

INFORMATION PACKET

Table of Contents

Friday, June 25, 2021



| Item | Pages |
|--|-------|
| Table of Contents | 1 |
| City of Casper Documents & Information | |
| The Grid - Schedule of Council Meetings & Addendum | 2 |
| July Calendar 2021 | 5 |
| Graves Pay Schedule for Sworn Police Employees | 6 |
| Agencies, Boards and Committees Documents & Information | |
| Casper Natrona County Health Department Board Agenda 06.24.21 | 9 |
| Invitations, Newsletters & Other Information | |
| Central Wyoming Fair and Rodeo Schedule 2021 | 11 |
| Invitation Climb Wyoming | 12 |
| Invitation Troopers Drum & Bugle Corps Legacy Dinner | 14 |

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

July 6, 2021 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| Pre-Meeting: MPO 5-Year Strategic Transit Development Plan Final Report | | | | | |
| Pre-Meeting: PMCH Engagement Letter | | | | | |
| Establish July 20 as Public Hearing Date for - Review of Seven Ordinance Adopting the Various 2021 Editions of the International Building Codes. | C | | | | |
| Establish July 20 as Public Hearing for the Liquor Ordinance | C | | | | |
| Establish July 20 as Public Hearing for the Scooter Ordinance | C | | | | |
| Establish July 20 as Public Hearing for New Bar & Grill No. 13 for Grace Partners, LC dba Spotlight Lounge, Located at 128 East 2nd Street. | C | | | | |
| Public Hearing - Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision | | N | N | | |
| Authorize an Engagement Letter for Professional Services with Porter, Muirhead, Cornia, Howard, in the Amount not to Exceed \$129,00 for the FY2021 Financial Statement Audit and in an Amount not to Exceed \$7,500, for the FY2021 Federal Programs Audit (per Program). | | | | C | |
| Authorizing Submission of an Application for a Fiscal Year 2022 Transportation Alternatives Program Funding from the Wyoming Department of Transportation in the Amount of \$400,000 for the College Drive Multi-Use | | | | C | |
| Authorizing a Lease Agreement with Casper Midget Football Association. | | | | C | |
| Authorizing a Lease Agreement with Boys & Girls Clubs of Central Wyoming, Inc. | | | | C | |
| Accepting Grant from the Wyoming Governor's Big Game License Coalition, in the amount of \$10,000, for Riparian Vegetation Survey in the River Restoration Project Area | | | | C | |
| Executive Session - Security | | | | | |

July 13, 2021 Councilmembers Absent:

| Work Session Meeting Agenda Items | Recommendation | Allotted Time | Begin Time |
|--|---------------------|---------------|------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Followup | | 5 min | 4:30 |
| 21st Missouri to Kingsbury Speed Data | Information Only | 20 min | 4:35 |
| GIS Demo | Information Only | 30 min | 4:55 |
| Ordinance Changes to Allow for Scooter Business | Direction Requested | 30 min | 5:25 |
| Agenda Review | | 20 min | 5:55 |
| Legislative Review | | 20 min | 6:15 |
| Council Around the Table | | 10 min | 6:35 |
| Approximate Ending Time: | | | 6:45 |

The Grid

A working draft of Council Meeting Agendas

July 20, 2021 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| Public Hearing - Review of Seven Ordinance Adopting the Various 2021 Editions of the International Building Codes. 1st Reading | | N | N | | |
| Public Hearing for Liquor Ordinance Amendments | | | | | |
| Public Hearing for Scooter Ordinance | | | | | |
| Authorizing a Transportation Alternatives Program Agreement with the Wyoming Department of Transportation, in the Amount of \$500,000, for the Paradise Valley to Robertson Road Bridge Project. | | | | C | |
| Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision. 2nd Reading | | | N | | |

July 27, 2021 Councilmembers Absent:

| Work Session Meeting Agenda Items | Recommendation | Allotted Time | Begin Time |
|--|---------------------|---------------|------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | |
| Meeting Followup | | 5 min | 4:30 |
| I-25 Enhancement Funds | Direction Requested | 25 min | 4:35 |
| LGBTQ Advisory Committee - Update | Information Only | 60 min | 5:00 |
| Agenda Review | | 20 min | 6:00 |
| Legislative Review | | 20 min | 6:20 |
| Council Around the Table | | 10 min | 6:40 |
| Approximate Ending Time: | | | 6:50 |

Future Agenda Items

Council Items:

| Item | Date | Estimated Time | Notes |
|--|------|----------------|--------------|
| Strategic Plan | | | 2021 |
| Roof Inspections | | | |
| Formation of Additional Advisory Committees | | | |
| Mike Lansing Field Update | | | Fall of 2021 |
| Missing Persons | | | Summer 2021 |
| Bus Stop Safety/Shoveling - Public Awareness | | | |
| Excessive Vehicle Storage in Yards | | | |
| Graffiti Abatement & Alternatives | | | |
| Stormwater Enterprise | | | After July 1 |
| Parkway Parking | | | After FY22 |

