

Council Information Packet
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Friday, April 27, 2018

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The Grid

A working draft of Council Meeting Agendas

April 29, 2018 - Position for a full-time Municipal Judge closes.

May 1, 2018 Councilmembers Absent:

<p align="center">Regular Council Meeting Agenda Items</p> <p>C = Item is on Consent N = Item is <u>not</u> on Consent</p>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - April 17 (Personnel & Property Acquisition)					
Pre-meeting: Continued Discussion for Disposition Options for the Plains Building					
Swear in Fire Chief Solberg					
New Restaurant Liquor License No. 39 for 2nd Street Eats, LLC, d/b/a 2nd Street Eats LLC, Located at 112 East 2nd Street.		C			C
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 2nd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370.			C		
Approving a 3 year Contract for Professional Services with IDAX Data Solutions, for the Annual Traffic Counting Services, not to Exceed \$88,930.				C	
Authorizing a Professional Services Agreement with Bearing, Belt, and Chain, Inc., d/b/a NAPA Auto Parts for the Provision of Integrated Business Solution and Inventory Management Services.				C	
2nd Street Concrete Repairs				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River, in the Amount of \$503,490, for the 3rd Street Improvements - Beverly to Conwell Project.				C	
Authorizing an Agreement with Treto Construction, LLC, in the Amount of \$636,510, for the Beverly Street Improvements Project.				C	
Authorizing an Agreement with Geer Investments, LLC, in the Amount of \$24,000, for the Casper Events Center Seating Replacement Project.				C	
Establishing Fee for Wireless Cell Towers.				C	
Authorizing a Request to Wyoming's Federal Delegation to Support the Opening of a Federal Post Office Located in the Western Part of Casper.				C	
Authorize the Purchase of One (1) New (or Used) Rough Cut Mower from Midland Implement Co. Inc., Billings, Montana, in the Total Amount of \$46,085, Before the Trade-in Allowance, for Use by the Municipal Golf Course Section of the Parks and Recreation Department.					C
Authorize the Purchase of One (1) New One Ton Crew Cab Pickup Truck, with 8' Bed and Accessories from Fremont Motor Company, Casper Wyoming, in the Total Amount of \$52,278, Before the Trade-in Allowance, for Use by the Solid Waste Division of the Public Services Department.					C
Appointing Councilmember Humphrey to the CWRWS JPB					C
Executive Session (Personnel- Determine who will be interviewed for full-time judge)					

The Grid

A working draft of Council Meeting Agendas

May 8, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Hogadon, Fort Caspar, Ice Arena Rates Discussion	Move Forward for Approval	20 min	4:30
Metro Animal Fees (Liz Becher)	Move Forward for Approval	20 min	4:50
Draft Parking Study Presentation (Aaron Kloke)	Information Only	20 min	5:10
MVPP Discussion (Fleur Tremel)	Information Only	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 - Judges Interviews			7:15
Approximate Ending Time			

May 9th - May 18th: Mayor makes an offer and Support Services Director will assist with negotiating/writing employment agreement.

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					
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 3rd reading ordinance					
MVPP 2nd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370. 2nd reading ordinance			C		
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		

The Grid

A working draft of Council Meeting Agendas

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		
Authorizing an Underground Right-of-Way Easement with Rocky Mountain Power to install electrical service underground to the former Ka-Lark's Gymnastics Building at 355 South Ash Street.			C		
Establishing Fees for the Metropolitan Animal Control Facility and Rescinding Resolution No. 13-236.			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		
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, in the Total Amount of \$XX,XXX, 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, in the Total Amount of \$XX,XXX, Before the Trade-in Allowance, for Use by the Parks Division of the Parks and Recreation Department.					
Wyoming Smart Capital Network Amendment. (tentative)					
Cost of Service/Rate Design. (tentative)					

May 21, 2018

Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Budget Review Session		20 min	4:30
** All Department Heads to Attend**		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

The Grid

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May 22, 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

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

May 24, 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

The Grid

A working draft of Council Meeting Agendas

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					
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
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 ordinance			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.					

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
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Public Hearing on FY18 Budget Amendments.		C		C	
Public Hearing on FY19 Budget Adoption		C		C	

1.



3.



2.




4.



This is the City of Casper's new logo. It is presented here as a full-color logo (1.), a one-color logo (3.) and full-color word art (2.) and one-color word art (4.). This is a riff on the WyoCity work that was done a few years ago. We are awaiting the final work and design files so that we can fully begin using it.

May 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 5:00p-Council Group Photo 6:00p-Council Meeting	2 11:30a-Drug Court 1:00p-Civil Service Commission 5:30p-TENTATIVE Platte River Restoration Advisory Committee	3 7:00p-Youth Empowerment	4	5
6	7 5:00 p.m. - CNFR (Parkway Plaza)	8 4:30p-Council Work Session	9 11:30a-DDA 2:00p-Senior Advocacy Committee 6:00p-Amoco Reuse JPB	10 7:00a-CAEDA 4:30p-Leisure Services Board 7:00p-Youth Empowerment	11 11:30a-Chamber Coordination/ Infoshare	12
13 <i>Mother's Day</i> 	14 8:30a-Historic Preservation 4:00p-5:00p - OYD Oscars at The Lyric (no meeting on the 21st)	15 11:30a-Regional Water JPB 4:00p-Chamber of Commerce 6:00p-Council Meeting	16 7:00a-Mayor/ Commissioner	17 10:30a-Housing Authority 4:00p-Contractors' Licensing Board 5:30p- City County Board of Health 6:00p- Planning & Zoning 7:00p-Youth Empowerment	18	19
20	21 12:30p-Senior Services 2:00p-CATC 4:30 p-BUDGET Work Session	22 11:30a-Travel & Tourism 1:00p-NIC 4:30 p-Council Work Session	23 7:00a-CPU Advisory Board 12:00p-Meth Committee 5:15p-CAP 4:30 p-BUDGET Work Session	24 EDJPB <i>Date to be Determined. Tentatively during the week of the 24th.</i> 7:00p-Youth Empowerment 4:30 p-BUDGET Work Session	25	26
27  <i>Memorial Day</i> <i>City Offices Closed</i>	28	29	30	31 7:00p-Youth Empowerment		

**CITY OF CASPER
CONTRACTORS' LICENSING AND APPEALS BOARD
MARCH 15, 2018**

MEMBERS PRESENT: **STEVE BOYLE** **ANDREW ELSTON**
 JASON HUBER **ZAC HORNER**
 ADAM HALL

CITY STAFF: **DAN ELSTON** **KELLY SHANLEY**

CALL MEETING TO ORDER – Chairperson Zac Horner called the regular meeting to order at 4:00 p.m.

MINUTES FROM FEBRUARY 15, 2018 – Adam Hall moved to approve the meeting minutes of February 15, 2018. Jason Huber seconded the motion. Motion approved.

MONTHLY REPORT UPDATE - Dan Elston reported for the month of February, 2 building permits were issued for construction of single family homes. The Building Division issued 48 building, 61 electrical, 42 mechanical, and 89 plumbing permits during February with valuations of 1,551,977.75 and total fees collected of \$49,238.09. The inspectors completed 448 inspections in February, which includes consults, fire inspections and plan reviews.

Below is a breakdown of the 16 commercial projects that are in progress:

- Kelly Walsh High School
- Wyoming Gun Club
- David Street Station – Progress continues on exterior sheathing, the ice rink and splash pad.
- Boyd Avenue Church Gym
- ANB Bank – The final inspection is scheduled. Anticipated opening in April.
- Menards
- U-Haul – Old Cretex Building
- Raven Crest Apartments – The first building is entirely framed, and the rough-ins are 50 percent completed.
- Senior Living Homes – Fairgrounds – Construction of four twin homes are in various stages of construction.
- Rescue Mission – All the foundation walls are complete; the floor slabs are in the process of being poured.
- Good to Go Convenience Stores – Final finishes are in progress.
- Gruner Brothers Brewery – Interior slabs are completed; interior framing is beginning.
- Casper Orthopedics - MRI Addition – The foundation and slab are complete.
- NCHS – S VAC Building Remodel – The permit has been issued.
- Alpine Motor Sports – Old A&W Restaurant – Pope Construction is the contractor and the permit for the core and shell has been issued for this project.
- Lincoln Elementary Addition – Construction of two additional preschool classrooms. Pope Construction is the contractor for this project, and the permit was issued earlier this month.

