponsoring Organization:

Wyoming ASA/USA

Name of Program or Event:

Wyoming ASA Men's D 1 – 2 State  
Slowpitch Tournament



CITY MANAGER

MAR 10 2014

## Contact Information

Contact Person: Fran O'Donnell \_\_\_\_\_ Phone Number: 307-267-5410

Date: 3-5-2014 \_\_\_\_\_

Address: PO Box 1329 Evansville Wy 82636 \_\_\_\_\_

Email: wyoasauc@aol.com \_\_\_\_\_

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

If so, what is your tax exempt EIN number? 83-0256890 \_\_\_\_\_

RECEIVED

## Event / Program Description

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

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

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

## Community Promotion Guidelines:

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

This tournament will bring in 12 - 15plus teams from out of town for 3 days and 2 nights. Most of the teams from out of town do not have stores and shopping malls. They will shop for school cloths for the children, TV's, sporting goods and household things that are not ready availably in their towns. Also 2 nights in motels and meals at restraint that also they don't have local access to.

## 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.)*

Will run very close to same as last year.

## Dates

On what date(s) will this event be held? July 26 - 27 2014

Will Casper be the regular home for this event?  Yes  No, its home is: Rotation with Gillette every other year

## 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? 200plus

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

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

## Support Requested

<b>In-Kind Staffing and Services</b>	<i>The City can provide services to a group directly in order to facilitate an event.</i>				
	<b>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.</b>				
	<i>Services that are typically requested:</i>				
	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	
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Softball field	Softball tournament	Crossroads Softball complex	7/26, 2014	8AM 7/26 2014	6PM 7/27 2014
2. Trash Service	Empty trash cans	Crossroads Softball Complex	7/26 2014	8AM 7/26 2014	7PM 7/27 2014
3. Softball field preps	Prep softball fields for play	Crossroads Softball Complex	7/26 2014	7:30A M 7/26 2014	6PM 7/27 2014
4.					

If you have any questions about this application, please contact Fleur Tremel in the City Manager's Office at 235-8224, or email [fremel@cityofcasperwy.com](mailto:fremel@cityofcasperwy.com).

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p> <p><b>Please be Aware 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.</b></p>				
	<p><i>Facilities that are typically requested:</i></p> <p style="text-align: center;"> 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 Softball Complex	Wyoming ASA/USA Men's D-1/2 2014 State Slowpitch Softball Tournament	7/26 2014	8AM	10 PM	
2. Crossroads Softball Complex	Wyoming ASA/USA Men's D-1/2 2014 State Slowpitch Softball Tournament	7/27 2014	8AM	6 PM	
3					
4.					

## Budget Summary

<b>Anticipated Funding Sources</b> for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 275/team
<b>Sponsorships</b> (indicate from whom and whether the sponsorship is <b>committed funds</b> or <b>to be requested</b> ).		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Donations</b> (list from whom and whether the donation is <b>committed</b> or <b>to be requested</b> ):		
1.		\$
2.		\$
3.		\$
4.		\$
Applicant Funds :		\$
<b>Other Funds</b> (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		<b>\$ \$275/team 20 teams \$5500</b>

If you have any questions about this application, please contact Fleur Tremel in the City Manager's Office at 235-8224, or email [ftremel@cityofcasperwy.com](mailto:ftremel@cityofcasperwy.com).

<b>Anticipated Expenses</b> for this program or event (please be as specific as you can).		
1.Awards for 2 divisions of play Men's D-1 and Men's D-2		\$500
2.Softballs		\$350
3.Umpire game fees \$25 /umpire per game 2/3umpire per game		\$2400
4.WASA Assessment Fees \$30/ team 20 teams		\$600
5.Staff motel rooms 4 rooms/night 2 nights		\$700
6.Score keepers \$10/game 40 games		\$400
7.Food/drinks for staff		\$350
8.Office supplies – printing line up cards flyers postage- brackets. ect		\$250
9.Misc cost		\$100
10.Field Cost/preps		\$1500
	<b>Total Expenses:</b>	<b>\$7150</b>
	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	<b>\$ -- \$1650</b>

### Past Year's Budget

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

I have not hosted this event in 7 years and I do not have of a copy of the last time it was held in Casper or Gillette.



## TEN Reasons WHY ANY ONE and EVERYONE should PLAY ASA!

1. National Governing Body of Softball in the United States as recognized by the United States Olympic Committee and International Softball Federation.
2. Not-For-Profit 501 C3 Organization.
3. Affordable Recreation for men and women ages 8 to 80.
4. ASA provides affordable insurance to its athletes/coaches, field owners and umpires.
5. Coaching Certification and expert training opportunities annually which includes background checks on all coaches in Championship Play.
6. Recreational/League/Tournament/National Championship play is available.
7. Most knowledgeable and trained umpires in the country.
8. The Best of the Best in competition- ASA is the pipeline to five USA Softball National teams.
9. Leader in equipment standards and certification.