Staff Items:

| | | | |
|---|--|--|-----------------|
| Sign Code Revision | | | |
| Blood Borne Pathogens | | | |
| Landlord Utility Agreement Ordinance Modification | | | August 10, 2021 |

Potential Topics-- Council Thumbs to be Added:

| | | | |
|---|--|--|--------------|
| Resolution for Removal of Majestic Trees? | | | |
| Restructure of Community Promotions | | | |
| Handheld Device Use While Driving? | | | |
| Parks Watering Data | | | Fall of 2021 |
| One Cent FY21 Cut | | | After July 1 |

Future Regular Council Meeting Items:

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Retreat Items:

| |
|---|
| Economic Development and City Building Strategy |
|---|

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|--|--|--|--|---|--|
| | | | | 1 7:00p-Youth Empowerment (Pacheco) | 2 | 3 |
| 4  | 5 4th of July holiday observed City Offices Closed | 6 6:00p-Council Meeting | 7 11:30a-Drug Court (Engbretsen) 1:00 p-Civil Service Commission (None) 5:30p-Platte River Restoration Advisory Committee (Pacheco) | 8 7:00a-Advance Casper (Freel, Gamroth) 4:30p-Leisure Services Board (Engbretsen) 7:00p-Youth Empowerment (Pacheco) | 9 11:30a-Chamber Coordination/ Infoshare (None) | 10  131 years |
| <i>Natrona County Fair & Rodeo</i> | | | | | | |
| 11 | 12 8:30a-Historic Preservation (Engbretsen) | 13 <i>Parade Day</i> 4:30p-Council Work Session | 14 11:30a-DDA (Gamroth) 6:00p-Amoco Re-use JPB (Lutz) | 15 7:30a-Mayor/ Commissioner 11:00a-Housing Authority (Gamroth) 4:00p-Contractors' Licensing Board (Knell) 5:30p- City County Board of Health (Freel) 6:00p- Planning & Zoning (Knell) 7:00p-Youth Empowerment (Pacheco) | 16 3:00p-LGBTQ Advisory Committee (Freel, Pacheco) | 17 |
| <i>Natrona County Fair & Rodeo, July 9 - 17</i> | | | | | | |
| 18 | 19 | 20 11:30a-Regional Water JPB (Cathey, Powell, Knell, Freel) 4:00p-Chamber of Commerce (Cathey, Freel) 6:00p-Council Meeting | 21 | 22 11:30a - Disability Council (Pacheco) 1:00 p -Civil Service Commission (None) 7:00p-Youth Empowerment (Pacheco) | 23 | 24 |
| 25 | 26 12:30p-Senior Services (Engbretsen) 4:00p-OYD Advisory Committee (Pollock, Freel) | 27 11:30a-Travel & Tourism (Freel, Johnson) 4:30p-Council Work Session | 28 7:00a-CPU Advisory Board (Cathey) 11:30p-NIC (None) 5:15p-CAP (None) | 29 7:00p-Youth Empowerment (Pacheco) | 30 | 31 |

Expectations

C

What are your expectations working at the City of Casper?



Compensation

| Grade | Position | Step | Hourly | Bi-Weekly | Monthly | Annual |
|-------|--------------------------------------|------|----------|-------------|-------------|-------------|
| A21 | ADMINISTRATIVE ASSISTANT I | 1 | \$ 16.50 | \$ 1,320.00 | \$ 2,860.00 | \$34,320.00 |
| | ADMISTRATIVE SERVICES REPRESENTATIVE | 2 | \$ 17.32 | \$ 1,385.60 | \$ 3,002.13 | \$36,025.60 |
| | BALEFILL CLERK II | 3 | \$ 18.18 | \$ 1,454.40 | \$ 3,151.20 | \$37,814.40 |
| | CUSTOMER SERVICE REPRESENTATIVE | 4 | \$ 19.08 | \$ 1,526.40 | \$ 3,307.20 | \$39,686.40 |
| | | 5 | \$ 20.06 | \$ 1,604.80 | \$ 3,477.07 | \$41,724.80 |
| Grade | Position | Step | Hourly | Bi-Weekly | Monthly | Annual |
| A25 | MUNICIPAL WORKER II | 1 | \$ 18.23 | \$ 1,458.40 | \$ 3,159.87 | \$37,918.40 |
| | COURT CLERK I | 2 | \$ 19.09 | \$ 1,527.20 | \$ 3,308.93 | \$39,707.20 |
| | PARKS & RECREATION WORKER III | 3 | \$ 20.09 | \$ 1,607.20 | \$ 3,482.27 | \$41,787.20 |
| | POLICE RECORDS CLERK | 4 | \$ 21.07 | \$ 1,685.60 | \$ 3,652.13 | \$43,825.60 |
| | | 5 | \$ 22.14 | \$ 1,771.20 | \$ 3,837.60 | \$46,051.20 |

