

# WORK SESSION AGENDA



**Casper City Council  
City Hall, Council Chambers  
Tuesday, January 12, 2021, 4:30 p.m.**

**COVID-19 precautions are in effect at Council meetings. All Council meetings including Work Sessions are held in Chambers. Entrance to the meetings is the east door off David Street. Upon entry you will be asked to sign-in for contact tracing purposes. Face coverings are required. Seating has been gridded into six feet distances. Seating capacity for the public is fifteen seats. Media will be given priority for seating. Public input via email is encouraged: [CouncilComments@casperwy.gov](mailto:CouncilComments@casperwy.gov)**

<b>Work Session Meeting Agenda</b>		Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-up		5 min	4:30
2.	Council Committee Assignments	Direction Requested	20 min	4:35
3.	Casper 311 Demo	Information Only	20 min	4:55
4.	Casper's Council for People with Disabilities: Transportation-Related Initiatives	Direction Requested	30 min	5:15
5.	Repealing Ordinance for Tobacco	Move Forward for Approval	15 min	5:45
6.	Purchase of Fire Chassis and Body	Move Forward for Approval	15 min	6:00
7.	Voluntary Unpaid Leave and Furlough Recompense	Direction Requested	15 min	6:15
8.	Agenda Review		20 min	6:30
9.	Legislative Review		20 min	6:50
10.	Council Around the Table		10 min	7:10
Approximate End Time:				7:20

***\*Please silence cell phones during the meeting\****

**We are CASPER**

**Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness**

December 29, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Tracey L. Belser, Support Services Director *TLB*  
Michael Szewczyk, IT Manager *MS*  
SUBJECT: Casper 311 Citizen Request App

Meeting Type & Date  
Council Work Session  
January 12, 2021

Action type  
None – Informational Only

Recommendation  
None

Summary  
In 2018, the City entered into an agreement with Tyler Technologies to replace its core enterprise resource software system. Work Orders and Incident Management are two modules included as part of the overhaul. Many departments throughout the organization use some type of work order product to track work performed, labor, materials, etc. Additionally, some receive requests from citizens, for items such as pot hole repairs, street light outages, and damaged signs. To date, Tyler Work Orders has been implemented in the Streets, Water, and Fleet divisions.

The Incident Management module serves as a customer relationship application, which integrates with the Work Order system and enables citizens (and/or staff) to submit requests for service. Currently, as well with previous systems, individuals performing the work must manually enter the specifics of a request into a work order. Not only will this product reduce that workload, but will also provide notification when the task is complete. The Incident Management module, which staff has named “Casper 311”, is accessible via the City’s website or mobile app titled MyCivic 311.


As an initial rollout, the three specific request types listed above (potholes, signs, and street lights) are setup for the Streets division. Future growth will occur as more workgroups adopt the new system. A demonstration of the citizen request component is prepared for Council’s review.

Financial Considerations  
None

Oversight/Project Responsibility  
Michael Szewczyk, IT Manager

Attachments  
None

December 31, 2020

MEMO TO: J. Carter Napier, City Manager 

FROM: Zulima Lopez, Risk Manager and Quality of Life Subcommittee Chair of Casper's Council of People with Disabilities (CCPD)

SUBJECT: CCPD Transportation Survey Results and 2021 Initiatives

**Meeting Type & Date**

Council Work Session, January 12, 2021

**Action Type**

Direction Requested

**Recommendation**

That Council provide guidance to the CCPD regarding possible transportation and mobility improvement projects for 2021.

**Summary**

Casper's Council of People with Disabilities has always regarded access to reliable, safe, and affordable transportation as an essential factor in the quality of life of disabled citizens in our community. In June 2020, the group launched a survey to solicit feedback from Casper's disabled community regarding how they currently utilize transportation, challenges with transportation access, and options to enhance transportation availability. The survey was delivered through Survey Monkey and was open for responses from June 1, 2020 to September 12, 2020. Inserts went out in Casper utility bills in August in an effort to bolster participation in the survey.

Survey results were compiled and reviewed by the membership at the monthly meeting in October. In early November, the Quality-of-Life subcommittee met to analyze the results further and identify projects that the CCPD could work on in 2021 to try to enhance transportation availability for disabled people. These suggested projects were reviewed and approved by the full CCPD membership at a regular business meeting in November. They are now being presented to the City Council for feedback.

The CCPD believes that access to transportation involves the ability to reach transportation sources, such as bus stops and pathways, as well as the ability to access public spaces once people have arrived at their destination. This can be challenging, particularly for people with physical disabilities, because of snow and ice-covered sidewalks and crosswalks. The Disability Council is requesting guidance from the Casper City Council regarding partnerships with City workgroups and private businesses to improve the winter maintenance of sidewalks and crosswalks so everyone can enjoy equal access to transportation and amenities, regardless of the weather.

**Financial Considerations**

Casper's Council of People with Disabilities utilizes fundraising and events to finance initiatives. The CCPD is also exploring grant opportunities to help fund projects in 2021.

**Oversight/Project Responsibility**

Austin Berlin, CCPD Chair, Zulima Lopez, Quality of Life Subcommittee Chair, and all CCPD membership

**Attachments**

CCPD Transportation Survey Results and project recommendations for 2021

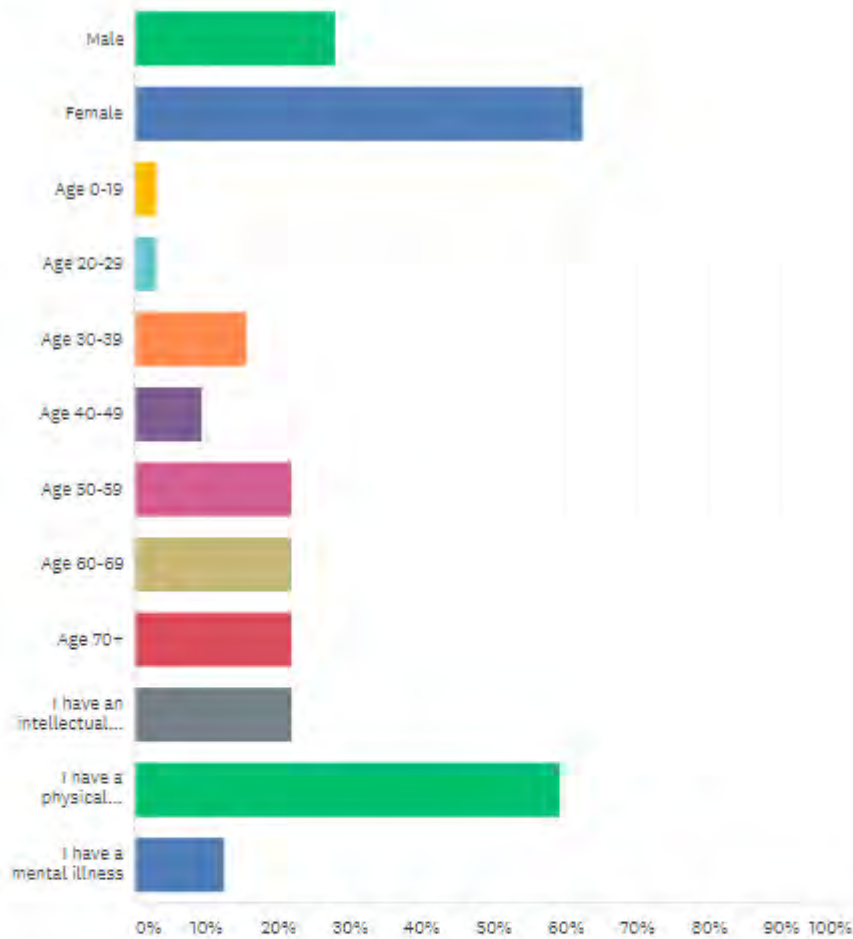
## CCPD Transportation Survey Results As of 9/18/2020