Completed Projects:

- Interstate Battery
- Fremont Motors Addition
- Wyoming Recovery

New Plans Submitted for Approval:

- McDonalds Remodel – West Side
- Wal-Mart Remodel – East Side
- Fire Station #5 – This facility will be located on Pay it Forward Drive. Low bidder for this project is Caspar Building Systems.
- City of Casper Balefill Building - This is a \$7 million dollar project. Low bidder for this project is Caspar Building Systems.
- Wendys Remodel – CY Avenue

LICENSE APPLICATIONS –

STANLEY TAYLOR, T & B CONSTRUCTION LLC – Applying for a Class II General Contractor’s License. After discussion and review of the application and affidavits, Adam Hall moved to approve Stanley Taylor to license as a Class II General Contractor. Jason Huber seconded the motion. Motion approved.

ROBERT “CHRIS” DETRICK, DETRICK DOES IT ALL –Applying for a Class III General Contractor’s License. After discussion and review of the application and affidavits, Steve Boyle moved to approve Robert “Chris” Detrick to test for a Class III General Contractor’s License. Andrew Elston seconded the motion. Motion approved.

KEVIN PEARSON – Applying for a Master Mechanical License. After discussion and review of the application and affidavit, Andrew Elston moved to approve Kevin Pearson to license as a Mechanical Master. Adam Hall seconded the motion. Motion approved.

JONATHAN AILES - Applying for a Master Mechanical License. After discussion and review of the application and affidavit, Jason Huber moved to approve Jonathan Ailes to license as a Mechanical Master. Steve Boyle seconded the motion. Motion approved.

MANDY IRWIN – Applying for a Master Mechanical License. After discussion and review of the application and affidavits, Adam Hall moved to approve Mandy Irwin to test for a Master Mechanical License. Jason Huber seconded the motion. Motion approved.

RYAN MORGAN – Applying for a Journeyman Plumbing License. After discussion and review of the application and affidavits, Jason Huber moved to approve Ryan Morgan to test for a Journeyman Plumbing License. Andrew Elston seconded the motion. Motion approved.

LANE HANSEN, DECKS UNLIMITED, LLC – Applying for an upgrade to a Class II General Contractor’s License. After discussion and review of the application and affidavits, Adam Hall moved to approve Lane Hansen to test for a Class II General Contractor’s License. Steve Boyle seconded the motion. Motion approved.

COMMUNICATIONS -

Discussion on the Adoption of the 2018 Codes: The I Codes run in three-year cycles. Dan Elston informed the Board that he would like to have the new code changes adopted by the City Council by July 2018. Dan Elston is looking into the possibility of adopting the Property Maintenance and Existing Building Codes. These two codes have never been adopted before by the City of Casper. The City receives many complaints on properties. By adopting the Property Maintenance Code, it would give the City enforcement to ensure properties are kept up on. By adopting the Existing Buildings Code, it would give us the flexibility on the requirement of having to bring existing buildings up to code that are structurally sound when performing repairs or alterations. Dan Elston has sent off for additional information on these two codes. There will be more information to follow.

ADJOURN – The meeting adjourned at 4:35 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Dan Elston". The signature is written in a cursive style with a large, sweeping flourish at the end.

Dan Elston, Secretary



CASPER AREA CONVENTION
& VISITORS BUREAU
139 WEST 2nd STREET, SUITE 1B
CASPER, WYOMING 82601

April 23, 2018

RE: Invitation to National Travel & Tourism Week Luncheon

Dear Carter–

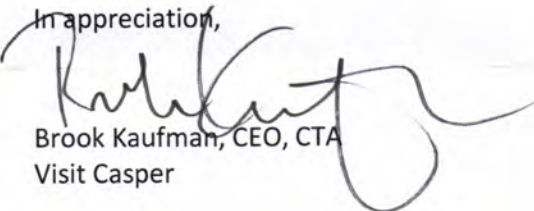
Thank you so much for continued your support of the Casper Area Certified Tourism Ambassador program. To date, Visit Casper has certified 372 front line workers, volunteers and hospitality industry personnel in Natrona County – and we're just getting started. (Can you imagine what our area will be like when we have 1,000 CTAs? Ah-mazing!)

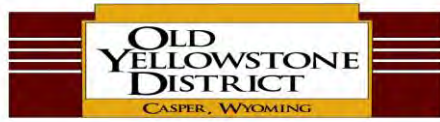
The reason I'm writing today is that I'd like to invite you and your team to attend the **National Travel & Tourism Week luncheon Wednesday, May 9, 2018, from 11:30am – 1:00pm at the Hangar in Bar Nunn.** During the presentation, I will share the economic impact of tourism in 2017, how the eclipse impacted our area and our plans to drive lift in the visitor economy in 2018 and beyond. We also plan to recognize and thank all our CTAs for the incredible service they provide to our visitors all year long.

We're partnering with the Chamber of Commerce on the luncheon so if you'd like to purchase tickets, (or a table), please contact Jereca Lutz at 307-234-5311. If you have questions or want to know more about how you can be involved in National Travel and Tourism Week, please call me at 307-234-5362.

Again, thank you for your support of the CTA program and the tourism industry in Natrona County. We look forward to many good things to come.

In appreciation,


Brook Kaufman, CEO, CTA
Visit Casper



The Casper City Council and the Old Yellowstone District Advisory Committee are pleased to announce the 10th annual Redevelopment “OSCARS” Award ceremony!!!

You are cordially invited to the presentation ceremony to join us in honoring the neighborhood businesses that are this year’s recipients. The ceremony will be held:

Monday, May 14th, 2018 from 4:00 p.m. – 5:00 p.m.

at The Lyric

A social gathering will held at 4:00 and the ceremony will start at 4:15

Refreshments will be served

Please RSVP by Friday, May 11th at noon to Joy Clark (235.8219)

Dress is casual attire

Hosted by the City of Casper



Servants United

Serving Our Lord by Serving One Another

April 18, 2018

Mr. J. Carter Napier, City Manager
Honorable Mayor Ray Pacheco
Members of Casper City Council
City of Casper, City Manager's Office
200 North David Street
Casper, WY 82601

Dear Mr. Napier, Mayor Pacheco and Members of Council,

Servants United, a group made of Christian church and para-church leaders in Casper, would like to invite you to our Community Prayer Luncheon on Thursday, May 17th, 2018 at 11:30 a.m., at the Boys and Girls Club in Casper. The Club is located at 1701 East "K Street.

The purpose of the Community Prayer Luncheon is to join together in a time of thanksgiving and prayer to ask God's blessing and direction for our community and community leaders. We believe prayer is an important element in the fabric of a thriving community.

RSVPs are requested via email, by Monday, May 7th, 2018 to: servantsunited@gmail.com

We hope, as our City's leaders, that you will consider attending and allow us to pray for and encourage you.

Sincerely,

Paul Graham
President, Servants United

COMMUNITY PRAYER

LUNCH ON

11:30 AM

MAY 17

BOYS & GIRLS CLUB

1701 EAST K STREET, CASPER, WY



PRESENTED BY:

Servants United

Serving Our Lord by Serving One Another

PLEASE RSVP BY MONDAY, MAY 7
SERVANTSUNITED@GMAIL.COM

Timeline for hiring a Full Time Municipal Judge:

April 6, 2017 – Position opened

April 29, 2017 – Position closes

May 1, 2018 – Executive Session at City Council meeting to determine what applicants will be interviewed

May 8, 2018 – Executive Session Work Session to conduct interviews

May 9 – 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



April Newsletter

Spring is HERE. See what's happening on our community trails.

Visit our Website

Reserve Your Mile Marker TODAY!

We have a few Mile Markers available for sponsorship at several beautiful locations including the historic Derrick and the Ft. Caspar Underpass. Call or email the Trails office today to get your businesses name in front of the thousands of people who use the River Trail each year, platteriver@wyoming.com, 307-577-1206. Check out [Mile Marker details](#) here. We'll install the new Mile Markers at our Spring Clean-up on May 19th.



