

Council Information Packet
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Friday, May 4, 2018

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The Grid

A working draft of Council Meeting Agendas

May 6, 2018 - Position for a full-time Municipal Judge closes.**May 8, 2018 Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Draft Parking Study Presentation (Aaron Kloke)	Information Only	20 min	4:30
MVPP Discussion (Fleur Tremel)	Direction Requested	20 min	4:50
Hogadon, Fort Caspar, Ice Arena Rates Discussion (Tim Cortez)	Information Only	20 min	5:10
Metro Animal Fees (Liz Becher)	Move Forward for Approval	20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Executive Session (Personnel- Determine who will be interviewed for full-time judge)			7:15
Approximate Ending Time			

May 15, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - May 8 Personnel					
Approve May 1, & May 8 Executive Session minutes (special session 5/8 approve on 6/5)					
Establish June 5, 2018, as the Public Hearing Date for Consideration of: Wireless Communication Ordinance Amendments.	C		C		
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 3rd reading ordinance			NC		
MVPP 2nd reading ordinance			NC		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370. 2nd reading ordinance			NC		
Authorizing a Procurement Agreement with Veolia Water Technologies Canada, Inc., in the Amount of \$47,492, for the Purchase of One Grit Removal Mechanism for the Wastewater Treatment Plant.			C		
Authorizing a Procurement Agreement with Water Technology Group, in the Amount of \$26,930, for the Purchase of Two Flygt Submersible Pumps and Appurtenances for Use at the Begonia Lift Station.			C		
Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.			C		
Authorizing an Agreement with Veris Environmental LLC, in the amount of \$67,700, for the Waste Water Treatment Plant Digester #3 Cleaning Project.			C		

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Authorizing a Funding Agreement in the amount of \$85,000 with the Natrona County Conservation District.			C		
Authorizing an Agreement with Andreen Hunt Construction, Inc., in the amount of \$395,500, for the Rotary Park Pathway-Phase II Project.			C		
Authorizing an Agreement with Treto Construction LLC, in the amount of \$155,325, for the 2018 Begonia Lift Station Upgrades Project.			C		
Authorizing an Agreement with Knife River in the amount of \$156,476, for the Platte River Trails Replacements Project.			C		
Approving a Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., for the Long Range Transportation Plan, in an Amount not to Exceed \$318,249.			C		
Approving the Agreement for Responsibilities in Adopting and Reporting Federal Transportation Performance Targets.			C		
Revoking Prior Amendments to City Contract Employees' Employment Agreements and Rescinding Resolution No. 15-111.			C		
Establishing Fees for the Metropolitan Animal Control Facility and Rescinding Resolution No. 13-236.			C		
Marion Kreiner Pool Fees			C		
Surplus Items			C		
Acknowledging the Receipt of Financial Disclosure Information from Councilman Huber.					C
Authorize the Purchase of Two (2) New (or Used) Trailer Mounted Air Compressors, from Jack's Truck and Equipment, Casper, Wyoming, in the Total Amount of \$47,192, Before the Trade-in Allowance, for Use by the Streets Division of the Public Services Department.					C
Authorize the Purchase of One (1) New Single Axle Truck with Dump Body, from Peterbilt of Wyoming, Casper, Wyoming, in the Total Amount of \$110,467, Before the Trade-in Allowance, for Use by the Parks Division of the Parks and Recreation Department.					C
Authorize the Purchase of Three (3) New Mid-Size Police Utility Vehicles, in the Total Amount of \$110,785.38, Before the Trade-in Allowance, for Use by the Casper Police Department.					C
Wyoming Smart Capital Network Amendment. (tentative)					C
Cost of Service/Rate Design. (tentative)					C
Executive Session - Judges Interviews or hold a special Work Session					

May 16th - May 18th: Mayor makes an offer and Support Services Director will assist with negotiating/writing employment agreement.

May 22, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review Session		20 min	4:30
** All Department Heads to Attend**		20 min	4:50

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		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

May 23, 2018 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Budget Review Session		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

June 5, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - May 15 Personnel					
Approve May 8 Special meeting minutes & May 15 Executive Session minutes					
Bright Spot in Reverse: CNFR presenting plaque to City Council for 20th Anniversary (Dave Park and Roger Walters)					
Establish Public Hearing on FY18 Budget Amendments.	C				C
Establish Public Hearing on FY19 Budget Adoption	C				C
Wireless Communication Ordinance Amendments.		C	C		
MVPP 3rd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370 (Minors-Possession of Alcohol or Public Intoxication). 3rd reading			C		
Municipal Court Judge Contract				C	
Fire Union Contract				C	
Target date for approval of full-time Municipal Court Judge with official start date beginning of pay period being June 25th . Swearing in on what date? * If internal candidate is selected, the timeline may be shorter than what has been suggested.					

The Grid

A working draft of Council Meeting Agendas

June 12, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

June 19, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<p>C = Item is on Consent N = Item is <u>not</u> on Consent</p>					
Pre-meeting: Agenda Review					
Public Hearing on FY18 Budget Amendments.		C		C	
Public Hearing on FY19 Budget Adoption		C		C	

June 26, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

December 15, 2017

Councilman Dallas Laird
City of Casper Council
200 N. David St
Casper, WY 82601

Subject: CAEDA Financials

Dear Councilman Laird:

The Board of the Casper Area Economic Development Alliance, Inc (CAEDA), a privately-held Wyoming Company, is pleased to provide to you our Fiscal Year 2018 (July 1, 2017 – June 30, 2018) budget (Attachment 1). This information includes the total salary compensation for your review. This is the same information presented by our CEO, Charles Walsh, at the City of Casper Council Work Session on Tuesday, 12/12/2017.


The CAEDA Board believes we have provided full accounting of public funds, doing so in the spirit and interest of mutual and collaborative progress for the community and citizens of this great city. We highlight that the anticipated total staff salary for the period, subject to unplanned variations such as employee departures, is \$318,225.00. Further we disclose that the CAEDA Board has a one year contract with the CEO in the amount of \$132,000.00, leaving a sum of \$186,225.00 that is allocated amongst three high performing staff team players.

The CAEDA Board believes providing individual salaries places the company at competitive risks in the market of losing highly valued team players and believe our disclosure provides the details that accurately reflects the public revenues and expenses expended in performance of our contract with the Economic Development Joint Powers Board. Furthermore, the Board is concerned with potential legal ramifications of publicly disclosing specific salaries of individuals employed by a private corporation.

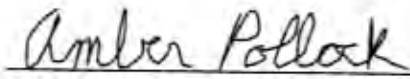
It's our sincere hope and wish that we can refocus our attention to our primary mission of facilitating the growth and expansion of existing Casper businesses, recruitment of complementary businesses, and the startup of new quality businesses that grow high value primary jobs for the great citizens of Casper and Natrona County. Our Board is fully supportive of that goal and looks forward to our continued relationship with the City and County to that mutually beneficial end.

Sincerely,

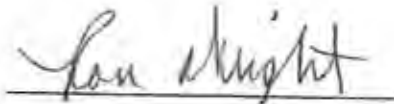
Jim Ruble
Chairman



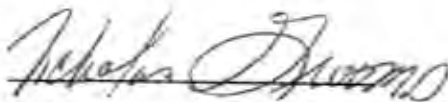
Amber Pollock
Vice Chair



Ron Wright
Secretary



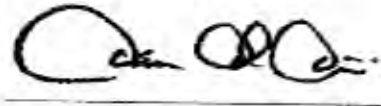
Nicholas
Grooms
Treasurer



Billy Brenton
Board Member



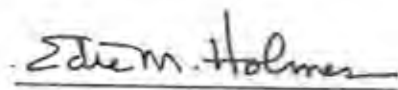
Dr. Darren Divine
Board Member



Dr. Todd Hammond
Board Member



Eddie Holmes
Board Member



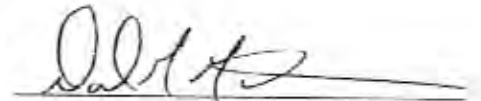
Pete Maxwell
Board Member



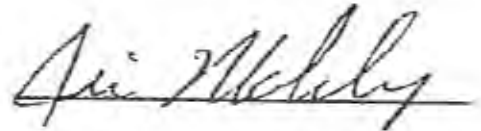
Stuart Tanner
Board Member



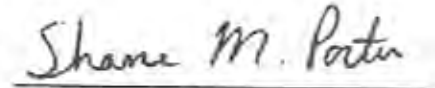
David Gardner
Board Member



Jim Moberly
Board Member



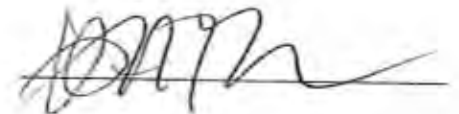
Shane Porter
Board Member



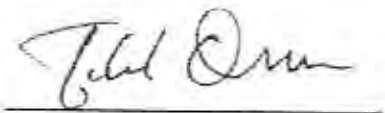
Mike Stepp
Board Member



Tad True
Board Member



Todd Druse
Board Member



Cc: Honorable Mayor Kenyne Humphrey
Vice Mayor Ray Pacheco
City Council Members
City Manager
Economic Development Joint Powers Board