Q2

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### Demographics (optional - check all that apply)

Answered: 32 Skipped: 1




ANSWER CHOICES	RESPONSES
Male	28.13% 9
Female	62.50% 20
Age 0-19	3.13% 1
Age 20-29	3.13% 1
Age 30-39	15.63% 5
Age 40-49	9.38% 3
Age 50-59	21.88% 7
Age 60-69	21.88% 7
Age 70+	21.88% 7
I have an intellectual/developmental disability	21.88% 7
I have a physical disability	59.38% 19
I have a mental illness	12.50% 4

Total Respondents: 32

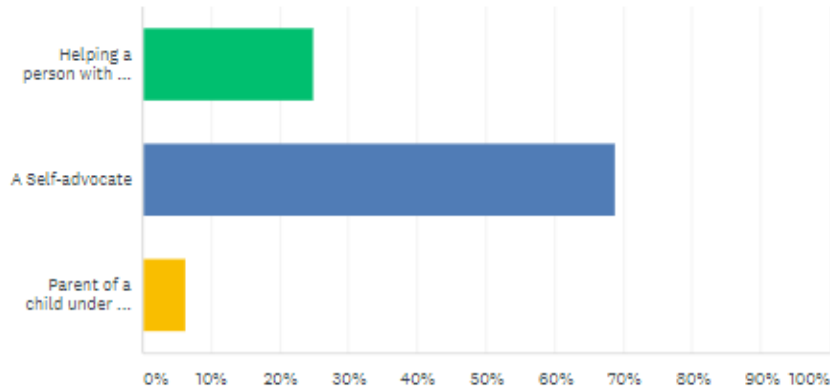
# CCPD Transportation Survey Results As of 9/18/2020

Q3

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## Are you:

Answered: 32 Skipped: 1



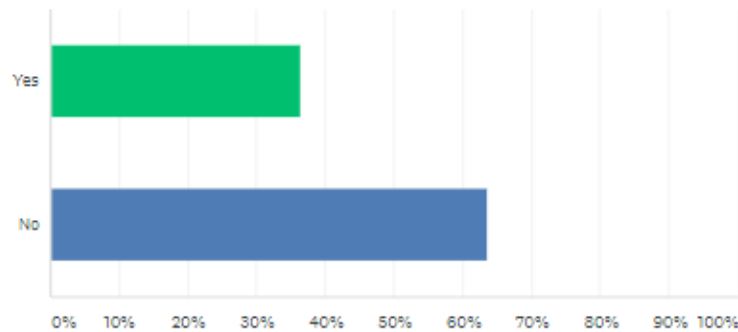
ANSWER CHOICES	RESPONSES
Helping a person with a disability complete the survey	25.00% 8
A Self-advocate	68.75% 22
Parent of a child under age 18	6.25% 2
<b>TOTAL</b>	<b>32</b>

Q4

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## Do you feel you have adequate transportation to get where you need and want to go?

Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	36.36% 12
No	63.64% 21
<b>TOTAL</b>	<b>33</b>

## CCPD Transportation Survey Results As of 9/18/2020

Q5

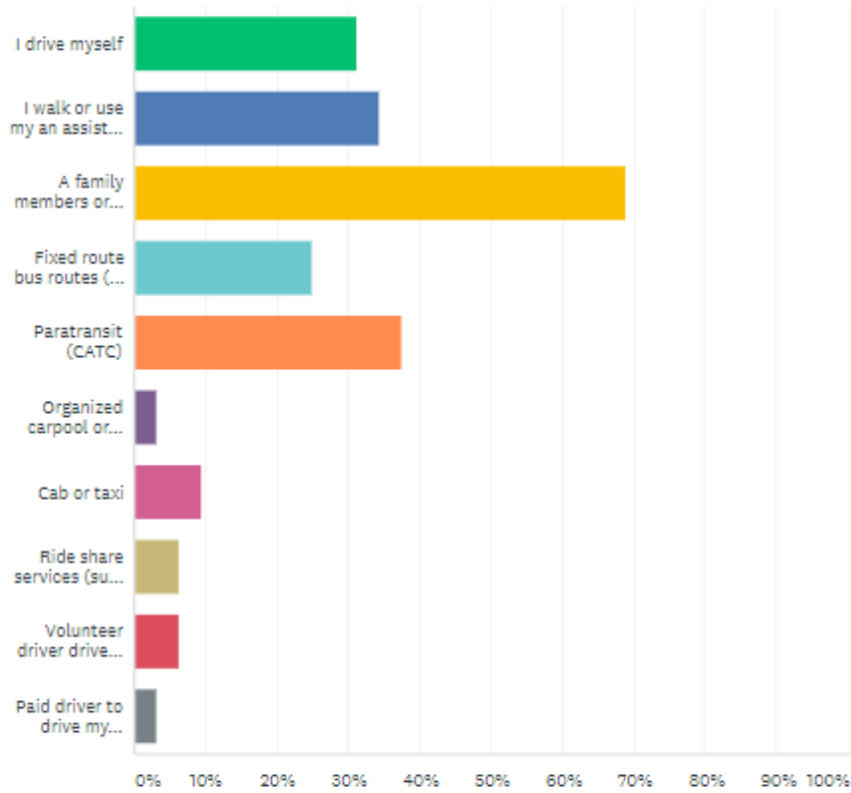


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### What types of transportation do you currently utilize?

Answered: 32 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ I drive myself	31.25% 10
▼ I walk or use my an assistive device (wheelchair, etc.) to get places	34.38% 11
▼ A family members or personal friends drive me	68.75% 22
▼ Fixed route bus routes (The Bus)	25.00% 8
▼ Paratransit (CATC)	37.50% 12
▼ Organized carpool or vanpool	3.13% 1
▼ Cab or taxi	9.38% 3
▼ Ride share services (such as Uber or Lyft)	6.25% 2
▼ Volunteer driver drives her/his vehicle or my vehicle	6.25% 2
▼ Paid driver to drive my vehicle	3.13% 1

**Total Respondents: 32**

[Comments \(2\)](#)

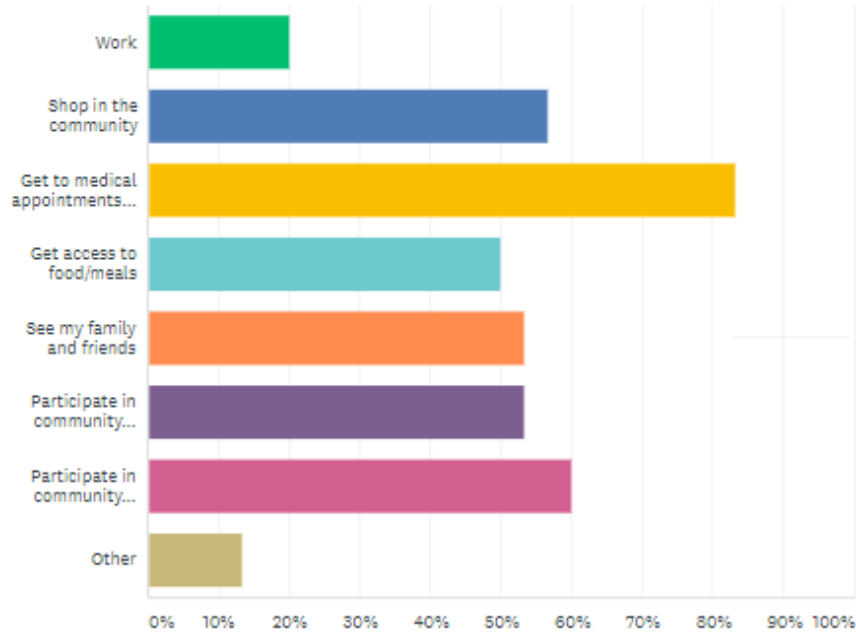
## CCPD Transportation Survey Results As of 9/18/2020