Casper Mountain Road Phase II Ready to Roll

Phase II of the Casper Mountain Road to Rotary Park trail is ready to roll. Construction will begin soon and completion is expected by the end of August. This project is made possible by grants from the WYDOT TAP program, City of Casper One Cent #15 funds and the Natrona County Recreation Joint Powers Board. This project is Phase II of a three phased project to create a safe and separate pathway from downtown Casper to Casper Mountain.



Spring Cleanup Saturday, May 19

Join us on Saturday, May 19th for our Spring Cleanup and help us spruce up the River Trail, the Rail Trail and the Casper Mountain Rd. trail. Bring your colleagues, friends and family and spend the morning helping us pickup trash and ready our community trails for the active summer season. Contact the Trails office today to pre-register your group, or download the registration form here. [Cleanup Registration Form](#)

Join friends, neighbors, other trail users and the Platte River Trails for the 2018 Spring CleanUp as we spruce up the trails before the busy summer season!

Saturday, May 19th
Tate Pumphouse, 9am-noon

Pre-registration is encouraged.
Day of registration opens at 8:45 a.m.
Businesses and groups are welcome!

Platte River Trails
Sponsored by: CASI, HILLTOP, NATIONAL PARK TRAIL

Contact the PRT for Registration Form
www.platterivertrails.com 307-577-1206 • 1773 W 1st St, Casper, WY



PRESENTED BY  **First Interstate Bank**
Member FDIC Equal Housing Lender

JUNE 22
CORY MCDANIEL DUO

LANDER BREWING TAP TAKEOVER
KAYAKING DEMOS, RIVER SAFETY EVENTS
CHAMBER SUMMER 2018 WELLNESS CHALLENGE KICKOFF

FOOD TRUCKS AVAILABLE FOR LUNCH AND DINNER

SMOKED TENDER BBQ	NORTHERN ICE	TROPICAL DND
ROCKIN BURGERS & DRIS	MA DER MA KIN	ON THE HOOK
	ESSENCE OF LIFE	

2018 FOOD TRUCK FRIDAY'S
JULY 13 • AUGUST 3 • SEPTEMBER 7

  **LANDER BREWING Co**

www.platterivertrails.com 307-577-1206 • 1775 W 1st St, Casper, WY 

Food Truck Friday Kickoff is June 22nd

Mark your calendars for the first Food Truck Friday, **Presented by First Interstate Bank**, of the season scheduled for June 22nd. The Food Trucks will serve lunch and dinner! Beverages will be served starting at noon and we have a ton of fun activities for the whole family including live music, lawn games, a kayak demo, River Safety booth as well as the kick off of the **Chamber's 2018 Summer Wellness Challenge**. Bring your friends and family to the Tate Pumphouse Trail Center for a day of fun along the River Trail. Enjoy our other Food Truck Friday events on July 13, August 3, and September 7.

Platte River Trails | 307-577-1206

info@platterivertrails.com | www.platterivertrails.com

STAY CONNECTED



MATTHEW H. MEAD
GOVERNOR



2323 Carey Avenue
CHEYENNE, WY 82002

Office of the Governor

April 18, 2018

Carter Napier
200 N. David Street
Casper, WY 82601

Dear Carter,

It is with great pleasure that I appoint you to the Casper State Office Building - Appropriation & Advisory Task Force. In order for you to officially assume the duties of this position, the law requires you to execute the enclosed Oath of Office before a notary public and return it to my office. After receiving the notarized oath, I will ask my staff to send an official identification card to you.

In addition, I ask you to complete an orientation as early as possible. My office developed online training to assist new board or commission members in understanding their roles and responsibilities. I have reviewed the training – it was helpful and gave me a great understanding of the board and commission process. I hope you will find the same benefit. The training may be accessed through the Governor's website at [governor.wy.gov/resources/Wyoming Board Training](http://governor.wy.gov/resources/Wyoming%20Board%20Training). I hope this will continue to be a valuable resource for you throughout your term.

Thank you for agreeing to serve on the Casper State Office Building - Appropriation & Advisory Task Force. I appreciate your willingness to serve the people of Wyoming.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew H. Mead".

Matthew H. Mead
Governor

MHM:ts

Encl.

cc: Secretary of State
Board Contact

From: Aaron Kloke

Sent: Monday, April 23, 2018 10:52 AM

To: Pamela Jones <pjones@casperwy.gov>; Bob Hopkins <bhopkins@casperwy.gov>; Bryan Cawley (bryan.cawley@dot.gov) <bryan.cawley@dot.gov>; Carter Napier <cnapier@casperwy.gov>; Don Davis <dond@wlcwyo.com>; Forrest Chadwick (fchadwick@natronacounty-wy.gov) <fchadwick@natronacounty-wy.gov>; gjanuska@iflycasper.com; Jason Gutierrez (jgutierrez@natronacounty-wy.gov) <jgutierrez@natronacounty-wy.gov>; John Lawson - Natrona County Commissioner (jlawson@natronacounty-wy.gov) <jlawson@natronacounty-wy.gov>; Kevin McCoy <Kevin.McCoy@wyo.gov>; Liz Becher <lbecher@casperwy.gov>; Lowell Fleenor <Lowell.Fleenor@wyo.gov>; Michael Szewczyk <mshzewczyk@casperwy.gov>; Patrick Ford (patrickford@townofbarnunn.com) <patrickford@townofbarnunn.com>; Phil Hinds (philhinds@charter.net) <philhinds@charter.net>; Phil Schmidt (psch105819@aol.com) <psch105819@aol.com>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Samantha Pratt (FHWA) <samantha.pratt@dot.gov>; Scott Radden <sradden@wlcwyo.com>; Seth Coleman (scoleman@millswy.gov) <scoleman@millswy.gov>; Steve Kurtz <skurtz307@gmail.com>; Tom Pitlick <tpitlick@casperwy.gov>; Town of Bar Nunn <townofbarnunn@townofbarnunn.com>; Walter Satterfield <walter.satterfield@dot.gov>

Subject: RE: MPO Policy Committee Meeting 04/24/18 at 10:00 a.m.

All,

Please see an updated copy of the Performance Targets Agreement. The changes are not substantial, but simply provide clarification for some of the acronyms included in the agreement language among other minor changes.

Also, for clarification sake, the green check marks are targets that the Policy Committee have already approved. The red X's are targets that have been recommended by Technical, but have not yet been approved by the Policy Committee.

Please let me know if you have any questions.

--

Aaron P. Kloke
Metropolitan Planning Supervisor

WYDOT/MPO/Transit Agreement

WYDOT , the MPO, and the Public Transportation Operator responsibilities in adopting and reporting Performance Targets

The Casper Metropolitan Planning Organization (MPO), the Casper Public Transportation Operator and the Wyoming Department of Transportation (WYDOT) agree to the following responsibilities and deadlines for fulfilling the Federal Performance Management responsibilities of 23 CFR 450 and 490 (Indicate with " X " those which apply). This Agreement may be updated every four years.

SAFETY:

WYDOT shall:

- Provide the MPO with data identifying the number and location of:
 - Fatalities
 - Serious Injuries
 - Non-Motorized Fatalities and Serious Injuriesoccurring within the MPO Planning Area Boundary during the previous calendar year.
- On or before August 31st each year, report the state's and MPO's targets for the next year in the Highway Safety Improvement Program (HSIP).
- Provide draft MPO Planning Area Vehicle Miles Traveled (VMT)



MPO Adopts State Targets:

MPO shall:

- On or before March 1st each year, notify WYDOT of the MPO's election to support the state's targets (which were reported by the state in previous year's HSIP).
- Determine the MPO's Planning Area VMT.
- Report to WYDOT the previous year's performance within the MPO Planning Area Boundary for:
 - Rate of Fatalities
 - Rate of Serious Injuries
- Report the MPO's performance for all five safety performance measures in all Long Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) updated or amended after May 27, 2018.

MPO adopts Own Targets:

MPO shall:

- On or before March 1st each year, notify WYDOT of the MPO's measures and targets for the current calendar year.

