
INFORMATION PACKET

Friday, January 5, 2024



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CITY OF CASPER DOCUMENTS & INFORMATION

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AGENCIES, BOARDS, AND COMMITTEES DOCUMENTS & INFORMATION

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Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Livability/Marketing Follow-up			
Special Event Permitting Process			
Funding for Sidewalk Repairs/Homeowner Responsibilities			
Naming City Garbage Trucks			
Liquor Establishment Incentive Program/DUI Discussion			
Liquor Overserving Legislation			
Community Project Funding Process Part 2			
85k 1% Non-profit Support Options			
Recycling & Composting Options			

Staff Items:

FWC Study Update			
Fire Station 1			
Downtown Parking Kiosks			Spring
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)			
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)			
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)			
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)			
Dangerous Building Processes			April
Audit Presentation to Finance Committee?	January 23, 2024		
Capital Budget Review	March 12, 2024		
Tentative Budget to Council	May 7, 2024		
Budget Review Sessions	5/20/24 & 5/22/24		
Summary Proposed Budget to Council	June 4, 2024		
Liquor Report			Before February 20

Potential Topics-- Council Thumbs to be Added:

City Facility Retention & Subsidization			
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Future Regular Council Meeting Items:

Liquor License Renewals	2/20/2024		
Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption			
Urban Forestry Grant			

Retreat Items:

Economic Development and City Building Strategy			
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The Grid**Working Draft of Council Meeting Agendas**

January 9, 2024 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Skywest	Information Only	4:35	40 min
Shooter's Complex	Move Forward for Approval	5:15	45 min
Agenda Review		6:00	20 min
Legislative Review		6:20	20 min
Council Around the Table		6:40	20 min
Approximate Ending Time:			7:00

January 16, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinance	Resolution	Minute Action
Pre-Meeting: Weed and Pest MOU					
Approval of 12/19 Minutes					C
Approval of 12/19 Executive Session Minutes					C
Approval of 1/2 Minutes					C
Bright Spot: MPO Grant					
Est Public Hearing: Budget Amendment #2	C				
Establish February 6, 2024 as the date of a public hearing for consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.	C				
Establishing February 6, 2024 as the date of public hearing for consideration of an Ordinance vacating a segment of alley abutting Lots 5, 6 and 7, Kenwood Addition to the City of Casper.	C				
Establish February 6, 2024 as the Date of the Public Hearing for Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 5, "Bryan Subdivision."	C				
Establishing March 5, 2024 as the date of the Public Hearing for Consideration of a Resolution certifying the Annexation of 0.51-acres, more or less, described as Lot 5, "Bryan Subdivision," complies with W.S §15-1-402.	C				
Public Hearing : LAD 160 Chinook		N			
Public Hearing - Transfer of Ownership Interest & Name Change for Retail License No. 10 - Silver Fox		N			
Public Hearing - Transfer of Ownership Interest for Retail License No. 15 - Wyoming Liquor LLC (Wy Discount Liquor)		N			
Public Hearing - Transfer of Ownership Interest for Retail License No. 22 - 2nd Street Liquor		N			
Public Hearing - Transfer of Ownership Interest for Retail License No. 7 (Branding Iron)		N			
Public Hearing - Transfer of Ownership Interest for Retail License No. 29 (Galles Liquor Mart)		N			
2nd Reading - Utility Billing			N		
Authorize a Contract for Professional Services with Frontier Precision, Inc., in the amount of \$42,976.64, for the City Surveying Equipment Upgrade, Project No. 23-004.				C	
Consideration of a Resolution approving a final plat of the "Natrona County Health Addition" subdivision, and the associated Subdivision Agreement				C	
Consideration of a Resolution approving a final plat of the "Morado Cove" subdivision, and the associated Subdivision Agreement.				C	

January 23, 2024 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			

Meeting Follow-up		Page 10 of 13	5 min
Budget Amendment #2	Move Forward for Approval	4:35	30 min
Lansing Field	Direction Requested	5:05	30 min
Waste Water Treatment Plant Capital Budget Amendment	Move Forward for Approval	5:35	30 min
Media Interview Protocols	Direction Requested	6:05	40 min
Business Incentive Options	Information Only	6:40	30 min
Agenda Review		6:45	20 min
Legislative Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