Attachment 1

Line Item	CAEDA FY2018	EDJPB FY2018					
Ordinary Income/Expense							
Income							
4005 - Rent Income from Sublease	\$17,864.00						
4010 - Public Revenue	\$535,291.49	\$507,595.30					
4030 - Interest Income	\$296.48	\$0.00					
4040 - Other Revenue							
4101 - Forward Casper Dues							
4110 - Postage Revenue	\$150.00						
4115 - Copier Use Revenue	\$260.00						
FAM Tour Revenue							
4120 - EDJPB / WCA Grant Administration	\$6,000.00						
Income from Allocated Funds							
Total Income	\$559,651.97	\$507,595.30					
Expense							
5000 - Staff Salaries - Full Time	\$695,113.00						\$16,504.81
5020 - SS & Medicare Employers Share (FICA)	\$2,199.00						100%
5030 - Employee Insurance	0.00						\$1,042.19
5040 - Workers Compensation	\$5,100.00						
5050 - Retirement Program (SIMPLE)	\$9,900.00						
5060 - Unemployment Insurance (SUTA & FUTA)	\$3,515.00						
5070 - Health Insurance	\$26,264.00		\$0.00				
6000 - Office Insurance	\$7,886.00						
6010 - Professional Fees/Legal	\$2,775.00						
6020 - Accounting Professional / Accounting	\$12,700.00						
6021 - Accounting Professional / Audit	\$5,800.00	\$13,500.00					
6100 - Office Rent & Parking	\$50,107.00						
6110 - Storage Unit Rent	\$888.00						
6200 - Office Supplies	\$1,850.00						
6203 - Bank Service Charges	\$100.00	\$275.00					
6210 - Office / Staff Expenses	\$3,200.00	\$3,200.00					
6220 - Auto Expense Reimbursements	\$4,158.90						
6230 - Office Equipment Leases & Maintenance	\$5,380.00	\$5,400.00					
6235 - Interest	\$0.00						
6240 - Postage	\$240.00		\$596,708.12	Staff			4%
6250 - Telephone	\$0,520.00						
6260 - Website, Digital/print media	\$530.00		\$101,303	Operations			18%
6804 - CAIC Operating Expense			\$78,783.00	Marketing			24%
7000 - Prospect Marketing, Mailing, Advertising	\$4,450.00						
7001 - Public fund ineligible expenses							
7010 - Prospect Publishing & Promotional Material			\$175,804.00				100%
7012 - Prospect Travel Expense							
7020 - Trade Show Marketing							
7022 - Trade Show Travel Expense							
7100 - Publications & Communications							
7110 - Public Comm. Events	\$15,200.00						
7150 - Marketing	\$50,890.00		\$576,884.08	total spent			
7222 - Annual Dinner			\$541,291.49	total allocated funds			
7500 - Economic Research	\$870.00						
7510 - Project development			\$20,542.57	total OVEB			
7510.05 - Casper Crude to Rail							
7510.09 - Heartland Industrial Park							
7510.11 - CEDS							
7510.14 Breakthrough Ventures							
7510.15 Spec Building Operations							
7520 - Consulting Fees/AEDO Application	\$7,000.00						
FAM TOUR	\$0.00						
8000 - Staff Professional Development	\$2,030.00						
8001 - Professional Development Travel Exp.	\$5,100.00						
8010 - Memberships, Subscriptions	\$8,162.00						
8015 - Sponsorships	\$12,800.00						
8100 - Meeting and Board Support	\$2,000.00						
8110 - Committee Support	\$1,950.00						
TOTAL EXPENSE	\$976,884.08	422,175.00					
Unallocated Funds	-\$17,232.09	\$535,220.30					

April 9, 2018

To: Wyoming State Agencies and Affected Local Governments of Carbon, Sweetwater, Natrona, and Albany Counties

Subject: **Gateway West Transmission Line Project
Wyoming Industrial Siting Permit Application – Project Notification**

To Whom it may concern:

PacifiCorp, doing business as Rocky Mountain Power, has been working on permitting the Gateway West Transmission Line Project (Gateway West) since 2007 and previously engaged the Industrial Siting Division (ISD) in the Industrial Siting Act Section 109 Permit Application process for portions of the Project. Rocky Mountain Power held a meeting with the Wyoming Department of Environmental Quality (WDEQ) ISD on October 11, 2012, and the ISD determined the Project required a permit from the Industrial Siting Council since the estimated capital cost of construction would exceed the statutory jurisdictional capital construction threshold of \$190 million (Wyoming Statute [W.S.] §§ 35-12-102) and the Project involves electric transmission lines with a maximum operating voltage in excess of 160,000 volts (W.S. §§ 35-12-119). Rocky Mountain Power met with the ISD again on November 13, 2017, and provided an updated project description. The ISD subsequently issued a letter, dated November 29, 2017, reaffirming the requirement for a permit from the ISD and updating the study area to include Carbon, Sweetwater, Albany, and Natrona Counties.

This letter is being provided to local governments in the study area and provides a description of the Project, its location, the planned construction period, the expected number of construction workers, transportation routes, a summary of the anticipated economic benefits, and a summary of the anticipated impacts from the Project. Rocky Mountain Power is hosting public information meetings to provide more information and an opportunity to comment about the Project.

PROJECT DESCRIPTION

Rocky Mountain Power is proposing to construct and operate a total of 191.4 miles of 500-kilovolt (kV), 230-kV, and 345-kV alternating current (AC) electric transmission lines and associated substation facilities as part of their Energy Vision 2020¹ plan, significant portions of which are part of the Gateway West Transmission Line Project (see inset on next page), specifically Segment 1Wa (partial), 1Wc (partial), 2, 3, and 3A. Additional 230-kV Interconnection facilities (not part of Gateway West) will also be constructed.

¹ *Energy Vision 2020* is Rocky Mountain Power's plan to add more wind power and transmission in Wyoming, as well as make the State's existing wind turbines more efficient. More information at: <https://energyvision2020.com/>.

The proposed facilities are located entirely in the state of Wyoming in Carbon and Sweetwater Counties between the planned Aeolus Substation, approximately 10 miles northwest of Medicine Bow, and the existing Jim Bridger Substation near Superior; and between the Shirley Basin Substation, north of Medicine Bow, and the Standpipe Substation near Hanna (see attached Project Overview Map). The major facility components include:

- High-voltage AC transmission lines, including their associated access roads, multi-purpose areas, helicopter fly yards, and other temporary construction ground disturbances;
- Two proposed substations and expansion or modifications at five existing substations; and
- Access roads and electrical power distribution supply lines where needed for proposed substations.

For purposes of the ISD Application, the facility components are grouped into 13 discrete elements that make up the Project. These elements are summarized in **Table 1**.

Elements 1-6 are collectively referred to as the “Aeolus to Jim Bridger/Anticline 500-kV System,” and Elements 7-13 are collectively referred to the “230-kV System Network Upgrades.” Components 1-13 are referred to collectively as the “Project.”

PROJECT PURPOSE AND NEED

The purpose of the Project is to expand Rocky Mountain Power’s existing transmission system to provide reliable transmission service, and to construct and place into service sufficient capacity to deliver resources to network and native load customers.

The Project is necessary to deliver electrical power, address system reliability, and enable interconnection of proposed wind projects into Rocky Mountain Power’s transmission system. The 230-kV System Network Upgrades are needed to support interconnection of the wind projects.