- Determine the MPO's Planning Area VMT.
- Report to WYDOT the MPO's previous year's performance for:
 - Rate of Fatalities
 - Rate of Serious Injuries
- Report the MPO's performance, targets, and progress towards achievement of those targets in LRTPs and TIPs updated or amended after May 27, 2018.

PAVEMENT:

WYDOT shall:

- On or before June 15th each year, report Wyoming's statewide pavement data (of previous year) to the Federal Highway Administration (FHWA).
- Provide the MPO with the state's pavement performance targets for:
 - % pavement in good/poor condition, Interstate System
 - % pavement in good/poor condition, non-Interstate National Highway System (NHS)
- Provide the MPO with data identifying pavement data for Interstate and non-Interstate NHS networks within the MPO planning area boundary.
- Provide the MPO with the overall pavement performance of the Interstate and non-Interstate NHS within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

___ MPO Adopts State Targets:

MPO shall:

- Notify WYDOT of the MPO's election to support the state's pavement performance targets.
- Report the MPO's NHS:
 - Pavement performance and
 - Measures to support the state's pavement performance targets in all LRTPs and TIPs updated or amended after May 20, 2019.



___ MPO Adopts Own Targets:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's pavement performance targets (4-year targets).
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's new pavement performance targets for subsequent 4-year performance periods.
- Report the MPO's pavement performance, targets, and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

BRIDGE:

WYDOT shall:

- Report WYDOT's statewide bridge data (of previous year) to FHWA.
- Provide the MPO with the state's bridge performance target for bridges on the NHS (% bridges in good/fair/poor condition).
- Provide the MPO with data identifying bridge condition data for bridges on NHS network within the MPO planning area boundary.
- Provide the MPO with the overall performance of bridges on the NHS within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

MPO Adopts State Target:

MPO shall:

- Notify WYDOT of the MPO's election to support the state's bridge performance target.
- Report the MPO's:
 - Bridge performance and
 - Measures to support the state's attainment of its bridge performance targetsin all LRTPs and TIPs updated or amended after May 20, 2019



MPO Adopts Own Target:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's 4-year NHS bridge performance target (% bridges in good/fair/poor condition).
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's new bridge performance target for subsequent 4-year performance periods.
- Report the MPO's bridge performance, targets, and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

NHS-LOTTR (Level of Travel Time reliability):

WYDOT shall:

- On or before June 15th each year, report Wyoming's HPMS data for determining NHS-LOTTR (of previous year) to FHWA.
- Provide the MPO with the state's NHS-LOTTR performance targets for:
 - % person-miles traveled on the Interstate which are reliable
 - % person-miles traveled on the non-Interstate NHS which is reliable).

- Provide the MPO with data used for determining the NHS-LOTTR performance for the NHS network within the MPO planning area boundary.
- Provide the MPO with the overall NHS-LOTTR performance within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

MPO Adopts State Targets:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's election to support the state's NHS-LOTTR performance target.
- Report the MPO's:
 - NHS-LOTTR performance and
 - Measures to support state's attainment of its NHS-LOTTR performance targets
 in all LRTPs and TIPs updated or amended after May 20, 2019



MPO Adopts Own Targets:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's NHS-LOTTR performance targets for:
 - % person-miles traveled on the Interstate which are reliable
 - % person-miles traveled on the non-Interstate NHS which is reliable condition).
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's NHS-LOTTR targets for subsequent 4-year performance periods.
- Report the MPO's NHS-LOTTR performance, targets and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

FREIGHT MOVEMENT:

WYDOT shall:

- On or before June 15th each year, report Wyoming's HPMS data for determining Interstate System Truck Travel Time Reliability (TTTR) index (of previous year) to FHWA.
- Provide the MPO with the state's Interstate System Freight performance target, expressed in terms of the TTTR index.
- Provide the MPO with data used for determining the Interstate System freight performance within the MPO planning area boundary.
- Provide the MPO with the Interstate System Freight performance within the MPO Planning Area Boundary (for the previous calendar year). Information to be provided biennially beginning in 2018.

MPO Adopts State Target:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's election to support the state's Interstate System Freight performance target.
- Report the MPO's:
 - Interstate System Freight performance and
 - Measures to support State's attainment of its Interstate System Freight performance targetsin all LRTPs and TIPs updated or amended after May 20, 2019



 MPO Adopts Own Target:

MPO shall:

- On or before November 16, 2018, notify WYDOT of the MPO's Interstate System Freight performance target, expressed in terms of the TTTR Index.
- On or before April 1, 2023 and every four years after that, notify WYDOT of the MPO's Interstate System performance target for subsequent 4-year performance periods.
- Report the MPO's Interstate System TTTR performance, targets and progress towards achievement of those targets in all LRTPs and TIPs updated or amended after May 20, 2019.

TRANSIT:

WYDOT shall:

- Purchase and maintain decision support tools (state grants management software)
 - Collaborate, set, and share statewide performance targets
 - Various Reports for condition rating and forecasting maintenance and replacement costs
- On or before October 1, 2018 prepare Transit Asset Management Plan
- Update Transit Asset Management Plan every 4 years
- Annual Reporting to National Transit Database (NTD)



 MPO Adopts State Target:

Transit provider shall:

- On or before June 30, 2018, notify WYDOT of the MPO's election to support the state's Capital Assets and Condition assessment targets.
- Inventory and report Capital Assets
 - Vehicles
 - Facilities
 - Equipment

- Condition assessment and report
 - Vehicles
 - Facilities
 - Equipment
- Annual Reporting to National Transit Database (NTD)

 MPO Adopts Own Target:

Transit provider shall:

- On or before June 30, 2018, notify WYDOT of the MPO's targets for the state's capital assets and condition assessment targets
- Inventory and report capital assets
 - Vehicles
 - Facilities
 - Equipment
- Condition assessment and report
 - Vehicles
 - Facilities
 - Equipment
- Annual Reporting to National Transit Database (NTD)

 **MPO Adopts State Transit Asset Management:**

- On or before October 1, 2018, notify WYDOT of the MPO's election to support the state's Transit Asset Management Plan.

 MPO Adopts Own Transit Asset Management:

- On or before October 1, 2018, publish the Transit Asset Management Plan under State Tier II.

_____ Date: _____
MPO Policy Chairman

_____ Date: _____
Casper Transit Provider

_____ Date: _____
WYDOT State Planning Engineer

City of Casper
VOLUNTEER SERVICES POLICY AND PROCEDURES

Part One: Introduction

The City of Casper recognizes the advantages of allowing members of the community to enhance their way of life through work experiences, internships and volunteer work. Our objective is to utilize these individuals in an efficient and safe manner. The following policy and procedures provide criteria for Volunteer Services Programs at the City of Casper. Placement in a Volunteer Services Program at the City of Casper will be reviewed and tracked by the Human Resources Division.

Part Two: Volunteer Services Policy

Individuals interested in providing volunteer services at the City of Casper must meet the minimum qualifications and complete the necessary pre-screening, paperwork and training requirements established by the City's Human Resources Division, prior to performing any volunteer services.

Part Three: Registration Process

Individuals interested in providing volunteer services at the City of Casper can complete a Volunteer Services Registration Form (located on the City's website under Volunteer Opportunities). This form will be reviewed by the City's Human Resources Technician and submitted to an appropriate workgroup for consideration. Arrangements between an individual and a City Supervisor can be made in place of a registration form.

Supervisors interested in utilizing an individual for volunteer services must complete a Volunteer Services Request Form (located on SharePoint under Supervisor Resources) and provide it to Human Resources for review. Once approved by the Human Resources Supervisor, the Human Resources Administrative Assistant will contact the volunteer to schedule an appointment to complete all necessary pre-screening, paperwork and training requirements. Depending on the pre-screening requirements, this process can take up to two weeks to complete and must occur prior to the start of any volunteer services for the City of Casper.

Participants will be required to complete sexual harassment and drug free workplace training. If these individuals will have access to a computer or the City network, cyber security training will also be required. These training requirements will be completed during their Human Resources appointment, prior to any volunteer services being performed.