Q6

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Save as ▾

Transportation (or lack of) impacts my ability to: (check all that apply)

Answered: 30 Skipped: 3



ANSWER CHOICES	RESPONSES
▼ Work	20.00% 6
▼ Shop in the community	56.67% 17
▼ Get to medical appointments/take care of my health	83.33% 25
▼ Get access to food/meals	50.00% 15
▼ See my family and friends	53.33% 16
▼ Participate in community activities such as classes, clubs, rec leagues, etc.	53.33% 16
▼ Participate in community events such as concerts, plays, exhibitions, etc.	60.00% 18
▼ Other	13.33% 4

**Total Respondents: 30**

[Comments \(17\)](#)



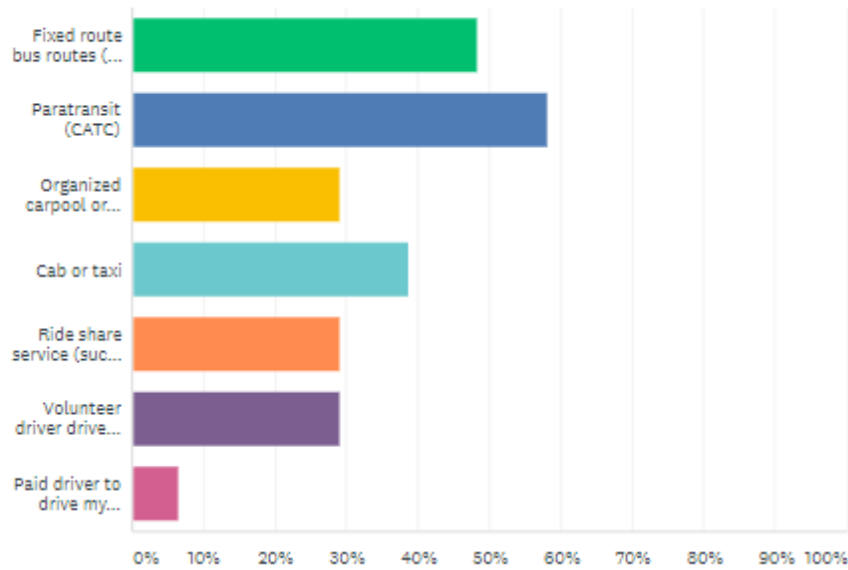
## CCPD Transportation Survey Results As of 9/18/2020

Q7

Customize
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If you don't have enough access to transportation, what types of transportation would best meet your needs if they were available and affordable? (check all that apply)

Answered: 31 Skipped: 2



ANSWER CHOICES	RESPONSES
Fixed route bus routes (The Bus)	48.39% 15
Paratransit (CATC)	58.06% 18
Organized carpool or vanpool	29.03% 9
Cab or taxi	38.71% 12
Ride share service (such as Uber or Lyft)	29.03% 9
Volunteer driver drives her/his vehicle or my vehicle	29.03% 9
Paid driver to drive my vehicle	6.45% 2

Total Respondents: 31

[Comments \(6\)](#)

## CCPD Transportation Survey Results As of 9/18/2020

Q8

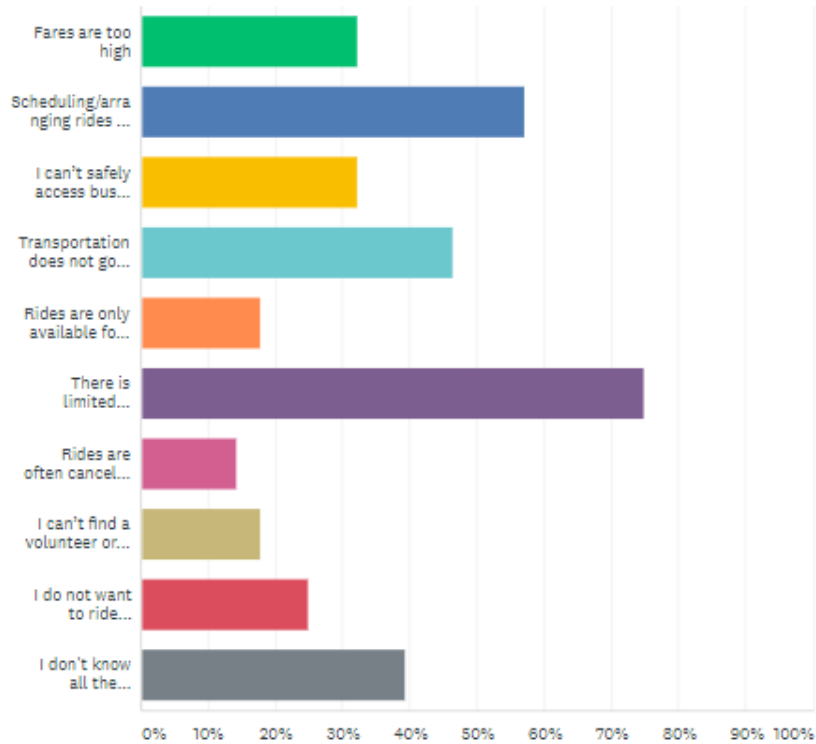


Customize

Save as ▾

What are the barriers to you using transportation? (check all that apply)

Answered: 28 Skipped: 5



ANSWER CHOICES	RESPONSES
▼ Fares are too high	32.14% 9
▼ Scheduling/arranging rides is too difficult	57.14% 16
▼ I can't safely access bus stops	32.14% 9
▼ Transportation does not go where I need it to go	46.43% 13
▼ Rides are only available for specific reasons	17.86% 5
▼ There is limited transportation on weekends and evenings	75.00% 21
▼ Rides are often cancelled or don't come on time	14.29% 4
▼ I can't find a volunteer or paid driver	17.86% 5
▼ I do not want to ride alone/don't have anyone available to accompany me on a ride	25.00% 7
▼ I don't know all the transportation options in my community	39.29% 11
<b>Total Respondents: 28</b>	

[Comments \(4\)](#)

