



TABLE OF CONTENTS

CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum2
FY22 Optional Sales Tax Report 05.06.22..... 6
FY22 Sales Tax Chart May 7
Tour of the Fire Training Facility 8
Tree Removal Casper Recreation Center May 2022 9
Tree Removal Ford Wyoming Center April 2022 10

AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION

Casper Youth Council minutes 04.03.22 11
Casper Youth Council minutes 05.01.22 12
Civil Service Commission agenda 05.04.22..... 13
Master Gardener Conf. Community Promotions Final Report 2022 46

INVITATIONS, NEWSLETTERS & OTHER INFORMATION

Wyoming Food Bank New Executive Director..... 55

The Grid

A working draft of Council Meeting Agendas

May 10, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Draft Budget Delivery	Information Only	4:35	5 min
USS Wyoming		4:40	20 min
Parks Watering Discussion	Direction Requested	5:00	30 min
Coates Road LAD	Direction Requested	5:30	40 min
Open Container Area Follow-up	Direction Requested	6:10	20 min
Agenda Review		6:30	20 min
Legislative Review		6:50	20 min
Council Around the Table		7:10	20 min
Approximate Ending Time:			7:30

May 17, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting Start at 5 pm					
Pre-Meeting: Casper Youth Council					
Pre-Meeting: Audit					
Bright Spot: Proclamation Community Action Month					
Establish Public Hearing: Police Response to Alarms	C				
Public Hearing: First Reading Ordinance Amending Chapter 5.24 - Hotels & Rooming houses		N			
Public Hearing: First Reading for Mobile Vendor Parking Permit Ordinance		N			
Public Hearing: First Reading Ordinance Approving a Vacation, Replat and Subdivision Agreement for the Kensington Heights Addition No. 5 Subdivision		N			
Public Hearing: First Reading Ordinance Approving a Vacation, Replat, Subdivision Agreement and Zone Change for the Harmony Hills Addition No.		N			
3rd Reading Ordinance: Approving an Ordinance Confirming the Assessment for Local Assessment District No. 158 – Coates Road Asphalt Surfacing Improvements.			N		
Release of Local Assessment District (LAD) lien – 1765 Brigham Young Street, Casper, Wyoming 82604				C	
Approving the Downtown Open Container Area				C	
Fire Pension A				C	
Authorizing a Contract for Professional Services with First Interstate Bank for Investment Management Services.				C	
US Welding				C	
Metro HVAC				C	

The Grid

A working draft of Council Meeting Agendas

May 17, 2022 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing an agreement titled "Landlord's Release and Consent" between PDOF Casper, LLC, First State Bank, Division of Glacier Bank, and the City of Casper.				C	
Authorize the creation of the Parks and Recreation Advisory Board to replace the Leisure Services Advisory Board, and adopt the Bylaws as submitted.				C	
Authorizing a Lease Agreement with Casper Skeet Club (Tentative)				C	
Authorizing a Contract for Municipal Court Security Improvements				C	
Perpetual Care				C	
Authorizing an agreement with Chalk Buttes Landscaping for Highland Park Cemetery Irrigation, Project 21-029.				C	
Authorizing an agreement with Ramshorn Construction, Inc. in the Amount of \$(tentative), for the 2022 12th Street Improvements – CY Avenue to McKinley Street, Project No. 21-072.				C	
Appointing 2 members to Council Committee for People with Disabilities					C
Leisure Services Advisory Board: Appointment of New Members					C

May 24, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Bar & Grill Presentations	Direction Requested	4:35	45 min
FWC Study Spectra and Visit Casper		5:20	30 min
Cemetery Ordinance Changes	Direction Requested	5:50	20 min
Drug Court	Information Only	6:10	20 min
Agenda Review		6:30	20 min
Legislative Review		6:50	20 min
Council Around the Table		7:10	20 min
Approximate Ending Time:			7:30

May 31, 2022 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Discussion	Direction Requested	4:30	3.5 hrs
Approximate Ending Time:			8:00

The Grid

A working draft of Council Meeting Agendas

June 7, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
EPH Budget FY23 for June 21, 2022	C				
EPH Budget Amendment #3 for June 21, 2022	C				
Public Hearing: Police Response to Alarms		N			
Second Reading for Ordinance Amending Chapter 5.24 - Hotels & Rooming houses			N		
Second Reading for Mobile Vendor Parking Permit Ordinance			N		
Second Reading Ordinance Approving a Vacation, Replat and Subdivision Agreement for the Kensington Heights Addition No. 5 Subdivision			N		
Second Reading Ordinance Approving a Vacation, Replat, Subdivision Agreement and Zone Change for the Harmony Hills Addition No. 4.			N		
Resolution: Police Response to Alarms				C	
Authorizing the Appointment of One New Member, _____, to Fill an Open Position to the Visit Casper Board.					C

June 14, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Budget Amendment #3	Move Forward for Approval	4:35	30 min
North Platte River Park No. 2 Subdivision		5:05	30 min
		5:35	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			
Code Enforcement - Municipal Code?			
Handymen and Home Inspectors			
Lifejacket Requirement			Summer
Chris Navarro Art Installation			14-Jun-22
One-Way to Two-Way Conversion Follow-up			End of Summer

Staff Items:

Unsafe Structure Ordinance Follow-up			
One Cent Survey Results Presentation			14-Jun
City Inspectors Authority/Oversight of Licensed Contractors			
Shipping Container Ordinance Update			
Recreation Refunds			
Sign Code Revision			
Council Goals Status Update			
Speed Limit Ordinance Review			12-Jul
Mobile Vendor Parking Permit Amendments			
Facility Study			14-Jun
Demolition Safety Barriers			
Ice Arena Expansion			After Facilities Report discussion

Potential Topics-- Council Thumbs to be Added:

--	--	--	--

Future Regular Council Meeting Items:

Authorizing the Appointment of One New Member, Kate Maxwell, to Fill an Open Position and the Reappointment of an Existing Member, Errol Miller, to the Central Wyoming Senior Services Board.			
Parkway Parking Expansion			

Retreat Items:

Economic Development and City Building Strategy

City of Casper
Optional 1% and State Shared Sales Tax Receipts
92% of Fiscal Year 2022 has Lapsed

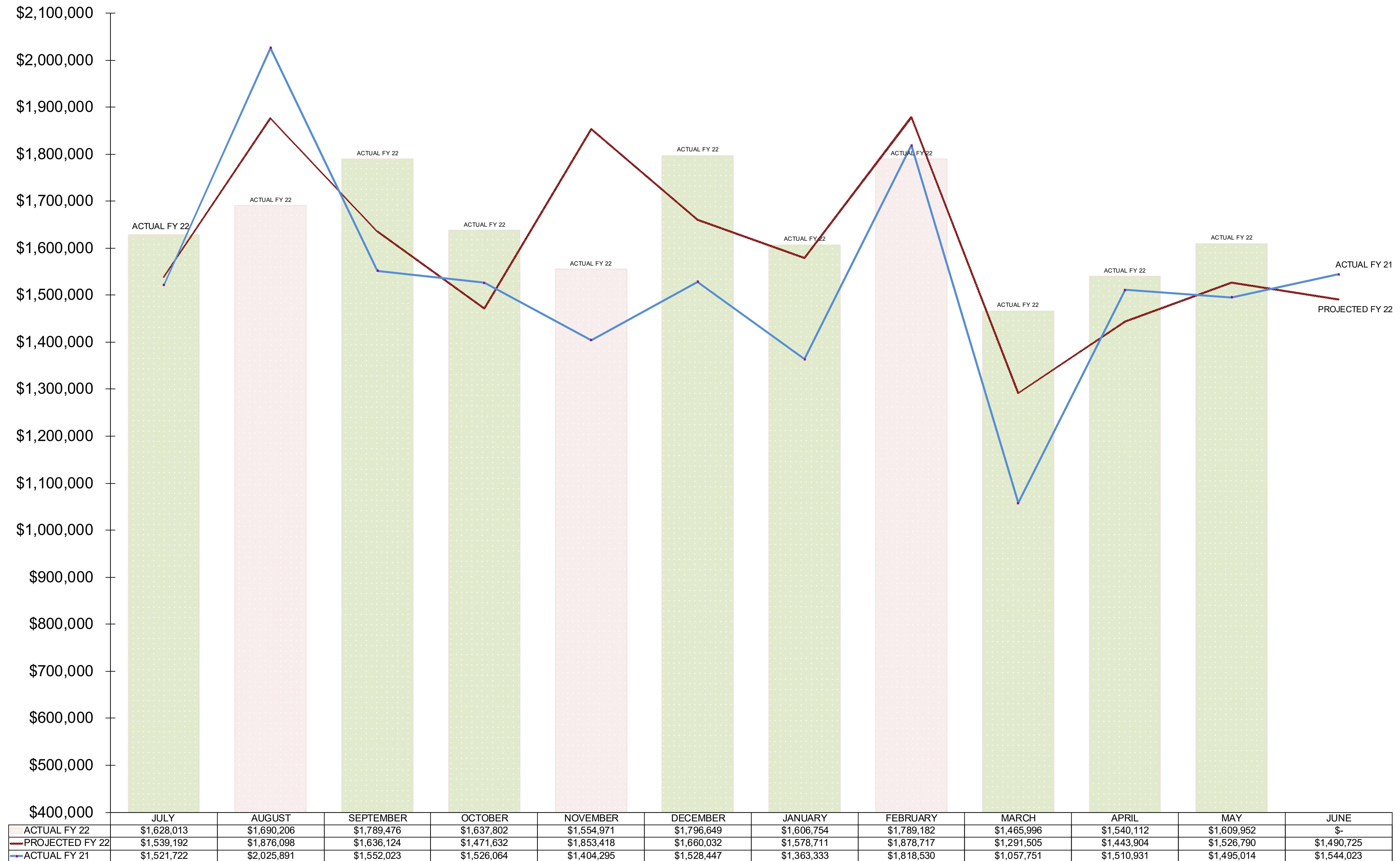
State Shared Sales Tax

	<u>Date</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual-Budget</u>	<u>Percent of</u>
	<u>Received</u>	<u>Received</u>	<u>Budgeted</u>		<u>Annual Budget</u>
FY 2022 General Fund	7/7/2021	\$ 1,628,013	\$ 1,539,192	\$ 88,822	8.46%
	8/5/2021	1,690,206	1,876,098	(185,892)	17.24%
	9/7/2021	1,789,476	1,636,124	153,352	26.54%
	10/7/2021	1,637,802	1,471,632	166,170	35.05%
	11/5/2021	1,554,971	1,853,418	(298,447)	43.13%
	12/6/2021	1,796,649	1,660,032	136,617	52.46%
	1/7/2022	1,606,754	1,578,711	28,042	60.81%
	2/4/2022	1,789,182	1,878,717	(89,536)	70.11%
	3/7/2022	1,465,996	1,291,505	174,491	77.72%
	4/6/2022	1,540,112	1,443,904	96,208	85.72%
	5/5/2022	1,498,862	1,609,952	(111,090)	93.51%
	Jun			1,490,725	
Total FY 2022		\$ 17,998,024	\$ 19,246,848	\$ 158,738	