Individuals providing volunteer services shall receive a safety orientation on their first day at the City of Casper. A "Safety Orientation Checklist" (located on SharePoint under Supervisor Resources) must be completed by a supervisor and submitted to Human Resources within five (5) business days following a volunteer's first day.

City of Casper
VOLUNTEER SERVICES POLICY AND PROCEDURES

Part Four: Volunteer Services Program Guidelines

Individuals providing volunteer services are subject to the City’s Rules and Regulations including, but not limited to:

- HARASSMENT
- SEXUAL HARASSMENT
- WORKPLACE VIOLENCE
- DRUG & ALCOHOL POLICY

Individuals providing volunteer services are not allowed to work in high risk areas, cannot operate motorized equipment, drive a City vehicle (without prior approval by the Support Services Director), or be responsible for money/cash registers. High risk areas include, but are not limited to, confined spaces or areas with equipment, chemicals, medications, etc.

Some volunteer services may involve access to confidential information or be of such a nature that the City of Casper may require the individual to undergo a criminal history background screen and/or drug screen. These services may include, but are not limited to, access to sensitive and/or confidential information and/or unsupervised accessibility to minors or individuals with disabilities.

Generally, the City does not allow individuals providing volunteer services to operate City vehicles, although exceptions may be made by the Support Services Director, on a case by case basis.

Individuals that refuse to comply or do not meet requirements as outlined in this document will not be permitted to participate in a Volunteer Services Program.

Part Five: Support and Supervision of Volunteers

Supervisors interested in utilizing individuals for volunteer services have the same supervisory obligations and responsibilities as regular employees including, addressing issues related to unprofessional behavior, safety concerns and reasonable suspicion of an individual under the influence of drugs and/or alcohol. Supervisors are also expected to provide adequate training and regularly review volunteer performance.

The City reserves the right to deny any individual the opportunity to provide volunteer services.

Part Six: Program Procedures

Job Shadow

A job shadow is a temporary arrangement, not to exceed ten (10) work days, between an individual and the City of Casper. This arrangement involves an individual observing a City employee in his/her assigned position. This program gives individuals an opportunity to observe the demands and expectations of a position they have expressed interest in. If necessary, a parent or guardian or on-site job coach may be required for individuals who need additional assistance

City of Casper
VOLUNTEER SERVICES POLICY AND PROCEDURES

such as a minor (when observing certain positions) or an individual with cognitive disabilities. A parent/guardian or a job coach monitors and supports the individual while he or she observes an employee completing their job duties. To avoid creating an employment relationship as defined by the Fair Labor Standards Act (FLSA) in which the individual must be paid an hourly wage, the following program elements are required:

Program Requirements:

- The job shadow is for the benefit of the individual.
- The job shadow only observes City employees and does not perform any job duties.
- The employer that provides the training derives no immediate advantage from the activities of the individual; and, on occasion, its operations may actually be impeded.
- The individual is not entitled to a job at the conclusion of the job shadow.
- The employer and the individual understand that the individual is not entitled to wages for the time spent in the job shadow.

Participants must meet the following minimum qualifications and complete all required paperwork prior to the start of the job shadow:

Minimum Qualifications:

- 15 years of age or older

Pre-screening Requirements:

- Sex Offender Check

Required Paperwork:

- Emergency Contact
- Job Shadow Program Acknowledgment
- Volunteer Release and Indemnification
- Rules & Regulations Acknowledgement

Required Training:

- Safety Orientation (Safety Orientation Checklist must be completed prior to any job shadow activity)

If one is required, a parent/guardian or job coach assisting individuals will be subject to the same requirements prior to the start of the job shadow. After successful completion of the initial intake process, job coaches will only be required to repeat this process after a continuous, six (6) month break assisting individuals at the City of Casper.

Individuals that refuse to comply or do not meet the job shadow requirements will not be permitted to participate in the program.

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VOLUNTEER SERVICES POLICY AND PROCEDURES

Work Experience

A work experience is a temporary arrangement, not to exceed six (6) months, between an individual and the City of Casper. This arrangement involves an individual working with a City employee in their assigned position. This program gives individuals an opportunity to experience the demands and expectations of a position they have expressed interest in. If necessary, an on-site job coach may be provided for individuals who need additional assistance such as an individual with cognitive disabilities. A job coach trains, monitors and supports the individual while he or she performs job duties according to the individual's needs. To avoid creating an employment relationship as defined by the FLSA in which the individual must be paid an hourly wage, the following program elements are required:

Program Requirements:

- The work experience is for the benefit of the individual.
- The work experience does not displace regular employees, but works under close supervision of existing staff.
- The employer that provides the training derives no immediate advantage from the activities of the individual; and, on occasion, its operations may actually be impeded.
- The individual is not entitled to a job at the conclusion of the work experience.
- The employer and the individual understand that the individual is not entitled to wages for the time spent in the work experience.

Participants must meet the following minimum qualifications and complete the pre-screening, paperwork and training requirements prior to the start of the work experience:

Minimum Qualifications:

- 15 years of age or older

Pre-screening Requirements:

- Sex Offender Check

Required Paperwork:

- Emergency Contact
- Work Experience Acknowledgment
- Volunteer Release and Indemnification
- Rules & Regulations Acknowledgement

Required Training:

- Safety Orientation (Safety Orientation Checklist must be completed prior to any work experience activity)
- Drug Free Workplace
- Sexual Harassment

City of Casper
VOLUNTEER SERVICES POLICY AND PROCEDURES

If one is assigned, a job coach assisting individuals will be subject to the same pre-screening, paperwork and training requirements prior to the start of the work experience. After successful completion of the initial intake process, job coaches will only be required to repeat this process after a continuous, six (6) month break coaching at the City of Casper.

Individuals that refuse to comply or do not meet the work experience requirements will not be permitted to participate in the program.

Unpaid Internship

An unpaid internship is a temporary arrangement, not to exceed six (6) months, between a student and the City of Casper. This arrangement involves an exchange of services for experience at the City of Casper. It is important to understand that an unpaid internship is a program developed to provide an educational experience that benefits the intern, not the organization. Interns should not be asked to complete unskilled tasks such as running errands or making copies. To avoid creating an employment relationship as defined by FLSA in which the intern must be paid an hourly wage, the following program elements are required:

Program Requirements:

- The internship experience is for the benefit of the intern.
- The intern does not displace regular employees, but works under close supervision of existing staff.
- The employer that provides the training derives no immediate advantage from the activities of the intern; and, on occasion, its operations may actually be impeded.
- The intern is not entitled to a job at the conclusion of the internship.
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Students must meet the following minimum qualifications and complete the pre-screening, paperwork and training requirements prior to the start of the internship:

Minimum Qualifications:

- 15 years of age or older
- Applicant must currently be enrolled at, or be a graduate of an accredited university or college, majoring in the field of the internship, with a plan of working in that field as a career.

Pre-screening Requirements:

When assigned to a position overseeing minors or individuals with disabilities and positions involving sensitive and/or confidential information:

- Drug screen
- Criminal History Background

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Required Paperwork:

- IT Add User Form (if applicable)
- Emergency Contact
- Unpaid Internship Acknowledgment
- Volunteer Release and Indemnification
- Rules & Regulations Acknowledgement

Required Training:

- Safety Orientation (Safety Orientation Checklist must be completed prior to any internship activity)
- Drug Free Workplace
- Sexual Harassment
- Cyber Security (if internship requires access to a City computer or the City's network)

Individuals that refuse to comply or do not meet the Unpaid Internship requirements will not be permitted to participate in the program.

Community Service

Community service allows individuals participating in the Casper Area Youth and Adult Community Service Program the ability to provide service hours to the community based on hours ordered, assigned or sanctioned. To avoid creating an employment relationship as defined by the Fair Labor Standards Act in which the individual must be paid an hourly wage, the following program elements are required:

Program Requirements:

- The individual is not entitled to a job at the conclusion of the community service program.
- The employer and the individual understand that the individual is not entitled to wages for the time spent performing community service.