**10. ASA is where CHAMPIONS PLAY!**

[www.registerasa.com](http://www.registerasa.com) \*\*\*\* [www.asasoftball.com](http://www.asasoftball.com) \*\*\*\* [www.officialgear.com](http://www.officialgear.com) \*\*\*\* [www.softballoutlet.com](http://www.softballoutlet.com)



# Community Promotions Application – FY 2014

Please use this application to request support for events and programs that will take place between April 1, 2014 and October 31, 2014. Applications are due in City Hall by 12:00 noon on **March 14, 2014**.

Name of Sponsoring Organization:  
Wyoming ASA/USA

Name of Program or Event:  
Wyoming ASA Women/Coed State  
Tournament 2014



MAR 10 2014

## Contact Information

Contact Person: Fran O'Donnell \_\_\_\_\_ Phone Number: 307-267-5410  
Date: 3-5-2014 \_\_\_\_\_  
Address: PO Box 1329 Evansville Wy 82636  
Email: wyoasauc@aol.com \_\_\_\_\_  
Is this organization a Non-Profit Organization?  Yes or  No  
If so, what is your tax exempt EIN number? 83-0256890 \_\_\_\_\_

RECEIVED

## Event / Program Description

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

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

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

## Community Promotion Guidelines:

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

This tournament will bring in 25 plus teams from out of town for 3 days and 2 nights. Most of the teams from out of town do not have stores and shopping malls. They will shop for school cloths for the children, TV's, sporting goods and household things that are not ready availably in their towns. Also 2 nights in motels and meals at restraint that also they don't have local access to.

## 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.)*

Will run very close to same as last year.

## Dates

On what date(s) will this event be held? August 8 -10 2014

Will Casper be the regular home for this event?  Yes  No, its home is: Rotation with in WASA 8 Districts

## 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 plus

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

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

## Support Requested

<b>In-Kind Staffing and Services</b>	<i>The City can provide services to a group directly in order to facilitate an event.</i>				
	<b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.				
	<i>Services that are typically requested:</i>				
	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	
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Softball field	Softball tournament	Crossroads Softball complex	8/8-10, 2014	5PM 8/8-2014	6PM 8/10-2014
2. Trash Service	Empty trash cans	Crossroads Softball Complex	8/8-10 2014	8AM 9/8 2014	7PM 8/10 2014
3. Softball field preps	Prep softball fields for play	Crossroads Softball Complex	8/8 2014	3PM 8/8 2014	4PM 8/10 2014
4.					

## Facilities

*Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.*

If you have any questions about this application, please contact Fleur Tremel in the City Manager's Office at 235-8224, or email [ftremel@cityofcasperwy.com](mailto:ftremel@cityofcasperwy.com).

2.Softballs	\$300
3.Umpire game fees \$25 /umpire per game 2/3umpire per game	\$2700
4.WASA Assessment Fees \$30/ team 25 teams	\$750
5.Staff motel rooms 4 rooms/night 2 nights	\$700
6.Score keepers \$10/game 52 games	\$520
7.Food/drinks for staff	\$400
8.Office supplies – printing line up cards flyers postage- brackets. ect	\$250
9.Misc cost	\$100
10.Field Cost/preps	\$1500
<b>Total Expenses:</b>	<b>\$7970</b>

<b>Total Revenue minus Total Expenses: profit (loss):</b>	<b>\$ -- \$1095</b>
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### Past Year's Budget

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

Last years cost sheet from Laramie is included. It has Donations listed of \$2108.50 that I do not have.

## 22 Team Women's & Co-Ed State Tournament

Description	Proposed Deposits	Deposits	Proposed Expenses	Expenses	Profit/Loss
Entry Fees Collected 22 teams @ \$275	\$6,050.00	\$6,050.00	\$0.00	\$0.00	\$6,050.00
Umpire Fees \$25 for 2/3 man \$40 for single (49 games)		\$0.00	\$2,675.00	\$2,600.00	\$(2,600.00)
WASA Assessment Fees \$30 per team 22 teams		\$0.00	\$660.00	\$660.00	\$(660.00)
Softballs		\$0.00	\$270.00	\$270.00	\$(270.00)
Team Trophies - (3 Champion/3 Places)		\$0.00	\$205.17	\$205.07	\$(205.07)
Score keeper fees \$10 per game 49 games/mileage		\$0.00	\$490.00	\$648.80	\$(648.80)
Field Costs		\$0.00	\$1,700.00	\$1,000.00	\$(1,000.00)
Food/Water for Umpires/Volunteers		\$0.00	\$600.00	\$326.69	\$(326.69)
Umpire Hotel Costs 6 rooms 2 nights ~ \$80.00		\$0.00	\$1,100.00	\$480.00	\$(480.00)
Misc Costs (gas/ink/paper)		\$0.00	\$200.00	\$150.00	\$(150.00)
Bracket Enlargement Cost		\$0.00	\$100.00	\$95.40	\$(95.40)
Line up Cards		\$0.00		\$31.75	\$(31.75)
Reimbursement (out of pocket tourn expenses)		\$0.00	\$0.00	\$590.34	\$(590.34)
Donations		\$2,108.05	\$0.00	\$0.00	\$2,108.05
Reimbursement (out of pocket expenses for JO Tourn)		\$0.00	\$0.00	\$1,000.00	\$(1,000.00)
<b>Total Expenses</b>	<b>\$6,050.00</b>	<b>\$8,158.05</b>	<b>\$8,000.17</b>	<b>\$8,058.05</b>	<b>\$100.00</b>