Optional 1% Tax

FY 2022 1%16	7/7/2021	\$ 1,355,911	\$ 1,290,250	65,661	8.44%
	8/5/2021	1,414,698	1,561,678	(146,980)	17.24%
	9/7/2021	1,497,143	1,369,865	127,278	26.55%
	10/7/2021	1,373,364	1,239,178	134,186	35.10%
	11/5/2021	1,304,001	1,549,388	(245,387)	43.21%
	12/6/2021	1,497,314	1,383,029	114,285	52.53%
	1/7/2022	1,340,133	1,315,701	24,432	60.86%
	2/4/2022	1,495,254	1,565,257	(70,002)	70.17%
	3/7/2022	1,224,756	1,083,134	141,621	77.79%
	4/6/2022	1,285,561	1,202,768	82,793	85.79%
	5/5/2022	1,347,666	1,271,962	75,704	94.17%
	Jun			1,240,499	
Total FY 2022		\$ 15,135,801	\$ 16,072,708	\$ 303,592	
Total		\$ 33,133,825	\$ 35,319,556	\$ 462,330	

Sales Tax FY 2022 Versus Projection and Prior Year



	<u>ACTUAL FY 21</u>	<u>PROJECTED FY 22</u>	<u>ACTUAL FY 22</u>
YTD TOTAL	\$ 16,804,002	\$ 17,756,123	\$ 18,109,114
YTD VARIANCE			\$ 352,991
		% Difference	In Dollars
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-SAME MONTH		5.45%	\$83,163
CHANGE FROM FY22 PROJECTED TO FY22 ACTUAL-YEAR TO DATE		1.99%	\$352,991
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-SAME MONTH		7.69%	\$114,938
CHANGE FROM FY21 ACTUAL TO FY22 ACTUAL-YEAR TO DATE		7.77%	\$1,305,112

From: Renee Jordan-Smith
Sent: Friday, May 6, 2022 10:03 AM
Subject: Tour the Fire Training Facility
Importance: High

Good morning Councilmembers,

The Fire Department would like to offer an opportunity for Councilmembers to tour their fire training facility. They have been making improvements that they would like to show you as well as explain the importance of a properly equipped facility.

We have scheduled a group tour next Tuesday, May 10 at 3:00 p.m. before the Council work session. Deputy Chief Cameron Siplon will meet you at the fire training facility at 2582 Metro Rd. The tour is scheduled to last 45 minutes.

Please RSVP to me, so they will know how many to expect.

If you are not able to attend this tour, the Fire Department is happy to schedule individual tours Monday through Thursday, May 9 – May 12. Please contact me to schedule an individual tour.

Thank you,

Renée Jordan-Smith
Executive Assistant
Office of the City Manager
200 N. David | Casper, WY 82601 | 307.235.8224
www.casperwy.gov

City of Casper Tree Removal Project Reporting

Project Name: Casper Recreation Center Tree Removals

Location of Tree Removal(s): 12591,12590,15664,12582,12583,15707,15706

Number and Species of Trees to Remove: 7 total removals as follows: 12591-Cottonwood, 12590-Blue Spruce, 15664-Aspen, 12582-Aspen, 12583-Aspen, 15707-Cottonwood, 15706-Hackberry

Reasons for Removal: Tree ID 12591 has significantly exposed roots, soil erosion around the tree and roots, significant structural damage to branches, high blow over risk. Tree ID 12590 has had woodbine growing throughout the tree, creating a deformity. This damage has stressed the tree and is no longer stable and should be removed. Tree IDs 15664,12582, and 12583 are an aspen grove that has grown too closely to the building. The roots are under the foundation of the building and are likely to create issues with the structure or underground utilities. Tree ID 15707 is a Cottonwood tree that was planted too close to the building many years ago. The tree's roots are under the foundation of the building and should be removed to avoid damage to the structure or underground utilities. Tree ID 15706 is a Hackberry growing in an area that will be repurposed and there is no access to transplant the tree.

Dates/duration of Removal Work: The Parks Department will be coordinating with the Recreation Center to determine the best time for removals.

Associated Closures/impacts from Tree Work: There should not be any associated closures or impacts to residents or user groups during the removals.

Tree Replacement Plan: Three of the seven trees will be replaced with appropriate species in locations to be determined at the time of planting. They will be far enough from the building to avoid damage to the building or underground utilities.

Supplemental Information: N/A

City of Casper Tree Removal Project Reporting

Project Name: Ford Wyoming Center Tree Removals, April 2022

Location of Tree Removal(s): 12967,12984,12992,12993,13002,16014

Number and Species of Trees to Remove: Blue Spruce-3, Cottonwood-1, Green Ash-1, Ponderosa Pine-1

Reasons for Removal: The 3 Blue Spruce trees are dead from soil compaction and poor irrigation, the Cottonwood is dead from soil compaction, the Green Ash is a volunteer tree that has grown from an old Ash tree that was removed many years ago and is blocking a sidewalk. The Ponderosa Pine is dead from soil compaction. Ford Wyoming Center staff requested removal of the dead trees.

Dates/duration of Removal Work: Tree removals took place on Friday, April 29, 2022.

Associated Closures/impacts from Tree Work: There are no closures or citizen impact from the tree work.

Tree Replacement Plan: The Parks Division planted several trees at the Ford Wyoming Center in the summer of 2020. Replacements of these five removals are not planned at this time.

Supplemental Information: N/A

CASPER YOUTH COUNCIL MINUTES

Chamber of Commerce

April 3, 2022

1. **ROLL CALL** Casper Youth Council met in work session at 4:35 p.m, Sunday, April 3, 2022.

Present: Sara Loghry, Finn McCoul, Bryce Hebert, Zoe Johnson, Haley Graham and Councilman Gamroth. Advisors Elissa Ruckle and Bryce Mittelstadt

Absent: Allie Scroggins and Annalise Kolehmstedt

2. **NEW BUSINESS**

- Daniel's Fund Ethics Initiative recap and idea spread of CYC's Principles and creed to live by
- New member joined and observed, Haley Graham (Home School Rep)
- Plan of when to start social media and campaigns. Group decided to start in late summer/beginning of summer for consistency.
- Recruitment: Meetings at metro, booths at schedule pick up, and social media
- Wyoming Youth Council: June 8th, 9th, 10th

3. **NEXT STEPS** Before the next meeting CYC members will:

- Prepare questions for student needs assessment
- Meet City Council Members and interview them on wards, goals, ect.
- Reassess application requirements and process

4. **ADJOURNMENT** At 5:43 p.m.

Next CYC Meeting will be Sunday, May 1, 2022

Submitted by Sara Loghry

CASPER YOUTH COUNCIL MINUTES

Chamber of Commerce

May 1, 2022

1. **ROLL CALL** Casper Youth Council met in session at 4:30 p.m, Sunday, May 1, 2022.

Present: Finn McCoul, Bryce Hebert, Haley Graham, Allie Scroggins, Anna Kolehmstedt and Councilman Gamroth. Advisors Elissa Ruckle and Bryce Mittelstadt

Absent: Sara Loghry and Zoe Johnson excused

2. NEW BUSINESS

- City Council update presented by Allie
- Wyoming Youth Council Conference June 8-10 in Laramie
- May 17th - meet City Council Members; CYC update and interview them on wards, goals, etc.

3. Guest Presenter: Council Member Amber Pollock

- Background/history of ENDOW and ENGAGE
- Purpose/mission of ENGAGE
- Survey – purpose, promotion, data, beta testing, focus of questions, etc.

4. **ADJOURNMENT** At 5:35 p.m.

Next CYC Meeting will be Sunday, May 15, 2022

Submitted by Sara Loghry

DATE: MAY 4, 2022
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING
WEDNESDAY, MAY 4, 2022**

1:00 P.M.

City Hall – Downstairs Meeting Room
200 N. David St.

AGENDA

1. Approval of March 2, 2022, Meeting Minutes
2. Notice of Intent – Rules and Regulations
3. Other Business
4. Set Next Meeting Date(s)

June 1st

July 6th

CIVIL SERVICE COMMISSION
MINUTES OF MEETING
MARCH 2, 2022

PRESENT: Greg Groves, Chair, Dennis Gazdiewich, Commissioner and Marty Axlund, Commissioner

Casper Police Department: Keith McPheeters, Police Chief; Jeremy Tremel, Police Lieutenant; Steve Nunn, Police Sergeant

Casper Fire Department: Thomas Solberg, Fire Chief; Devin Garvin, Deputy Fire Chief; Jason Speiser, Deputy Fire Chief

Human Resources: Tracey Belser, Support Services Director; Nicole Carlson, Human Resources Supervisor, and Heidi Rood, Human Resources Technician

Greg Groves, Commission Chair called the meeting to order at 1:00 p.m.

OATH OF OFFICE

City Clerk, Fleur Tremel, swore in incoming Commission Member, Martin “Marty” J. Axlund.

VOTE TO APPOINT COMMISSION CHAIR

Commissioner Dennis Gazdiewich made a motion to nominate Greg Groves to continue as the Board Chair; Commissioner Greg Groves seconded the motion. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 1, 2021

Commissioner Dennis Gazdiewich made a motion to approve the December 1, 2021 meeting minutes. Commissioner Marty Axlund seconded the motion. Motion carried unanimously.

CERTIFY ENTRY-LEVEL POLICE OFFICER LIST

Sergeant Steve Nunn presented a list of seven (7) candidates to approve from the Entry-Level Police Officer testing process on February 22, 2022. Of the thirteen tested, seven (7) candidates achieved or surpassed the requisite aggregate of 75% to be considered for promotion.

Commission Chair Greg Groves made a motion to certify the Police Lieutenant list. Commissioner Dennis Gazdiewich seconded the motion. Motion carried unanimously.

CERTIFY POLICE SERGEANT LIST

Chief McPheeters presented a list of six (6) candidates to approve from the Police Sergeant testing process on February 10, 2022. All six (6) candidates achieved or surpassed the requisite aggregate of 75% to be considered for promotion.

Commissioner Dennis Gazdiewich made a motion to certify the Police Lieutenant list. Commissioner Marty Axlund seconded the motion. Motion carried unanimously.