Community Service Workers will be required to complete a Casper Area Youth and Adult Community Service Program Intake. The Community Services Coordinator will complete the intake process to develop a community service plan for the individual. Participants must meet the following minimum qualifications and complete the pre-screening, paperwork and training requirements prior to the start of community service:

Minimum Qualifications:

- 15 years of age or older
- Criminal History Background (completed by the Community Services Coordinator - convictions must be reviewed and approved by Human Resources)

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Required Paperwork:

- Emergency Contact
- Community Service Acknowledgement
- Volunteer Release and Indemnification
- Rules & Regulations Acknowledgement
- Any other program specific paperwork maintained and tracked by the Community Services Coordinator

Required Training:

- Safety Orientation (Safety Orientation Checklist must be completed prior to any community service activity)
- Drug Free Workplace
- Sexual Harassment

Individuals that refuse to comply or do not meet the Community Service Program requirements will not be permitted to participate in the program at the City of Casper.

Volunteers

A volunteer is an individual who provides hours of service to the City for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for services rendered. A volunteer receives no tangible benefits from the services they provide.

Program Requirements:

- The volunteer is not entitled to a job at the conclusion of the volunteer program and/or event.
- The employer and the volunteer understand that the volunteer is not entitled to wages for time spent volunteering.
- A volunteer role should not exceed 16 hours per week.
- The volunteer/organization relationship does not bind a volunteer to perform work or attend the workplace on a consistent, scheduled basis.
- After successful completion of the initial intake process, volunteers are required to repeat this process after a continuous, six (6) month break in providing volunteer services at the City of Casper.

For volunteer programs and/or events that will last **2 days or less**, a signed *Volunteer Release and Indemnification Form* is the only requirement that must be completed prior to the start of any volunteer services.

For volunteer programs and/or events that will last **longer than 2 days**, volunteers must meet the following minimum qualifications and complete the applicable pre-screening, paperwork and training requirements prior to the start of any volunteer service:

City of Casper
VOLUNTEER SERVICES POLICY AND PROCEDURES

Minimum Qualifications:

- 15 years of age or older

Pre-screening Requirements:

When assigned to a position overseeing minors or individuals with disabilities and positions involving sensitive and/or confidential information:

- Drug screen
- Criminal History Background

Required Paperwork:

- Emergency Contact
- Volunteer Release and Indemnification
- Volunteer Program Acknowledgment
- Rules & Regulations Acknowledgement
- Any other program specific paperwork maintained and tracked by the event/program administrator or volunteer coordinator

Required Training:

- Safety Orientation (Safety Orientation Checklist must be completed prior to any volunteer activity)
- Drug Free Workplace
- Sexual Harassment

City of Casper
VOLUNTEER SERVICES POLICY AND PROCEDURES

Lunch & Learn

April 11, 2018 – Zulima Lopez

Handouts

- Flow Chart
- Program Summary
- Volunteer Services Policy and Procedures

Program why:

To establish a centralized process by Human Resources for the utilization of volunteer desires by citizens, and need to assist for City of Casper process, programs, and/or events.

To minimize / reduce the liability and risks to current employees as well as the volunteer.

To comply with FLSA rules. FLSA dictates very specific rules for unpaid workers to ensure volunteers are being treated fairly.

(Reference policy and procedures)

How it works:

An individual/citizen expressing interest in being assigned to a volunteer service program.

OR

Supervisor requesting volunteer to be assignment.

- Job Shadow
- Work Experience
- Unpaid Internship
- Community Service (assignment)
- Volunteer (more than 2 days)

(Reference flow chart)

City of Casper
VOLUNTEER SERVICES POLICY AND PROCEDURES

Roles & Responsibilities:

On the flow chart, each responsibility is documented in color:

Volunteer = blue

Supervisor/Coordinator = green

Human Resources = Orange

In Summary:

To initiate a need/request for volunteer assignment the “Volunteer Service Request” needs to be submitted to Human Resources by a citizen or supervisor.

Human Resources will coordinate training and the appropriate background process for volunteer prior to their assignment.

Supervisors will conduct ‘Safety Orientation’ on the volunteer’s first day.

All volunteers working more than 2 days will be required to complete this process.

Implementation:

This new program will be implemented immediately.

All current volunteers will need to be trained and complete the necessary background process with Human Resources in the next 30 days (deadline May 15, 2018).

Contact HR with the list of your current volunteers: name, address, and phone number

Service Recognition:

Discussion on recognizing City of Casper volunteers after a 6 month review to be considered for the “Bright Spot” at a City Council Meeting.

Human Resources will create a template certificate (on SharePoint) for Supervisors to utilize and present to their volunteers as needed.

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Q & A:

Q: What if I have a volunteer under 15 years of age, may they still volunteer?

A: Only if the volunteer is accompanied by a parent or teacher at all times.

Q: Who pays for the background/drug screenings?

A: Human Resources

Q: For volunteer positions which the Casper Police Department has conducted a background check, will an additional background be required by Human Resources?

A: No. CPD will be requested to share the results of their background with HR.

Q: May volunteers handle cash?

A: No. However, special circumstances to handle cash will be considered by Human Resources. Contact Human Resources with your inquiry.

Q: Will volunteers receive an I.D. Badge?

A: No. Human Resources will take a picture of all volunteers and retain on file in the Gallagher system.

Q: Does Human Resources want copies of any “Volunteer Release and Indemnification” forms (for all less than 2-day volunteer events)?

A: No. However, Human Resources recommends each workgroup’s coordinator retain these records for 4 years.

City of Casper
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Q: If my volunteer assists with a few events each year, are they required to complete the Volunteer Services Program requirements?

A: Yes. However, if your volunteer is only helping for one event, the “Volunteer Release and Indemnification” is all that is required.

Q: How often will volunteers have to complete the pre-qualification training and paperwork process with HR?

A: Only once, as long as the volunteer works at least once each 6 months.

Q: Do volunteers from the other agencies need to go through the pre-qualification training and paperwork process with HR? (IE: Retired Sr. Volunteers, Casper Recreation League, Youth Baseball League, Board Members, Leases’)

A: No. Only individuals who are acting as a volunteer for a City of Casper program.

Q: Will HR provide a shared document listing all current volunteers who have completed the training and paperwork process so other divisions may have the opportunity to call on those volunteers as well?

A: Yes. HR will store this document in [SharePoint](#).

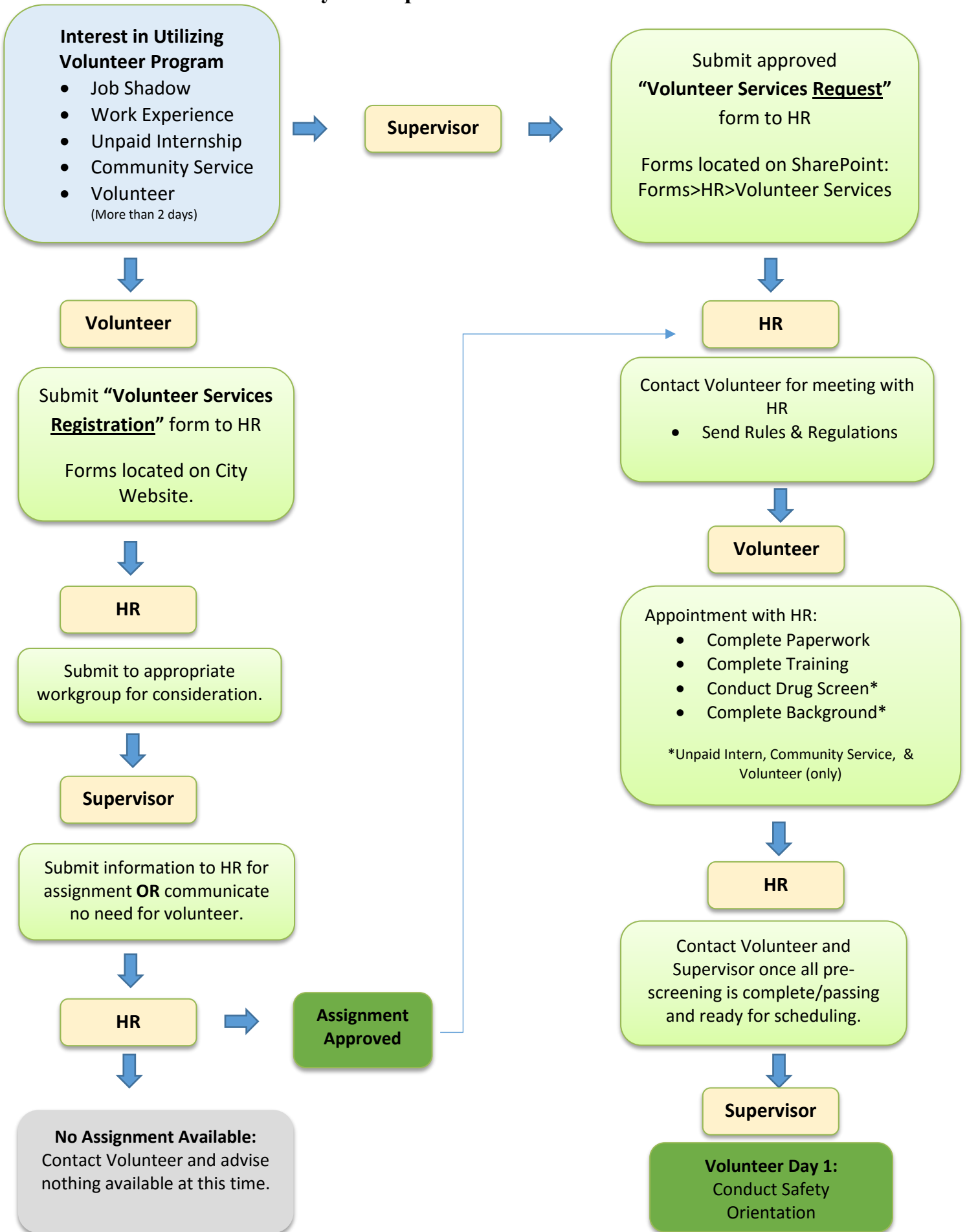
Q: Does anyone doing a ride-a-long need to complete the training and paperwork process in HR?