Rocky Mountain Power completed a Siting Study for Gateway West in 2008 (revised in 2009)² to determine the best location for the Project transmission facilities and has continued studying facility locations. The West-wide Energy corridors, other designated right-of-way (ROW) corridors, and existing utility corridors were utilized where feasible. Other considerations included constraints and opportunities identified through the routing and siting process as well stakeholder input. Proximity to planned and existing wind resources was a major opportunity considered in the siting process for the Project.

Gateway West Transmission Line Project

The Gateway West Transmission Line Project (Gateway West), as proposed by Rocky Mountain Power and Idaho Power Company, consists in its entirety of approximately 1,000 miles of a new 230-kV, 345-kV, and 500-kV AC electric transmission system. The full length of Gateway West will run from the Windstar Substation at Glenrock, Wyoming, at the eastern end, to the Hemingway Substation, approximately 30 miles southwest of Boise, Idaho, on the western end. Gateway West is organized into the following segments:

Segment D (Segments 1W, 2, 3, 3A, and 4) comprises approximately 488 miles of transmission line, two new substations, the expansion of three substations, and modifications at three other substations beginning at the Windstar Substation and ending at the Populus Substation in Downey, Idaho.

Segment E (Segments 5, 6, 7, 8, 9, and 10) comprises between approximately 502 and 542 miles of transmission line, one new substation, the expansion of two substations, and modifications at two other substations beginning at the Populus Substation and ending at the Hemingway Substation near Melba, Idaho.

Gateway West is needed to relieve operating limitations, increase capacity, and improve reliability in the existing electric transmission grid. Gateway West will allow for the delivery of up to 1,500 megawatts of additional energy for the Companies’ larger service areas and to other interconnected systems.

More information is available online at:
<http://gatewaywestproject.com/>

² Idaho Power Company and PacifiCorp. 2008 [as amended]. Gateway West Transmission Line Project Siting Study. September.

Table 1. Project Elements Summary

Project Element Number	Component Type	Project Element Name ^{1/}	Transmission Line Length (miles)	Substation Area (acres)
Aeolus to Jim Bridger/Anticline 500-kilovolt (kV) System				
1	New Substation	Aeolus Substation – Construction of new 500/230-kV substation	–	81.7
2	New Substation	Anticline Substation – Construction of new 500/345-kV substation	–	59.0
3	Substation Expansion	Jim Bridger Substation – Construction of new 345-kV line termination bay and relocation of existing 345-kV capacitor banks	–	6.5
4	Substation Expansion	Latham Substation – Installation of voltage control device and expansion of the substation to accommodate the new equipment. (including looping in a fiber optic communication path off of the new 500kV transmission line)	–	4.2
5	New 500-kV Transmission Line	Aeolus to Anticline (Segment 2&3) – Construction of a new 500-kV line	137.9	–
6	New 345-kV Transmission Line	Anticline to Jim Bridger (Segment 3A) – Construction of a new 345-kV line	5.2	–
230-kV System Network Upgrades				
7	New 230-kV Transmission Line	Shirley Basin to Aeolus (Segment 1Wa) – Construction of a new 230-kV transmission line parallel to an existing 230-kV line	16.8	–
7a ^{2/}	New 230-kV Transmission Line	Shirley Basin 230-kV Interconnection – Interconnection between the northern end of the 230-kV line described in Component 7 and the Shirley Basin Substation	–	–
8	230-kV Transmission Line Rebuild	Shirley Basin to Aeolus Rebuild (Segment 1Wc) – Transmission Line rebuild to replace existing 230-kV line	15.9	–
9	230-kV Transmission Line Rebuild	Aeolus to Freezeout Rebuild – Transmission line rebuild to replace the existing Difficulty-Miner's 230-kV line	4.1	–
10	230-kV Line Transmission Line Rebuild	Freezeout to Standpipe Rebuild – Transmission line rebuild to replace the existing Difficulty-Miner's 230-kV line	11.8	–
11	Substation Improvements	Shirley Basin Substation – Construction of one new 230-kV bay and three new breakers; all within existing fence line	–	–
12	Substation Expansion	Freezeout Substation – Construction of a new 230-kV bay	–	1.2
13	Substation Improvements	Standpipe Substation – Modification of existing substation to accommodate 230-kV system upgrades; all work within existing fence line	–	–

1/ GW = Segment number in parentheses refers to the segment number as described in the Gateway West Final EIS.

2/ The mileage for Element 7a (1.9 miles) is included in the mileage for Element 7 but is given a separate line item because it was not analyzed in the same NEPA document (Gateway West Final EIS) as the rest of Element 7 and the ROW authorization was not granted for Element 7a with the rest of Element 7.

LAND OWNERSHIP CROSSED BY PROJECT ELEMENT

The Project crosses private land, public lands administered by the Bureau of Land Management (BLM), and land administered by the State of Wyoming. Land ownership for the transmission lines is summarized in **Table 2** below. All substations are located on private land.

Table 2. Land Ownership and County Crossed by Transmission Lines (in miles)

Element Number	Project Element Name	BLM	State ^{1/}	Private	Other ^{2/}	Total ^{3/}
Aeolus to Jim Bridger/Anticline 500-kilovolt (kV) System		60.9	8.9	72.5	0.7	143.0
Carbon County ³		32.1	4.8	39.3	0.7	76.9
5	Aeolus to Anticline 500 kV (Segment 2&3)	32.1	4.8	39.3	0.7	76.9
Sweetwater County ³		28.8	4.1	33.2	--	66.1
5	Aeolus to Anticline 500 kV (Segment 2&3)	26.0	4.1	30.8	--	60.9
6	Anticline to Jim Bridger 345 kV (Segment 3A)	2.8	--	2.4	--	5.2
230-kV System Network Upgrades³		13.4	5.8	29.3	<0.1	48.4
Carbon County		13.4	5.8	29.3	<0.1	48.4
7	Shirley Basin to Aeolus 230 kV (Segment 1Wa)	5.5	4.1	7.1	--	16.7
8	Shirley Basin to Aeolus 230 kV (Segment 1Wc)	4.5	1.7	9.7	--	15.9
9	Aeolus to Freezeout 230 kV	1.0	--	3.0	<0.1	4.1
12	Freezeout to Standpipe 230 kV	2.3	--	9.5	--	11.8
Total - Project³		74.3	14.7	101.8	0.7	191.4

1/ State includes land managed by Wyoming Game and Fish Department.

2/ Other includes water crossing at Medicine Bow River.

3/ Totals may not sum exactly due to rounding error.

PROJECT SCHEDULE AND WORKFORCE

The ISD Section 109 Permit Application is expected to be delivered in June 2018. Construction of the Project is scheduled to commence on April 1, 2019, and is expected to continue through the end of 2020. Work will take place concurrently at multiple sites, including locations along the proposed and existing transmission lines, as well as work at the proposed and existing substations (see the attached Project Location Map).

The number of construction workers at Project work sites will vary over the construction period, as tasks are completed and new tasks initiated. The construction workforce is expected to peak in Fall 2019, with a combined total of about 500 construction workers expected to be employed on-site at the various Project locations. A second smaller construction workforce peak would occur in Spring 2020, with a combined total of 350 to 400 workers employed at various Project sites.

When complete, the Project will be operated and maintained by current Rocky Mountain Power employees.

TRANSPORTATION

Rocky Mountain Power prepared a Transportation Management Plan, to be included as an Appendix to the ISD application, that identifies the proposed construction transportation routes, traffic impacts, roadway and rail impacts, and mitigation measures for the Project.

The Project will use local highways, roads, bridges, and railroads during construction to provide access for personnel, material, and equipment to multipurpose areas. Due to the linear nature of the Project,

transportation routes will change throughout the construction period. Where no suitable road already exists, new temporary roads to otherwise inaccessible sites will be constructed. Roads to transmission structures, substations, and communications regeneration stations will be temporary unless already existing and will be used for operations, maintenance, and emergency access throughout the life of the Project. Project operations include periodic inspection and maintenance of the transmission line and associated facilities using four-wheel-drive trucks or all-terrain vehicles and may require emergency access with heavy equipment or the use of helicopters.