Deposit \$785.19 (\$550 Entry/\$235.19 Donation)

Deposit \$825.99 (Entry Fees)

Deposit \$3615 (\$3575 Entry/\$40 ASA Reg)

Deposit \$1100 (Entry Fees)

Deposit \$1872.66 (Donations)

Gave Deb \$360.00 in team ASA Reg Fees 8-11-13

\$275 Bounced Check - Fran got/paid fee

Laramie Council granted field discount



THE NATIONAL GOVERNING BODY  
OF SOFTBALL

## TEN Reasons WHY ANY ONE and EVERYONE should PLAY ASA!

1. National Governing Body of Softball in the United States as recognized by the United States Olympic Committee and International Softball Federation.
2. Not-For-Profit 501 C3 Organization.
3. Affordable Recreation for men and women ages 8 to 80.
4. ASA provides affordable insurance to its athletes/coaches, field owners and umpires.
5. Coaching Certification and expert training opportunities annually which includes background checks on all coaches in Championship Play.
6. Recreational/League/Tournament/National Championship play is available.
7. Most knowledgeable and trained umpires in the country.
8. The Best of the Best in competition- ASA is the pipeline to five USA Softball National teams.
9. Leader in equipment standards and certification.

**10. ASA is where CHAMPIONS PLAY!**

[www.registerasa.com](http://www.registerasa.com) \*\*\*\* [www.asasoftball.com](http://www.asasoftball.com) \*\*\*\* [www.officialgear.com](http://www.officialgear.com) \*\*\*\* [www.softballoutlet.com](http://www.softballoutlet.com)



# Community Promotions Application - FY 2014

Please use this application to request support for events and programs that will take place between April 1, 2014 and October 31, 2014. Applications are due in City Hall by 12:00 noon on **March 14, 2014**.

Name of Sponsoring Organization:  
Safe Kids Central Wyoming  
Wyoming Medical Center

Name of Program or Event:  
Safe Kids Day  
Safe Kids Swim Night



## Contact Information

Contact Person: Pam Evert \_\_\_\_\_ Phone Number: 577-7904 \_\_\_\_\_ Date: 02/27/2014 \_\_\_\_\_

Address: 1233 E. Second Street \_\_\_\_\_

Email: pevert@wyomingmedicalcenter.org \_\_\_\_\_

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

If so, what is your tax exempt EIN number? 83-0279242 \_\_\_\_\_

**CITY MANAGER**

**FEB 27 2014**

**RECEIVED**

## Event / Program Description

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

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

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

## Community Promotion Guidelines:

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

## 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.) Safe Kids events are evaluated yearly – these two events have proven to be very successful in reaching children and parents promoting injury prevention.

## City Promotions Application - FY 2014

### Program Description

Safe Kids of Central Wyoming is devoted to the prevention of fatal and non-fatal injuries to children. Throughout the year, Safe Kids hosts events, information booths, mailings with educational materials as well as distributes safety devices to the public.

The Wyoming Medical Center is the sponsoring agency for Safe Kids of Central Wyoming providing office space and equipment. However, the Safe Kids program and the safety devices distributed are only possible through the generous donations of community partners and businesses.

### Description of Events

**Safe Kids Day** on May 3, 2014, offers a day of fun and safety. Safe Kids of Central Wyoming requests the use of the Casper Recreation Center to host the event. The day offers safety information, safety procedures, safety fun and safety equipment (helmets for every activity, life jackets, & other safety items). Participants come from surrounding community towns to take advantage of all that is offered.

*Request of the City of Casper:* The Casper Recreation Center on May 3, 2014, 9:00 a.m.-1:00 p.m.

*Anticipated Cost of the Event:* \$12,000 for safety items See attached Safe Kids Day budget.

*Anticipated Attendance:* 1000

**Safe Kids Swim Night** is an event to remind parents and kids to stay safe at pools and open bodies of water. With rivers and lakes finally warming, life jackets become a focus and are available at the event. This second water event emphasizes life jackets with emergency skills presented by Casper Fire/EMS. Additional safety stations are offered by pool staff. Event is open to surrounding communities and tourists who may be visiting the area as well as local residents.

*Request of the City of Casper:* The use of Paradise Valley Swimming Pool, July 16<sup>th</sup> 2014, 6:00-8:00 p.m.

*Anticipated Cost of the Event:* \$800 for the cost of supplies. Volunteers give of their time to conduct the Safe Kids organization of the event. Casper Fire/EMS and pool staff conduct the safety and emergency stations. Costs for prizes, food and materials are donated to the event.

*Anticipated Attendance:* 250

**Dates**

On what date(s) will this event be held?      May 3, 2014 & July 16, 2014     

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

**Anticipated Attendance and Public Participation**

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

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

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

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

**Support Requested**

<b>In-Kind Staffing and Services</b>	<i>The City can provide services to a group directly in order to facilitate an event.</i>				
	<p><b>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.</b></p> <p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control          Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs          Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1.					
2.					
3.					
4.					