A: No. The standard [Volunteer Release and Indemnification](#) form is acceptable.

Q: Will training received by other providers be considered acceptable?

A: No.

City of Casper – Volunteer Services Process



From: Rick Kaysen [mailto:rkaysen@wyomuni.org]
Sent: Thursday, April 26, 2018 7:47 PM
Subject: Membership Dues FY2019

Good evening—

On Apr 25, 2018, the WAM Board of Directors unanimously approved memberships dues for FY2019, the approval is to retain the same dues as used for FY2018. Please see attached for respective cities and towns that can be used for budgeting purposes.

The last step in the approval process and in concert with WAM Bylaws, Article X DUES, Section 1, annual dues for membership shall be as recommended by the Board of Directors and adopted at the annual business meeting by the members. The annual meeting is scheduled for June 14th, 4PM in conjunction with the Summer Convention in Pinedale.

Please let me know if youi8 have any questions—enjoy the upcoming week end.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."



CHANGE IN WAM DUES, FY 2019 (1% Increase) and (1/2% Decrease)

CITY or TOWN	Population	Approved FY 2012 Dues	Approved FY 2013 Dues	Approved FY 2014 Dues	Approved FY 2015 Dues	Approved FY 2016 Dues	Approved FY 2017 Dues	Approved FY 2018 Dues	Proposed FY 2019 Dues
AFTON	1,911	\$2,362	\$2,362.00	\$2,409.00	\$2,433.09	\$2,457.42	\$2,457.42	\$2,432.85	\$2,432.85
ALBIN	181	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
ALPINE	828	\$1,023	\$1,023.00	\$1,043.00	\$1,053.43	\$1,063.96	\$1,063.96	\$1,053.32	\$1,053.32
BAGGS	440	\$544	\$544.00	\$555.00	\$560.55	\$565.60	\$565.60	\$559.94	\$559.94
BAIROIL	106	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
BAR NUNN	2,213	\$2,735	\$2,735.00	\$2,790.00	\$2,817.90	\$2,846.07	\$2,846.07	\$2,817.61	\$2,817.61
BASIN	1,285	\$1,588	\$1,588.00	\$1,620.00	\$1,636.20	\$1,652.38	\$1,652.38	\$1,635.86	## \$1,635.86
BEAR RIVER	518	\$640	\$640.00	\$653.00	\$659.53	\$666.12	\$666.12	\$659.46	\$659.46
BIG PINEY	552	\$682	\$682.00	\$696.00	\$702.96	\$709.98	\$709.98	\$702.88	\$702.88
BUFFALO	4,585	\$5,667	\$5,667.00	\$5,780.00	\$5,837.80	\$5,896.17	\$5,896.17	\$5,837.21	\$5,837.21
BURLINGTON	288	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
BURNS	301	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
BYRON	593	\$733	\$733.00	\$748.00	\$755.48	\$763.03	\$763.03	\$755.40	\$755.40
CASPER	55,316	\$42,696	\$42,696.00	\$43,550.00	\$43,985.50	\$44,425.35	\$44,425.35	\$43,981.10	\$43,981.10
CHEYENNE	59,466	\$44,808	\$44,808.00	\$45,704.00	\$46,161.04	\$46,622.10	\$46,622.10	\$46,155.88	\$46,155.88
CHUGWATER	212	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
CLEARMONT	142	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
CODY	9,520	\$11,767	\$11,767.00	\$12,002.00	\$12,122.02	\$12,243.24	\$12,243.24	\$12,120.81	\$12,120.81
COKEVILLE	535	\$661	\$661.00	\$674.00	\$680.74	\$687.54	\$687.54	\$680.66	\$680.66
COWLEY	655	\$810	\$810.00	\$826.00	\$834.26	\$842.60	\$842.60	\$834.17	\$834.17
DAYTON	757	\$936	\$936.00	\$955.00	\$964.55	\$974.19	\$974.19	\$964.45	\$964.45
DEAVER	178	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
DIAMONDVILLE	737	\$911	\$911.00	\$929.00	\$938.29	\$947.67	\$947.67	\$938.19	\$938.19
DIXON	97	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
DOUGLAS	6,120	\$7,564	\$7,564.00	\$7,715.00	\$7,792.15	\$7,870.07	\$7,870.07	\$7,791.37	\$7,791.37
DUBOIS	971	\$1,200	\$1,200.00	\$1,224.00	\$1,236.24	\$1,248.60	\$1,248.60	\$1,236.11	\$1,236.11
EAST THERMOPOLIS	254	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
EDGERTON	195	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
ELK MOUNTAIN	191	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
ENCAMPMENT	450	\$556	\$556.00	\$567.00	\$572.67	\$578.39	\$578.39	\$572.61	\$572.61
EVANSTON	12,359	\$15,276	\$15,276.00	\$15,582.00	\$15,737.82	\$15,895.19	\$15,895.19	\$15,736.24	\$15,736.24
EVANSVILLE	2,544	\$3,144	\$3,144.00	\$3,207.00	\$3,239.07	\$3,271.46	\$3,271.46	\$3,238.75	\$3,238.75
FORT LARAMIE	230	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
FRANNIE	157	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
GILLETTE	29,087	\$29,345	\$29,345.00	\$29,932.00	\$30,231.32	\$30,533.63	\$30,533.63	\$30,228.29	\$30,228.29
GLENDO	205	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
GLENROCK	2,576	\$3,184	\$3,184.00	\$3,248.00	\$3,280.48	\$3,313.28	\$3,313.28	\$3,280.15	\$3,280.15
GRANGER	139	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
GREEN RIVER	12,515	\$15,469	\$15,469.00	\$15,778.00	\$15,935.78	\$16,095.13	\$16,095.13	\$15,934.18	\$15,934.18
GREYBULL	1,847	\$2,283	\$2,283.00	\$2,329.00	\$2,352.29	\$2,375.81	\$2,375.81	\$2,352.05	\$2,352.05
GUERNSEY	1,147	\$1,418	\$1,418.00	\$1,446.00	\$1,460.46	\$1,475.06	\$1,475.06	\$1,460.31	\$1,460.31
HANNA	841	\$1,039	\$1,039.00	\$1,060.00	\$1,070.60	\$1,081.30	\$1,081.30	\$1,070.49	\$1,070.49
HARTVILLE	62	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
HUDSON	458	\$566	\$566.00	\$577.00	\$582.77	\$588.59	\$588.59	\$582.70	\$582.70
HULETT	383	\$473	\$473.00	\$482.00	\$486.82	\$491.68	\$491.68	\$486.76	\$486.76
JACKSON	9,577	\$11,837	\$11,837.00	\$12,074.00	\$12,194.74	\$12,316.68	\$12,316.68	\$12,193.51	\$12,193.51
KAYCEE	263	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
KEMMERER	2,656	\$3,283	\$3,283.00	\$3,349.00	\$3,382.49	\$3,416.31	\$3,416.31	\$3,382.15	\$3,382.15