CERTIFY POLICE LIEUTENANT LIST

Chief McPheeters presented a list of four (4) candidates to approve from the Police Lieutenant testing process on February 16, 2022. All four (4) candidates achieved or surpassed the requisite aggregate of 75% to be considered for promotion.

CIVIL SERVICE COMMISSION
MINUTES OF MEETING
MARCH 2, 2022

Commissioner Dennis Gazdiewich made a motion to certify the Police Lieutenant list. Commissioner Marty Axlund seconded the motion. Motion carried unanimously.

ADJOURN

Commissioner Marty Axlund made a motion to adjourn the meeting. Commissioner Dennis Gazdiewich seconded the motion. Motion carried unanimously.

The meeting was adjourned at 1:35 p.m.

Greg Groves, Commission Chair

Date Signed

NOTICE OF INTENDED ACTION

Notice is hereby given that the Civil Service Commission of Casper, Wyoming is intending to amend its Rules and Regulations dated January 21, 2021 by adopting the amendments thereto as set forth and specified in Exhibit "A" attached hereto.

The amendments set forth on Exhibit "A" will be considered by the Civil Service Commission for final adoption at its regular meeting to be held on July 6, 2022, at 1:00 p.m. in the Downstairs Meeting Room (Room Number 101) located in the Casper City Hall, 200 N. David, Casper, Wyoming 82601, at which time and place interested persons may present their views on the intended action.

The terms and substance of the proposed amendments, as well as the citation to the rules being amended, are as stated in Exhibit "A" attached hereto.

Additional copies of this Notice of Intended Action and Exhibit "A" may be obtained from the Human Resources Department, Casper City Hall, 200 N. David, Casper, Wyoming 82601 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, excepting for legal holidays.

Dated this ____ day of _____, 2022.

CIVIL SERVICE COMMISSION FOR
THE CITY OF CASPER, WYOMING:

By _____

Chairman

Exhibit A

NOTICE OF PROPOSED RULE CHANGE TO THE RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION OF THE CITY OF CASPER, WYOMING

Notice is hereby given that the City of Casper, Wyoming has requested a proposed rule change to the Rules and Regulations of the Civil Service Commission of the City of Casper, Wyoming.

The rule changes requested are as follows:

CHAPTER I – DEFINITIONS

Section 4. Appointing Authority change definition to remove City Manager or his/her designee and replace with *“Fire Chief or Police Chief”*.

CHAPTER V – CLASSIFIED SERVICE REVISED

Section 1. Grades

FIRE-EMS DEPARTMENT

Remove *Community Risk Reduction Officer* from Grades 1A-3A

Add *Community Risk Reduction Officer* to Grade 3B

Remove *Chief of Community Risk Reduction, Chief of Fire Training/Personnel, Chief of Operations, Division Chief* and update to *Battalion Chief* from Grade 4

Add *Deputy Fire Chief* to Grade 5

POLICE DEPARTMENT

Add *Master Officer* to Grade 1C

Change Grade 4 to *Police Captain*

Change Grade 5 to *Deputy Police Chief*

Add *Grade 6 Police Chief, Public Safety Director*

Add paragraph: *Police Department positions in Grades 4, 5, and 6 and Fire-EMS Department positions in Grades 5 and 6 require an employment contract with the City Manager, in which the employee has knowingly and voluntarily agreed to waive his/her due process rights to notice and a hearing under Wyoming’s civil service statutory provisions, and agrees to be governed by the terms of their employment contract.*

CHAPTER VI – APPLICATIONS FOR ENTRY-LEVEL AND LATERAL LEVEL (POLICE) TESTING

Section 1. Requirements for Application.

a. After ‘convicted of a felony’, include *“(as an adult)”*.

i. Change lateral applicant experience from two (2) to *“three (3)”*, and *“law enforcement”* prior to experience in first sentence.

CHAPTER VIII – EXAMINATION FOR ENTRY-LEVEL AND LATERAL LEVEL (POLICE) APPLICANTS

Section 1. Examination Requirements.

Paragraph 5, change ‘will’ to *‘may’* begin the testing process...

CHAPTER X – TRIAL EMPLOYMENT

Section 2. Withdrawal of Appointment - remove *“by the Appointing Authority”*.

Section 3. Confirmation of Appointment – after ... satisfactory, add *“such appointment shall be documented in the employee’s personnel file”*.

Exhibit A

CHAPTER XII – EXAMINATION OF CANDIDATES FOR PROMOTION

Section 8. Filling Vacancies

e. Police Department – remove reference to grade 4 from the last paragraph.

Section 11. Promotional Criteria

b. Ascertained Merit – remove the last sentence *“The head of the department shall report all acts of unusual bravery to the Commission that the case may be rewarded by honorable mention.”*

c. Education Requirements – remove the requirements because the City has shifted its philosophy from requiring formal degrees to allowing experience equivalencies.

CHAPTER XIII- SUSPENSION – move to the section before DISCHARGE AND REDUCTION FOR CAUSE, update Chapter to XIV

Section 1. Suspension Authority

b. Suspensions of More than Sixteen (16) Hours but Less Than One Hundred Twenty (120) Hours

Section 6. Hearing – Remove from this section and have a new chapter to cover the hearing process.

Add new **CHAPTER XIII – PREDEPREVATION HEARING** – correct spelling to *PREDEPRIVATION*

Update The first paragraph, include *‘more than’* before 16 hours for Suspensions.

In the fourth paragraph, add *“unless matters of an investigation are unresolved”* to the last sentence.

CHAPTER XIII- DISCHARGE AND REDUCTION FOR CAUSE – – change to *“DEMOTION, DISCHARGE, OR REDUCTION FOR CAUSE”* and update to chapter XV

Section 2. Request – remove *“or suspension for more than 120 hours”*.

Section 6. Hearing – remove *“or is otherwise associated”*. Remove from this section and have a new chapter to cover the hearing process.

Add new **CHAPTER XVI- HEARING**

CHAPTER XVI – DELEGATION - update to chapter XVII

CHAPTER XVII – RATIFICATION AND CONFIRMATION - update to chapter XVIII

Dated this ____ day of _____, 2022.

CIVIL SERVICE COMMISSION FOR
THE CITY OF CASPER, WYOMING:

By _____
Chairman



RULES AND REGULATIONS OF THE
CIVIL SERVICE COMMISSION OF THE
CITY OF CASPER, WYOMING

I certify that the copy hereto attached is a true copy of the Rules of the City of Casper Civil Service Commission, as adopted on ~~January 21~~ July 6, 2022, relating to the Police and Fire-EMS Departments of said City, adopted in accordance with section 15-5-101 et seq., of the Wyoming State Statutes. These rules supersede all other rules previously filed.

Prior to adoption, these rules were made available for public inspection on the ~~2nd~~ 4th day of ~~December 2020~~ May 2022.

Greg Groves, Chairman
Civil Service Commission

Date

Table of Contents

CHAPTER I – DEFINITIONS.....855
 Section 1. Extent of Amendment. ~~Chapters I through XVIII, inclusive, of the Rules and Regulations of the Civil Service Commission of the City of Casper, Natrona County, Wyoming, are hereby repealed and are replaced by the following Chapters.....855~~
 Section 2. Public Safety Director855
 Section 3. Days855
 Section 4. Appointing Authority855
 Section 5. Eligibility List/Eligibility Register855
 Section 6. Certified List855
 Section 7. Notification of Scores855

CHAPTER II – GENERAL PROVISIONS855
 Section 1. Authority855

CHAPTER III - ADMINISTRATION855
 Section 1. Administration of Civil Service Rules and Regulations855
 Section 2. Appointment of Members966

CHAPTER IV - ELIGIBILITY966
 Section 1. Employment of Eligible Persons.....966

CHAPTER V – CLASSIFIED SERVICE REVISED.....1077
 Section 1. Grades.....1077

CHAPTER VI – APPLICATIONS FOR ENTRY-LEVEL AND LATERAL LEVEL (POLICE) TESTING1188
 Section 1. Requirements for Application.....1188

CHAPTER VII – PHYSICAL/PSYCHOLOGICAL QUALIFICATIONS1299
 Section 1. Qualifications1299

CHAPTER VIII – EXAMINATION FOR ENTRY-LEVEL AND LATERAL LEVEL (POLICE) APPLICANTS.....1299

Field Code Changed
 Field Code Changed
 Formatted: Font: +Headings (Cambria)

Section 1. Examination Requirements.....	<u>1299</u>
Section 2. Permitted Matter.....	<u>131010</u>
Section 3. Scoring Requirements.....	<u>131010</u>
Section 4. Right of Review.....	<u>131010</u>
Section 5. Review.....	<u>131010</u>
Section 6. Retention of Papers.....	<u>141111</u>
Section 7. Oral Examination.....	<u>141111</u>
CHAPTER IX – ENTRY LEVEL AND LATERAL LEVEL (POLICE) ELIGIBILITY	
REGISTER.....	<u>141111</u>
Section 1. Eligibility Register.....	<u>141111</u>
Section 2. Certification.....	<u>141111</u>
Section 3. Reemployment Eligibility.....	<u>151212</u>
Section 4. Veterans' Preference.....	<u>151212</u>
Section 5. Exclusion or Removal from Eligibility List.....	<u>151212</u>
Section 6. Inquiries Regarding Scores.....	<u>151212</u>
CHAPTER X – TRIAL EMPLOYMENT.....	<u>151212</u>
Section 1. Trial Employment.....	<u>151212</u>
Section 2. Withdrawal of Appointment.....	<u>151212</u>
Section 3. Confirmation of Appointment.....	<u>161313</u>
CHAPTER XI – APPLICATIONS FOR PROMOTIONAL TESTING.....	<u>161313</u>
Section 1. Requirements for Application.....	<u>161313</u>
CHAPTER XII – EXAMINATION OF CANDIDATES FOR PROMOTION.....	<u>161313</u>
Section 1. Examination Requirements.....	<u>161313</u>
Section 2. Permitted Matter.....	<u>161313</u>
Section 3. Determination by Commission.....	<u>171414</u>
Section 4. Applicant to Receive Notice.....	<u>171414</u>
Section 5. Review.....	<u>171414</u>
Section 6. Retaking Examination.....	<u>171414</u>
Section 7. Retention of Papers.....	<u>171414</u>
Section 8. Filling Vacancies.....	<u>171414</u>
Section 9. Notice.....	<u>181515</u>
Section 10. Promotional Examination.....	<u>181515</u>
Section 11. Promotional Criteria.....	<u>191515</u>
Section 12. Certification of Scores.....	<u>201616</u>
Section 13. Selection of Applicant.....	<u>201616</u>

