

INFORMATION PACKET

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Friday, August 23, 2019



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

August 27, 2019		Councilmembers Absent:		
Work Session Meeting Agenda Items		Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
Optional Bishop House Tour - 3:45 p.m.				
Council Meeting Follow-up			5 min	4:30
Arborist Licensing (John Henley)	Direction Requested		20 min	4:55
Context Sensitive Agreements with WYDOT on Poplar St Bridge	Move Forward for Approval		20 min	5:15
Meadowlark Park	Direction Requested		20 min	5:35
WAM Video - Open Meetings Law			10 min	6:25
Code of Ethics & Social Media Policy (Continued Discussion)	Direction Requested		40 min	6:35
Agenda Setting			20 min	7:15
Legislative Review			10 min	7:35
Council Around the Table			10 min	7:45
Approximate Ending Time:				7:55

September 3, 2019 **Councilmembers Absent:**

	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Regular Council Meeting Agenda Items					
C = Item is on Consent N = Item is not on Consent					
Pre-Meeting: Property Management LifeSteps Phase II					
Bright Spot - Proclamation for Star Spangled Banner Day/Constitution Week					
Establish September 17, 2019 as the Public Hearing Date for a New Restaurant Liquor License No. 41 for El Burro Loco, LLC d/b/a El Burro Loco, Located at 2333 East Yellowstone Highway.	C				
Public Hearing: Approving a Vacation and Replat Creating Johnny J's Addition, a Subdivision Agreement, and a Zone Change of Said Addition to C-2 (General Business), Located at 1705 East 2nd Street.		N			
Public Hearing: Demolition Report and Levying Lien Against Real Property Located at 1129 East C Street.		N			
3rd Reading: Rezone of Lots 25-26, Block 8, East Burlington Addition, From M-1 (Limited Industrial) and C-2 (General Business), to Entirely C-2 (General Business), Located at 442 North Lennox.			N		

3rd Reading: Zone Change of the Former North Casper Elementary School, on Lots 51-69 and 151-169, Block 29, North Casper Addition to the City of Casper, Natrona County, Wyoming, and Vacated alley Adjacent to Lots 51 through 64 and Lots 151 through 164, Block 29, North Casper Addition to the City of Casper, Natrona County, Wyoming, being also described as the North 350 Feet of the alley within Block 29, North Casper Addition to the City of Casper, Natrona County, Wyoming, from Ed (Educational District) zoning to C-2 (General Business), located at 1014 Glenarm Street.			N		
3rd Reading: Amending Chapter 8.04 - Businesses Affecting Public Health of the Casper Municipal Code.			N		
2nd Reading: Approving the City-initiated Annexation of the Green Valley Mobile Home Park, Comprising 14-Acres, More or Less, Located at 2760 South Robertson Road			N		
Authorizing a Contract with ConvergeOne, Inc. to Upgrade the Existing 911 Phone System and Provide Five Year Maintenance Coverage on Software and Hardware.				C	
Approving the City of Casper's Title VI Program as Required by the Department of Transportation for Federal Transportation Assistance and Authorized by the Civil Rights Act of 1964, 42 U.S.C. §2000D ET SEQ.				C	
Authorizing a Contract between the Casper Area Metropolitan Planning and Organization (MPO) and RDG IA Inc. DBA RDG Planning & Design for a Casper Area Wayfinding Master Plan in an Amount of \$100,000.				C	
Authorizing Change Order No. 1 with Western Plains Landscaping, LLC for a Price Increase of \$38,186, and a Time Extension of 167 Days for the Solid Waste Facility Landfill Compactors Storage Building Project.				C	
Authorizing a Contract for Outside-City Sewer Service with MG Real Properties, LTD.				C	
Authorizing a Contract for Professional Services with Skytrac, Inc., in the Amount of \$32,505 for Inspection and Maintenance Services for the Hogadon Bullwheel Service Project. (tentative)				C	
Authorizing Revocable License Agreement with the Town of Evansville for Watermains Across City-Owned Property.				C	
Authorizing the Purchase of One (1) New Bobcat Gas Mower, from Midland Implement, Billings, Montana, in the Total Amount of \$10,093, for Use by the Water Distribution Garage of the Public Services Department.				C	
Executive Session - Personnel Items & Property Acquisition					