Goods and services procured for construction activities will be obtained from various local, regional, and national vendors. Receipt of materials is anticipated at the multi-purpose areas shown on the attached Project Facilities Map; however, the construction contractors will determine the final delivery locations for the Project.

ANTICIPATED ECONOMIC BENEFITS

This strategic Project will allow Rocky Mountain Power to use federal production tax credits to provide net cost savings to its customers over the life of the Project. Benefits of the Project will be realized by both local communities and the state through tax revenue to rural economies. Construction-related expenditures and spending by construction workers will also support jobs and income in other economic sectors, as well as generate sales and use tax revenues each year during Project construction. Operation of the Project will also generate annual ad valorem tax revenues for the affected counties for the life of the Project, with total estimated payments of \$70 million to \$80 million over a 20-year period.

A detailed analysis of social and economic impacts will be submitted as part of the ISD permit application to evaluate the benefits and impact of the Project to local communities and to the state.

SUMMARY ENVIRONMENTAL ANALYSIS

The BLM is the lead federal agency for the two National Environmental Policy Act (NEPA) processes covering the Project. The Gateway West Final Environmental Impact Statement (Final EIS) includes the portions of this Project between the Shirley Basin and Jim Bridger substations (Project Elements 1-7, 8, and 11 [Segments 1Wa, 1Wc, 2, 3, and 3A in the Final EIS]). The remaining Project elements (7a, 9, 10, 12, and 13), were not analyzed in the Gateway West Final EIS and are being analyzed under a separate NEPA process for the 230-kV Interconnectors Transmission Line Project. The Proponent is conducting environmental analysis for the 230-kV Interconnectors Transmission Line Project, scoping will determine if the BLM requires an environmental assessment or other analysis to be conducted. The analysis is currently expected to be completed in August 2018. The attached Project Overview Map identifies under which NEPA process each of the Project elements is analyzed. The NEPA documents will be included in the ISD application.

The BLM's NEPA process provides a thorough analysis of impacts on environmental resources. Rocky Mountain Power, in conjunction with the BLM and with input from other cooperating agencies, has developed Project-specific construction plans of development (PODs) that include plans and environmental protection measures designed to minimize adverse impacts to human health and safety, property, and the environment that could potentially occur as a result of the construction, operation, and maintenance of the Project. The plans address topics including environmental health and safety, spill prevention and control, stormwater pollution prevention, emergency response, and management of hazardous wastes and materials. Rocky Mountain Power will be responsible to ensure their construction and monitoring contractors and employees implement the measures in the plans.

Physical, Chemical, Biological, and Radiological Discharges

There are no anticipated chemical, physical, biological, or radiological discharges associated with construction or operation of the Project that will substantially impair the health, safety, or welfare of the present or expected inhabitants in the area of primary effect or Project area.

Air Quality

Project construction will likely generate a temporary increase in fugitive dust and emissions from construction vehicles and equipment, and from operation of concrete batch plants. Air emissions from the Project construction and operation will be subject to the WDEQ – Air Quality Division Standards and Regulations. Specifically, Chapter 6 of the WDEQ air quality standards and regulations establishes permitting requirements for all sources constructing and/or operating in the state of Wyoming. Since portable batch plants for making concrete are proposed for the Project, each plant will require an operating permit, with emissions limitation, issued by the State of Wyoming. Rocky Mountain Power will implement environmental protection measures to minimize fugitive dust and emissions as outlined in the Project PODs and associated plans; specifically, the Erosion, Dust Control and Air Quality Plan.

The analysis included in the Final EIS for the Gateway West projects estimated that impacts on air quality will be temporary, localized to the vicinity of the activity (maximum impacts will occur within a few hundred feet), and will disperse quickly or settle. Short-term emissions of criteria pollutants associated with construction are anticipated to be below all ambient standards. No nonattainment or maintenance areas are crossed by the proposed route.

Noise and Electromagnetic Fields

The analysis included in the Final EIS for the Gateway West projects estimated that audible noise and radio noise will not exceed recommended guidelines. Similarly, the analysis of electromagnetic fields did not indicate that the proposed Project either alone or operating adjacent to other transmission lines will produce exposures that will adversely affect human health, farm animals, or wildlife, nor is it likely to cause annoyance to nearby residents.

Scenic Resources

As much of this Project is located far from potential viewers or sited in existing transmission line corridors, its overall effect on scenic resources was determined through the NEPA process to be low. However, certain locations, such as near the Continental Divide National Scenic Trail (CDNST) and the North Platte River, will experience impacts due to visual contrast and presence of high-sensitivity recreational and residential viewers. No plan amendments for scenic resources were required to allow the Project across BLM-managed lands. The proposed Project will comply with BLM visual resource management plan objectives.

Recreation

Overall impacts to recreational resources are expected to be low, as the Project crosses mostly private lands and will not impede access to recreation sites after construction is complete. However, the CDNST and North Platte River Special Recreation Management Areas (SRMAs) will experience a visual impact, as noted above. Based on the presence of the proposed transmission line, the BLM-managed land for the CDNST will most likely change to “Roaded Natural.” This would not be consistent with the prescribed setting of Middle Country (Semi-primitive Motorized) established for the CDNST SRMA in the Rawlins Resource Management Plan/Record of Decision; however, no plan amendment has been proposed. In some areas, the Project construction will create additional access routes across areas that are currently closed to off-highway vehicles (OHVs). Project implementation will include posting signs identifying the area as closed to OHV use and implementing blocking measures where practical.

Archaeological and Historical Resources

Project construction, operations, and maintenance has one (1) direct impact to archaeological and historic resources (e.g., precontact and historical archaeological sites, linear trails, buildings, objects, etc.). Rocky Mountain Power conducted several studies to identify archaeological and historical resources within the direct and indirect Project area of potential effects (APE). Literature reviews and ethnographic studies were conducted for the Project, and Class III pedestrian surveys (archaeological and built environment)

were completed for the Project along the project right of way. The direct APE has been completely surveyed as of October 2017. Cultural resources identified along the transmission line route and its ancillary facilities have been evaluated for eligibility on the National Register of Historic Places (NRHP). The BLM is the lead agency for completing the Section 106 process of the National Historic Preservation Act (NHPA) and will determine eligibility based on contractor recommendations and surveys, and seek concurrence from the Wyoming State Historic Preservation Office (SHPO). The final determination of eligibility and effect will establish the basis for treatment measures or mitigation. This determination is expected in October 2018 from the SHPO.

Most direct and indirect effects to historic properties have been effectively reduced, avoided, minimized, or eliminated through Project design changes. Avoidance of effects is always preferred and Rocky Mountain Power has designed the Project to avoid historic properties to the extent feasible. Through consultation with Project planners and agencies, management recommendations have been developed that provide feasible means of avoidance and protection within the parameters of Project requirements for historic properties within the direct and indirect APE for the Project. General protective measures include, but are not limited to, avoidance through rerouting, protective fencing to prevent Project encroachment on site locations during construction, or archaeological monitoring of construction activities.

Rocky Mountain Power will implement the following plans to avoid, minimize, and mitigate the effects of the Project on cultural resources: a Project-wide Historic Properties Treatment Plan (HPTP) that includes a Plan of Action for Human Remains was completed January 2018, and a Segment HPTP (site specific treatment) which will include an Inadvertent Discovery Plan and a Monitoring Plan.

Land Use

The Project will follow all State rules and meet the permitting requirements for Carbon and Sweetwater Counties. The Project will be in compliance with, and thus will not require any changes in, local zoning regulations. Land uses in the Project area generally consist of open spaces and rangeland use. No cropland will be crossed or otherwise affected by the Project. In total, the Project will cross 101.8 miles of private land, 74.3 miles of BLM-managed land, 14.7 miles of State land, and 0.7 mile of other ownership (Table 2).

Water Usage

The Project will not require a permanent water source for operations. However, construction of the transmission lines and substations will require water for dust control during access road grading, structure site work and for making concrete. The required water will be procured only from previous allocated sources, municipal sources, from commercial sources, or under a temporary water use agreement with landowners holding existing water rights. Rocky Mountain Power does not anticipate the need for any new water rights. Water used from the North Platte River and Colorado River basins is under consultation with the U.S. Fish and Wildlife Service (USFWS), regardless of land ownership, to comply with the USFWS tiered Biological Opinion for GWW under the Upper Colorado Endangered Fish Recovery Program and Platte River Recovery Implementation Program.