CHANGE IN WAM DUES, FY 2019 (1% Increase) and (1/2% Decrease)

CITY or TOWN	Population	Approved FY 2012 Dues	Approved FY 2013 Dues	Approved FY 2014 Dues	Approved FY 2015 Dues	Approved FY 2016 Dues	Approved FY 2017 Dues	Approved FY 2018 Dues	Proposed FY 2019 Dues
KIRBY	92	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
LaBARGE	551	\$681	\$681.00	\$695.00	\$701.95	\$709.96	\$709.96	\$702.86	\$702.86
LaGRANGE	448	\$554	\$554.00	\$565.00	\$570.65	\$576.35	\$576.35	\$570.59	\$570.59
LANDER	7,487	\$9,254	\$9,254.00	\$9,439.00	\$9,533.39	\$9,628.72	\$9,628.72	\$9,532.43	\$9,532.43
LARAMIE	30,816	\$30,225	\$30,225.00	\$30,830.00	\$31,138.30	\$31,449.68	\$31,449.68	\$31,135.18	\$31,135.18
LINGLE	468	\$578	\$578.00	\$590.00	\$595.90	\$601.85	\$601.85	\$595.83	\$595.83
LOST SPRINGS	4	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.38	\$447.38
LOVELL	2,360	\$2,917	\$2,917.00	\$2,975.00	\$3,004.75	\$3,034.79	\$3,034.79	\$3,004.44	\$3,004.44
LUSK	1,567	\$1,937	\$1,937.00	\$1,976.00	\$1,995.76	\$2,015.71	\$2,015.71	\$1,995.55	\$1,995.55
LYMAN	2,115	\$2,614	\$2,614.00	\$2,666.00	\$2,692.66	\$2,719.59	\$2,719.59	\$2,692.39	\$2,692.39
MANDERSON	114	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
MANVILLE	95	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
MARBLETON	1,094	\$1,352	\$1,352.00	\$1,379.00	\$1,392.79	\$1,406.72	\$1,406.72	\$1,392.65	\$1,392.65
MEDICINE BOW	284	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
MEETEETSE	327	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
MIDWEST	404	\$499	\$499.00	\$509.00	\$514.09	\$519.23	\$519.23	\$514.04	\$514.04
MILLS	3,461	\$4,278	\$4,278.00	\$4,364.00	\$4,407.64	\$4,451.72	\$4,451.72	\$4,407.20	\$4,407.20
MOORCROFT	1,009	\$1,247	\$1,247.00	\$1,272.00	\$1,284.72	\$1,297.57	\$1,297.57	\$1,284.59	\$1,284.59
MOUNTAIN VIEW	1,286	\$1,590	\$1,590.00	\$1,622.00	\$1,638.22	\$1,654.60	\$1,654.60	\$1,638.06	\$1,638.06
NEWCASTLE	3,532	\$4,366	\$4,366.00	\$4,453.00	\$4,497.53	\$4,542.51	\$4,542.51	\$4,497.08	\$4,497.08
OPAL	96	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
PAVILLION	231	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
PINE BLUFFS	1,129	\$1,395	\$1,395.00	\$1,423.00	\$1,437.23	\$1,451.60	\$1,451.60	\$1,437.09	\$1,437.09
PINE HAVEN	490	\$606	\$606.00	\$618.00	\$624.18	\$630.42	\$630.42	\$624.12	\$624.12
PINEDALE	2,030	\$2,509	\$2,509.00	\$2,559.00	\$2,584.59	\$2,610.44	\$2,610.44	\$2,584.33	\$2,584.33
POWELL	6,314	\$7,804	\$7,804.00	\$7,960.00	\$8,039.60	\$8,120.00	\$8,120.00	\$8,038.80	\$8,038.80
RANCHESTER	855	\$1,057	\$1,057.00	\$1,078.00	\$1,088.78	\$1,099.67	\$1,099.67	\$1,088.67	\$1,088.67
RAWLINS	9,259	\$11,444	\$11,444.00	\$11,673.00	\$11,789.73	\$11,907.63	\$11,907.63	\$11,788.55	\$11,788.55
RIVERSIDE	52	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
RIVERTON	10,615	\$13,120	\$13,120.00	\$13,382.00	\$13,515.82	\$13,650.98	\$13,650.98	\$13,514.47	\$13,514.47
ROCK RIVER	245	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
ROCK SPRINGS	23,036	\$26,265	\$26,265.00	\$26,790.00	\$27,057.90	\$27,328.48	\$0.00	\$27,055.20	\$27,055.20
ROLLING HILLS	440	\$544	\$544.00	\$555.00	\$560.55	\$566.16	\$566.16	\$560.49	\$560.49
SARATOGA	1,690	\$2,089	\$2,089.00	\$2,131.00	\$2,152.31	\$2,173.83	\$2,173.83	\$2,152.09	\$2,152.09
SHERIDAN	17,444	\$21,561	\$21,561.00	\$21,992.00	\$22,211.92	\$22,434.04	\$22,434.04	\$22,209.70	\$22,209.70
SHOSHONI	649	\$802	\$802.00	\$818.00	\$826.18	\$834.44	\$834.44	\$826.10	\$826.10
SINCLAIR	433	\$535	\$535.00	\$546.00	\$551.46	\$556.97	\$556.97	\$551.40	\$551.40
STAR VALLEY RANCH	1,503	\$1,858	\$1,858.00	\$1,895.00	\$1,913.95	\$1,933.09	\$1,933.09	\$1,913.76	\$1,913.76
SUNDANCE	1,182	\$1,461	\$1,461.00	\$1,490.00	\$1,504.90	\$1,519.95	\$1,519.95	\$1,504.75	\$1,504.75
SUPERIOR	336	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
TEN SLEEP	260	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
THAYNE	366	\$452	\$452.00	\$461.00	\$465.61	\$470.27	\$470.27	\$465.56	\$465.56
THERMOPOLIS	3,009	\$3,719	\$3,719.00	\$3,793.00	\$3,830.93	\$3,869.24	\$3,869.24	\$3,830.55	\$3,830.55
TORRINGTON	6,501	\$8,035	\$8,035.00	\$8,196.00	\$8,277.96	\$8,360.74	\$8,360.74	\$8,277.13	\$8,277.13
UPTON	1,100	\$1,360	\$1,360.00	\$1,387.00	\$1,400.87	\$1,414.88	\$1,414.88	\$1,400.73	\$1,400.73
VAN TASSELL	15	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
WAMSUTTER	451	\$557	\$557.00	\$568.00	\$573.68	\$579.42	\$579.42	\$573.62	\$573.62
WHEATLAND	3,627	\$4,483	\$4,483.00	\$4,573.00	\$4,618.73	\$4,664.92	\$4,664.92	\$4,618.27	\$4,618.27
WORLAND	5,487	\$6,782	\$6,782.00	\$6,918.00	\$6,987.18	\$7,057.05	\$7,057.05	\$6,986.48	\$6,986.48
WRIGHT	1,807	\$2,233	\$2,233.00	\$2,278.00	\$2,300.78	\$2,323.79	\$2,323.79	\$2,300.55	\$2,300.55
YODER	151	\$434	\$434.00	\$443.00	\$447.43	\$451.90	\$451.90	\$447.39	\$447.39
	384,960	\$411,420	\$411,420	\$419,656	\$423,853	\$428,090.53	\$400,762.05	\$423,809.63	\$423,809.63
Percent Increase			0% Increase	2% Increase	1% Increase	1% Increase	0% Increase	1% Decrease	No Change