September 10, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Wyoming 211	Information Only	10 min	4:35
Green Valley - Annexation Status Report (Liz Becher)	Move Forward for Approval	10 min	4:45
Memorials, Donations, and Sponsorship Policy (John Henley)	Direction Requested	20 min	5:05
Parades & Special Event Guide (John Henley)	Direction Requested	40 min	5:25
Agenda Setting		20 min	6:05
Legislative Review		10 min	6:25
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

September 17, 2019**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
Pre-Meeting: Distribution of September 3 Executive Session					
Establish October 1, 2019 as the Public Hearing Date for Consideration of A Resolution Rescinding Resolution Number 17-207, and Adopting Revised Historic Preservation Program Rules and Regulations for the City of Casper.	C				
Public Hearing: Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the Green Valley Mobile Home Park, Complies with W.S. 15-1-402. 1. Resolution 2. Third Reading Ordinance Approving Annexation, and Zoning of the Green Valley Mobile Home Park.		N	N		
Public Hearing: Sale and Terms of the Sale and Transfer of Ownership of the Real Property, Generally known as the "Former Plains Furniture Property" and More Particularly Described as: Lots 16, 17, 18, 19, 23, 24, 25, 26, 27, 28, 29, 30, 31, and 32 of Block 1 of the City of Casper Addition, Casper, Natrona County, Wyoming.		N			
Public Hearing: New Restaurant Liquor License No. 41 for El Burro Loco, LLC d/b/a El Burro Loco, Located at 2333 East Yellowstone Highway.		N			
2nd Reading: Vacation and Replat Creating Johnny J's Addition, a Subdivision Agreement, and a Zone Change of Said Addition to C-2 (General Business), Located at 1705 East 2nd Street.			N		
Approving a Contract for Mills Main Street Corridor Study and Plan in an Amount not to Exceed \$74,892.				C	

September 24, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

October 1, 2019**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is not on Consent					
3rd Reading: Vacation and Replat Creating Johnny J's Addition, a Subdivision Agreement, and a Zone Change of Said Addition to C-2 (General Business), Located at 1705 East 2nd Street.	C				
Public Hearing: Resolution Rescinding Resolution Number 17-207, and Adopting Revised Historic Preservation Program Rules and Regulations for the City of Casper.		N			

Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Downtown Parking Study Implementation	September 24, 2019	30 min	
Property Code Revisions	October 22, 2019	40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Dog Parks			After Summer 2019
Property Tax Structure/Revisions			
Leash Laws			Anytime after December 2019
Speed Limits/Light running	Early Fall 2019		
Citizen Presentation - Vehicle Licensing - Maddie Booth			Prior to Legislative Session
Health Department Discussion	September 24, 2019		

Staff Suggested Items:			
Sign Code Revisions	November 12, 2019	60 min	Anytime after April 2019
Limo Amendment			
Boys & Girls Club Skate Park	September 24, 2019		
Towing Resolutions			
Results of Police Station Assessment			
City Hall S.A.F.E. Project	September 24, 2019		
Golf Pro RFP			Sept/Oct 2019
Finance Policies Phase 2 - Procurement, Change Orders, and Recapture	September 24, 2019		
Health Plan - Residual Balance			After January 2020
Historic Preservation Strategic Plan - Final Presentation	October 22, 2019		
LAD Request for Jade & Arrowhead			
Neighborhood/Infrastructure Redevelopment (Goal 1)			

Future Council Meeting Items

February 18, 2020 Mr. Robert Hildebrand - 100 year celebration
(Mayor of Casper in 1967)

Tabled

Amending Chapter 10.72 - Article I - Parades of the Casper Municipal Code	Tabled on 1st Reading August 6, 2019
Resolution - Rescinding Resolution No. 18-259 and Adopting Revised Special Event Guide and Policy and Application and Fees for Special Events.	Tabled on August 6, 2019



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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AMOCO REUSE AGREEMENT JOINT POWERS BOARD MEETING MINUTES

6:00 pm Wednesday, July 10, 2019

2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Reed Mersch, Ben Schrader, Bob Chynoweth, Jerad Stack, Jim Belcher, Terry Lane, Bob Hopkins, and Brook Kaufman

Excused Absences: Doug Follick

Others Present: Matt Reams (Three Crowns), and Renee Hahn (ARAJPB)

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Mersch. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. FY2019 – 2020 Budget