The amount of water for dust abatement is dependent on the amount, location, and timing of construction activities, soil types, and atmospheric conditions. For planning purposes, it is estimated that approximately 30.3 million gallons (92.1 acre-feet) may be used over a construction period of approximately 16 months. This amount is well below the threshold of 800 acre-feet annual withdrawal from waters of the state (W.S. §§ 35-12-108).

Streams and Wetlands

Access roads will be constructed to minimize disruption of natural drainage patterns. Estimates of relative frequencies of crossing types and disturbance estimates for each are based on local engineering experience in Wyoming. Each crossing will be designed with the roads as advanced engineering is

completed, and crossing disturbance will vary. However, these estimates are conservative. On all federally managed lands, Rocky Mountain Power will consult with the managing agency regarding relevant standards and guidelines pertaining to road crossing methods at waterbodies. Consultation includes site assessment, design, installation, maintenance, and decommissioning. Rocky Mountain Power will implement various environmental protection measures to minimize the effects of the Project on streams and wetlands as outlined in the Project PODs and associated plans; specifically, the Stream, Wetlands, Well, and Spring Protection Plan.

Vegetation

The Project will require the clearing of vegetation during both construction and operation. During construction, all work areas will be cleared to the extent needed to safely complete the work. Areas not encompassed by permanent Project features will be restored and revegetated following the completion of construction. The habitat recovery that will occur following construction will vary depending on the type of vegetation impacted, with grasslands and herbaceous wetlands generally recovering within 5 to 7 years; shrublands recovering within 30 to 50 years; and forested areas potentially requiring up to 50 to 100 years to reach mature conditions. During operations, long-term vegetation loss will occur in areas encompassed by the permanent ROW (where only low-growing vegetation will be allowed to restore) and permanent structures (where vegetation will be permanently removed). Rocky Mountain Power will implement environmental protection measures to minimize the effects of vegetation clearing and maintenance on vegetated communities, as outlined in the Project PODs and associated plans; specifically the Reclamation Plan; Noxious Weed Plan; Plant and Wildlife Conservation Measures Plan; Fire Prevention and Suppression Plan; Operations, Maintenance, and Emergency Response Plan; and PacifiCorp's Transmission and Distribution Vegetation Management Program Specification Manual.

Wildlife

Construction and operation of the Project will be conducted in accordance with federal, state, and local requirements related to wildlife species, such as the Migratory Bird Treaty Act, the Bald and Golden Eagle Protection Act, and agency-required seasonal and temporal closure periods. Furthermore, Rocky Mountain Power will implement various environmental protection measures to minimize the effects of the Project on wildlife species as outlined in the Project PODs and associated plans; specifically the Environmental Compliance Management Plan; Plant and Wildlife Conservation Measures Plan; Stream, Wetland, Well, and Spring Protection Plan; Fire Prevention and Suppression Plans; Compensatory Mitigation for and Monitoring of Unavoidable Impacts to Waters of the United States; Off-site Compensatory Mitigation to Offset Project Impacts to Greater Sage-grouse; and Migratory Bird Habitat Mitigation Plan.

The BLM consulted with the USFWS regarding the potential effects that the Project could have to species listed as threatened or endangered under the Endangered Species Act (ESA). For the portion of the Project covered by the Wyoming Industrial Siting Permit application, this included the black-footed ferret, Preble's meadow jumping mouse, and mountain plover. The USFWS prepared a Biological Opinion (BO) following this consultation which outlined the agencies determination of project effects on these species. Rocky Mountain Power will comply with all requirements and determinations outlined in the USFWS' BO.

Soils, Minerals, and Paleontological Resources

In total, approximately 3,122 acres of soil will be disturbed by Project construction and 461 acres permanently impacted by operations. Soils in the area are droughty and prone to erosion. Effective use of construction stormwater best management practices, and compliance with soil protection measures will be used to reduce the effects of erosion. Service roads used for construction and operations will also be reclaimed to minimize erosion potential. Overall impacts to mineral resources will be minimized to all extent possible through working with the land owner/mineral owner. Respectively the Company use a

fair market value to compensate impacted owners. Use of construction equipment and blasting could have direct negative effects on paleontological resources. Surveys will be conducted on lands with moderate or unknown, high, or very high potential fossil yield. The guidelines for when and where to conduct paleontological surveys or monitoring will be presented in a final Paleontological Protection Plan prior to Project construction.

INVITATION TO COMMENT AND ATTEND INFORMATIONAL MEETINGS

Rocky Mountain Power invites you to submit your agency's comments and provide feedback so that issues may be considered and addressed directly with your agency, as well as incorporated into the ISD permit application.

You may provide input by sending an email ajb@2pacificcorp.com, or by mailing your comments to us at:

1407 West North Temple
Suite 250
Salt Lake City, Utah

Please be sure to include your name and contact information with your comments so that we can follow up with you effectively. If you prefer to discuss the Project further, Rocky Mountain Power is available to meet in person or by phone upon your request.

In addition, Rocky Mountain Power will host informational meetings about the Project at the times and locations indicated below. These meetings are open to the public to obtain more information about the Project, ask questions, and discuss concerns.

Gateway West Transmission Line Project, Wyoming Industrial Siting Application Informational Meetings:

Tuesday April 24th
2:00 pm – 4:00 pm
Jeffrey Memorial Community Center
315 W Pine Street
Rawlins, WY 82301
Carbon County

Wednesday April 25th
4:00 pm – 6:00 pm
Rock Springs City Hall
212 D St.
Rock Springs, WY 82901
Sweetwater County