## CCPD Transportation Survey Results As of 9/18/2020

Q9

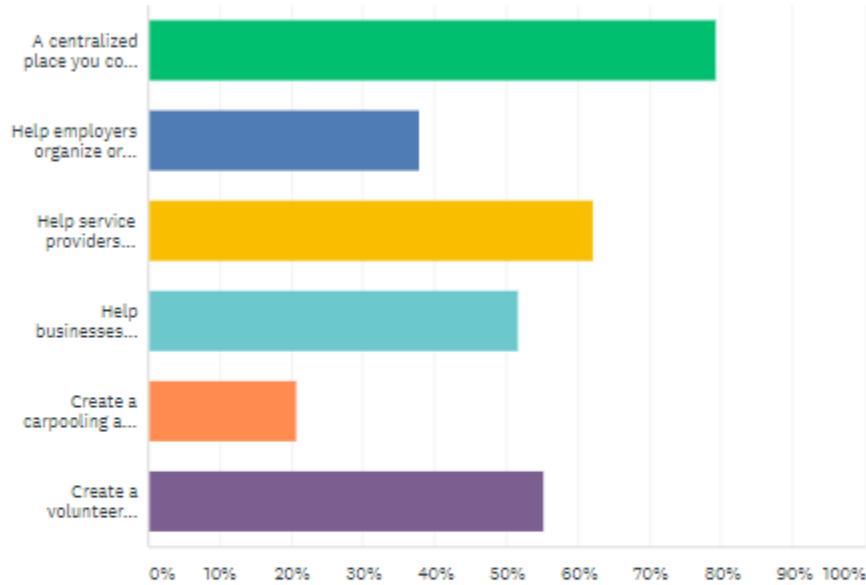


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Which of the following solutions would improve transportation in our community? (check all that apply)

Answered: 29 Skipped: 4



ANSWER CHOICES	RESPONSES
▼ A centralized place you could contact in Casper and vicinity for any type of transportation services	79.31% 23
▼ Help employers organize or support transportation for their employees	37.93% 11
▼ Help service providers organize or support transportation for their clients	62.07% 18
▼ Help businesses organize or support transportation for their customers	51.72% 15
▼ Create a carpooling and vanpooling network in my community	20.69% 6
▼ Create a volunteer and/or paid driver program in my community	55.17% 16
<b>Total Respondents: 29</b>	

[Comments \(2\)](#)

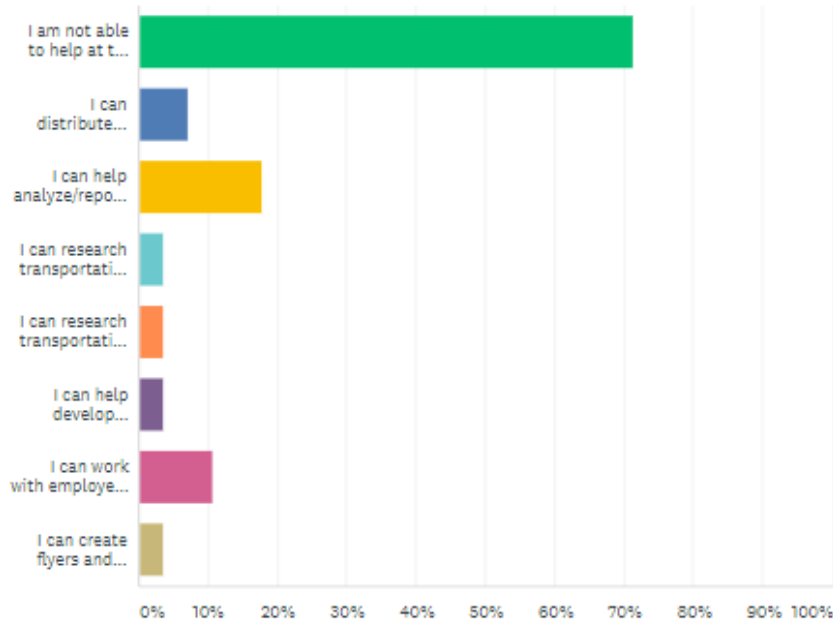
## CCPD Transportation Survey Results As of 9/18/2020

Q10

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Please indicate if and how you may be willing to help CCPD in our goal to improve transportation options in our community. (check all that apply)

Answered: 28 Skipped: 5



ANSWER CHOICES ▾	RESPONSES ▾
▼ I am not able to help at this time	71.43% 20
▼ I can distribute surveys	7.14% 2
▼ I can help analyze/report on survey data	17.86% 5
▼ I can research transportation alternatives	3.57% 1
▼ I can research transportation funding mechanisms	3.57% 1
▼ I can help develop proposals for transportation improvements	3.57% 1
▼ I can work with employees, service providers, and businesses to help organize and support transportation options for people with disabilities	10.71% 3
▼ I can create flyers and marketing materials	3.57% 1
<b>Total Respondents: 28</b>	

[Comments \(2\)](#)

**Casper's Council of People with Disabilities (CCPD)**  
**Transportation Survey Results and Recommendations for Transportation Projects**


Primary takeaways from the CCPD transportation survey:

- 64% of respondents feel that they don't have adequate transportation
- 69% of respondents rely primarily on friends/family for transportation
- 84% of respondents feel that lack of transportation limits their ability to get to medical appointments
- 75% of respondents cited limited transportation on weekends and evenings as their biggest challenge
- 50% of respondents feel lack of transportation limits their ability to participate in community events and activities, shop, and have access to food
- 79% of respondents said a centralized contact regarding transportation options would improve transportation in our community
- 62% of respondents said helping service providers organize and support transportation for customers would improve transportation in our community

In response to these findings, the CCPD plans to focus on the following projects in 2021:

1. Continue strong partnership with the Casper Area Metropolitan Planning Organization (MPO) regarding the 5 Year Transit Strategic Development Plan
  - a. Attend all stakeholder and public meetings to advocate for the disabled community
  - b. Provide feedback for the project when requested (surveys, workshops, etc.)
  - c. Invite MPO to periodically attend CCPD meetings to provide updates on the project
2. Pursue expanding ride share (Uber and Lyft) access for people with disabilities
  - a. Determine if/how many drivers/vehicles within the rideshare networks can accommodate wheelchairs and other disabilities
  - b. If not drivers/vehicles, advocate for companies to expand their network; assist in recruiting
  - c. Research the possibility of a voucher program to discount rides for the disabled
3. Pursue expanding taxi access for people with disabilities
  - a. Determine if/how many taxi vehicles in the local company fleets can accommodate wheelchairs and other disabilities
  - b. If there are no vehicles, advocate for companies to expand their fleets
  - c. Research the possibility of a voucher program to discount rides for the disabled
4. Facilitate discussions between ride-share companies and medical service providers to introduce rideshare options for healthcare access
  - a. Do more research on existing rideshare programs available for healthcare access
  - b. Examine the possibility of coordinating a webinar to introduce healthcare providers to these programs and encourage partnerships that benefit disabled clients
5. Develop a list of all transportation resources for disabled people in our community
  - a. Create a document or web page that lists all of the transportation options and resources for people with disabilities
  - b. Include schedules, rates, vehicle equip (such as for wheelchairs), etc.
6. Pursue grants to help fund transportation projects
  - a. Funds could pay for ride tokens or vouchers, advertising, other transportation project related expenses
  - b. Few options we already know about:
    - i. Daniel's Fund - <https://danielsfund.org/grants/overview>
    - ii. Wyoming Governor's Council on Developmental Disabilities - <https://wgcd.wyo.gov/projects/mini-grants>

January 6<sup>th</sup>, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: Thomas Solberg, Fire Chief  
Jason Speiser, Deputy Chief

SUBJECT: Information for the January 19<sup>th</sup> Regular Council Meeting, Regarding a New Fire Chassis and Body Purchase for \$628,004.00, Before Trade, for Use by the Casper Fire-EMS Department

**Meeting Type & Date**

Work Session; January 12, 2021

**Action type**

Information only regarding the fire apparatus purchase on the agenda for approval during the January 19<sup>th</sup> regular council meeting.