CHAPTER XIII – PREDEPRIVATION HEARING	201717
Section 1. Predeprivation Hearing.	201717
CHAPTER XIV – SUSPENSION	211818
Section 1. Suspension Authority.....	211818
Section 2. Waiver.	221818
CHAPTER XV – DEMOTION, DISCHARGE OR REDUCTION FOR CAUSE	231819
Section 1. Discharge and Reduction for Cause.....	231919
Section 2. Request.....	231919
Section 3. Notice and Response.	231919
Section 4. Waiver.	241919
CHAPTER XVI – HEARING	252020
Section 1. Prehearing Requirements.....	252020
Section 2. Hearing.....	252020
Section 3. Order of Procedure at Hearing.....	252020
Section 4. Witnesses to be Sworn.	262121
Section 5. Attorneys.....	262121
Section 6. Applicability of Wyoming Administrative Procedure Act.	262121
CHAPTER XVII – DELEGATION	272222
CHAPTER XVIII – RATIFICATION AND CONFIRMATION	272222
CHAPTER I – DEFINITIONS.....	555
Section 1. Extent of Amendment.....	555
Section 2. Public Safety Director.....	555
Section 3. Days.....	555
Section 4. Appointing Authority.....	555
Section 5. Eligibility List/Eligibility Register.....	555
Section 6. Certified List.....	555
Section 7. Notification of Scores.....	555
CHAPTER II – GENERAL PROVISIONS.....	555

- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar

~~Section 8. Witnesses to be Sworn.....212118~~
~~Section 9. Attorneys.....212118~~
~~Section 10. Applicability of Wyoming Administrative
Procedure Act.....212118~~

~~**Error! Hyperlink reference not valid**, CHAPTER XV – SUSPENSION.....2118~~
~~**Error! Hyperlink reference not valid**, Section 1. Suspension
Authority.....2118~~
~~**Error! Hyperlink reference not valid**, Section 2. Hearing.....2119~~
~~**Error! Hyperlink reference not valid**, Section 3. Waiver.....2119~~

~~CHAPTER XVI – DELEGATION.....212119~~

~~CHAPTER XVII – RATIFICATION AND CONFIRMATION.....222219~~

- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar
- Formatted: Default Paragraph Font, Font: Courier, Check spelling and grammar

DRAFT

CHAPTER I – DEFINITIONS

Section 1. Extent of Amendment. Chapters I through XV~~II~~, inclusive, of the Rules and Regulations of the Civil Service Commission of the City of Casper, Natrona County, Wyoming, are hereby repealed and are replaced by the following Chapters.

Section 2. Public Safety Director. Where the words "Fire Chief" or "Police Chief" are used, "Public Safety Director" can be substituted if applicable.

Section 3. Days. Unless otherwise specified, the term "days" refers to calendar days.

Section 4. Appointing Authority. As defined herein, the term "Appointing Authority" shall mean the ~~Fire Chief or Police Chief~~ City Manager or his/her designee.

Section 5. Eligibility List/Eligibility Register. These terms refer to the initial list of all candidates who passed the testing process with acceptable scores. This list is in ranking order and then becomes certified by the Civil Service Commission.

Section 6. Certified List. Once the eligibility list or eligibility register is certified by the Civil Service Commission, it becomes a certified list.

Section 7. Notification of Scores. Human Resources or its designee will notify candidates of their score(s) on examinations by posting in the Human Resources Office and respective department office.

CHAPTER II – GENERAL PROVISIONS

Section 1. Authority. In accordance with the provisions of Section 15-5-101 et seq., Wyoming Statutes (1977 Republished Edition) and the Wyoming Administrative Procedures Act 16-3-101 et seq., the Civil Service Commission of the City of Casper, Wyoming, adopts the following Rules and Regulations to govern its procedures under Civil Service laws relating to the Fire-EMS and Police Departments.

CHAPTER III - ADMINISTRATION

Section 1. Administration of Civil Service Rules and Regulations. The Commission, established and authorized in accordance with the laws of the State of Wyoming and the City of Casper, shall from its own membership, choose a Chairman who shall serve as the Chief Officer of the Commission and shall have general authority and responsibility in the administration of the Rules and Regulations.

Section 2. Appointment of Members. The Chairman may appoint one or more Commission members or another independent party to preside at any hearing or rule-making proceeding coming before the Commission. Such persons shall serve as Hearing Examiners. Final decisions, however, shall be made in such case on the record, by the Commission.

CHAPTER IV - ELIGIBILITY

Section 1. Employment of Eligible Persons. No person shall be employed or appointed except eligible persons certified by the Commission, provided that emergency appointments may be made under Section 15-5-111 of the Wyoming Statutes.

DRAFT

CHAPTER V – CLASSIFIED SERVICE REVISED

Section 1. Grades. All officers and positions in the Police and Fire-EMS Departments in the City of Casper, Wyoming, are classified into grades as follows:

FIRE-EMS DEPARTMENT

Grade 1A	Fire Fighter I - Community Risk Reduction Officer - Probationary
Grade 1B	Fire Fighter II - Community Risk Reduction Officer - Third Class
Grade 1C	Fire Fighter II - Community Risk Reduction Officer - Second Class
Grade 1D	Senior Fire Fighter - Community Risk Reduction Officer - First Class
Grade 2	Fire Engineer - Community Risk Reduction Officer I
Grade 3A	Fire Captain - Community Risk Reduction Officer II
Grade 3B	Community Risk Reduction Officer Battalion Chief - Community Risk Reduction Officer III
Grade 4	Chief of Community Risk Reduction, Chief of Fire Training/Personnel, Chief of Operations, Division Battalion Chief - Chief
Grade 5	(No Position Currently Assigned.) Deputy Fire Chief
Grade 6	Fire Chief, Public Safety Director

POLICE DEPARTMENT

Grade 1A	Probationary Police Officer
Grade 1B	Police Officer
Grade 1C	Master Officer (No Position Currently Assigned.)
Grade 2	Police Sergeant
Grade 3	Police Lieutenant
Grade 4	Deputy Police Chief - Police Captain
Grade 5	Deputy Police Chief, Police Chief, Public Safety Director
<u>Grade 6</u>	<u>Police Chief, Public Safety Director</u>

The City Manager, upon recommendation of the Civil Service Commission, may subdivide any grade within the classified service.

Unless otherwise designated, subdivisions within a grade do not constitute a separate grade.

Police Department positions in Grades 4, 5, and 6 and Fire-EMS Department positions in Grades 5 and 6 are contracted employees require an employment contract with the City Manager, in which the employee has knowingly and voluntarily agreed to waive his/her due process rights to notice and a hearing under Wyoming's civil service statutory provisions, and agrees to be governed by the terms of the employment contract.

CHAPTER VI – APPLICATIONS FOR ENTRY-LEVEL AND LATERAL LEVEL (POLICE) TESTING

Section 1. Requirements for Application.

a. Applicants must be of good moral character and citizens of the United States. The application of no person shall be considered if he/she has ever been convicted of a felony (as an adult) or is not qualified to perform the essential functions of the position.

b. Applications for examination for positions in the classified service shall be submitted to the City of Casper Human Resources Department and shall specify name, address, and such personal and background information deemed appropriate by the City of Casper Human Resources Department.

c. Application forms shall be available to applicants on the City of Casper website.

d. In order to test for any open position, a completed application must be received by the City of Casper Human Resources Department by the published deadline.

e. A notice that ~~entry level~~entry-level and lateral level examinations will be administered shall be advertised at least one week prior to the date of the examination deadline.

f. Applicants must show proof of a high school diploma or GED prior to hire. The Appointing Authority retains the right to establish minimum hiring criteria not otherwise required by state statute.

g. Applicants for the position of Fire Fighter I and Community Risk Reduction Officer, Probationary, must be at least 19 years of age on the date of employment.

h. Applicants for the position of Probationary Police Officer must be at least 21 years of age on the date of graduation from the Wyoming Law Enforcement Academy (WLEA).

i. Lateral level applicants must have ~~three two~~ (32) years of previous related qualifying law enforcement experience in good standing within the three (3) year period immediately preceding the application.

CHAPTER VII - PHYSICAL/PSYCHOLOGICAL QUALIFICATIONS

Section 1. Qualifications. All applicants may be required to demonstrate their ability to perform the essential functions of the job with or without reasonable accommodation. The Appointing Authority may require a medical and/or psychological examination.

CHAPTER VIII - EXAMINATION FOR ~~ENTRY-LEVEL~~ ENTRY-LEVEL AND LATERAL LEVEL (POLICE) APPLICANTS

Section 1. Examination Requirements. The Commission shall examine the qualifications and competency of all applicants for ~~entry-level~~ entry-level and lateral level positions for the Fire-EMS and Police Departments.

The ~~City of Casper~~ Fire-EMS Department and Casper Police Department ~~entry level~~ entry-level and lateral level tests shall be approved by the Civil Service Commission and overseen by the ~~City of Casper~~ Human Resources Department.

The ~~City of Casper~~ Fire-EMS Department may participate in the multi-jurisdictional written testing process. The written exam shall be administered by an outside testing facility that has a Professional Services Agreement with the City of Casper, which will specifically define their roles and responsibilities in the testing process.

The ~~City of~~ Casper Police Department may participate in the multi-jurisdictional written testing process given through the Wyoming Law Enforcement Academy. All written and physical exams, regardless of the location at which they are administered, shall be proctored by a Casper Police Department representative designated by the Police Chief. All potential applicants will be advised to contact the Wyoming Law Enforcement Academy or Peace Officer's Standard and Training (P.O.S.T.) register to take their written test, which is given multiple times a year.

If the multi-jurisdictional testing process is used, the Casper Police Department ~~will~~ may begin the testing process for ~~entry level~~ entry-level and lateral level applicants by obtaining the most current Wyoming Law Enforcement Academy or Peace Officer's Standard and Training (P.O.S.T.) register of those who passed the written test. The P.O.S.T. register used cannot be more than 12 months old. Applicants from this register ~~will~~ may be eligible for the next phase of the testing process if their score is on or above a percentage score established annually by the Civil Service Commission. This percentage shall not be less than 75%.

Subject to Commission approval and its determination of the relative weight to be assigned to each, testing will consist of the following examinations: physical, written, and oral. All examinations shall be related to the duties established for those positions for which the examination is scheduled and in accordance with State and Federal rules and regulations.

The Civil Service Commission reserves the right to utilize alternative testing methods.

The examination process will be initiated only when there is a position to be filled or when there is an anticipated hiring need.

Section 2. Permitted Matter. All examinations shall be impartial and shall relate only to matters which will test the fitness of the persons to be examined for the position to be filled.