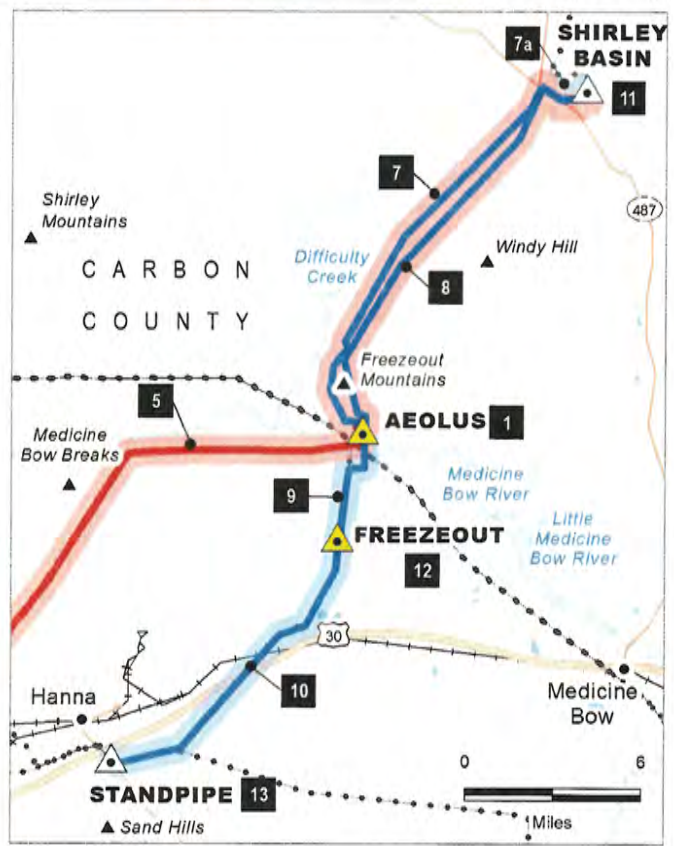
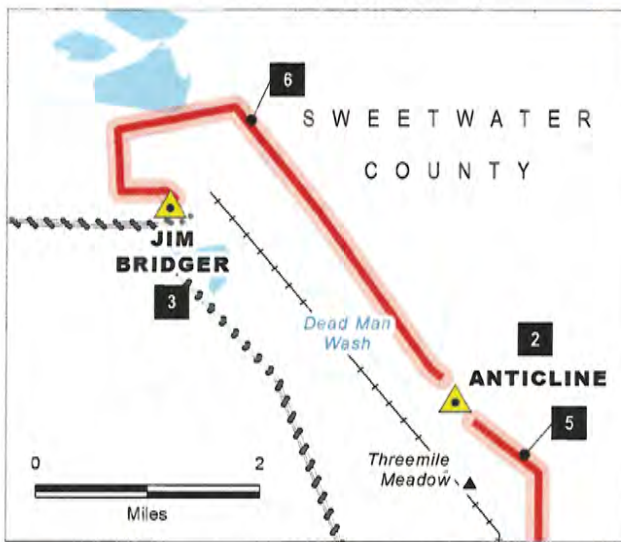
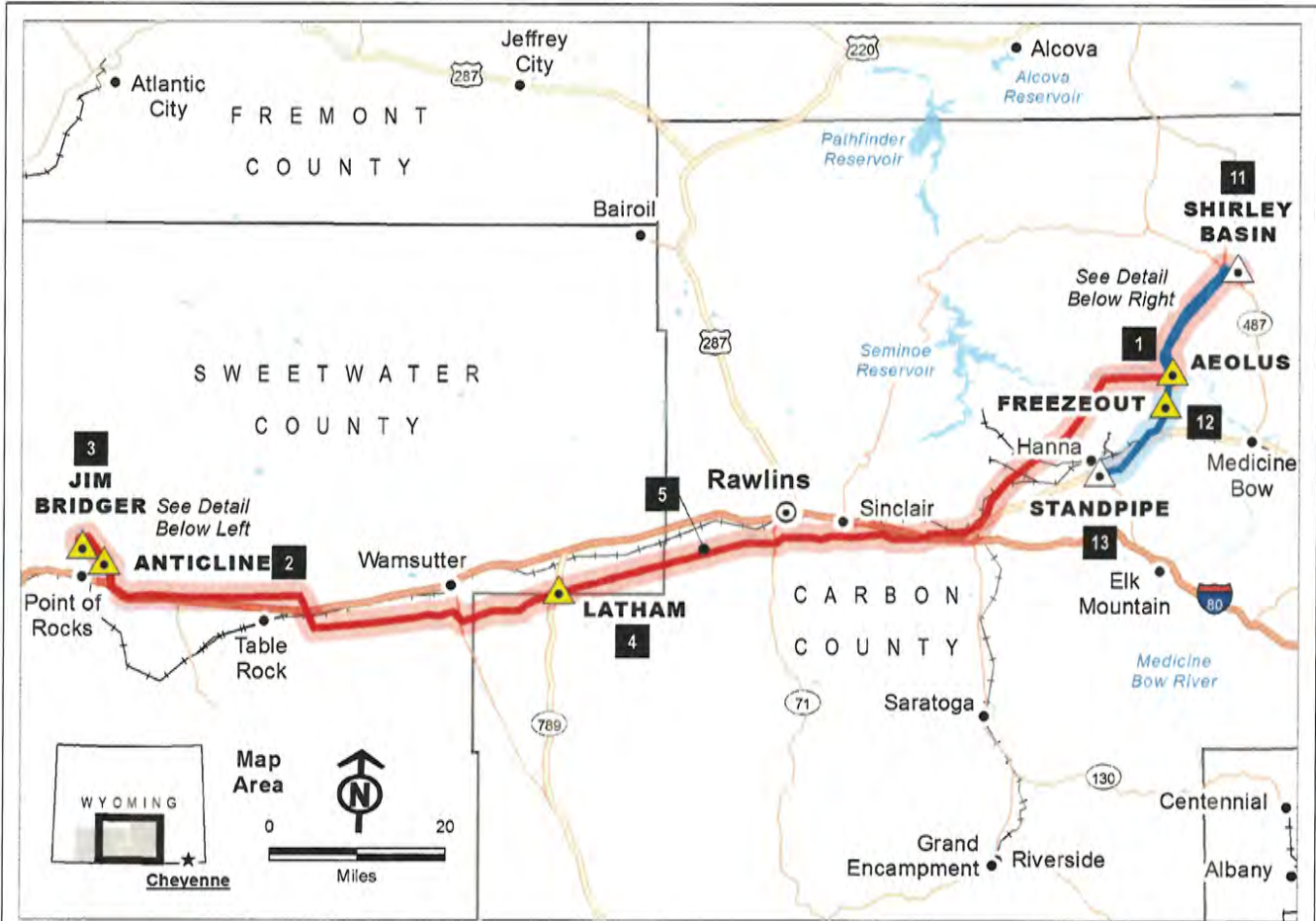
Sincerely,



for

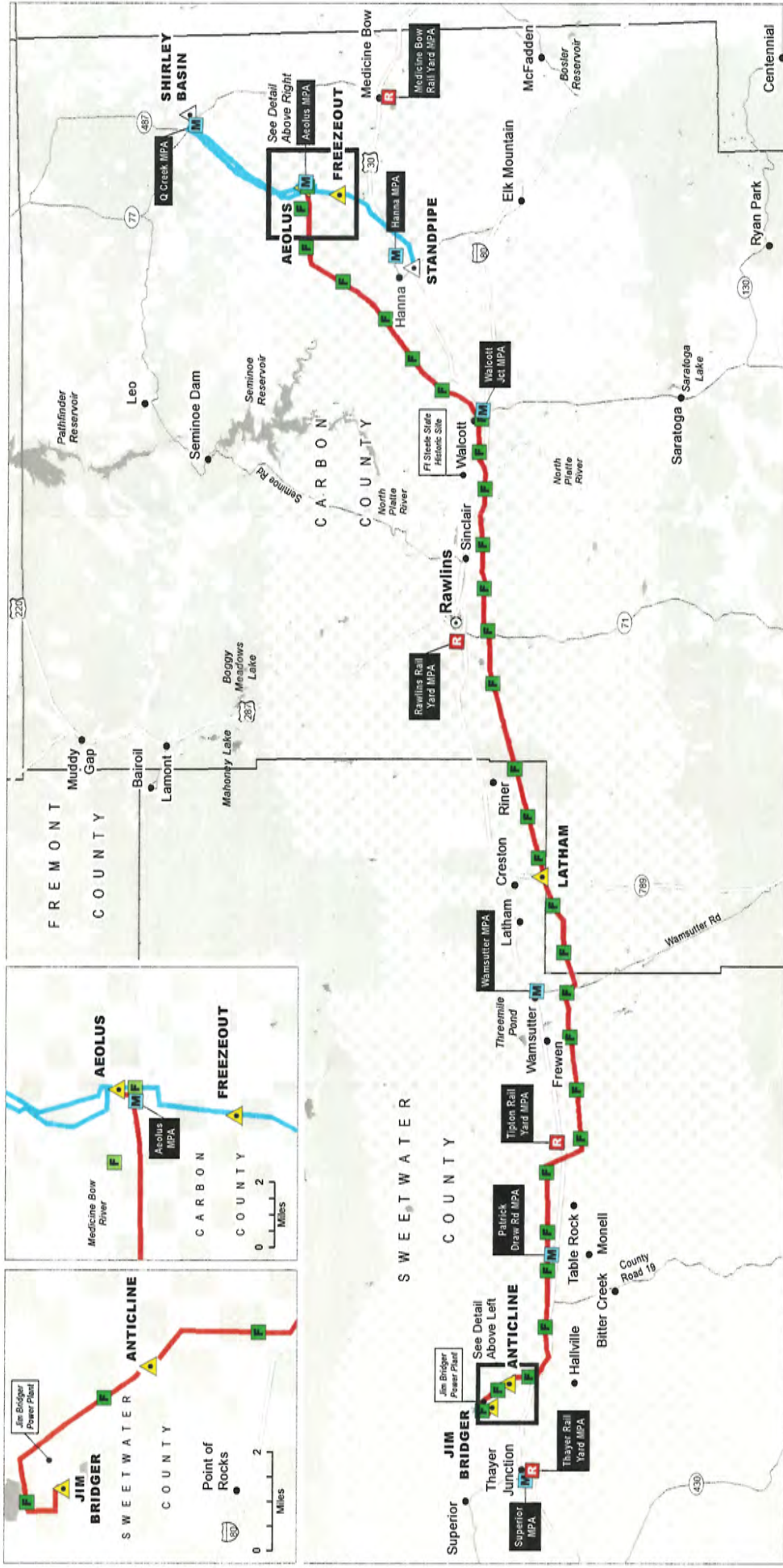
Nancy Smith
Project Manager – Pre-Construction
Rocky Mountain Power