**Recommendation**

That Council, by minute action, authorize the purchase of one (1) new fire chassis and body, from MaxFire Firefighting solutions, Castle Rock, Colorado, for use by the Casper Fire-EMS Department, in the total amount of \$628,004.00, before trade.

**Summary**

On October 23, 2020, bids were publicly opened for one (1) new fire chassis and body; three (3) bids were received. Fire Station 3 will use the fire chassis and body, replacing their current fire chassis and body that is fourteen (14) years old.

The Casper Fire Department has five (5) stations located throughout the city. Each fire station has one (1) fire chassis and body assigned to them. Fire Station 3 is centrally located on the corner of 12th and Beverly Street and is currently operating a 2006 American LaFrance fire engine. The American LaFrance is unit #111173 and has met all criteria needed (age: 14 yrs., maintenance costs: \$380,136.70, and mileage: 127,399) to be considered for trade.

As required by Wyoming State Statute 15-1-113(b), a bid notice was published in a local newspaper once a week for a minimum of two (2) consecutive weeks. The bids were as follows:

<u>Vendor</u>	<u>Bid Amount</u>	<u>Trade</u>	<u>Chassis Prepay</u>	<u>Net Cost</u>
Max Fire	\$628,004.00	\$25,000	\$10,788	\$592,216
Front Range Fire	\$619,026.00	\$5,000	\$14,699	\$599,327
Mile Hi Fire	No Bid	No Bid	No Bid	No Bid

The recommended purchase of the fire chassis and body from MaxFire, Castle Rock, CO complies with the intent of all specifications.

**Financial Considerations**

This purchase was approved in the FY21 adopted budget and is funded by One Cent Funds.

**Oversight/Project Responsibility**

Dan Coryell, Fleet Manager, will make this purchase with oversight transferred to Jason Speiser, Deputy Chief of the Casper Fire-EMS Department, after the equipment is received.

**Attachments**

Engine 3 Information sheet

# Casper Fire-EMS Engine 3

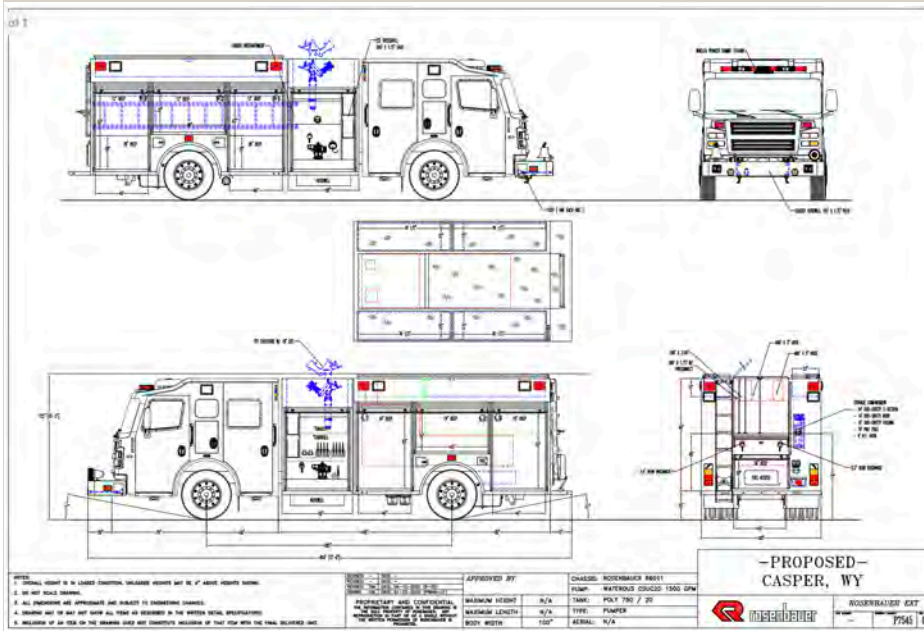
2006 American LaFrance Eagle (14 years old): Original Cost \$400,000

Mileage: 127,399.

Engine Hours: 1,958

Pump Hours: 599

Lifetime Maintenance Costs: \$380,136.70



**New Fire Engine 3**

**\$628,004.00**

**E3 Trade in \$25,000**

**Chassis Prepay: \$10,788**

**Net Cost: \$592,000**

**Budget FY20: \$600,000**

**Rosenbauer America**

**General Body Factory in Wyoming, Minnesota.**

**Rosenbauer Commander Chassis with an extruded aluminum body**

**450 HP Cummins L9 Engine**

**Allison 3000 EVS Transmission**


**750 Gallon Tank**


**Waterous Pump 1500 gpm**





January 7, 2021

MEMO TO: His Honor the Mayor and Members of the City Council  
J. Carter Napier, City Manager 

FROM: John Henley, City Attorney 

SUBJECT: AN ORDINANCE REPEALING ORDINANCE NO. 54-00 AS  
CODIFIED BY ARTICLE IV, CHAPTER 9.40 OF THE CASPER  
MUNICIPAL CODE.

**Meeting Type & Date**

Work Session  
January 12, 2021

**Action type**

Information

**Recommendation**

That Council review the attached draft ordinance and prepare follow-up questions and/or comments as appropriate. The Public Hearing and First Reading of the proposed ordinance is scheduled for January 19, 2021.

**Summary**

At the December 1, 2020, Regular Council Meeting, City Council discussed a proposed ordinance to amend Article IV, Chapter 9.40 of the Casper Municipal Code which if passed, would have added language to update the Casper Municipal Code and make it consistent with recent State legislation concerning Wyoming State Statutes §14-3-301 *et. seq.*, effective July 1, 2020, which increased the age of persons able to purchase, possess and use tobacco products from eighteen (18) years old to twenty-one (21) years old. Council declined to proceed with the proposed ordinance to update the existing code to coincide with the controlling State legislation which increased the age for purchase/possession of tobacco products to twenty-one (21) years old.

The purpose of the attached proposed ordinance is to repeal Article IV of Chapter 9.40 of the Casper Municipal Code, in order that the City of Casper does not have an Ordinance which conflicts with State Statutes passed by the legislature.

**Financial Considerations**

None

**Oversight/Project Responsibility**

City Attorney's Office  
Casper Police Department

**Attachments**

Proposed draft ordinance

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 54-00 AS  
CODIFIED BY ARTICLE IV, CHAPTER 9.40 OF THE CASPER  
MUNICIPAL CODE.

WHEREAS, on December 19, 2000, the City of Casper adopted an Ordinance  
titled, "An Ordinance Creating Article IV of Chapter 9.40 of the Casper Municipal Code,  
Pertaining to Offenses by or Against Minors" prohibiting the sale of tobacco to persons under  
eighteen (18) years old; and,

WHEREAS, effective July 1, 2020, Wyoming Statute §14-3-301 *et. seq.*, prohibit  
the sale of nicotine and tobacco products to persons under twenty-one (21) years old and the  
purchase, possession and use of tobacco and nicotine products by persons under twenty-one (21)  
years old; and,

WHEREAS, the Governing Body of the City of Casper wishes to repeal  
Ordinance No. 54-00, in order that the City Code does not conflict with the Wyoming State  
Statutes.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF  
THE CITY OF CASPER, WYOMING: that Ordinance No. 54-00 titled, "An Ordinance Creating  
Article IV of Chapter 9.40 [Sections 9.40.150, 9.40.160, 9.40.170, 9.04.180 and 9.04.190] of the  
Casper Municipal Code, Pertaining to Offenses by or Against Minors" is hereby repealed in its  
entirety and Article IV of Chapter 9.40 of the Casper Municipal Code is deleted in its entirety.