Section 3. Scoring Requirements. No person shall be allowed to continue the examination process or be placed upon the eligibility list whose aggregate percentage of proficiency in each test is less than 75%. When multiple sections of a test are used, Casper Fire-EMS Department applicants must pass each section with a score of no less than 75% or, in the case of a pass/fail test, with a pass. When multiple sections of a test are used, Casper Police Department applicants must pass each section with a score of no less than 70% or, in the case of a pass/fail test, with a pass and an aggregate score of no less than 75%.

The subjects covered in the examination shall be approved by the Civil Service Commission.

Section 4. Right of Review. Upon completion of the scoring of examinations administered by the City of Casper Human Resources Department, each candidate shall be advised of his/her scores and shall, upon request, be permitted to review his/her test results under proper supervision by the Human Resources Department. Candidates will receive, at a minimum, a percentage score for each category of each section of the examination.

Section 5. Review. An applicant may request a review of the testing process upon filing a written request for such review with the Commission within ten (10) calendar days of the date the test scores are certified by the Commission. An applicant will be deemed to have waived any and all objections to the testing process unless the applicant shall have filed a written request with the Human Resources Department for a review thereof within such a ten (10) day period.

Upon a timely request for a review of the testing process as provided herein, the Commission, whenever in its judgment the interest of the public service requires it, may order a ~~re-examination~~ re-examination of applicants; and where it appears that an error or injustice has been done, shall have the power to correct any error or amend or revoke any schedule, list, or other paper or record. Notice shall be given to all persons affected by the alterations and the reason for every such action shall be recorded in full in the minutes of the Commission.

Section 6. Retention of Papers. All examination papers shall be retained for a period of five (5) years by the ~~City of Casper~~ Human Resources Department.

Section 7. Oral Examination. The Commission shall require oral examination. ~~Entry level~~ level ~~Entry-level~~ and lateral level oral examinations shall be conducted by the department head or his/her designate.

CHAPTER ~~IXX~~ - ENTRY LEVEL AND LATERAL LEVEL (POLICE) ELIGIBILITY REGISTER

Formatted: Font: 14 pt

Section 1. Eligibility Register. Following the testing process approved by the Civil Service Commission, the names of all candidates shall be placed on the proper eligibility register in the order of their standing in the examination. The eligibility register shall contain the date of the composite score of test results. Eligible applicants for the Fire-EMS Department shall remain on the register for two (2) years, except the Appointing Authority may choose the option of a one (1) year register. Eligible Police Department applicants shall remain on the register for one (1) year without reexamination and certification. Nothing contained herein shall prevent the Commission, in its discretion, from requiring further examination as to physical fitness, health, and minimum age qualifications prior to certifying the applicant for employment.

Section 2. Certification. When a position is to be filled, the procedure shall be:

- 1) The governing body or the Appointing Authority shall submit a written request to the Commission asking for the names of five (5) eligible persons for the Fire-EMS Department and five (5) eligible persons for the Police Department. The Department will receive the names of five (5) eligible persons per vacancy.
- 2) The Commission may orally request the ~~City of Casper~~ Human Resources Department to release for the Fire-EMS Department the names of five (5) and for the Police Department, the names of five (5) qualified applicants having the highest percentage of proficiency, one (1) of whom shall be employed.

- 3) In the event that all persons certified are unsuitable for the position, the Appointing Authority shall again request additional names from the Commission, up to the limit of five (5) for Fire-EMS and five (5) for Police. This request must be in writing and the reason for certification of additional names shall be stated in the written request. Again, the Commission may orally request the Human Resources Department to release these names to the Appointing Authority.
- 4) If multiple positions are to be filled, the Civil Service Commission will authorize the ~~City of Casper~~ Human Resources Department to release additional names from the certified list until all positions are filled.
- 5) As each position is filled, the ~~City of Casper~~ Human Resources Department is authorized to release the next name on the certified list.
- 6) If there are no registered eligible applicants, the Commission may allow provisional employment, or it may authorize the Appointing Authority to select a suitable person for examination, and if qualified, he/she shall be certified for employment.

Section 3. Reemployment Eligibility. Employees discharged because of a reduction in force are eligible for reemployment within two (2) years following the date of their discharge without further written examination.

Section 4. Veterans' Preference. All other things being equal, persons honorably discharged from military service of the United States shall be given preference for employment over other candidates as provided by law.

Section 5. Exclusion or Removal from Eligibility List. Any false statements or evidence of bad character or dissolute habits shall be deemed sufficient cause to exclude or remove an applicant from the eligibility list.

Section 6. Inquiries Regarding Scores. An inquiring applicant, identified by Social Security number, may be informed of his/her ranking on the eligibility register, the number of candidates on the eligibility register, and his/her composite test score.

CHAPTER X – TRIAL EMPLOYMENT

Section 1. Trial Employment. Appointment to the classified service shall be on a trial basis for the period of time established by Wyoming State Statute.

Section 2. Withdrawal of Appointment. At any time during the trial period as established, an initial appointment to the Fire-EMS Department and Police Department

may be withdrawn ~~by the Appointing Authority~~ if, in the judgment of the department chief, the conduct or capacity of the person appointed has not been satisfactory. Withdrawal of an appointment does not constitute disciplinary action, a ~~demotion~~, discharge, or reduction for cause; therefore, provisions of Chapters ~~XIII and XIV~~ ~~H~~ do not apply. In the event of a withdrawal of appointment, City of Casper Rules and Regulations probationary discharge procedures will apply.

Formatted: Not Highlight

Section 3. Confirmation of Appointment. If, at the end of the trial period, it has been found that the conduct and capacity of the person appointed ~~has~~ ~~has~~ been satisfactory, ~~his/hersuch~~ appointment shall be documented ~~in his/her~~ ~~the employee's~~ ~~personnel file~~.

CHAPTER XI – APPLICATIONS FOR PROMOTIONAL TESTING

Section 1. Requirements for Application.

- a. Applications for examination for positions in the classified service shall be submitted to the ~~City of Casper~~ Human Resources Department and shall specify name, address, and such personal and background information deemed appropriate by the ~~City of Casper~~ Human Resources Department.
- b. Application forms shall be available to applicants on the City of Casper website.
- c. In order to test for any open position, a completed application must be received by the ~~City of Casper~~ Human Resources Department by the published deadline.

CHAPTER XII – EXAMINATION OF CANDIDATES FOR PROMOTION

Section 1. Examination Requirements. The Commission shall examine the qualifications and competency of all applicants for promotional positions for the Fire-EMS and Police Departments. Written examinations shall be approved by the Commission and conducted by the ~~City of Casper~~ Human Resources Department. Such examinations shall be related to the duties established for those positions for which the examination is scheduled and in accordance with State and Federal rules and regulations.

Section 2. Permitted Matter. All examinations shall be impartial and shall relate only to matters which will test the fitness of the persons to be examined for the position to be filled.

Section 3. Determination by Commission. The subjects covered in the examination shall be approved by the Commission.

No person shall be placed upon the Police eligibility list whose total aggregate percentage of proficiency is less than 75%.

No person shall be placed upon the Fire-EMS eligibility list whose total aggregate percentage of proficiency is less than 75% in each section of the testing process.

Section 4. Applicant to Receive Notice. Upon completion of the scoring of examinations, each candidate shall be advised of his/her scores and shall, upon request, be permitted to review his/her test results under proper supervision by the Human Resources Department. Candidates will receive, at a minimum, a percentage score for each category of each section of the examination.

Section 5. Review. An applicant may request a review of the testing process upon filing a written request with the Human Resources Department for such review with the Commission within ten (10) calendar days of the date the test scores are certified by the Commission. An applicant will be deemed to have waived any and all objections to the testing process unless the applicant shall have filed a written request for a review thereof within such a ten (10) day period.

Upon a timely request for a review of the testing process as provided herein, the Commission, whenever in its judgment the interest of the public service requires it, may order a ~~re-examination~~ re-examination of applicants; and where it appears that an error or injustice has been done, shall have the power to correct any error, decertify, or amend or revoke, or declare exhausted any schedule, eligibility list or certified list, or other paper or record. Notice shall be given to all persons affected by the alterations and the reason for every such action shall be recorded in full in the minutes of the Commission.

Section 6. Retaking Examination. An applicant who has failed an examination shall not be admitted to a subsequent examination for the same position within one (1) month from the date of the failed examination.

Section 7. Retention of Papers. All promotional examination papers shall be retained for five (5) years by the ~~City of Casper~~ Human Resources Department.

Section 8. Filling Vacancies.

a. Except as otherwise provided by law, no person may be employed or appointed in the Fire-EMS or Police Department except from the list of eligible persons certified by the commissions to the governing body.

b. Appointment of a person to the office of Fire Chief may be made from within or ~~without outside~~ the department and any appointment shall be based upon competitive examinations and merit. However, subject to equal qualifications, members of the department from the next lower grade shall be given preference for appointment to that office.

c. This section does not apply to the appointment, tenure, or office of the Police Chief. However, if any member of the Police Department is appointed Police Chief, he shall remain on the list of eligible persons certified and his classification remains the same at the end of his term as Police Chief. (This provision does not apply to a Fire Chief or Police Chief with an employment contract.)

d. Fire-EMS Department. Each vacancy in positions within the Fire-EMS Department, if filled, shall be filled by promotion of a competent person from the next lowest grade.

e. Police Department. Each vacancy in positions within the Police Department, if filled, shall be filled by promotion of a competent person from the next lowest grade; ~~and, and~~ the following time in grade requirements shall be observed:

No persons with less than four (4) years of qualifying law enforcement service, of which no less than two (2) years ~~has have~~ been served with the Casper Police Department and no less than two (2) years of previous qualifying law enforcement service was served within the three year period immediately preceding current employment with the Casper Police Department prior to the application deadline for a promotional examination shall be eligible for promotion to the rank of Grade 2; persons must complete at least one (1) year of service at Grade 2 prior to the application deadline for a promotional examination to be eligible for promotion to Grade 3; ~~and, there shall be no in-service time requirement for promotion from Grade 3 to Grade 4.~~

Section 9. Notice. Notice of examination for promotion shall be posted in the office of the branch of service in which the promotion is to be made, at least forty-five (45) days in advance of such examination and shall state the character of the examination, who is admissible to it, the date upon which the receipt of application will close, and the date of the examination.

Section 10. Promotional Examination. An application for a promotional examination must be filed by the applicant with the department head at least thirty (30) days before the date fixed for the examination. Subsequent promotional examinations may be held prior to the exhaustion of an existing promotional list.