Attachments:
Attachment 1 – Project Overview Map
Attachment 2 – Project Facilities



- | | |
|--|---|
| Transmission Lines | # Element IDs (see Table 1.1-1) |
| — Aeolus to Bridger/
Anticline 500-kV System | ■ BLM Environmental Analyses |
| — 230-kV System Network
Upgrades | ■ 230-kV Interconnectors Project |
| — 230-kV System Network
Upgrades | ■ Gateway West Transmission
Line |
| Substations | Other Features |
| ▲ New or Expansion | — Existing Transmission Line |
| ▲ Existing | — Railroad |

Attachment 1 - Project Overview Map



Gateway West Transmission Line Project
 Aeolus to Jim Bridger/Anticline 500-kV System
 and 230-kV System Network Upgrades

Attachment 2
Project Facilities

Legend:

- Protected Facilities:**
 - F Fly Yard
 - M Multi-Purpose Yard
 - R Rail Yard/Multi-Purpose Yard
- Transmission Lines:**
 - Blue line: 230-kV System Network Upgrades
 - Red line: Aeolus to Jim Bridger/Anticline 500-kV System
- Substation:**
 - Yellow triangle: New Substation or Expansion of Existing Substation
 - Black triangle: Existing Substation
- Land Status:**
 - Light green: Federal and State Lands, or Indian Reservation
 - White: Private

Map Area: Shows location within Wyoming and Rocky Mountain Power service area.

Scale: 0 to 10 Miles

North Arrow: Indicated

recipient

address

address

date

RE: LAD #***

Property owner:

Your property at ***address*** was subject to a Local Assessment District (LAD) assessment of **\$\$** on **date** for improvements to public utilities and rights of way that benefitted your property. The City expended a significant amount of money to make these necessary improvements on the condition that property owners in the LAD would repay the City through assessments on their properties. A review of our records indicates that **\$\$** is still owed to the City relating to your property. This past due amount includes the unpaid principal balance of the original assessment, plus interest and delinquency fees.

We urge you to take care of this matter as soon as possible. Additional interest and delinquency fees of **** per **** are still accruing, and they will continue to accrue until the amount is paid in full.

Per City Resolution # _____ dated _____, your assessment was to be repaid within ten years. Since this time period has long since passed, the City is now in the position of demanding payment in full by June 30, 2019. Failure to pay will result in the City exercising its right to initiate foreclosure proceedings on the described property in order to collect the amount owing.

Should you have questions specific to your account or would like to set up installment payments ensuring your assessment is paid off by this date, please contact Connie Arnold at 307-235-8300.

Thank you for your attention to this matter.

Sincerely,

John Henley

City Attorney



1.) FULL COLOR GRADIENT LOGO

FILE NAME(S):
COCW_LOGO_FL_CLR



2.) FULL COLOR WORD MARK

FILE NAME(S):
COCW_WRD_MRK_FL_CLR



3.) ONE COLOR LOGO

FILE NAME(S):
COCW_LOGO_1_CLR



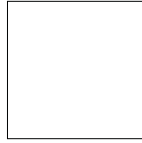
4.) ONE COLOR WORD MARK

FILE NAME(S):
COCW_WRD_MRK_1_CLR

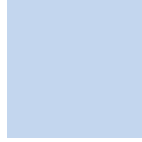
SAFE/CLEAR SPACE



COLOR PALETTE



BASIC WHITE
 CMYK.....0,0,0,0
 RGB.....255,255,255
 Web.....#FFFFFF
 Pantone.....P 1-C



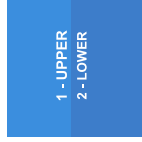
CITY HUE
 CMYK.....25,10,0,0
 RGB.....186,210,237
 Web.....#BAD2ED
 Pantone.....2707C



CASPER BLUE
 CMYK.....100,76,31,14
 RGB.....8,73,118
 Web.....#684976
 Pantone.....7693C



BASIC BLACK
 CMYK.....12,3,4
 RGB.....0,0,0
 Web.....#000000
 Pantone.....2345C



SKY HUE BLUES
 CMYK.....1 (77, 41, 0, 0), 2 (100, 86, 0, 0)
 RGB.....1 (65, 131, 197), 2 (0, 85, 174)
 Web.....1 (#5793C5), 2 (#005FAE)
 Pantone.....1 (279C), 2 (680C)



CASPER BLUE

SKY HUE BLUES
(GRADIENT BUILD)

BASIC WHITE

MUNICIPAL JUDGE

CITY OF CASPER JOB DESCRIPTION

<u>BAND/GRADE</u>	<u>DRIVING</u>	<u>FLSA STATUS</u>
Contract with City Council	Non-Essential	Exempt
<u>CLASS SUMMARY:</u>		
<p>Incumbent performs highly responsible management, administrative, and professional duties as the Municipal Judge for the City. Exercising a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the Municipal Court's Office in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines. Manages and oversees the activities and operations relating to the Municipal Court's Office in accordance with the City Manager's direction for the organization as a whole. Receives administrative direction from City Council.</p>		

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	
1.	Exercises direct supervision over professional, technical and clerical staff for the Municipal Court's Office.
2.	Manages the development and implementation of the Municipal Court's Office goals, objectives, policies, and priorities for the provision of legal counsel; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
3.	Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
4.	Represents Municipal Court to other City departments, elected officials, outside agencies, the public, community groups and professional organizations; explains Municipal Court programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
5.	Plans, directs, and coordinates Municipal Court's Office work plan; meets with professional staff to identify and resolve problems; assigns projects and programmatic areas of responsibility.
6.	Manages and participates in the development and administration of the Municipal Court's Office budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; manages the monitoring of and approve expenditures; manages the preparation of and implement budgetary adjustments in accordance with with City Manager's operational direction for the organization as a whole.
7.	Presides over criminal misdemeanors, violations of City ordinances, arraignments, court trials, jury trials, pre-trial hearings, mitigations, sentencing and show-cause hearing for criminal and traffic violators.

MUNICIPAL JUDGE

CITY OF CASPER JOB DESCRIPTION

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

8. Manages the City of Casper Municipal Court docket.
9. Issuance of statewide bench warrants for violation of a City ordinance.
10. Determines bond for a person charged with a violation of a City ordinance to ensure appearance at future court dates.
11. Issuance of warrants, search warrants, subpoenas or other necessary processes for contempt to the same extent as the District Court.
12. Develops rules of practice for the City of Casper Municipal Court which are consistent with Casper Municipal Code, and State statutes governing the practices and proceedings of cases before justices of the peace and constables.
13. Communicates orally, and in writing, with customers, the press, general public, civic groups, and the City Council to resolve concerns and problems, and answer questions. Responds to and resolves difficult and sensitive employee, resident and other stakeholder inquiries and complaints.
14. Administers and enforces the City Charter and is responsible for the operations of the City. Meets with, and advises the City Council on matters related to City operations and policies.
15. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
16. Follows all City safety procedures.
17. Performs other duties of a similar nature or level.

Training and Experience (positions in this class typically require):

- Minimum of three years in the practice of law or equivalent legal experience, including some experience in a trial courtroom setting.
- Attorney at Law admitted to the practice of law by the Supreme Court of the State of Wyoming.
- Minimum of two years supervisory experience preferred.

Licensing and Certification Requirements (positions in this class typically require):

Licensing Requirements:

- Membership in the State Bar of Wyoming.

MUNICIPAL JUDGE

CITY OF CASPER JOB DESCRIPTION

Knowledge (position requirements at entry):

Knowledge of:

- Complex public policy issues.
- Intergovernmental relations.
- Applicable Federal, State, Local and City government codes, rules and regulations.
- Administrative principles and practices, including goal and objective development, work planning and employee supervision.
- Substantive criminal and traffic law related to City ordinances.
- Wyoming Rules of Criminal Procedure and criminal justice system principles.
- Wyoming Canons of Judicial Conduct.
- Current courtroom procedures and Wyoming rules of evidence.
- Cash flow management principles.
- Methods of efficient juror utilization.
- Court case calendaring methods, development, and principles
- English usage, spelling, grammar and punctuation.
- Organization, duties, power, limitations, and authority of City government and the Municipal Court's Office.
- Computers and related software applications.