February 6, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinance	Resolution	Minute Action
	Pre-Meeting:				
Approval of 1/16 Minutes					C
Public Hearing: Budget Amendment #2		N			
PH/1st Reading: Consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.		N			
PH/1st Reading: Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 6, "Bryan Subdivision."		N			
PH/1st Reading: Consideration of an ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper		N			
3rd Reading - Utility Billing			N		
MOU for Weed & Pest & Mosquito Abatement Program				C	

February 13, 2024 Councilors Absent:		Page 5 of 13	
Work Session Meeting Agenda Items		Recommendation	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
		4:35	30 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
			Approximate Ending Time:

February 20, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items					
	Est. Public Hearing	Public Hearing	Ordinance s	Resolution s	Minute Action
Pre-Meeting:					
Approval of 2/6 Minutes					C
2nd Reading: Consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.		N			
2nd Reading: Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 6, "Bryan Subdivision."		N			
2nd Reading: Consideration of an ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper		N			

JANUARY 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 Offices Closed	1 Offices Closed New Year's Day <i>OVG Holiday</i>	2	3	4	5	6
7	8	9 PT Staff Dinner 5:30 PM-7:30 PM	10	11	12 WY Health Fairs Health & Wellness Expo Load-In 8:00 AM- 5:00 PM	13 WY Health Fairs Health & Wellness Expo 9:00 AM-1:00 PM
14	15 Offices Closed Martin Luther King Jr. Day <i>OVG Holiday</i>	16	17 Sleep in Heavenly Peace Volunteer Opportunity 10:00 AM- 3:00 PM	18 RMN Wild West Champions Load-In 8:00 AM- 5:00 PM	19 RMN Wild West Champions Load-In 8:00 AM- 5:00 PM	20 RMN Wild West Champions 7:00 AM-5:00 PM
21	22	23	24	25	26 WHSAA: HS State Spirit Competition 1:30 PM-8:00 PM	27 Olivia Caldwell Foundation Butterfly Ball 7:00 PM- 11:00 PM
28	29	30	31	1 Bert Kreischer 6:00 PM-10:30 PM	2 Boys & Girls Club Reverse Raffle Load-In 8:00 AM-5:00 PM	3 Boys & Girls Club Reverse Raffle 5:00 PM- 11:00 PM



January 2, 2024

City of Casper
City Manager's Office
200 N. David
Casper, WY 82601

Re: Children's Advocacy Project FY22 Quarter 2 Report

Please find included the first and second quarterly invoices for forensic interview services provided from July 1- December 31, 2023.

July 1-December 31, 2022: Salary expenses for the forensic interviewers, therapist, and victim advocate: \$108,186.41.

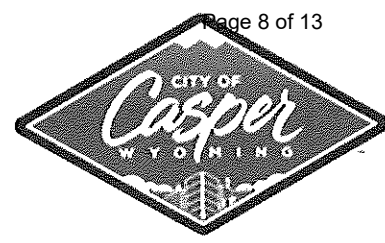
Please let me know if you need anything else.

Thank you!

A handwritten signature in black ink that reads "Stacy Nelson" with a flourish at the end.

Stacy Nelson, Executive Director





FY 2024 One Cent Funding Biannual Report

Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Children's Advocacy Project</u>	Program: <u>Forensic Interview Services</u>						
Contact Person: <u>Stacy M. Nelson</u>	Phone Number: <u>307-232-0159</u> Date: <u>January 2, 2024</u>						
Email Address: <u>stacy@childrensadvocacyproject.org</u>							
Please Select One:	<table border="0"> <tr> <td>1st Reporting Period <u>X</u></td> <td>2nd Reporting Period _____</td> </tr> <tr> <td>July 1 – December 31</td> <td>January 1 – June 30</td> </tr> <tr> <td>Due on January 10</td> <td>Due on July 10</td> </tr> </table>	1 st Reporting Period <u>X</u>	2 nd Reporting Period _____	July 1 – December 31	January 1 – June 30	Due on January 10	Due on July 10
1 st Reporting Period <u>X</u>	2 nd Reporting Period _____						
July 1 – December 31	January 1 – June 30						
Due on January 10	Due on July 10						

1. Mission

Please state the agency's mission/vision.