<b>Facilities</b>	<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><b>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.</b></p> <p><i>Facilities that are typically requested:</i></p> <p>                Casper Events Center                  Aquatics Center                  City pools                  Ice Arena          Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks</p>				
Please list the facility you require:	Purpose	Date	Start Time	End Time	
1. Casper Recreation Center	Safe Kids Day	5/13	9:00	1:00	

2. Paradise Valley Swimming Pool	Safe Kids Swim Night	7/16	6:00	8:00
3.				
4.				

### Budget Summary – (See Attachment)

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

<b>Anticipated Expenses</b> for this program or event (please be a specific as you can).		
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$

If you have any questions about this application, please contact Fleur Tremel in the City Manager's Office at 235-8224, or email [ftremel@cityofcasperwy.com](mailto:ftremel@cityofcasperwy.com).

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

**Past Year's Budget**

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

**See Attachment**

WMC Safe Kids Day Event  
 Proposed Budget & Actual  
 21-May-13

REVENUE:	BUDGET	ACTUAL	Variance
Kohl's	1,300.00	1,300.00	0.00
White's Mountain Motors	1,500.00	1,500.00	0.00
Wells Fargo	1,500.00	1,500.00	0.00
WMC Auxillary	500.00	500.00	0.00
Hilltop National Bank	500.00	0.00	500.00
McMurry Grant	1,000.00	1,000.00	0.00
State Farm	2,000.00	0.00	2,000.00
Casper Auto Dealers Assoc.	1,000.00	0.00	1,000.00
Rocky Mountain Power	2,000.00	0.00	2,000.00
Dr. David Baxter	0.00	5,001.45	(5,001.45)
SK Day donations	0.00	1,151.40	(1,151.40)
TOTAL =	11,300.00	11,952.85	(652.85)

EXPENSES:	BUDGET	ACTUAL	Variance
T-Shirts	880.00	880.00	0.00
Helmets	3,372.30	3,388.56	(16.26)
Life Jackets	1,776.43	1,776.43	0.00
Pay Pal Decals	413.95	413.95	0.00
Bags	297.75	457.90	(160.15)
Trinkets	310.34	310.34	0.00
Food for Volunteers	750.00	567.42	182.58
City of Casper	200.00	213.75	(13.75)
Advertising	125.00	125.00	0.00
Salaries	3,860.00	3,860.00	0.00
Copies, Decorations,Supplies	0.00	5,001.45	(5,001.45)
TOTAL =	11,985.77	16,994.80	(5,009.03)
NET INCOME =	(685.77)	(5,041.95)	



# Community Promotions Application - FY 2014

Please use this application to request support for events and programs that will take place between November 1, 2013 and October 31, 2014. Applications are due in City Hall by 12:00 noon on August 2, 2013.

CITY MANAGER



FEB 03 2014

K ED

Name of Sponsoring Organization:

Safe Kids Central Wyoming  
Wyoming Medical Center

Name of Program or Event:

Safe Kids Day  
Safe Kids Swim Night

## Contact Information

Contact Person: Pam Evert Phone Number: 577-7904 Date: 7/24/2013

Address: 1233 E. 2nd Street Casper, WY 82601

Email: pevert@wyomingmedicalcenter.org

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

If so, what is your tax exempt EIN number? 83-0279242

## Event / Program Description

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

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

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

## Community Promotion Guidelines:

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

See attached

## 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.)

5 events are evaluated yearly and these three events have proven very successful in reaching children & parents promoting injury prevention.

## City Promotions Application - FY 2014

### Program Description

Safe Kids of Central Wyoming is devoted to the prevention of fatal and non-fatal injuries to children. Throughout the year, Safe Kids hosts events, information booths, mailings with educational materials as well as distributes safety devices to the public.

The Wyoming Medical Center is the sponsoring agency for Safe Kids of Central Wyoming providing office space and equipment. However, the Safe Kids program and the safety devices distributed are only possible through the generous donations of community partners and businesses.

### Description of Events

**Safe Kids Day** on May 3, 2014, offers a day of fun and safety. Safe Kids of Central Wyoming requests the use of the Casper Recreation Center to host the event. The day offers safety information, safety procedures, safety fun and safety equipment (helmets for every activity, life jackets, & other safety items). Participants come from surrounding community towns to take advantage of all that is offered.

*Request of the City of Casper:* The Casper Recreation Center on May 3, 2014, 9:00 a.m.-1:00 p.m.

*Anticipated Cost of the Event:* \$12,000 for safety items See attached Safe Kids Day budget.

*Anticipated Attendance:* 1000

**Safe Kids Swim Night** is an event to remind parents and kids to stay safe at pools and open bodies of water. With rivers and lakes finally warming, life jackets become a focus and are available at the event. This second water event emphasizes life jackets with emergency skills presented by Casper Fire/EMS. Additional safety stations are offered by pool staff. Event is open to surrounding communities and tourists who may be visiting the area as well as local residents.

*Request of the City of Casper:* The use of Paradise Valley Swimming Pool, July 16<sup>th</sup> 2014, 6:00-8:00 p.m.

*Anticipated Cost of the Event:* \$800 for the cost of supplies. Volunteers give of their time to conduct the Safe Kids organization of the event. Casper Fire/EMS and pool staff conduct the safety and emergency stations. Costs for prizes, food and materials are donated to the event.