Abilities (position requirements at entry):

Ability to:

- Plan, organize, manage and coordinate a variety of complex City services and programs.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Provide administrative and professional leadership and direction.
- Develop, implement and administer goals, objectives, policies, procedures, work-standards, and internal controls providing an effective and efficient organization.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Identify and respond to community and City Council issues, concerns and needs.
- Observe people's behavior in a courtroom setting.
- Manage cases scheduled in the courtroom efficiently and effectively.
- Formulate and implement plans and programs pertaining to Municipal Court.
- Conduct and control court proceedings, elicit pertinent information, and confine witnesses and litigants to relevant issues.
- Appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Render legal decisions and assess penalties in a fair and impartial manner.
- Prepare and administer large and complex budgets.
- Assess and prioritize situations under work pressure, exercise good judgment and make sound decisions.
- Operate modern office equipment, software and operating systems/applications.
- Maintain a neat and professional appearance.
- Follow written and verbal instructions and direction.
- Establish and maintain effective working relationships with those contacted in the course of work.

MUNICIPAL JUDGE

CITY OF CASPER JOB DESCRIPTION

Skills (position requirements at entry):

Skill in:

- Allocate limited resources in a cost effective manner.
- Prepare clear and concise reports.
- Technical writing.
- Time management.
- Public speaking.
- Conflict resolution.
- Analyzing problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Compiling, analyzing, organizing and evaluating data and making appropriate recommendations based on findings.
- Operating in a courteous, knowledgeable and tactful manner with customers, staff, and the general public.
- Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.
- Operating modern office equipment, including computer software and operating systems/applications.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Prepared by HR

Date: 05-01-18

MUNICIPAL JUDGE

CITY OF CASPER JOB DESCRIPTION

<u>BAND/GRADE</u>	<u>DRIVING</u>	<u>FLSA STATUS</u>
Contract with City Council	Non-Essential	Exempt
<u>CLASS SUMMARY:</u>		
<p>Incumbent performs highly responsible management, administrative, and professional duties serving as Municipal Judge for the City of Casper. Responsibilities may include assigning tasks to staff and monitoring efforts; developing and coordinating training programs; ensuring compliance with laws and policies; preparing and monitoring a budget; and administering the development and distribution of operational/metric reports; Exercising a high degree of independence, initiative, and professional expertise in a judicial capacity in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines. Receives administrative direction from City Council.</p>		

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	
1.	Supervises assigned staff to include: authorizing time off, approving payroll and hiring; prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2.	Presides over criminal misdemeanor and traffic violations of City ordinances.
3.	Presides over arraignments, court trials, jury trials, pre-trial hearings, mitigations, sentencing and show-cause hearing for criminal and traffic violators.
4.	Manages the City of Casper Municipal Court docket.
5.	Issuance of statewide bench warrants for violation of a City ordinance.
6.	Determines bond for a person charged with a violations of a City ordinance to ensure appearance at future court dates.
7.	Issuance of warrants, search warrants, subpoenas or other necessary processes for contempt to the same extent as the District Court.
8.	Develops rules of practice for the City of Casper Municipal Court which are consistent with Casper Municipal Code, and State statutes governing the practices and proceedings of cases before justices of the peace and constables.
9.	Assists with budget preparation and administration; prepares costs estimates and justifications for budget items; submits and approves invoices for payment and monitors expenses to align with budget allocated.
10.	Represent the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
11.	Follow all City safety procedures.
12.	Performs other duties of a similar nature or level.

MUNICIPAL JUDGE

CITY OF CASPER JOB DESCRIPTION

Training and Experience (positions in this class typically require):

- Minimum of three years in the practice of law or equivalent legal experience, including some experience in a trial courtroom setting.
- Attorney at Law admitted to the practice of law by the Supreme Court of the State of Wyoming.
- Minimum of two years supervisory experience preferred.

Licensing and Certification Requirements (positions in this class typically require):

Licensing Requirements:

- Membership in the State Bar of Wyoming.

Knowledge & Abilities (position requirements at entry):

Knowledge of:

- Substantive criminal and traffic law related to City ordinances.
- Wyoming Rules of Criminal Procedure.
- Cash flow management principles.
- Methods of efficient juror utilization.
- Court case calendaring methods, development, and principles.
- Criminal justice system principles.
- Wyoming Canons of Judicial Conduct.
- Current courtroom procedures and Wyoming rules of evidence.
- English usage, spelling, grammar and punctuation.
- Principles of supervision, training and performance evaluations.
- Applicable Federal, State, Local and City government codes, rules and regulations.

Abilities (position requirements at entry):

Ability to:

- Provide leadership and direction.
- Communicate clearly and concisely, both orally and in writing.
- Observe people's behavior in a courtroom setting.
- Manage cases scheduled in the courtroom efficiently and effectively.
- Formulate and implement plans and programs pertaining to Municipal Court.
- Use modern office equipment, including modern computer software and methods.
- Conduct and control court proceedings, elicit pertinent information, and confine witnesses and litigants to relevant issues.
- Appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Render legal decisions and assess penalties in a fair and impartial manner.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.

MUNICIPAL JUDGE

CITY OF CASPER JOB DESCRIPTION

Skills (position requirements at entry):

Skill in:

- Decision making and problem solving.
- Prepare clear and concise reports.
- Technical writing.
- Time management.
- Public speaking.
- Basic principles of budgeting.
- Operating modern office equipment, software and operating systems/applications.
- Oral and written communication, sufficient to exchange or convey effective information.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Incumbents must be of good moral character.

Classification History:

Prepared by HR

Date: 08-13-13/04-30-18

Revised Timeline for hiring a Full Time Municipal Judge:

April 6, 2018 – Position opened

May 6, 2018 – Position closes

May 8, 2018 – Executive Session at Work Session to determine what applicants will be interviewed

May 15, 2018 – Executive Session at City Council Meeting to conduct interviews or hold a special work session

May 16 – May 18, 2018 – Mayor makes an offer and Support Services Director will assist with negotiating/writing employment agreement

June 5, 2018 – Target date for approval at City Council meeting with official start date beginning of pay period being **June 25**

If internal candidate selected it may be quicker than what is suggested above



Wyoming
Association of
Municipalities
Building Strong Communities

TO: **All Mayors**

FROM: Earla Checchi, Finance Manager

SUBJECT: **Voting Delegates for the 2018 WAM Summer Conference**

DATE: March 9, 2018

We are requesting that your municipality's governing body appoint its **Official Voting Delegate** and **alternate** to WAM's Summer Conference Business Meeting, held Thursday, June 14, 2018 in Pinedale. Items that your Voting Delegate will be voting on are: By-law changes, Resolutions, Membership Dues. **Any** individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the **only one allowed to vote** for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

Please complete the attached form and mail/fax it to WAM by Friday, May 11. We appreciate your cooperation and prompt action on this matter to ensure that each municipality is represented by a person who has been duly authorized by your governing body to take an active role in the business meeting.

If you find your official delegate is not able to attend the conference at the last moment, you may re-appoint someone else. For this change to be accepted we do need the change **in writing**. You may send/fax it to the WAM office by Friday, May 11 or your voting delegate may bring the written change/authorization to the conference and submit it to the WAM registration desk **by Wednesday, June 13 before 12:00n.** After that time, changes will not be accepted.

Please contact us with any questions.

Ensure YOUR community has a VOICE and a VOTE at the June business meeting!

**WYOMING ASSOCIATION OF MUNICIPALITIES
2018 WAM SUMMER CONFERENCE
OFFICIAL VOTING DELEGATE FORM**

The following person has been selected as the *Official Voting Delegate* for the 2018 WAM Summer Conference Business Meeting in Pinedale, Thursday, June 14, 2018.

City/Town: _____

Name: _____

Title: _____

Alternate Delegate will be: _____

Title: _____

Date Approved by the City/Town Council: _____

Attest: _____ (City/Town Clerk)

PLEASE MAIL/FAX TO WAM NO LATER THAN MAY 11, 2018

315 West 27 Street, Cheyenne, WY 82001

Phone (307) 632-0398, Fax (307) 632-1942 or

Email to Earla Checchi at: checchi@wyomuni.org