- The Children's Advocacy Project is a team of committed agencies and individuals who work together to provide coordinated forensic and comprehensive services for alleged victims of child abuse and neglect in order to minimize trauma to children, to break the cycle of abuse and to foster a more effective community response to child maltreatment.

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

The City of Casper allocated general funds for FY24 in the following amount:

- o \$32,000

3. Program significance

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
 - Children up to 18 years of age who are victims of physical, sexual and/or emotional abuse.
 - Non-offending family members of abuse victims
 - Child witnesses of abuse/violence
 - Drug Endangered Children
 - Vulnerable adults over the age of 18
- What impact did the program have on the specified target population and community?
 - CAP forensic interviews provide the opportunity for children to feel empowered to tell their story in a safe, child friendly environment with forensic

interviewers who are trained to facilitate the process at a developmentally appropriate level for the child.

- The CAP forensic interview process results in the child telling their story one time, which minimizes trauma to the child.
- The forensic interviews conducted by CAP assisted law enforcement and the Department of Family Services from Casper and other counties within the state to further the investigations of alleged abuse situations involving children.
- CAP assisted victims and non-offending family members by providing counseling and referral for needed services within the community.

4. Results

- a. Please describe the outcomes/outputs.

OUTPUTS:

Forensic Interviews:

- CAP facilitated forensic interviews for 100% of the cases referred to CAP. This resulted in CAP facilitating 111 forensic interviews from July 1-December 31, 2023, 60 of which were for children in Natrona County.

- Breakdown of allegations:

- | | |
|-----------------------------|----|
| • Sexual Abuse: | 64 |
| • Physical Abuse: | 20 |
| • Neglect: | 2 |
| • Witness to Abuse/Violence | 15 |
| • Drug Endangered | 10 |
| • Child Pornography | |
| • Abduction | |

- # Therapeutic Counseling Sessions Provided:
 - 151

OUTCOMES:

- CAP provided forensic interviews to children who may have been witness to violence or who were alleged to be victims of physical and/or sexual abuse.
- CAP therapists provided individual therapy to children who have experienced trauma and provided counseling and/or referral to non-offending families members in an effort to help them deal with the trauma they may have experienced.
- Regardless of a criminal case status, the family can receive support through the Department of Family Services by working with the assigned caseworker. This level of support often results in families creating safer environments for their children.

- b. Please describe the method of measurement.
CAP maintains statistical data regarding each case to include:
- number of forensic interviews held
 - demographic information of victim including age, gender, race
 - demographic information of suspect including age, gender, relationship to the victim
 - Law Enforcement agency and county leading investigation
 - DFS worker assigned to the case
 - Information is also maintained regarding the status of the case. This information is updated, compiled and maintained to provide monthly and annual data.
- c. Please describe the performance results.
- CAP provided forensic interviews to 100% of the referred child victims and witnesses of abuse for children living in Natrona County and other surrounding counties.
 - CAP conducted follow-up to 100% of the families receiving forensic interview services following the interview. This practice allows the family to ask questions, discuss current needs, receive referral information for counseling and other support services. At minimum, the victim advocate contacts each family four times in the six months following the interview.
 - Forensic interviews often resulted in substantiating the initial report, providing enough information to formally charge the suspect or providing additional information to reinforce law enforcement's continued investigation. Occasionally, the interviews have resulted in additional suspects being identified as well.
 - Although there are many times there are no criminal charges filed, there are occasions when families agree to participate in a case plan with the Department of Family Services, which can improve safety for the child.
 - It should be noted the success of CAP and the forensic interview cannot be gauged on the status of criminal charges being filed. The most important aspect of the interview is to minimize the trauma for the child during the investigation process.