*Anticipated Attendance:* 250

**Dates**

On what date(s) will this event be held? Jan 20, 2014 / May 3, 2014 / July 16<sup>th</sup>, 2014

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

**Anticipated Attendance and Public Participation**

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

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

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

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

**Support Requested**

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

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware 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.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control                  Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs                  Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1.					
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p>
-------------------	--

	<p>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>Facilities that are typically requested:</p> <p style="text-align: center;">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. Rec Center	SK 3000's	1/2/14	11:00	12:00 pm
2. Rec Center	SK Day	5/3/14	9:00	1:00 pm
3. PV Pool	SK Swim Night	7/16/14	6:00	8:00 pm
4.				

**Budget Summary**      See Attached

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

Anticipated Expenses for this program or event (please be a specific as you can).	
1.	\$
2.	\$

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

3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
	<b>Total Expenses:</b>	\$

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

**Past Year's Budget**

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

*See Attached*

WMC Safe Kids Day Event  
Proposed Budget & Actual  
21-May-13

REVENUE:	BUDGET	ACTUAL	Variance
Kohl's	1,300.00	1,300.00	0.00
White's Mountain Motors	1,500.00	1,500.00	0.00
Wells Fargo	1,500.00	1,500.00	0.00
WMC Auxillary	500.00	500.00	0.00
Hilltop National Bank	500.00	0.00	500.00
McMurry Grant	1,000.00	1,000.00	0.00
State Farm	2,000.00	0.00	2,000.00
Casper Auto Dealers Assoc.	1,000.00	0.00	1,000.00
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Dr. David Baxter	0.00	5,001.45	(5,001.45)
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Trinkets	310.34	310.34	0.00
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TOTAL =	11,985.77	16,994.80	(5,009.03)

NET INCOME = (685.77) (5,041.95)



## City Promotions Application - FY 2014

### Program Description

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### Description of Events

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*Request of the City of Casper:* The Casper Recreation Center on May 3, 2014, 9:00 a.m.-1:00 p.m.

*Anticipated Cost of the Event:* \$12,000 for safety items See attached Safe Kids Day budget.

*Anticipated Attendance:* 1000

**Safe Kids Swim Night** is an event to remind parents and kids to stay safe at pools and open bodies of water. With rivers and lakes finally warming, life jackets become a focus and are available at the event. This second water event emphasizes life jackets with emergency skills presented by Casper Fire/EMS. Additional safety stations are offered by pool staff. Event is open to surrounding communities and tourists who may be visiting the area as well as local residents.

*Request of the City of Casper:* The use of Paradise Valley Swimming Pool, July 16<sup>th</sup> 2014, 6:00-8:00 p.m.

*Anticipated Cost of the Event:* \$800 for the cost of supplies. Volunteers give of their time to conduct the Safe Kids organization of the event. Casper Fire/EMS and pool staff conduct the safety and emergency stations. Costs for prizes, food and materials are donated to the event.

*Anticipated Attendance:* 250

# Community Promotions Application - FY 2014

Please use this application to request support for events and programs that will take place between April 1, 2014 and October 31, 2014. Applications are due in City Hall by 12:00 noon on March 14, 2014.

Name of Sponsoring Organization:

Casper Housing Authority

Name of Program or Event:  
Father's Day Event - A

Celebration of Families



CITY MANAGER  
MAR 03 2014

RECEIVED

## Contact Information

Contact Person: Amanda Huckabay Phone Number: 266.1388 x. 35 Date: 2.26.2014

Address: 1514 E. 12th St. Ste. 105 Casper, WY 82601

Email: ahuckabay@chaoffice.org

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

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

## Event / Program Description

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

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

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

## Community Promotion Guidelines:

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

This event is a National Event as part of the Department of Housing and Urban Development's Reconnecting Families and Dads Initiative, and is in its fourth year. The Casper Housing Authority participated in 2013, and was the first organization in Wyoming to host a Father's Day Event. In 2013, we brought together over 30 non-profit agencies and businesses to provide information on available resources within the community for low-income families. The event offers free music, games and activities and food to all participants. While the event is open to the general public, the focus is on connecting fathers with their children, and providing supportive services in the community including job training, health screenings, and educational opportunities.

## 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.) On June 15, 2013, the inaugural Father's Day Event was held in Wyoming. In 2014, we plan to have 45 non-profit organizations involved with additional activities and entertainment. We plan to have a contest for participants to visit each booth, receive a stamp, and be entered into a drawing with a donated prize.

**Dates**

On what date(s) will this event be held? June 14, 2014

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? 250

How many people do you expect to attend this event as **Spectators**? 1,200

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

**Support Requested**

<b>In-Kind Staffing and Services</b>	<i>The City can provide services to a group directly in order to facilitate an event.</i>				
	<b>Please be Aware</b> that your organization must provide a 50% match for any In-Kind service you request. In other words: If your application is approved, you may be awarded a 50% discount in the cost for any service listed below, but the city cannot waive the fees entirely.				
	<i>Services that are typically requested:</i>				
	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				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Trash	Use of trash cans, liners, service	Washington Park	6.14.14	8AM	5PM
2.					
3.					
4.					