Section 11. Promotional Criteria. Promotion shall be based on competitive examination and ascertained merit.

a. Competitive Examination. Subject to Commission approval and its determination of the relative weight to be assigned to each, testing shall consist of one or more of the following examinations: written, oral, or other. Examination shall be a practical test of the applicant's knowledge of the duties of the position to be filled by promotion and of the applicant's competence to satisfactorily discharge the same.

b. Ascertained Merit. Ascertained merit shall be based upon a report of the head of the department on efficiency, character, and conduct. The concerned department shall maintain personnel records for each employee, showing: (a) the quality of work performed; (b) the quantity of work performed; (c) his/her aptitude and capacity for initiative; (d) punctuality and attendance; and, (e) character and habits, as far as it affects his/her efficiency and trustworthiness, and such record shall also show all fines and penalties imposed, and all commendations bestowed whenever these are a matter of record. Such record shall be open to the inspection of classified employees under proper supervision. ~~The head of the department shall report all acts of unusual bravery to the Commission that the case may be rewarded by honorable mention.~~

Commented [HR1]: Nothing in State Statute regarding this particular comment.

If an oral examination is used, oral examinations for promotions shall be conducted by not less than two (2) examiners.

If an assessment center is used, the Civil Service Commission will approve the assessment center process.

~~c. Education Requirements. Educational requirements for specific promotions are as follows. Degrees must be from an accredited college and are required at the time of the promotion. (Effective July 1, 2019)~~

Commented [HR2]: Nothing in State Statute regarding these specifics.

~~i. Fire-EMS Department:~~

- ~~• Promotion from Grade 2 to Grade 3A may require an Associate's Degree or equivalent college credits.~~
- ~~• Promotion from Grade 3A to Grade 3B may require a Bachelor's Degree or equivalent college credits.~~
- ~~• Promotion from Grade 3A or 3B to Grade 4 may require a Bachelor's Degree or equivalent college credits.~~
- ~~• Promotion from Grade 4 to Grade 5 may require a Bachelor's Degree or equivalent college credits.~~
- ~~• Promotion from Grade 4 to Grade 6 may require a Bachelor's Degree or equivalent college credits.~~

~~ii. Police Department:~~

- ~~• Promotion from Grade 1B to Grade 2 may require an Associate's Degree or equivalent college credits.~~
- ~~• Promotion from Grade 2 to Grade 3 may require an Associate's Degree or equivalent college credits.~~
- ~~• Promotion from Grade 3 to Grade 4 may require a Bachelor's Degree or equivalent college credits.~~
- ~~• Promotion from Grade 4 to Grade 5 may require a Bachelor's Degree or equivalent college credits.~~

cd. Minimum Average. A list of eligibility for promotion shall be kept by the Commission and the Human Resources Department, and shall be certified by the Commission for the City Manager.

- i. Fire-EMS Department. No person shall be allowed to continue in the promotional examination process or be placed upon the eligibility list whose percentage of proficiency in each test is less than 75%.
- ii. Police Department. No person who fails to attain an average of at least 75% aggregate score of proficiency on all competitive examination promotional criteria shall be deemed eligible for promotion or be placed upon the eligibility list.

de. Physical and/or Psychological Fitness. Physical and/or psychological fitness requirements as approved by the Commission may be made a part of the practical testing process for all promotional applicants. Those applicants who fail to meet these requirements shall become ineligible for promotion to the next highest rank.

Section 12. Certification of Scores. The Human Resources Department shall certify to the Commission the scores of all applicants on the examinations within the time prescribed by the Fire-EMS Department contract and within thirty (30) days for the Police Department.

Section 13. Selection of Applicant. The Police Chief or Fire Chief shall have the sole discretion to fill a promotional vacancy in their respective departments from the certified list of all eligible candidates, for which any such candidate's efficiency, character, and past conduct may be taken into consideration for any such promotion. The Commission shall be notified of the name of the candidate promoted to any such position.

CHAPTER XII ~~IIIV~~ -- SUSPENSION/PREDEPRIVATION HEARING

Section 1. Predeprivation Hearing. Prior to the suspension of more than 16 hours, demotion, discharge, or a reduction or cause, a Civil Service employee shall have

Formatted: Font: 14 pt

the right to a pre-deprivation hearing with the Human Resources Director, or the Risk Manager, at the sole discretion of the Human Resources Director ("hearing officer"). The employee shall be notified of his or her right to this hearing in writing by the Chief of the Department or his or her designee at least five (5) business days before the hearing.

At this hearing, the employee shall be presented with the reasons for the disciplinary action and shall have an opportunity to present relevant information and rebuttal to the hearing officer. The employee shall have no right to have an attorney or any other representative present at this hearing.

Should the hearing officer find a reasonable basis for the proposed discipline, he or she shall so indicate in writing to the Chief of the Department and the employee of the discipline and its appeal process, if applicable, shall proceed pursuant to these rules.

Should the hearing officer find that there is no reasonable basis for the proposed discipline he or she shall report such finding in writing to the Chief of the Department and the employee and the discipline will not be implemented and the employee shall be returned to duty if they were on administrative leave pending the discipline (unless matters of an investigation are unresolved).

CHAPTER XIV - SUSPENSION

Section 1. Suspension Authority. The Appointing Authority may suspend subordinates within their respective departments for disciplinary purposes.

a. Suspensions of Sixteen (16) Hours or Less. A suspension of an employee without pay for sixteen (16) hours or less ordered by either the Police Chief or the Fire Chief for any given incident is a *De Minimis* deprivation for which the employee shall have

no right of appeal or review by the Commission, and any such suspension shall be deemed to be final.

b. Suspensions of ~~More than Sixteen (16) Hours~~ or More but Less Than One Hundred Twenty (120) Hours. In the case of suspensions without pay of ~~more than sixteen (16) hours~~ or more but less than one hundred twenty (120) hours, written notice of the charges supporting the suspension shall be given to the employee and the Commission concurrently with the suspension, or as soon as practical thereafter. The affected employee may make a written request for a hearing before the Commission within ten (10) days of the date of the written suspension notice. If requested, a hearing before the Commission or Hearing Examiner shall be scheduled at which the disciplinary action shall be reviewed. The procedure to be followed in such a case shall be as outlined in Chapter ~~XVII, Section 6J~~. The Commission may either uphold, or reverse, or modify the disciplinary action following the hearing. If not so requested, said hearing right shall be considered waived.

c. Suspensions of One Hundred Twenty (120) Hours or More. Suspensions without pay for a period of one hundred twenty (120) hours or more shall require the prior written consent of the Commission. In such case, written notice of the charges supporting the suspension shall be given to the affected employee and to the Commission, and the Commission or Hearing Examiner shall schedule a hearing. Following such hearing (as outlined in Chapter XVI), the Commission may either issue its written consent, decline to do so, or issue its consent conditionally.

Section 2. Waiver. The affected employee may waive his or her right to a hearing by submitting a signed, notarized letter to this effect to the Civil Service Commission in care of the ~~City of Casper~~ Human Resources Department. The waiver must be voluntary, knowing, and complete.

CHAPTER XVI – PREDEPRIVATION HEARING

Prior to the suspension of ~~more than 16 hours or more, demotion, or discharge,~~ a Civil Service employee shall have the right to a pre-deprivation hearing with the Human Resources Director, or the Risk Manager, at the sole discretion of the Human Resources Director (“hearing officer”). ~~The employee~~ Employee shall be notified of his or her right to this hearing in writing by the Chief of the Department or his or her designee at least five (5) business days before the hearing.

~~At this hearing, the employee shall be presented with the reasons for the disciplinary action and shall have an opportunity to present relevant information and rebuttal to the hearing officer. The employee shall have no right to have an attorney or any other representative present at this hearing.~~

~~Should the hearing officer find a reasonable basis for the proposed discipline, he or she shall so indicate in writing to the Chief of the Department and the employee and of the discipline and its appeal process if applicable shall proceed pursuant to these rules.~~

~~Should the hearing officer find that there is no reasonable basis for the proposed discipline he or she shall report such finding in writing to the Chief of the Department and the employee and the discipline will not be implemented and the employee shall be returned to duty if they were on administrative leave pending the discipline (unless matters of an investigation are unresolved).~~

CHAPTER XVIII - DEMOTION, DISCHARGE AND OR REDUCTION FOR CAUSE AND DEMOTION

Section 1. Discharge and Reduction for Cause. Discharge from a department, or reduction in grade or compensation, or both, may be made by the Appointing Authority with the consent of the Commission, for any cause not political or religious, which will promote the efficiency of the service. Any discharge or reduction shall be effective upon the consent of the Commission after a hearing.

~~**Section n-22. Request.** The Appointing Authority shall make a request to the Commission for its consent ~~for~~ any discharge, reduction in grade or compensation, ~~or suspension for more than 120 hours,~~ specifying therein the grounds, therefore, and requesting the Commission to set a hearing on the request. The Appointing Authority shall, at the same time, provide a copy of the request to the affected employee.~~

Section 33. Notice and Response.

a. Immediately after receipt of such request, the Commission or Hearing Examiner shall set a time and place for the hearing thereon, which shall be not less than ten (10) days nor more than twenty (20) days after receipt of such request. As soon as practicable, the Commission or Hearing Examiner shall notify the employee by notice served personally on him/her, or by mail, at his/her last known address, and the Appointing Authority of the time and place of the hearing. Such notice shall contain the following:

1. The time, place, and nature of the hearing;
2. The legal authority and jurisdiction under which the hearing is to be held;
3. The particular sections of the statutes and rules involved;
4. A short and plain statement of the matters asserted. If the

Commission or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved, and thereafter upon application, a more definite and detailed statement shall be furnished.

b. Any employee who is notified of a request that he or she be discharged or reduced in grade or compensation has the right to answer, in writing, the statement of the authority requesting discharge or reduction, and to file this with the Commission within five (5) business days of the Appointing Authority's request, as provided in Section 2. Such employee shall at the same time provide a copy of the response to the Appointing Authority.

Section 44. Waiver. An employee may waive his or her right to a hearing by submitting a signed, notarized letter to this effect to the Civil Service Commission in care of the ~~City of Casper~~ Human Resources Department. The waiver must be voluntary, knowing, and complete.

CHAPTER XVI – HEARING

Section 15. Prehearing Requirements.

a. **Time of Hearing.** The Commission or Hearing Examiner shall proceed to hear the request at the time and place set in the notice. In the event the Commission, Hearing Examiner, or either party, shall request a resetting, then the Commission or Hearing Examiner may reset the matter for hearing at a time not more than thirty (30) days from that set in the original notice.

b. **Docket.** When a case is instituted by the filing of a request, the Commission or Hearing Examiner shall establish a separate file and docket of said case, which shall contain and show all pleadings pertaining thereto.

c. **Default in Responding or Appearing.** In the event of failure of the employee to respond or otherwise plead under these Rules, the Commission or Hearing Examiner may summarily proceed with an ex parte hearing on the request.

d. **Discovery.** The Commission, through its presiding officer or Hearing Examiner, upon application of any party shall issue a subpoena requiring the appearance of witnesses for the purpose of taking evidence, or requiring the production of any books, papers, or other documents relevant or material to the inquiry. Other discovery shall be available pursuant to the Wyoming Administrative Procedure Act.

