


January 28, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Zulima Lopez, Parks, Recreation & Public Facilities Director

SUBJECT: Acceptance of a Natrona County Recreation Joint Powers Board Grant in the Amount of One Hundred Thousand Dollars (\$100,000) for a Parks and Recreation Master Plan

**Meeting Type & Date**

Regular Council Meeting  
February 7, 2023

**Action type**

Resolution

**Recommendation**

That Council, by Resolution, approve the acceptance of a Natrona County Recreation Joint Powers Board Grant in the Amount of One Hundred Thousand Dollars (\$100,000) for a parks and recreation master plan.

**Summary**

Having a great parks and recreation system is the hallmark of a vibrant community. The development of a truly effective parks and recreation system, however, requires strategic planning, analysis, and collaboration. A parks and recreation master plan is a comprehensive, long range strategy for the creation, optimization, and maintenance of a community's leisure assets, programs, and services. A thorough plan will offer a holistic view of the Casper area parks and recreation landscape, currently and into the future. It will examine our ability to meet the needs of the community and outline steps to address gaps in recreation opportunities and/or reduce duplicative areas or assets so that resources can be utilized in a way that best aligns with the greater community needs and vision.

With available City funding for parks and recreation continuing to diminish, it is increasingly important to ensure that resources are being applied as purposefully and effectively as possible. In order to approach parks and recreation in a fiscally responsible way, we must have a comprehensive, yet flexible plan for the long-term development, use, and maintenance of recreation infrastructure and services. In the absence of a plan, decision-making can be reactive and impulsive rather than strategic and intentional.

On November 9, 2022, the City of Casper applied to the Natrona County Recreation Joint Powers Board (NCRJPB) for a One Hundred Thousand Dollar (\$100,000) grant to assist in funding a parks and recreation master plan. The City was invited to present our application request to the NCRJPB

on January 6, 2023. Staff was notified on January 9, 2023 that our grant request was approved by the Board. Staff requests formal Council approval to accept the award.

**Financial Considerations**

A parks and recreation master plan is estimated to cost Two Hundred Thousand Dollars (\$200,000). The NCRJPB grant provides One Hundred Thousand Dollars (\$100,000) that will be released in fiscal year 2024 upon proof of matching funds. A detailed report of the expenditure of the funds is expected when the project is complete, and all funds must be dispersed within two calendar years.

Intergovernmental collaboration is intended to be a key component of this project. By working in concert, agencies such as the City of Casper, Visit Casper, Natrona County, Natrona County School District, and the surrounding cities and towns can develop plans, exchange ideas, and identify opportunities to share resources. An area master plan that considers all stakeholders' needs can help us to develop parks and recreation in our community in a way that is strategic and complimentary and allows us to stretch public dollars and resources in a way that would be difficult to achieve otherwise. It is staff's intention to solicit involvement from these stakeholders, including a proportionate financial contribution, to fund the One Hundred Thousand Dollar (\$100,000) match needed to satisfy the grant requirement and complete a parks and recreation master plan.

**Oversight/Project Responsibility**

Zulima Lopez, Parks, Recreation & Public Facilities Director

**Attachments**

Resolution

Grant Acceptance Letter



January 9th, 2023

City of Casper  
Attn: Zulima Lopez

Congratulations, your organization's grant request to the Natrona County Recreation Joint Powers Board was approved in the amount up to **\$100,000** pending the contingencies outlined below. Please adhere to the following conditions and indicate your acceptance of these conditions by signing and returning a copy of this letter to my office.

You are required to take the following steps to secure the funding and to complete the process:

- Contingency for release of funds:
  - i. Funds will be released in the Fiscal Year 2024
  - ii. Matching funds required
  - iii. Release of funds with proof of matching funds required
    1. You may submit a request for funds to my office with a commitment letter/receipt from your matching source
- **A detailed report of the expenditure of the funds is expected when the project is complete.** Funds are to be expended as outlined in the grant proposal.
- All funds must be dispersed by January 9th, 2025. If funds are not dispersed by this date, a report must be submitted detailing the status of the project, why the funds have not been utilized, and the future of the project. Following receipt of this report, the board reserves the right to discontinue the availability of funds.

If you have any questions, please contact us at 253-5380.

Sincerely,

Tanya Southerland  
On Behalf of the Natrona County Recreation Joint Powers Board

I accept the conditions indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

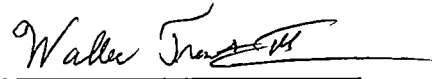
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ATTN: Tanya Southerland  
Recreation Joint Powers Board  
970 N. Glenn Road  
Casper, WY 82601

APPROVAL AS TO FORM

I have reviewed the attached grant approval letter dated January 9, 2023, from the Natrona County Recreation Joint Powers Board in the amount of \$100,000 and approve it as to form on behalf of the City of Casper, Wyoming.

Dated: January 30, 2023.



Wallace Trembath III  
Deputy City Attorney

RESOLUTION NO. 23-27

A RESOLUTION AUTHORIZING ACCEPTANCE OF A  
GRANT FROM THE NATRONA COUNTY RECREATION  
JOINT POWERS BOARD

WHEREAS, the City of Casper identified the need for an area parks and recreation master plan to assist in the development of a long-term strategy for the creation, optimization, and maintenance of the community's leisure assets, programs, and services; and,

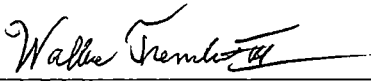
WHEREAS, the City of Casper has been approved for a grant from the Natrona County Recreation Joint Powers Board, in the amount of One Hundred Thousand Dollars (\$100,000); and,

WHEREAS, the City of Casper desires to accept the grant funds from the Natrona County Recreation Joint Powers Board to fund a portion of the parks and recreation master plan.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the grant from the Natrona County Recreation Joint Powers Board, in the amount of One Hundred Thousand Dollars (\$100,000) is hereby accepted, and the Mayor is directed to sign the grant acceptance letter therefor.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Fleur Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Bruce Knell  
Mayor