<b>Facilities</b>	<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>				
	<b>Please be Aware</b> that your organization must provide a 50% match for any Facility you request. In other words: If your application is approved, you may be awarded a 50% discount on the rent for the facilities listed below, but the city cannot waive the rent entirely.				
	<i>Facilities that are typically requested:</i>				
	Casper Events Center    Aquatics Center    City pools    Ice Arena Fort Caspar    City Hall    Recreation Center    Sports fields    City Parks				
Please list the facility you require:	Purpose	Date	Start Time	End Time	
1. Washington Park	Use of Park and Bandshell	6.14.14	8AM	5PM	

*If you have any questions about this application, please contact Fleur Tremel in the City Manager's Office at 235-8224, or email [fremel@cityofcasperwy.com](mailto:fremel@cityofcasperwy.com).*

2.				
3.				
4.				

### Budget Summary

Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>		
Entry Fees		\$ 0
Sponsorships (indicate from whom and whether the sponsorship is <u>committed funds</u> or <u>to be requested</u> ).		
1. Wind City Dental (TBR)		\$ 350
2. Sinclair Casper Refinery (TBR)		\$ 300
3. Hilltop National Bank (TBR)		\$ 200
4. McMurry Foundation (TBR)		\$ 500
Donations (list from whom and whether the donation is <u>committed</u> or <u>to be requested</u> ):		
1. Sam's Club (TBR)		\$ 500
2. Pepsi (TBR)		\$ 500
3. K2TV (TBR)		\$ 1,500
4. Townsquare Media (TBR)		\$ 2,500
Applicant Funds :		\$
Other Funds (please list source(s)):		
1.		\$
2.		\$
3.		\$
4.		\$
<b>Total Funding:</b>		\$ 6,350

Anticipated Expenses for this program or event (please be a specific as you can).		
1. Additional Porta-potties & servicing		\$ 260
2. Entertainment		\$ 800
3. Inflatables		\$ 2,500
4. Living Statues		\$ 250
5. Marketing Materials		\$ 500
6. Food		\$ 1,800
7. Sound		\$ 500
8. Generator		\$ 125
9. Park Rental		\$ 750
10.		\$

If you have any questions about this application, please contact Fleur Tremel in the City Manager's Office at 235-8224, or email [ftremel@cityofcasperwy.com](mailto:ftremel@cityofcasperwy.com).

	<b>Total Expenses:</b>	\$ 7,485
	<b>Total Revenue <i>minus</i> Total Expenses: profit (loss):</b>	\$ -1,135

**Past Year's Budget**

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

# City of Casper Community Promotions Application-FY2014 Answers

## Event/Program Description:

### *Father's Day Event – A Celebration of Families*

Father's Day Event – A Celebration of Families 2013 is a U.S. Department of Housing and Urban Development initiative that aims to strengthen the bond between children and their fathers, who are often absent from the lives of their children who live in public housing. Concurrently, the initiative has the goal of connecting dads to supportive services in their communities including, job training, health screenings and education opportunities. For the past three years HUD has asked Public Housing Authorities (PHAs) across the U.S. to host an event on the Saturday before Father's Day in June that achieves these goals. This year, the date is Saturday, June 15, but housing authorities should feel free to be flexible with the date of their events. This is an opportunity to empower families —fathers, children and mothers — while also connecting Dad's with economic, employment, health and education resources.

## Why is HUD Focusing on Fatherhood?

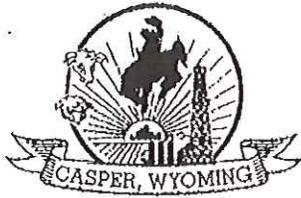
In line with HUD's 2010-2015 Strategic Plan Goal 3: "using housing as a platform to improve the quality of life of our residents," these focuses on fatherhood in public housing flows from current statistics that show when fathers are absent children suffer. This in no way suggests that HUD does not recognize the critical importance of mothers. The majority of public housing households with children are headed by single women who earn less than \$9,000 annually, and they do a tremendous job of raising their children. However, according to statistics drawn from communities across the country, children raised in absent father families are more at-risk for a host of negative factors, including dropping out of school. The focus on Father's Day is meant to be a starting point; either a celebration of existing relationships or a reason to form first connections.

## *Father's Day History*

*Adapted from the NYCHA Fatherhood Initiative, HUD's Father's Day Initiative was developed in response to the stark socio-economic data indicating how children and youth are being negatively affected by father absent homes. For the first celebration, 209 PHAs from 33 states held Father's Day events. An estimated 22,000 fathers, children, mothers and many others participated in events that local public housing authorities held all over the nation. In some cities, participants met athletes from the NFL and NBA, who joined in on the fun, while the Read it LOUD! Foundation distributed more than 1,600 free children's books to housing authorities that participated.*

*2013 was the first year any Wyoming Housing Authority participated in this event.*





OFFICE OF THE MAYOR

## CITY OF CASPER

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

July 1, 2013

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

The Council will be distributing this funding through a process called Community Promotions. An application form and a copy of the funding guidelines have been included with this letter, and an electronic version can be found on the City's website, [www.casperwy.gov](http://www.casperwy.gov). **The guidelines and application have changed since fiscal year 2013 Community Promotions.** The changes have been highlighted for your convenience.