Section 26. Hearing. At the date, time, and place of hearing, any party may be represented personally or by counsel, provided that such counsel be duly authorized to practice law in the State of Wyoming, ~~or is otherwise associated~~ at the hearing with one or more attorneys authorized to practice law in this state.

Commented [HR3]: Nicole is confirming with John to consider removal of "or is otherwise associated"

Section 37. Order of Procedure at Hearing. As nearly as possible, hearings shall be conducted in accordance with the following order of procedure.

a. The Commission or Hearing Examiner shall announce that the hearing is convened upon the call of the docket number and title of the matter and case to be heard, and thereupon the Commission or Hearing Examiner shall note for the record the appearance of parties and their counsels of record.

b. Opening statements may be made.

c. The Appointing Authority shall proceed to present evidence. Witnesses may be cross-examined. All exhibits offered by and on behalf of the Appointing Authority shall be marked by numbers, beginning with "1".

d. The employee shall be heard in the same manner as the Appointing Authority. Each of ~~the~~ employee's exhibits shall be marked separately ~~so as to~~ identify them, commencing with the letters of the alphabet, beginning with "A".

e. Each of the parties may offer rebuttal evidence within the discretion of and by order of the Commission or Hearing Examiner.

f. Closing statements, ~~at the conclusion of~~ after the presentation of evidence, may be made by the representative of the parties.

g. After all proceedings have been concluded, the Commission or Hearing Examiner shall dismiss and excuse all witnesses and declare the hearing closed. The Commission shall take the case under advisement and the decision of the Commission shall be announced within a reasonable time.

Section 48. Witnesses to be Sworn. All persons testifying at any hearing before the Commission or Hearing Examiner shall stand and be administered the following oath by the presiding officer or Hearing Examiner:

"Do you swear (or affirm) to tell the truth, the whole truth, and nothing but the truth in this hearing?"

Section 59. Attorneys. The filing of an answer or other appearance by an attorney constitutes his/her appearance for the party for whom the pleading is filed. The Commission or Hearing Examiner shall be notified in writing of his/her withdrawal from any hearing. Any person appearing before the Commission or Hearing Examiner at a hearing in a representative capacity shall be precluded from examining or cross-examining any witness, unless such person shall be an attorney licensed to practice law in the State of Wyoming, or a nonresident attorney associated with a Wyoming attorney qualified to practice law in the State of Wyoming. This rule shall not be construed to prohibit any person from representing himself in any hearing before the Commission, but any such person appearing personally must abide by the Rules of Evidence and the Administrative Procedures Act under the laws of the State of Wyoming.

Section 160. Applicability of Wyoming Administrative Procedure Act. The hearing and all related matters shall be conducted as a contested case, pursuant to the Wyoming Administrative Procedure Act.

CHAPTER ~~XVII~~ - DELEGATION

The Commission may delegate any duty prescribed by these Rules, where such delegation is not prohibited by State or Federal Law.

CHAPTER ~~XVIII~~ - RATIFICATION AND CONFIRMATION

The Commission ratifies and confirms the existing classifications and employees of the Fire-EMS and Police Departments which are not inconsistent with these Rules and Regulations.

DRAFT



FY 2022 Community Promotions Final Report

Please file this form within **30 days** of the conclusion of your event. Submit this form electronically to the City Manager's Office at rjordansmith@casperwy.gov. Submit any bills for reimbursement electronically to accountspayable@casperwy.gov. **Failure to complete and send in this form could result in a denial of payment for in-kind, facilities, AND cash funding, as well as a disqualification from any future funding grants.**

Organization: *Natrona County Master Gardeners* Program/ Event: *Life's a Garden, Dig It!-2022 Spring Conference*

Contact Person: *Janet Owens* Phone Number: *307-265-2976* Date: *April 23, 2022*

Email Address: *owenscasper@gmail.com*

1. Mission

Please state the agency's mission/vision:

Helping others know how to grow...the Natrona County Master Gardeners are educated citizen volunteers who partner with the University of Wyoming Extension of Natrona County to contribute to a more viable community by addressing privately and publicly owned green spaces, increasing the urban forest with high diversity, providing opportunities for increased property values through sustainable landscaping, improving food security through effective plant management and exploring growing options, and other relevant horticultural applications.

2. Written Account of your Event

Please limit your written account to one (1) page of written material.

The 2022 spring conference, Life's a Garden, Dig It!, was held on a snowy April 23, 2022 at the Agricultural Resource and Learning Center in Casper. The event was open to the public and featured four highly trained, expert presenters who covered the following: Nut Possibilities for the Farm and Garden, Growing the American Elderberry, Wyoming 2022 and Beyond Weather Forecast, Pruning Evergreens Like A Pro, and Starting from Seeds: Tips and Tricks. Registrants included Master Gardeners and gardening enthusiasts from Natrona County, various counties throughout Wyoming and one from Colorado.

Was the event successful?

Yes, the event was successful in that objectives were met, and the educational opportunities were applicable and valuable. Registration numbers were very good. The planning committee had hoped for a few more registrations; however, we believe that there may be continued hesitancy from some people to resume activities as they had in the past. The weather also impacted day-of registrations.

Did it go off as expected?

Yes. Conference logistics were well organized. Although "standard" COVID protocols have been lifted, precautions remained in place. Attendees were provided ample space. Lunch, provided by a locally owned vendor (The Cottage), was individually boxed to minimize exposure.

Given the weather that day, the conference went off better than expected. One of the speakers scheduled during the afternoon was unable to attend due to road closures. Fortunately, one of the other presenters who arrived the night before from Missouri was able to cover the absent speaker's topic seamlessly.

Were there any problems?

Yes. Due to the forecasted and realized excessive snowfall which began the night before the conference and continued throughout the day, road closures prevented registrants coming from the east and south of Casper from getting here. Unfortunately, it was too late to adjust the lunch order or minimize any other conference related expenses. There were no onsite, day-of registrations; it's believed this was due to the weather.

3. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from community promotions funding and whether it was for cash, in-kind, facilities, or any combination of the three.**

Attached

4. Program Significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
 - ✓ *Natrona County Master Gardeners and Trainees – Additional education improves our ability to educate others.*
 - ✓ *General public – Expand opportunities to learn about growing options for our region.*
 - ✓ *Out of county registrants – Education, awareness, and the economic impact of out-of-county visitors to Casper.*
 - ✓ *Community – The community will benefit from the Master Gardeners' ability to provide better informed advice.*
- b. What impact did the program have on the specified target population and community?
Those who attended gained increased knowledge of growing practices and the impacts of external factors improves growing success. Additionally, attendees improved awareness of upcoming gardening events and resources and developed connections with other gardeners.
- c. Have there been significant trends over the past months regarding your target population?
With the cost of food and other essentials on the rise, there seems to be a resurgence of interest in home gardening. As this has occurred, there is more pressure on the Master Gardeners, a volunteer entity, to provide services to help the public be successful in their growing endeavors.

5. Results

- a. Please describe the outcomes/outputs
Attendees received research-based, proven methods of growing various nut trees and elderberries, gained a better understanding of weather trends and forecasts as weather impacts growing seasons and environs, proper evergreen tree trimming, and successful seed starting techniques.

- b. Please describe the method of measurement
This is difficult to accurately measure as the instruction was primarily provided through demonstration and lecture; however, survey responses have indicated that the sessions were informative and helpful.
- c. Please describe the performance results
Some of the attendees commented that they intended to plant and cultivate elderberries and/or one or two of the types of nut trees presented as options for our region. Both crops would be somewhat new to the area and very beneficial. As a result of the evergreen pruning session, attendees should be able to properly prune various types of evergreens properly to avoid tree damage in the process. Don Day's session on weather will improve gardeners' abilities to make decisions about what to plant and when to plant based on anticipated precipitation, heat, wind, and other weather factors. The seed starting lecture provided alternate methods for successful seed germination.

6. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered
✓ *A total of five different educational topics were offered.*
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the event
✓ *Presenters were credible experts in their field. They were able to present their topics in a manner that was understandable and applicable.*
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
✓ *In-person learning opportunities have been limited over the past two years. Although we don't have data to support how this has directly affected those seeking to further their knowledge about growing plants, etc., it certainly has impacted networking. This conference allowed attendees to interact with their peers and the presenters more effectively.*
- d. How could the event have worked better?
✓ *Although remote learning doesn't seem to be the choice of most people, it would have been helpful to have it available for those who could not get to the conference because of the weather. We did not have that option available.*
- e. How will you address this?
✓ *We need to explore options to provide remote access well in advance of the conference.*

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people attended and/or participated in your event.

- a. **Please fill out the information in one of the three boxes below.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.
- b. Please provide information as to number of participant/spectators who are from Casper and those that are from outside of Casper, as well as what method you used to count.

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

<i>I can Accurately Count the number of people who attended my event because:</i>	
<input type="checkbox"/> We sold tickets <input type="checkbox"/> We took a turnstile count or counted people as they came in <input type="checkbox"/> We conducted an organized head count <input checked="" type="checkbox"/> All participants were registered <i>NOTE: There were 99 registrants, but we had weather-related registrant cancelations due to road closures.</i> <input type="checkbox"/> We used sign-in sheets <input type="checkbox"/> <i>We used another method that was pre-approved by the City Manager's Office</i>	
Number who Actively Participated:	<input style="width: 100px;" type="text" value="88"/>
Number who attended as Spectators:	<input style="width: 100px;" type="text"/>

<i>I can only make a Rough Estimate of the number of people who attended my event.</i>	
Number who Actively Participated:	<input style="width: 100px;" type="text"/>
Number who attended as Spectators:	<input style="width: 100px;" type="text"/>

<i>I can make an Educated Guess at the number of people who attended my event because:</i>	
<input type="checkbox"/> We counted cars <input type="checkbox"/> We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i> <input type="checkbox"/> <i>We used another method that was pre-approved by the City Manager's Office</i>	
Number who Actively Participated:	<input style="width: 100px;" type="text" value="88"/>
Number who attended as Spectators:	<input style="width: 100px;" type="text"/>

What's the difference between a participant and a spectator?