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
- CAP responded to 100% of referrals, providing a total of 111 forensic interviews July 1 – December 31, 2023.
 - CAP provided a total of 151 individual therapy sessions to children and non-offending family members at no cost to the family.
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
- CAP provided forensic interviews to alleged child victims and witnesses of abuse for children living in Natrona County and other surrounding counties in an effort to minimize the trauma. Because this process reduces the number

of times a child has to tell their story, the trauma associated with telling their story is reduced significantly.

- These interviews often resulted in substantiating the initial report, providing enough information to formally charge the suspect or providing additional information to reinforce law enforcement's continued investigation. Occasionally, the interviews have resulted in additional suspects being identified as well.
 - Therapeutic services assist the clients and families with learning how to handle the trauma they have faced.
 - Providing a child the opportunity to feel empowered and safe to tell their story lessens the trauma associated with abuse.
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
- CAP experienced a decrease in forensic interviews during the first six months of FY24, as compared to FY23, although data does indicate a rise in drug endangered child types of cases.

6. Results Analysis

- a. How could the program have worked better?
- The CAP Executive Director facilitates periodic supervisor meetings with members of the MDT to ensure the process and program is working well and to ensure concerns and needs can be addressed.
- b. How will you address this?

7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

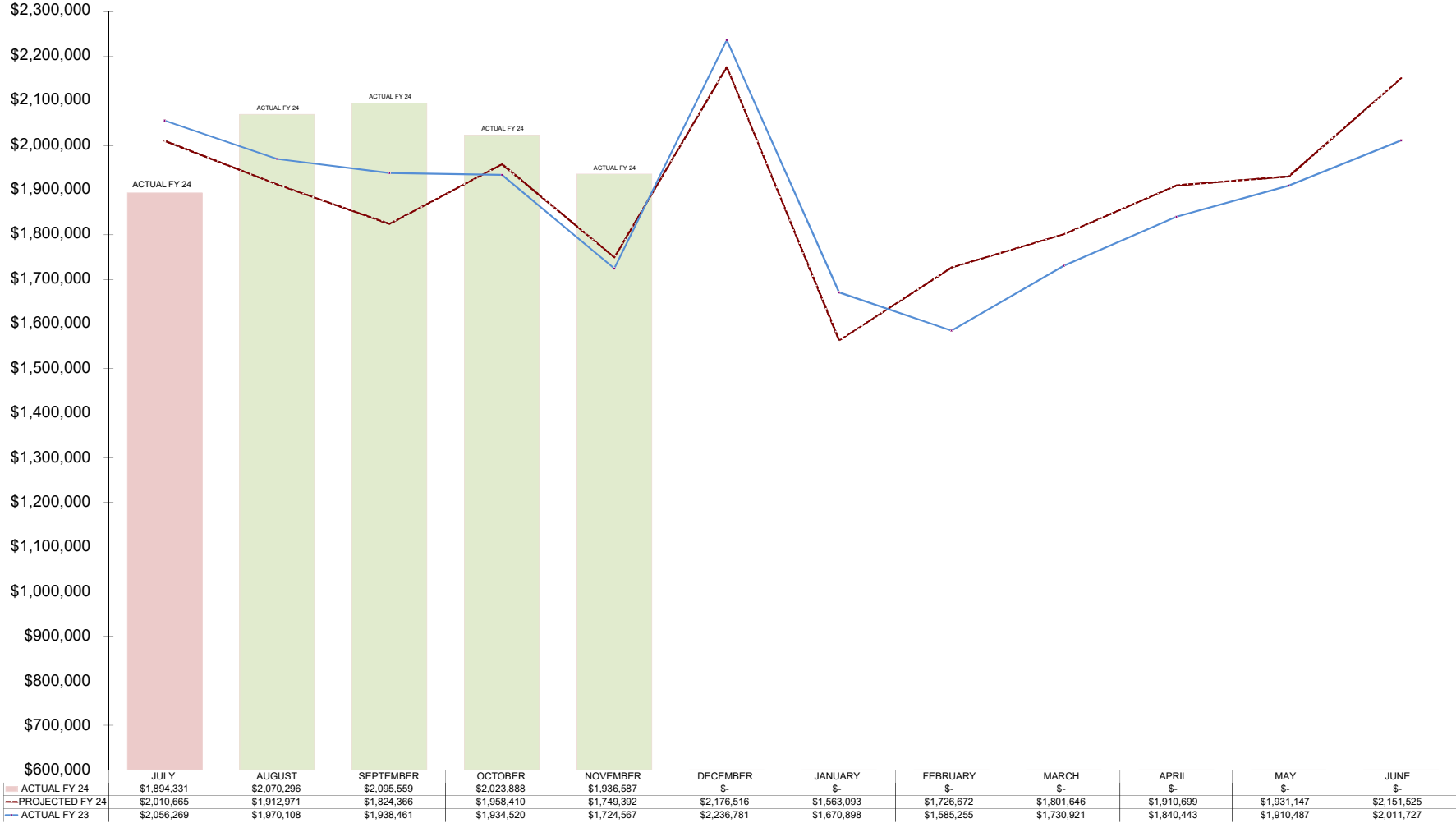
- CAP conducted forensic interviews for 100% of the cases referred. Of the 111 children alleged to be victims of abuse, 51 were children from Natrona County. These cases are tracked internally and shared only with member of the multi-disciplinary investigative team. Specific tracking information is detailed in under number 4b.