These funds are meant to support specific events that will occur **after October 31, 2013** and that will be **completed by November 1, 2014**. They cannot be used to pay general expenses for your organization, such as building improvements, vehicle purchases, ongoing operational expenses, or salaries. Also, please be aware that we can only waive up to half of the fee for any service or half the rent for any facility. For example – if your organization needs passes to one of our outdoor pools, we cannot give the passes away, but we might be able to offer them to you at half price.

**Please submit your applications on time.** Applications are due at 12:00 noon on August 2, 2013. The funding is limited, and there is no guarantee that it will still be available for late applications or requests that arrive at other times throughout the year. Please take a moment to think about any upcoming events or programs that you will be running in the next year. If you think that the City might be able to help you with that event in some way, now is the time to ask.

I look forward to hearing from you. If you have any questions or concerns, please contact Fleur Tremel in the City Manager's Office at 235-8296.

Sincerely,

Kenyne Schlager  
Mayor

COMMUNITY PROMOTIONS  
FUNDING GUIDELINES AND POLICIES  
FY 2014

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, 2013, in order to be considered for funding in the Fall of 2013. 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 to determine if a program is a community promotions event. Council will review Community Promotions applications and indicate yes or no to each question. If three or more are answered yes, then the event shall be considered a community promotion. This round of voting is not indicative of a Council Member's approval or disapproval, rather it is for classification purposes.
4. If Council determines that an application qualifies as a community promotions event, then a second round of voting will commence. During the second vote 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.
5. Those applications that are successful in the second round of voting will then be sent forward to the third round. In the third 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.
  - i. 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.

6. 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.
7. 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.
8. 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 Application - FY 2014

Please use this application to request support for events and programs that will take place between November 1, 2013 and October 31, 2014. Applications are due in City Hall by 12:00 noon on August 2, 2013.

Name of Sponsoring Organization:  
Casper Housing Authority

Name of Program or Event:  
Father's Day Event - A  
Celebration of Families



## Contact Information

Contact Person: Amanda Huckabay Phone Number: 266.1388 x. 35 Date: 7.1.2013

Address: 1514 E. 12th St. Ste. 105 Casper, WY 82601

Email: ahuckabay@chaoffice.org

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

If so, what is your tax exempt EIN number? 83-0242029

## Event / Program Description

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

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

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

## Community Promotion Guidelines:

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

This event connects Casper area non-profits and organizations in an effort to provide information on available resources within the community for low-income families. The event offers music, games and activities, and food free to all participants. While the event is open to the public, the focus is on connecting fathers, traditional families, and nontraditional families to supportive services in their communities including, job training, health screenings and education opportunities.

## 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.)*

On June 15, 2013, the first Father's Day Event was held in Wyoming. Next year, we plan to have more community organizations involved, additional activities, and more entertainers. We also plan to have a contest for participants to visit each booth, receive a stamp, and be entered into a drawing.

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

**Dates**

On what date(s) will this event be held? June 14, 2014

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? 250

How many people do you expect to attend this event as Spectators? 1,200

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

**Support Requested**

<b>Cash</b>	<p><i>The City Council can make cash grants to reimburse community groups for expenses related to the program or event.</i></p> <p><b>Please be aware that applicants cannot request cash funding to pay the required 50% match on any In-Kind or Facility requests.</b></p>
Amount: \$ <u>1,000</u>	<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"): Funds will be use to purchase hamburgers, hot dogs, and condiments to ensure families have the opportunity to experience the value of dining together through the guise of a picnic in the park.</p>
Date Cash Needed: <u>6/1/2014</u>	

<b>In-Kind Staffing and Services</b>	<p><i>The City can provide services to a group directly in order to facilitate an event.</i></p> <p><b>Please be Aware 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.</b></p>				
	<p><i>Services that are typically requested:</i></p> <p>Security (Police)    EMT's    Ski Lift Tickets    Golf Passes    Traffic Control                  Trash Service (cans/dumpsters)    Use and Delivery of Tables/Chairs                  Baseball Field Preps    Museum Passes    Pool Passes    Litter Control/Cleanup</p>				
Please list the services you require:	Description/Purpose	Location	Date	Start Time	End Time
1. Trash	Use of trash cans, liners, service	Washington Park	6.14.14	8AM	5PM
2.					
3.					
4.					

<b>Facilities</b>	<p><i>Certain city facilities are often used as event locations. Please be as specific as possible about which rooms, parks, or sports fields you require.</i></p>
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*If you have any questions about this application, please contact Fleur Tremel in the City Manager's Office at 235-8224.*

<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>Facilities that are typically requested:</p> <p style="text-align: center;">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. Washington Park	use of park and band shell	6.14.14	8AM	5PM
2.				
3.				
4.				