PASSED on 1<sup>st</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2021

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2021

PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_\_ day  
of \_\_\_\_\_, 2021.

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

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

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Steven K. Freel  
Mayor

January 8, 2021

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Tom Pitlick, Financial Services Director *TP*  
Tracey Belser, Support Services Director *TB*  
SUBJECT: Voluntary Unpaid Personal Days and Furlough Program

**Meeting Type & Date:**

Council Work Session  
January 12, 2021

**Action Type:**

Direction Requested

**Summary:**

As we entered into the fiscal 2021 budget year, revenue projections were significantly reduced (sales tax by 20%) in anticipation of economic hardships caused by the COVID-19 pandemic. As one of the cost saving measures implemented to help balance the budget, full time employees were offered the option to either accept a standard furlough or select to take voluntary unpaid personal days. Both options created savings in personnel costs with the required number of unpaid hours based on the following scale:

<b>Employee's Annual Base Salary</b>	<b>Required Unpaid Hours</b>
Less than \$60,000	32
\$60,000 but less than \$90,000	40
\$90,000 or more	48

All hours were expected to be taken between July 6, 2020 and December 31, 2020. With the exception of unionized employees of the Fire Department, all departments city wide contributed toward meeting the cost savings goal of approximately \$600,000. Other options given employees were to reimburse the City the value of required unpaid hours or to submit a notice of retirement that would be effective prior to the end of the fiscal year.

While we have seen a reduction in sales tax dollars as compared to the prior year, the loss of revenue has not been as great as originally predicted. In addition, unanticipated federal funding through the CARES ACT for reimbursement of COVID-19 related expenses the City has incurred has been awarded with approximately \$6.1M actually received to date. These two factors have helped stabilize our budgetary position to the point of offering an opportunity to compensate employees for the financial sacrifices they made in helping sustain the integrity of the City's budget.

Furlough Option – # unpaid required hours x hourly rate less any unemployment benefits received  
Voluntary unpaid time - # unpaid required hours x hourly rate  
Time Purchase Option – reimbursement of actual amount paid to the City of Casper

If approved, compensation would be in the form of a one-time payment. Those employees who incurred a financial loss through one of the above options and are still employed with the City at the time of payment will be eligible.

**Financial Considerations:**

Total Estimated Cost = \$550,000

**Oversight/Project Responsibility:**

Tom Pitlick, Financial Services Director

**Attachments:**

- Standard Furlough Program Option
- Optional Program #1
- Optional Program #2
- Optional Program #3



## City of Casper's Standard Furlough Program Revised

In anticipation of prolonged declines in sales tax and energy production revenues, the Casper City Council has approved a variety of cost saving measures to ensure a sustainable budget. Among these measures is the implementation of a furlough program. A furlough, for the purposes of this program, is defined as a temporary designated time for a full-time employee to be without work and pay.

The City of Casper is committed to planning and implementing furloughs in a way that limits the impact on employees as much as possible while meeting the operational needs of our organization and achieving targeted personnel cost reductions. The City will use a progressive furlough program.

In evaluating different options, the City will also offer three other options available to help decrease expenditures in lieu of the Standard Furlough Program. Employees will default to the Standard Furlough Program, unless the employee enrolls in one of the three other options available by July 17, 2020.

The initial phase of fiscal year 2020-2021 Standard Furlough Program will be effective for the July 6, 2020 through December 31, 2020 time frame. The need to continue and/or revise the furlough program beyond this period will be evaluated based on current economic conditions and trends.

Due to the variety of schedules within the City, all furlough time required will be calculated in hours. Furlough hours will be approved and scheduled by a supervisor and must be taken prior to December 31, 2020. The required time designated for each full-time employee to be without work and pay depends on the following:

Employee's Annual Base Salary	General Employee: Furlough Hours	Fire Platoon Employee: Furlough Hours
Less than \$60,000	32	45
\$60,000 but less than \$90,000	40	56
\$90,000 or more	48	67

Every employee will be subject to strict **no work** rules while under the Standard Furlough Program. This means employees cannot read/respond to email, phone messages, be on call, or perform any other work duties.

**General hourly employees** cannot exceed more than one furlough day per pay period under the Standard Furlough Program.

**Fire-EMS Platoon employees** need to take an annual hours equivalent based on base salary ranges. Employees should not exceed more than twelve (12) furlough hours per pay period under the Standard Furlough Program.

*Hourly Fire-EMS Union employees in the CRR Division will follow the general employee furlough schedule above.*

**Sworn Police employees** cannot exceed more than one furlough day per pay period.

**Exempt employees** will need to take their furlough days consecutively (i.e. a whole week) off in order to not break the FLSA Exemption. During the week of furlough, Exempt employees will be "Non-Exempt" in their status under the Standard Furlough Program. Employees who need to take six (6) days will be classified as "Non-Exempt" for the week in which they will take the sixth furlough day and must not work more than 32 hours during that week under the Standard Furlough Program. If you are a Supervisor, you will need to designate another Supervisor, Division Manager, or Department Head to be the acting Supervisor for your team in your absence.

The total of hours worked plus the voluntary unpaid hours taken cannot exceed the maximum hours worked threshold for the pay cycle. As a general rule, General employees cannot exceed 40 hours/week during the week in which they take the voluntary unpaid hours; Sworn police employees cannot exceed 80 hours/pay period; Fire-EMS platoon employees cannot exceed 96 hours/12-day cycle. Exceptions will be made in the circumstances where operational needs necessitate overtime. Supervisory personnel will be monitoring overtime diligently to make sure the needed saving goals are achieved.



## Frequently Asked Questions (FAQ) for City of Casper's Standard Furlough Program:

1. **Can I use vacation time, disability leave or comp time in lieu of a furlough day?** No. The City would not be able to achieve personnel cost reductions by allowing paid leave time to be used.
2. **If I participate in the Standard Furlough Plan can I also do another Optional Program?** No. The Optional Programs offered are in lieu of the Standard Furlough Program.
3. **Will my benefits stop?** No. Employees will continue to receive the same level of health insurance benefits as they have with non-furloughed time. Vacation and disability leave will continue to accrue as well. Contributions to the Wyoming Retirement System are based on the employee's bi-weekly earnings and will be reduced with any unpaid days that an employee has taken.
3. **Can I file for unemployment during my furlough days?** Yes. However, we have structured the furloughs to be the least impactful on employees' pay. The State of Wyoming will make any determinations on unemployment eligibility and benefits approval.
4. **Can I take less than a full day as a furlough?** No. For the program administration and accountability, an employee must take a full workday as a furlough day. Only one furlough day per pay period is allowed.
5. **What will I see on my paystub that will indicate to me that I have taken my required furlough days?** Employees will be given a "Standard Furlough Bank" that will be loaded with the number of required furlough hours based on the employee's base annual salary. The paystub will reflect how many furlough hours have been used (*YTD Used*) and how many furlough hours still need to be taken (*Balance*).
6. **How will Standard Furlough Days be coded in our timekeeping system?** Employees will need to submit a time-off request for the Standard Furlough Days. The number of hours used will populate on the employee's timecard after a supervisor has approved the request.
7. **I am considered to be an emergency responder, what happens if I am called to work on a furlough day?** Your supervisor will make arrangements for you to take the furlough day at another time. Employees cannot perform any work while on furlough. Additionally, employees should not be scheduled to be "on call" during any furlough days.
8. **Can an employee catch up on emails during their days off?** No. Employees may not perform City work during unpaid furlough times, including checking emails and voicemails.
9. **Can an employee's request for their preferred furlough day be denied by their Supervisor?** Yes. Unpaid furloughs are intended to save money. If a furlough day request would cause the City to pay overtime or incur additional costs due to staffing needs, the request can be denied.
10. **Can an employee change their mind after they have submitted their request for their furlough day off?** Yes, if the employee gives a reasonable amount of advance notice to their supervisor for consideration.
11. **Can I donate extra furlough days to a fellow employee who would be more impacted financially than I would be?** No. Administratively, this would be too cumbersome to track. We encourage employees to find other ways to personally help a fellow employee with gift cards, groceries, etc., if you wish to do so.