PUBLIC HEARING

Chairman Mersch opened the public hearing at 6:00 p.m. to consider the FY19-20 Budget, as published in the Casper Star-Tribune on July 8, 2019. Mr. Chynoweth presented the following information:

Properties Operations and Maintenance Budget

REVENUES	\$ 788,800
EXPENSES	\$ 788,800

Building/Facilities Fund Budget

REVENUES	\$ 500,000
EXPENSES (Three Crowns)	\$ 500,000

Economic Development Fund Budget

REVENUES	\$ 2,410,340
EXPENSES	\$ 2,410,340

Chairman Mersch asked three times if there was anyone in attendance that would like to speak in favor or against the proposed budget. Since no one spoke in favor of or against the budget, Mr. Mersch continued and closed the public hearing at 6:09 p.m.

A motion was made by Mr. Chynoweth and seconded by Mr. Belcher to approve the budget.

There being no further discussion or corrections, the Board proceeded to vote. The motion carried with all members present voting aye. (Copies on file.)

Please see budget 2019-2020 for an itemization of the Three Crowns Expenditures.

2. Minutes from the June 12, 2019 Regular Meeting and June 28, 2019 Year-End Meeting

No corrections were made to either the June 12th nor the June 28th Meeting Minutes.

A motion was made by Mr. Hopkins and seconded by Mr. Lane to approve the June 12th Minutes and June 28th Minutes.

Ms. Kaufman commented that she appreciated all the details shared in the minutes. She felt that this helped speed up her learning curve.

There being no further discussion, the Board proceeded to vote. The motion carried with all in attendance voting aye.

(Copy of both sets of Minutes on file.)

3. Treasurer's Report

Details on investment accounts were given by Mr. Chynoweth. He reviewed the vouchers listed on the Treasurer's Report as of July 10, 2019. He also mentioned that many of the bills were related to the remediation occurring in the Commons. He also discussed the investments as of the end of June. A motion was made by Mr. Stack and seconded by Mr. Schrader to approve the reports and authorize payment of all vouchers listed on the Treasurer's Report. There being no further discussion, the Board proceeded to vote on the Treasurer's Report. The motion carried with all members in attendance voting aye.

- Investment & Financial – No report.

4. Committee Reports

- Architectural Review – Mr. Stack stated "There was nothing to report."
- Platte River Commons - Mr. Hopkins asked Ms. Hahn to give an update on the Art Call. Ms. Hahn informed the Board that the call is currently on ART321's website. "It was a collaborate effort between Wyoming Arts Council, Art321, and ARAJPB. We have opened the call up to all Wyoming residents without an age restriction. We hope to get at least ten entries for the three pedestals located along the river front. We will be forming a selection committee with our PRC members as well as members from the public." Mr. Hopkins and Mr. Lane shared their interest in being involved in the selection as they both are members of that committee. She continued "We anticipate an art opening in May, 2020." Mr. Merschatt informed the Board the dates were delayed to extend the submittal period to encourage more artists to participate. Ms. Hahn also informed the Board she had reached out to Mr. Drell to see if he would prepare a contract/sales agreement between the artists and ARAJPB.
- Refined Properties - Mr. Stack stated "We still are seeing interest in our lot sales in Salt Creek Heights." He also confirmed that the Conference Center Project has been put on hold. "We are currently working on engaging a company to do an impact analysis study on the sports complex. He discussed a meeting with Wyoming Business Council to discuss the possibility of receiving a grant to assist with the project. He was informed that there could be an opportunity of receiving a grant for Three Million Dollars. The grant would have to be submitted by September, 2019. Ms. Hahn inquired if any other Casper Government Entity will be submitting a grant request. Mr. Stack informed her that the City of Casper was submitting a request for one million dollars for the River Clean-Up Project.
- Three Crowns - Mr. Reams informed the Board that Three Crowns rounds are down by 20% for year-to-date at the end of June. He would like to blame the weather, but all courses in this region and in the US are currently down by 20% per Landscapes Unlimited. With this information he is controlling all expenses. Currently he is preparing for the audit by Skogen, Cometto & Associates. Upon completion of the audit his focus will turn to 2020 events. He felt that the grounds were in excellent shape and all his public surveys confirmed this information. Mr. Reams informed the Board that the equipment maintenance has been status quo. He hopes to be putting forth a list of optimal changes for the club. Mr. Merschatt asked about the changes in marketing. Mr. Reams said that the contract with the Bark Firm will be coming to an end on August 30, 2019. Landscapes Unlimited Marketing Department will be taking over the advertising and website. He stated "They are golf specific and know they can enhance the photography and are able to save Three Crowns money." The Bark Firm is \$3,000 per month and with the change to LU the cost will be lowered to \$1,000 per month. Mr. Schrader inquired on the