A **participant** is someone who is actively involved in the activity; a **Spectator** is someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator! For example:

If your event was....	Then your count of <u>Participants</u> would include...	And your count of <u>Spectators</u> would include...
<i>.... a Baseball Tournament</i>	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>

<i>.... a Bake Sale fundraiser</i>	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
<i>... a class for teens about alcohol abuse</i>	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
<i>.... a soup kitchen that gave food to the homeless</i>	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>

ADDITIONAL NOTES (IF NEEDED): *The planning committee initially hoped for 125-150 registrants; however, that number was reduced, and the budget was reconfigured in January as COVID-19 was making another significant surge at that time as it transitioned between the Delta and Omicron variants. Because of that, we reduced the anticipated number of participants and increased the registration fee to cover anticipated expenses. Registration fees were based on 70 participants as the minimum needed to break even while allowing ample space around seating to provide adequate social distancing. As it was, we were able to accept up to 99 registrants. Twenty five percent of registrants were from out-of-county. We lost nearly half of those who chose not to arrive the day before the conference because roads closed on that Saturday morning. Those that made it stayed in Casper hotels.*

The added revenue of 18 additional registrants combined with unexpected savings from budget helped to keep the conference financially sustainable. The combination of savings from the cancelation of one of the presenters and the ability to utilize the Agriculture Research and Learning Center's sound system resulted in a savings of approximately \$800.

The Natrona County Master Gardeners are pleased to provide this learning opportunity to the citizens of Casper and beyond.

Expenses	Expenditure	Revenue	NOTES
Presenter - Dennis Patton			
Honorarium	\$200.00		
Hotel (\$96/night)	\$96.00		Ramkota - Government rate
Airfare	\$351.99		
Travel Expenses (.58/mi)	\$53.94		
Airport Parking	\$15.00		
Presenter - Patrick Byers			
Honorarium	\$200.00		
Hotel (\$96/night)	\$192.00		Ramkota - Government rate
Airfare	\$649.20		
Travel Expenses (.58/mi)	\$58.00		
Airport Parking	\$30.00		
Add'l Meal during stay	\$13.84		
Presenter - Don Day			
Honorarium	\$31.50		Wyoming cup from The Nic
Hotel (\$96/night)	\$192.00		Ramkota - Government rate
Travel Expenses (.58/mi)	\$208.80		From Cheyenne
Meals	\$15.00		Had to stay longer due to roads
Presenter - Kathy Shreve			
Honorarium	N/A		Roads closed - Canceled day-of
Hotel (\$96/night)	\$0.00		Unable to get to Casper
Travel Expenses (.58/mi)	\$162.40		Cheyenne to Lusk & back home
Food			
Morning Snack & Beverages	\$128.10		
Lunch (75 @ \$12.95)	\$1,295.00		100 lunches for anticipated attendees
Friday dinner for guest presenters	\$97.70		Speakers food only - Rib & Chop
Add'l meals for guest presenters	\$74.44		Fri. lunches & Sat. dinner
Other			
Printing	\$20.00		
Bulk mailings	\$107.54		
Decorations	\$181.26		
Sound (AV)	\$0.00		Used ARLC sound system
Revenue			
Community Promotions - City of Casper		\$937.50	
Paid Registrations (93 total, 23 out of Natrona County)			No charge for current trainees (5) or the Extension Horticulturist
This includes charges for use of the Square		\$5,178.48	
Refunds to 11 out-of county registrants due to road closures		(\$715.00)	
TOTALS	\$4,373.71	\$5,400.98	
NET	\$1,027.27		

Life's a Garden

APRIL 23, 2022
8AM-3:30PM

307.235.9400
INFORMATION

Dig It!

YOU ARE INVITED!

The 2022 Master Gardener's Spring Conference features an array of speakers who will get you excited and help guide you in the possibilities of gardening in the wonderful state of Wyoming! Prepare to be **INFORMED** and **ENTERTAINED**. *Reserve your spot today.* Your ticket includes a light breakfast items, AND a catered lunch!

PATRICK BYERS

Nut Possibilities for the Farm and Garden

Nuts CAN grow in Wyoming! While winter hardiness, dry conditions and a short growing season can limit the options, several nuts are adapted to central Wyoming. Learn how to grow black walnut, Chinese chestnut, American hazelnut, and hickory. Plus, we will discuss other nuts that are a bit risky but still worth considering – butternut, Carpathian walnut, and walnut hybrids.

Growing the American Elderberry

Elderberry – beautiful, productive, excellent habitat plant, and good for your health! Learn how to choose the best elderberry for your garden, how to establish and grow this interesting plant, and how to reap an abundant harvest of flowers and fruit for your efforts.

DON DAY, JR.

Wyoming 2022 and Beyond Weather Forecast

Don loves the challenge of forecasting weather in the Rocky Mountain West and High Plains. This session will help you gain a better understanding of current weather conditions and will help guide you in your garden plans by looking at what lies ahead.

DENNIS PATTON

Pruning Evergreens Like a Pro

The mention of the word pruning strikes fear in many gardeners. Where do I prune? When to prune? Will I make a mistake? In this session we will cover all you need to know about pruning evergreen trees and shrubs for success. After this session you will have more confidence to prune like a pro – enhancing the beauty of your landscape.

KATHY SHREVE

Starting from Seed: Tips and Tricks

Are you interested in starting your own plants from seed? This presentation will discuss some tips and tricks on how to successfully start your own plants from seed using items you might have around your house. You don't need a fancy, expensive propagation system or spend hours and hours of your precious time to successfully grow seedlings for your own gardens.

UNIVERSITY
OF WYOMING
EXTENSION
Natrona County

master
gardener



April 23, 2022

REGISTRATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SPRING GARDENING CONFERENCE

- Early Registration – \$55 (by April 8)
- General Registration – \$65
- Vegan option for lunch
- Vegetarian option for lunch

Mail registration & check to:
NATRONA COUNTY MASTER GARDENERS
2022 Spring Conference
2011 Fairgrounds Road
CASPER, WY 82604
Please make checks payable to
Natrona County Master Gardeners

MARK YOUR CALENDAR!

APRIL 23, 2022 / ARLC / 8-3:30



SCHEDULE

8:00 – 8:30 am	Registration
8:30 – 8:45 am	Welcome & Announcements
8:45 – 9:45 am	PATRICK BYERS Nut Possibilities for the Farm and Garden
9:45 – 10:00 am	Break
10:00 – 11:00 am	DENNIS PATTON Pruning Evergreens Like a Pro
11:00 – 11:15 am	Break
11:15 – 12:00 pm	PATRICK BYERS Growing the American Elderberry
12:00 – 1:00 pm	Lunch
1:00 – 1:15 pm	Announcements and Door Prizes
1:15 – 2:15 pm	DON DAY Wyoming 2022 and Beyond Weather Forecast
2:15 – 2:30 pm	Break
2:30 – 3:30 pm	KATHY SHREVE Starting from Seed: Tips and Tricks
3:30 pm	Final Announcements & Thank You

Issued in furtherance of extension work, acts of May 8 and June 30, 1914, in cooperation with the US Department of Agriculture. Glen Whipple, Director, University of Wyoming Extension, University of Wyoming, Laramie, Wyoming 82071. The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief in any aspect of employment or services. The institution's educational programs, activities, and services offered to students and/or employees are administered on a nondiscriminatory basis subject to the provisions of all civil rights laws and statutes. Evidence of practices that are not consistent with this policy should be reported to the Employment Practices Office at (307) 766-6721.

HAVE QUESTIONS?

Call the Master Gardeners' Office at 307-235-9400.

FOOD & ACCOMMODATIONS

Please dress in layers for your comfort. Temperatures can be tricky this time of year! We are happy to help make the conference accessible for those with hearing or vision impairments. Please let us know in advance if you require assistance in this area. Your registration fee includes a light continental breakfast, coffee breaks, and lunch! If you have dietary restrictions, please plan accordingly. Help us go green and please bring your own cup for coffee, tea and water.

GIVEAWAYS & GOODIES

Our retail table will have a great selection of items for sale, plus free handouts full of hints. Every participant is eligible for our door prize drawings!

LOCATION

The ARLC (Agriculture Resource and Learning Center)
Building is located at: 2011 Fairgrounds Road, Casper WY 82604
Watch for signage saying Univ. of Wyoming Natrona County Extension. Enter west doors.
Park on the east, west and south sides of the building, or in one of a few street spaces.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/22/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phillip Rael, Agent 770 W. Collins Dr., Ste 100 Casper, WY 82601	CONTACT NAME: Nicole Bissey PHONE (A/C, No, Ext): 307-333-6185 E-MAIL ADDRESS: nicole.m.bissey.e5L2@statefarm.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Master Gardeners of Natrona County 2011 Fairgrounds Rd. Casper, WY 82604-2901	INSURER A : State Farm Fire and Casualty Company	NAIC # 25143
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			90-BJ-K902-9	03/14/2022	03/14/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Type of business: Clubs-Civic, Service or Social; no buildings or premises owned or leased except for office purposes

CERTIFICATE HOLDER Master Gardeners of Natrona County 2011 Fairgrounds Rd. Casper, WY 82601-2901	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

From: Jill Stillwagon <jstillwagon@wyomingfoodbank.org>
Sent: Thursday, May 5, 2022 10:31 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Announcement: New Food Bank of Wyoming Executive Director

Good Morning Mr. Napier,

I want to share with you that after an extensive national search, I am excited to announce that Rachel Bailey will be joining our organization as the executive director of [Food Bank of Wyoming](#) on May 16. We look forward to welcoming Rachel and are excited to have her connect with all of you in the coming months to work toward a brighter future for all Wyomingites – TOGETHER.

You most likely are familiar with Rachel through her work in Central Wyoming as a nonprofit executive director and campaign organizer for over a decade. From her grassroots campaign work for the American Cancer Society to her time as the executive director of the Wyoming Symphony Orchestra, Rachel's work has centered on fostering community and connectivity across Wyoming. Rachel transformed the Wyoming Symphony Orchestra through partnership building, relevant program creation, volunteer recruitment, and donor stewardship.

Her marketing and business work took her from San Francisco to London and involved travel throughout Europe, Asia, and Africa to hone her business expertise. But Rachel grew up in Wyoming and missed the wide-open plains and mountains and being part of a community. When she returned in 2009, Rachel sought opportunities to use her skills to help make Wyoming a better place to live, work, and play.

In her free time, you will find Rachel hiking, biking, camping, skiing, and snowshoeing with her faithful sidekick, Maeve, a rescue dog. Rachel also enjoys spending time in the kitchen creating (mostly) edible cuisine for friends and family and is an enthusiastic, but not always successful, gardener.

Please join me in warmly welcoming Rachel. We are thrilled to have her visionary leadership at the helm of Food Bank of Wyoming to strengthen our work across the region.

Food Bank of Wyoming is incredibly grateful for your support and the commitment to serving Wyoming people facing hunger!

With gratitude,

Jill Stillwagon

Development Manager

Pronouns: she/her/hers ([What's this?](#))



Main:307-265-2172
Direct: 307-232-4009

PO Box 1540
Evansville, Wyoming 82636