## Revised Optional Program #1 City of Casper Voluntary Unpaid Personal Days Program

Due to the unique challenges of the pandemic, and decreased revenues, the City's expenditures need to decrease with the decreased revenues; the City is providing employees an option to utilize a Voluntary Unpaid Personal Days Program. A Voluntary Unpaid Personal Day, for the purposes of this program, is defined as a voluntary temporary designated time for a full-time employee to use as a personal day away from work without pay.

The Voluntary Unpaid Personal Days Program was established to help generate cost savings for the organization and help "fill the gaps" created by decreasing revenue and impacts of the State's budget deficits. The program will permit employees who want additional time off and/or who want to utilize this option as a voluntary program in lieu of the Standard Furlough Program (July 6, 2020 to December 31, 2020).

The Voluntary Unpaid Personal Days Program provides Packages A, B, and C, which correlate with the annual base salary thresholds to fulfill the requirement as stated in the Standard Furlough Program. Packages D and E provide more unpaid hours to be taken regardless of annual base salary; This is an opportunity to earn more paid personal hours, and help to further reduce City expenditures.

Due to the variety of schedules within the City, all furlough time required will be calculated in hours. In this voluntary program, employees can take time off in hour increments (non-exempt employees) or several days within the same pay period. Exempt employees don't have to take voluntary time off consecutively (one week at a time). Depending on how many Voluntary Unpaid days (hours) are chosen, the employee will earn some paid hours to be used after January 1, 2021.

Package	General Employee: Total Unpaid Hours Taken	General Employee: Total Earned Paid Personal Hours	Fire Platoon Employee: Total Unpaid Hours Taken	Fire Platoon Employee: Total Earned Paid Personal Hours
A	32	8	45	11
B	40	12	56	17
C	48	16	67	22
D	56	24	78	34
E	64	32	90	45

Voluntary Unpaid days (hours) must be scheduled in advance and pre-approved by a supervisor, just as with vacation time used. A supervisor has the authority to deny/reschedule any Voluntary Unpaid days (hours) based on operational needs and staffing requirements. The total of hours worked plus the voluntary unpaid hours taken cannot exceed the maximum hours worked threshold for the pay cycle. As a general rule, General employees cannot exceed 40 hours/week during the week in which they take the voluntary unpaid hours; Sworn police employees cannot exceed 80 hours/pay period; Fire-EMS platoon employees cannot exceed 96 hours/12-day cycle. Exceptions will be made in the circumstances where operational needs necessitate overtime. Supervisory personnel will be monitoring overtime diligently to make sure the needed saving goals are achieved.



## City of Casper Voluntary Unpaid Personal Days Request Form

Employee:	Division/Department:	Supervisor:
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I, \_\_\_\_\_, elect to take package \_\_\_\_ below, totaling \_\_\_\_ voluntary unpaid hours.

Package	General Employee: Total Unpaid Hours Taken	General Employee: Total Earned Paid Personal Hours	Fire Platoon Employee: Total Unpaid Hours Taken	Fire Platoon Employee: Total Earned Paid Personal Hours
A	32	8	45	11
B	40	12	56	17
C	48	16	67	22
D	56	24	78	34
E	64	32	90	45

### Acknowledgement by employee: (initial each statement)

\_\_\_\_\_ I understand that if I leave City employment before using my earned Personal Days, I will forfeit all right to use unused days and will receive no pay out for such unused days.

\_\_\_\_\_ I understand that both the Voluntary Unpaid and earned Personal Day(s) must be pre-approved by a supervisor prior to being used and that my supervisor has the authority to deny/reschedule any Voluntary Unpaid or earned Personal days based on operational needs and staffing requirements.

\_\_\_\_\_ I understand that I must take all of my Voluntary Unpaid days (elected above) prior to December 31, 2020.

\_\_\_\_\_ I understand that I must provide my supervisor a list of dates that I would like to request off by July 17, 2020 to allow my supervisor to schedule accordingly and ensure appropriate operational staffing levels.

\_\_\_\_\_ I understand that both my Voluntary Unpaid and earned Personal Day(s) cannot be transferred or donated to another employee.

\_\_\_\_\_ I understand that while my earned Personal Day(s) are counted in a separate bank from vacation time, I will still accrue vacation and disability hours for the Personal Day(s) taken and must manage the limits on those accruals.

\_\_\_\_\_ I understand that while there is no time limit as to when I must take the earned Personal Day(s), I will not have the ability to use the personal days until January 1, 2021 or later.

\_\_\_\_\_ I understand that the total of my hours worked plus my used voluntary unpaid days (hours) cannot exceed the maximum hours worked threshold for the pay cycle. City employees cannot exceed 40 hours/week during the week in which they take the voluntary unpaid hours. Sworn police employees cannot exceed 80 hours/pay period. Fire platoon employees cannot exceed 96 hours/12-day cycle.

\_\_\_\_\_ I understand that participation in this program will impact my annual earnings which, in turn, may have an impact related to State Retirement contributions. The impact to my individual retirement amount will depend on my specific situation.

Employee: Please list your first and second choice of dates you would like to schedule as unpaid with your supervisor.

Unpaid Day	Date for 1 <sup>st</sup> Choice	Date for 2 <sup>nd</sup> Choice
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Division Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date