feedback received on the Instruction Program. Mr. Reams stated "Having the USA Golf Team here has only been positive." There will be futures changes to the program next year. They plan to have entry dates for the juniors to sign-up whether it be for two or three weeks instead of having an open-ended program.

- Executive Committee - Mr. Merschatt reviewed all the upcoming meetings and discussed the upcoming City and County Meeting in August. "It will be an overview on the events that have occurred this past year, and also discussing future projects."

5. Interaction with City and County Representatives – Specific Issues and Concerns

Mr. Hopkins, City Representative reported there is an open seat for a Councilman who will be replacing Councilman Walsh. He encouraged people to apply and submit their Letter of Interest no later than July 19th. Ms. Kaufman informed the Board she had visited Cheyenne to attend the reopening of the State Capitol.

6. Other

Mr. Stack inquired if the Board would be interested in allowing the Natrona County SWAT team to utilize the building on July 24th from 8:00 p.m. to 12:00 a.m. to conduct training. A motion was made by Mr. Hopkins and seconded by Ms. Kaufman to allow the Natrona County SWAT Team to conduct their training. Mr. Stack abstained from the vote due to conflict of interest. There being no further discussion, the rest of the Board proceeded to vote on the Treasurer's Report. The motion carried with all members in attendance voting aye.

7. Future Meetings/Agenda

July 18th - Three Crown's Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

August 14th - Annual City and County Meeting at 4:30 p.m. followed by ARAJPB Regular Board meeting 6:00 p.m. held at 2435 King Blvd., Big Horn Conference Room.

*August 16th - Three Crown's Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room. This meeting will change to being held on Friday for this month only.

September 11th - Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

September 19th - Three Crown's Committee meeting 7:00 a.m. held at 2435 King Blvd., Big Horn Conference Room.

8. Public Comment

None.

9. Good of the Order

None.

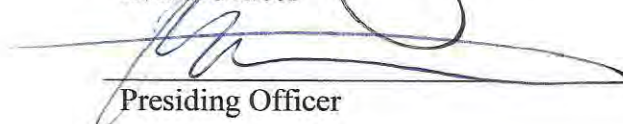
10. Adjournment

There being no further action by the Board, a motion was made by Mr. Stack and seconded by Mr. Schrader to adjourn the meeting at 6:55 p.m. The motion carried with all members in attendance voting aye.