City of Casper
Optional 1% and State Shared Sales Tax Receipts
58.38% of Fiscal Year 2024 has lapsed. Cash Basis

State Shared Sales Tax

	Date Received	Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget
FY 2024 General Fund	7/7/2023	\$ 1,910,487	\$ 1,797,102	\$ 113,384	8.41%
	8/7/2023	2,011,727	2,169,700	(157,973)	17.26%
	9/8/2023	1,894,331	2,024,296	(129,965)	25.60%
	10/6/2023	2,070,296	1,924,331	145,965	34.71%
	11/6/2023	2,095,559	1,835,725	259,833	43.94%
	12/7/2023	2,023,888	1,972,042	51,846	52.85%
	1/5/2024	1,936,587	1,760,751	175,836	61.37%
		-	2,190,148		
		-	1,572,181		
		-	1,738,032		
		-	1,813,006		
		-	1,922,059		
	Total FY 2024		\$ 13,942,876	\$ 22,719,374	\$ 458,927
FY 2024 1%17			Optional 1% Tax		
	7/7/2023	\$ 1,598,325	\$ 1,500,213	98,112	8.42%
	8/7/2023	1,691,637	1,809,750	(118,114)	17.32%
	9/8/2023	1,597,794	1,693,911	(96,117)	25.74%
	10/6/2023	1,737,300	1,616,052	121,248	34.89%
	11/6/2023	1,762,695	1,541,991	220,705	44.17%
	12/7/2023	1,698,770	1,644,537	54,233	53.11%
	1/5/2024	1,624,933	1,467,930	157,003	61.67%
		-	1,828,740		
		-	1,317,908		
		-	1,448,940		
		-	1,515,405		
		-	1,604,658		
Total FY 2024	\$ 11,711,453	\$ 18,990,033	\$ 437,071		
Total	<u>\$ 25,654,329</u>	<u>\$ 41,709,407</u>	<u>\$ 895,998</u>		

Sales Tax FY 2024 Versus Projection and Prior Year Accrual Basis



	<u>ACTUAL FY 23</u>	<u>PROJECTED FY 24</u>	<u>ACTUAL FY 24</u>
YTD TOTAL	\$ 9,623,925	\$ 9,455,803	\$ 10,020,662
YTD VARIANCE			\$ 564,859
			% Difference
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH			10.70%
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE			5.97%
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH			12.29%
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE			4.12%
			In Dollars
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH			\$187,195
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE			\$564,859
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH			\$212,020
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE			\$396,737