- Our current compensation plan is a band, step, and grade system.
- *Typically*, On your 1-year anniversary an automatic 5% increase and move to the next step in the pay scale will occur, until step 5 is reached.
As of July 1, 2020 step increases have been frozen.
- Other opportunities for increases include, possible cost of living adjustments (COLAs), which are considered by City Council and / or one-time employee payments.

The new classification plan has been completed with a phased implementation forecast.

City of Casper Graves Pay Schedule for Sworn Police Employees as of July 1, 2021

This pay structure includes steps for pay increases, which is typical in para-military careers. There is no guarantee for an annual step increase, as it is budget dependent. These base rates do not include overtime compensation.

| Grade | Position | Step | Hourly Rate | Annualized Rate | Range Spread | Annual Midpoint |
|------------|----------------------|------|-------------|-----------------|--------------|-----------------|
| P10 | Police Officer I (E) | 1 | \$27.03 | \$56,222 | 28% | \$64,038 |
| | | 2 | \$28.38 | \$59,030 | 5% | |
| | | 3 | \$29.81 | \$62,005 | 5% | |
| | | 4 | \$31.31 | \$65,125 | 5% | |
| | | 5 | \$32.56 | \$67,730 | 4% | |
| | | 6 | \$33.54 | \$69,762 | 3% | |
| | | 7 | \$34.55 | \$71,855 | 3% | |

| | | | | | | |
|------------|------------------------|---|---------|----------|-----|----------|
| P12 | Police Officer II (NE) | 1 | \$32.88 | \$68,390 | 24% | \$76,599 |
| | | 2 | \$34.52 | \$71,810 | 5% | |
| | | 3 | \$36.25 | \$75,400 | 5% | |
| | | 4 | \$38.06 | \$79,170 | 5% | |
| | | 5 | \$39.59 | \$82,337 | 4% | |
| | | 6 | \$40.77 | \$84,807 | 3% | |

| | | | | | | |
|------------|----------------------|---|---------|----------|-----|----------|
| P13 | Police Sergeant (NE) | 1 | \$36.25 | \$75,400 | 24% | \$84,445 |
| | | 2 | \$38.06 | \$79,165 | 5% | |
| | | 3 | \$39.96 | \$83,117 | 5% | |
| | | 4 | \$41.96 | \$87,277 | 5% | |
| | | 5 | \$43.64 | \$90,768 | 4% | |
| | | 6 | \$44.95 | \$93,491 | 3% | |

| Grade | Position | Pay Frequency | Grade Minimum | Grade Midpoint | Grade Maximum | Annual Midpoint |
|-----------|-----------------------|---------------|---------------|----------------|---------------|-----------------|
| 25 | Police Lieutenant (E) | Hourly | \$38.49 | \$46.19 | \$53.89 | \$96,077 |
| | | Bi-Weekly | \$3,079 | \$3,695 | \$4,311 | |
| | | Monthly | \$6,672 | \$8,006 | \$9,341 | |
| | | Annually | \$80,064 | \$96,077 | \$112,089 | |
| 27 | Police Captain (E) | Hourly | \$46.58 | \$55.89 | \$65.21 | \$116,253 |
| | | Bi-Weekly | \$3,726 | \$4,472 | \$5,216 | |
| | | Monthly | \$8,073 | \$9,688 | \$11,302 | |
| | | Annually | \$96,877 | \$116,253 | \$135,628 | |
| 29 | Police Chief (E) | Hourly | \$56.36 | \$67.63 | \$78.90 | \$140,666 |
| | | Bi-Weekly | \$4,509 | \$5,410 | \$6,312 | |
| | | Monthly | \$9,769 | \$11,722 | \$13,676 | |
| | | Annually | \$117,222 | \$140,666 | \$164,110 | |