### Budget Summary

Anticipated Funding Sources for this program or event. <i>Do not list any anticipated funding from the City of Casper.</i>	
Entry Fees	\$ 0
Sponsorships (indicate from whom and whether the sponsorship is committed funds or to be requested).	
1. Wind City Dental (TBR)	\$ 350
2. Sinclair Casper Refining (TBR)	\$ 300
3. Hilltop National Bank (TBR)	\$ 200
4. McMurry Foundation (TBR)	\$ 500
Donations (list from whom and whether the donation is committed or to be requested):	
1. Sam's Club (TBR)	\$ 500
2. Pepsi (TBR)	\$ 500
3. K2TV (TBR)	\$ 1,500
4. Townsquare Media (TBR)	\$ 2,500
Applicant Funds :	
Other Funds (please list source(s)):	
1.	\$
2.	\$
3.	\$
4.	\$
<b>Total Funding:</b>	<b>\$ 6,350</b>

Anticipated Expenses for this program or event (please be as specific as you can).	
1. Additional porta-potties & servicing	\$ 260
2. Entertainment - music	\$ 800

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

3. Inflatables	\$	2,500
4. Living Statues	\$	250
5. Marketing Materials	\$	500
6. Food	\$	1,800
7. Sound	\$	500
8. Generator	\$	125
9. Park Rental	\$	750
10.	\$	
	<b>Total Expenses:</b>	\$ 7,485
	<b>Total Revenue minus Total Expenses: profit (loss):</b>	\$ -1,135

### Past Year's Budget

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

# City of Casper Community Promotions Application-FY2014

## Answers

### Event/Program Description:

#### *Father's Day Event – A Celebration of Families*

Father's Day Event – A Celebration of Families 2013 is a U.S. Department of Housing and Urban Development initiative that aims to strengthen the bond between children and their fathers, who are often absent from the lives of their children who live in public housing. Concurrently, the initiative has the goal of connecting dads to supportive services in their communities including, job training, health screenings and education opportunities. For the past three years HUD has asked Public Housing Authorities (PHAs) across the U.S. to host an event on the Saturday before Father's Day in June that achieves these goals. This year, the date is Saturday, June 15, but housing authorities should feel free to be flexible with the date of their events. This is an opportunity to empower families – fathers, children and mothers – while also connecting Dad's with economic, employment, health and education resources.

### Why is HUD Focusing on Fatherhood?

In line with HUD's 2010-2015 Strategic Plan Goal 3: "using housing as a platform to improve the quality of life of our residents," these focuses on fatherhood in public housing flows from current statistics that show when fathers are absent children suffer. This in no way suggests that HUD does not recognize the critical importance of mothers. The majority of public housing households with children are headed by single women who earn less than \$9,000 annually, and they do a tremendous job of raising their children. However, according to statistics drawn from communities across the country, children raised in absent father families are more at-risk for a host of negative factors, including dropping out of school. The focus on Father's Day is meant to be a starting point; either a celebration of existing relationships or a reason to form first connections.

### *Father's Day History*

*Adapted from the NYCHA Fatherhood Initiative, HUD's Father's Day Initiative was developed in response to the stark socio-economic data indicating how children and youth are being negatively affected by father absent homes. For the first celebration, 209 PHAs from 33 states held Father's Day events. An estimated 22,000 fathers, children, mothers and many others participated in events that local public housing authorities held all over the nation. In some cities, participants met athletes from the NFL and NBA, who joined in on the fun, while the Read it LOUD! Foundation distributed more than 1,600 free children's books to housing authorities that participated.*

*2013 was the first year any Wyoming Housing Authority participated in this event.*

Casper Housing Authority



Community Promotions							Result
#	Organization Name	Event Name	Does the event bring people (visitors) to the community?	Does the event enhance economic development?	Will the event in turn increase the usage of City facilities?	Would the event improve the quality of life for residents of Casper?	Does the event provide a direct benefit to citizens as compared with a non-direct fundraising benefit?
1	Wyoming ASA/JSA	Wyoming ASA Men's D 1-2 State Slowpitch Tournament					
2	Wyoming ASA/JSA	Wyoming ASA Women/Coed Tournament 2014					
3	Safe Kids Central Wyoming, WMC	Safe Kids Day/Safe Kids Night					
4	Casper Housing Authority	Father Day Event					

Step 1: Enter Your Name:

Step 2: Click the Windows button in the upper left hand corner of this page, select "Save As", and give it a title with your name in it.

Step 3: Vote Yes, No, or Abstain beneath Facilities Vote and In Kind Vote.

Councilmembers can vote Yes or No for requests for facilities and in kind services. Organizations that receive a majority of "yes" votes will be awarded the facilities or in kind services that they requested.

#	Organization Name	Event Name	Total Request	In Kind Vote		Facilities Vote		Vote Result
				In Kind Requested	Select "Yes" or "No"	Facilities Requested	Select "Yes" or "No"	
1	Wyoming ASA/USA	Wyoming ASA Men's D 1-2 State Slowpitch Tournament	\$272.00	\$0.00		\$272.00		\$ -
2	Wyoming ASA/USA	Wyoming ASA Women/Coed Tournament 2014	\$408.00	\$0.00		\$408.00		\$ -
3	Safe Kids Central Wyoming, WMC	Safe Kids Day/Safe Kids Night	\$651.50	\$0.00		\$651.50		\$ -
4	Casper Housing Authority	Father's Day Event	\$170.00	\$120.00		\$50.00		\$ -
<b>Total Requested</b>			<b>\$1,501.50</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$1,381.50</b>	<b>\$0.00</b>	<b>\$ -</b>

TOTAL: Note- This number must remain at or under \$5,000.