## Frequently Asked Questions (FAQ) for Optional Program #1:

1. **Can I use vacation time, disability leave or comp time in lieu of a voluntary unpaid day?**  
No. The City would not be able to achieve personnel cost reductions by allowing paid leave time to be used.
2. **If I take this option, is this in addition to the Standard Furlough Program?** No. Any option selected is in lieu of the Standard Furlough Program. Only one option is to be selected if an employee doesn't want to participate in the Standard Furlough Program. The Standard Furlough Program will be the default program if no other option is selected.
3. **Will my benefits stop?** Employees will continue to receive the same level of health insurance benefits as they have with fully paid time. Vacation and disability leave will continue to accrue as well. Contributions to the Wyoming Retirement System are based on the employee's bi-weekly earnings and will be reduced with any unpaid days that an employee has taken.
4. **Can I file for unemployment during my voluntary unpaid days?** Yes. However, by taking unpaid time voluntarily, an employee becomes ineligible for unemployment benefits.
5. **Can I take less than a full day as unpaid?** Yes. Preferably in four-hour increments if less than a full day. In certain circumstances, a supervisor may approve increments as little as one hour. It is much more difficult to track in increments less than a full day at a time.
6. **What will I see on my paystub that will indicate to me that I have taken my required furlough days?** Employees will be given a "Voluntary Unpaid Personal Days Bank" that will be loaded with the number of unpaid hours the employee elected. The paystub will reflect how many unpaid hours have been used (*YTD Used*) and how many unpaid hours still need to be taken (*Balance*).
7. **How will Voluntary Unpaid Personal Days be coded in our timekeeping system?**  
Employees will need to submit a time-off request for "Voluntary Unpaid Personal Day". The number of hours used will populate on the employee's timecard after a supervisor has approved the request.
8. **I am considered to be in a public safety job, what happens if I am called to work on an unpaid day?** Your supervisor will make arrangements for you to take the unpaid day at another time. Employees cannot perform work while taking an unpaid day. Additionally, employees should not be scheduled to be "on call" during any unpaid days.
9. **Can an employee's request for their preferred unpaid day be denied by their Supervisor?**  
Yes. Unpaid personal days are intended to save money. If an unpaid day request would cause the City to pay overtime or incur additional costs due to staffing needs, the request can be denied.
10. **Can an employee change their mind after they have submitted their request for their unpaid personal day off?** Yes, if the employee gives a reasonable amount of advance notice to the supervisor to consider.
11. **Can I donate extra unpaid days to a fellow employee who would be more impacted financially than I would be?** No. Administratively, this would be too cumbersome to track. However, an employee can elect to take additional unpaid days off to contribute to the City's overall savings.



## Optional Program #2 City of Casper Purchase Personal Days Program

Due to the unique challenges of the pandemic, and decreased revenues, the City's expenditures need to decrease with the decreased revenues; the City is providing employees an option to utilize a Purchase Personal Days Program.

The Purchase Personal Days Program was established to help generate cost savings for the organization and help "fill the gaps" created by decreasing revenue and impacts of the state's budget deficits. Employees will be permitted to purchase the required furlough days based on the employee's base annual salary listed below.

The employee will be required to provide the City with a personal check by November 30, 2020, in the total amount equivalent to the savings the City would have had if the furlough days were taken. The amount includes the employee's gross wages, the City's tax and pension contributions, as well as the Workers' Comp premium. The amount owed will be calculated by the Finance Division.

Once an employee purchases the required furlough days, the employee will earn paid Personal Days (hours) to be used after January 1, 2021 (see below chart). Due to the variety of schedules within the City, all furlough time required will be calculated in hours.

Employee's Annual Base Salary	General Employee: Total Furlough Hours Purchased	General Employee: Total Paid Personal Hours Earned	Fire Platoon Employee: Total Furlough Hours Purchased	Fire Platoon Employee: Total Paid Personal Hours Earned
\$90,000 or more	48	16	67	22
\$60,000 but less than \$90,000	40	12	56	17
Less than \$60,000	32	8	45	11

## City of Casper Purchase Personal Days Program Request Form

Employee:	Annual Base Salary:	Supervisor:
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### Acknowledgement by employee: (initial each statement)

\_\_\_\_\_ I understand that if I leave City employment before using my earned Personal Days, I will forfeit all right to use unused days and will receive no pay out for such unused days.

\_\_\_\_\_ I understand that earned Personal Hours/Days must be pre-approved by a supervisor prior to being used and that my supervisor has the authority to deny/reschedule any earned Personal days based on operational needs and staffing requirements.

\_\_\_\_\_ I understand that my earned Personal Hours/Days cannot be transferred or donated to another employee.

\_\_\_\_\_ I understand that while my earned Personal Hours/Days are counted in a separate bank from vacation time, I will still accrue vacation and disability hours for the Personal Day(s) taken and must manage the limits on those accruals.

\_\_\_\_\_ I understand that while there is no time limit as to when I must take the earned Personal Hours/Days, I will not have the ability to use the personal days until January 1, 2021 or later.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Division Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date



## Frequently Asked Questions (FAQ) for Optional Program #2:

- 1. Can I use vacation time, disability leave or comp time in lieu of purchasing my furlough hours?**  
No. The City would not be able to achieve personnel cost reductions by allowing a paid leave time substitute to be used.
- 2. If I take this option, is this in addition to the Standard Furlough Program?** No. Any option selected is in lieu of the Standard Furlough Program. Only one option is to be selected if an employee doesn't want to participate in the Standard Furlough Program. The Standard Furlough Program will be the default program if no other option is selected.
- 3. Do I still need to take unpaid days off that I'm purchasing with this option?** No. You pay for the days off with this option and still work. The days that you earn will be yours to take off after January 1, 2021.
- 4. Why may this option be beneficial?** The financial impact of furlough days or voluntary unpaid days may extend into the retirement benefits you are entitled to receive from the Wyoming Retirement System. Part of the calculation determining the amount of your WRS monthly benefit includes factoring in your highest average salary over a 36 or 60 continuous month period (period of time is dependent upon the type of plan you are covered by). Furlough days and the Voluntary Unpaid Personal Days offered in Optional Program #1 will reduce your earnings and **may** negatively impact your highest average salary calculated amount thus reducing the retirement benefit you receive.
- 5. How do I know if this option is right for me?** There are a number of things to consider. First, if you are not contemplating accessing your WRS benefits within the next few years OR are planning retirement within the next year this is **not** likely the best option for you. If you are in the remaining select group, these are the factors you should consider:
  - How much money will I need to contribute to the City of Casper?
  - What would the net impact be to my pay if I were furloughed or selected Optional Program #1 (this will likely be less than the amount you would need to contribute)?
  - What would be the impact of unpaid days on my retirement benefit?
  - How long would it take to recover the additional cost (difference between the first and second bullet points) of selecting this option?

Finance has developed a spreadsheet that may be helpful in addressing these questions that will be made available to you upon request. Please note that the impact of unpaid days on retirement benefits will be unique to each employee and can only be estimated based on information available to you. **Finance, or Human Resources, personnel will not provide financial advice to any employee. Employees contemplating this option are encouraged to consult their own professional resources and/or a representative of the Wyoming Retirement System before selecting this option.**

- 6. Who should I contact regarding access to the spreadsheet?** You can contact either Tom Pitlick (ext. 570) or Evan Condelario (ext. 328)



## **Optional Program #3 City of Casper Intention of Retirement Program**

Due to the unique challenges of the pandemic, and decreased revenues, the City's expenditures need to decrease with the decreased revenues; the City is providing employees an option to give formal notice of retirement in lieu of participating in the Standard Furlough Program.

All retiree eligible employees who are planning on retiring in the near future may submit a letter of retirement notice by August 17, 2020 with an effective date of no later than June 11, 2021. Those who give written notification of their retirement, as stated above, will be exempt from the Standard Furlough Program.

The City of Casper highly encourages employees who may consider this option, to consult with their own financial advisor prior to making this commitment. Employees considering this option must inform their supervisor by July 17, 2020 that this is the option they are considering.

### **Frequently Asked Questions (FAQ) for Optional Program #3:**

1. **If I take this option, is this in addition to the Standard Furlough Program?** No. Any option selected is in lieu of the Standard Furlough Program. Only one option is to be selected if an employee doesn't want to participate in the Standard Furlough Program. The Standard Furlough Program will be the default program if no other option is selected.
2. **Can I opt out of retiring after giving official notice?** No. The City will accept an employee's written notice to retire as it is originally stated with this optional program.
3. **Can I retire sooner than June 11, 2021 under this program?** Yes. The June 11, 2021 date is the last possible date to retire under this optional program. The employee can give their written retirement notice for any other date up until that date.