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

THURSDAY, JUNE 24TH, 2021

Virtual by Zoom or in person

<https://us02web.zoom.us/j/86311432968>

Phone 1-253-215-8782 passcode 863 1143 2968

5:30 PM

- I. AGENDA/MINUTES**
 - a. Previous Meeting Minutes/Notes**
 - i. MAY meeting minutes*
- II. BUDGET/FINANCIAL**
 - a. Financials**
 - i. MAY financial report *
- III. BOARD**
 - a. Next Meeting Date**
 - i. **Proposed Meeting Date JULY 15TH, 2021 ***
- IV. HEALTH OFFICER**
 - a. Health Officer Report
- V. DIVISION REPORTS**
 - a. ADMINISTRATION**
 - 1. COVID-19 UPDATE**
 - a. Update-Testing/Vaccination
 - b. CVC Plans
 - c. #213195 AMENDMENT 1-CONTRACT *
 - d. #212339 CONTRACT-CRISIS *
 - 2. General Administration**
 - a. Reporting grid
 - b. Strategic Planning for Board –tabled
 - c. LGLP Board Training June 24th
 - d. FOIA policy-tabled
 - e. Performance evals plan to have completed July 1
 - f. RFP for IT-tabled
 - g. Building update
 - h. City/County funding
 - i. City of Mills update



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

j. CURE MD- CONTRACT

3. PUBLIC HEALTH PREPAREDNESS/CPR-

4. WYAETC/HIV CASE/RW PROGRAMS/WCRS/WYCC-

b. COMMUNITY PREVENTION PROGRAM-

c. ENVIRONMENTAL HEALTH DIVISION-

d. NURSING-

- 1. DISEASE PREVENTION CLINIC**
- 2. ADULT HEALTH PROGRAM**
- 3. MATERNAL CHILD HEALTH PROGRAM**

VI. CITY/COUNTY LIASION REPORTS

VII. BOARD MEMBER REPORTS

VIII. ADJOURN

IX. EXECUTIVE SESSION

CENTRAL WYOMING FAIR AND RODEO

July 2021

<<

>>

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|---|---|---|--|
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 Crabtree Amusement Carnival The Voice of Casper-Blind Auditions | 10 Sidewalk Chalk Art Festival Crabtree Amusement Carnival The Voice of Casper-Battle Rounds |
| 11 Crabtree Amusement Carnival The Voice of Casper-Battle Rounds | 12 Crabtree Amusement Carnival The Voice of Casper-Knockoff Round (Semi-Finals) | 13 Central Wyoming Fair & PRCA Rodeo Parade Crabtree Amusement Carnival Live Shark Experience PRCA Rodeo-First Performance (Tuesday) | 14 Crabtree Amusement Carnival Live Shark Experience PRCA Rodeo-Wednesday (Wrangler Patriot Night) | 15 Crabtree Amusement Carnival Live Shark Experience PRCA Rodeo-Thursday (Tough Enough to Wear Pink Night) | 16 Crabtree Amusement Carnival Live Shark Experience PRCA Rodeo-Friday Performance | 17 Crabtree Amusement Carnival Live Shark Experience The Voice of Casper-Finale PRCA Rodeo-Saturday Finals Performance |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 Central Wyoming Kennel Club-CWKC Dog Show | 31 Central Wyoming Kennel Club-CWKC Dog Show |

SHINE ON

Climb

W Y O M I N G

35
YEARS

YOU'RE INVITED!

Let's rise and shine together to share our heartfelt gratitude for your part in helping Wyoming families overcome poverty.

We would be honored to have you start your day with coffee and a breakfast treat on us.





Friends, let's rise and shine on Friday, July 9th to celebrate 35 years of Climb Wyoming, our bright future ahead, and our brilliant graduates who courageously break the cycle of poverty and bring hope and light to our communities.

Enjoy your morning coffee in our (virtual) living room as we chat with Climb founder Dr. Ray Fleming Dinneen and incoming leaders Katie Hogarty and Molly Kruger, and hear from inspirational Climb graduates. You'll get an inside look at our visionary plan for the future and the impacts of 35 years igniting the resilience and power of single moms.

You are such an important part of this story: we would be honored to have you join us!

Climb Wyoming's 35th Anniversary Celebration Live Virtual Breakfast Event

Friday, July 9, 2021 | 8-9 a.m.

RSVP at www.ClimbBreakfast.org

RSVP "Yes" by June 28, 2021 to receive coffee and a breakfast treat.





Grab your picnic chairs and umbrellas, and join us for the Trooper Legacy Dinner! We'll provide your blanket and picnic tote plus all the fixings, AND a performance by the World Class Troopers Drum & Bugle Corps! After the picnic dinner, you'll walk over to the new Troopers Wildflower Garden next to Fort Caspar Museum to witness the ribbon-cutting for the brand new Troopers Garden. You can even spread some wildflower seeds! Local musician Chad Lore will provide live music as well as perform the Paddle Raise. It will be a relaxing summer evening in Casper full of celebration for the Troopers' 63rd season!

Tickets are sold in parties of 4 for \$500, or \$1000 for a party of 8.

RSVP to Sue Masterson: development@troopersdrumcorps.org

Your check can be mailed to: 1801 East E Street, Casper, WY 82601

Or go purchase at: <https://www.troopersdrumcorps.org/legacypicnic>