8/14/2019
Date

8/14/19
Date


Board Officer


Presiding Officer



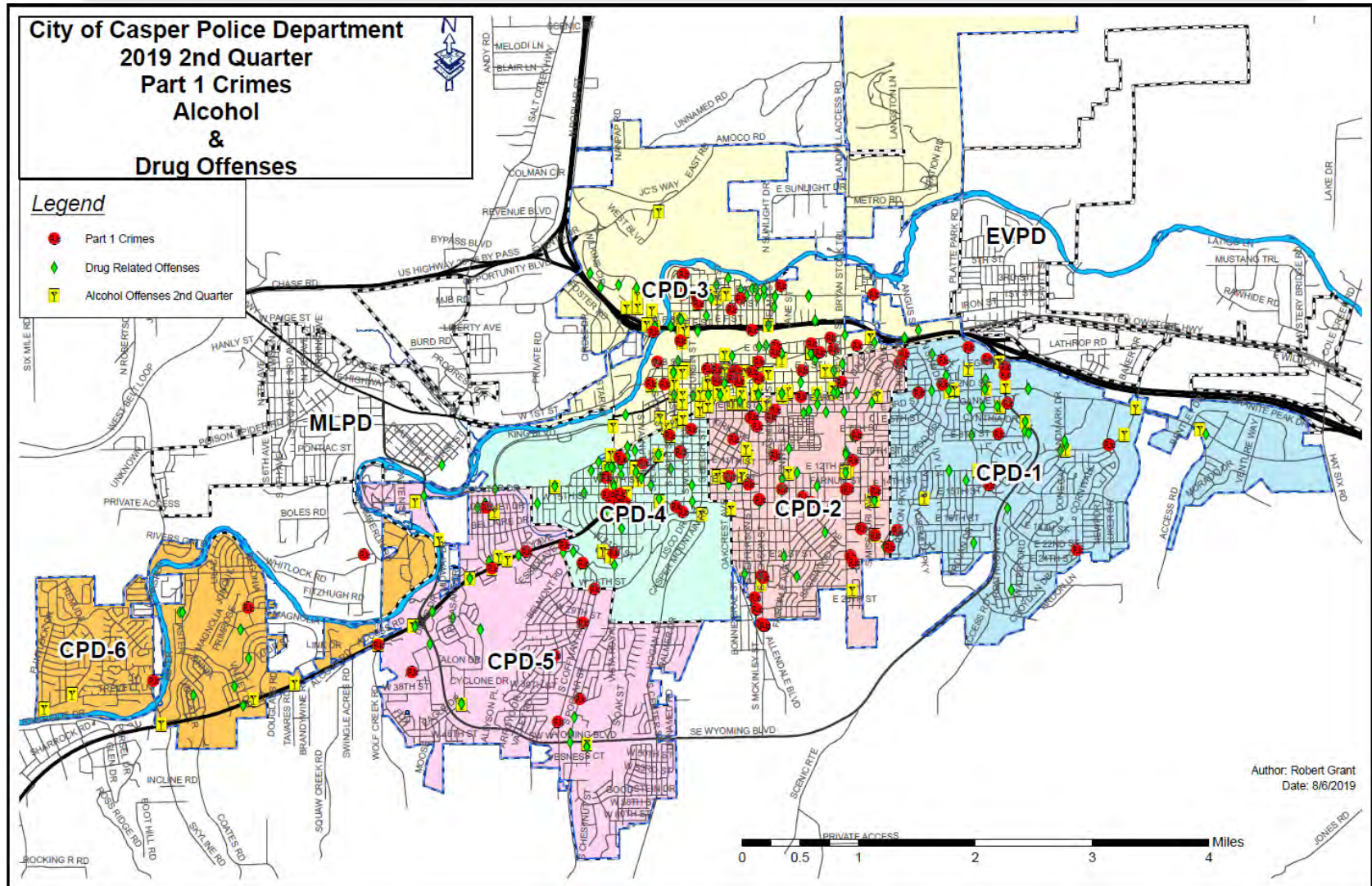
Casper Crime Report

2nd Quarter 2019



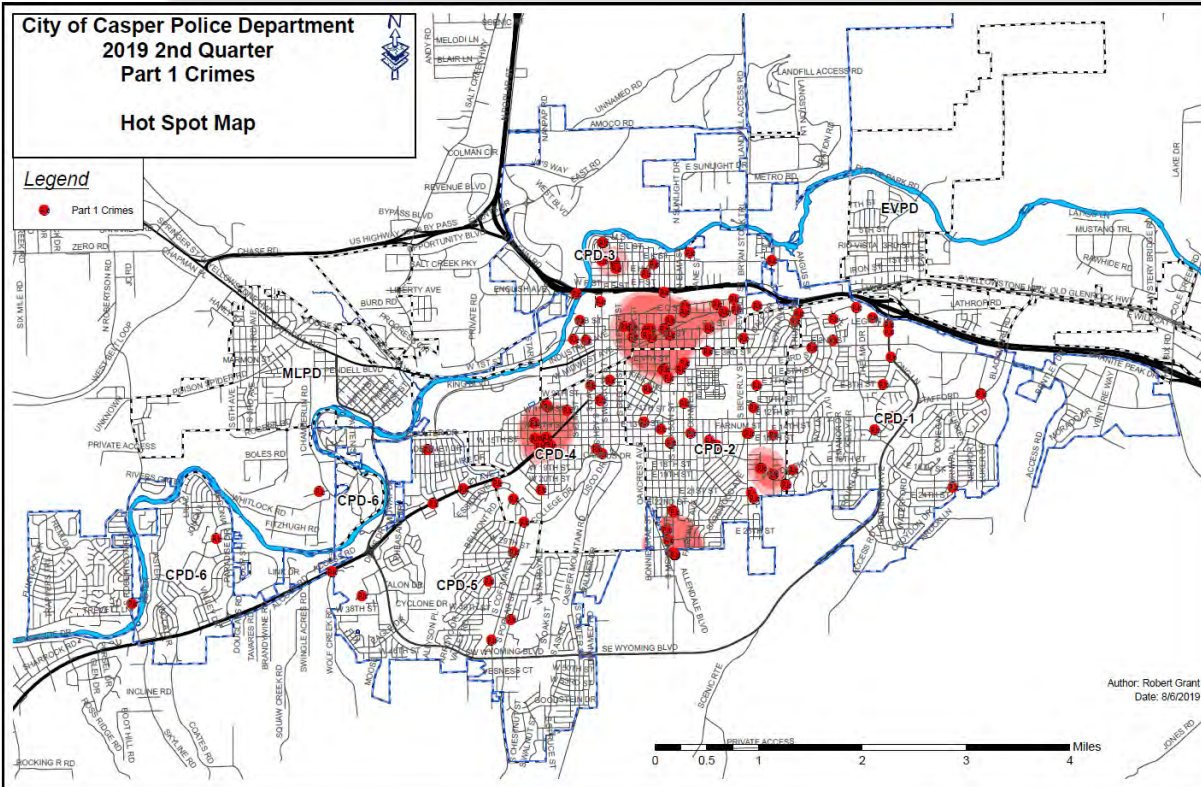


2nd Quarter 2019 Pin Map





2nd Quarter 2019 Part 1 Offenses



QT 2 2019	QT 2 2018	QT 2 2019
Calls for Service	11,762	14,104
Part I Offense	QT 2 2018	QT 2 2019
Homicides	1	0
Forcible Rape	12	13
Robbery	2	4
Assault	199	234
Burglary - Res	59	46
Burglary - Non-Res	17	28
Burglary - Auto	72	64
Larceny	307	335
Motor Vehicle Theft	35	31
Arson	0	1
Officers Assaulted	5	9

Important Points

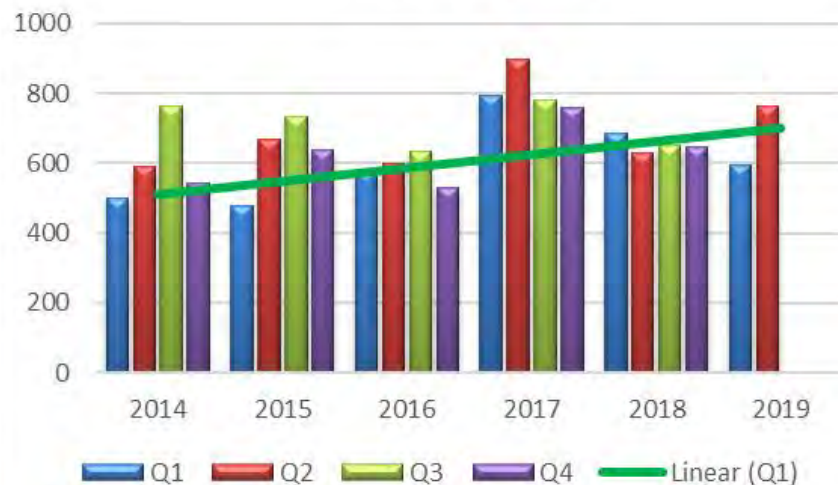
- Assault Offenses are also outside of the normal range of data.
- This is possibly the result of changing records management practices. We are currently determining if the increase is really happening or is just the result of changing police record practices.
- Motor Vehicle thefts have been increasing monthly over the past 6 months.
- Calls for Service numbers are down as a result in policy and procedure changes.

- Part 1 Offenses are defined as serious crimes that occur within all areas of the county and are likely to be reported to the police. The main offenses categories are homicide, rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, and arson.
- The Casper Police Department usually identifies Part 1 offense hotspots (Defined in Red) in the areas of the NCHS, KWHS, and the two Walmart stores.
- Other hotspots move and change throughout the city changing depending on emergent crime trends and seasonal variation in crime.
- Hot Spot Analysis is determined by Kernel Density. In statistics, kernel density estimation (KDE) is a non-parametric way to estimate the probability density function of a random variable. Kernel density estimation is a fundamental data smoothing problem where inferences about the population are made, based on a finite data sample.



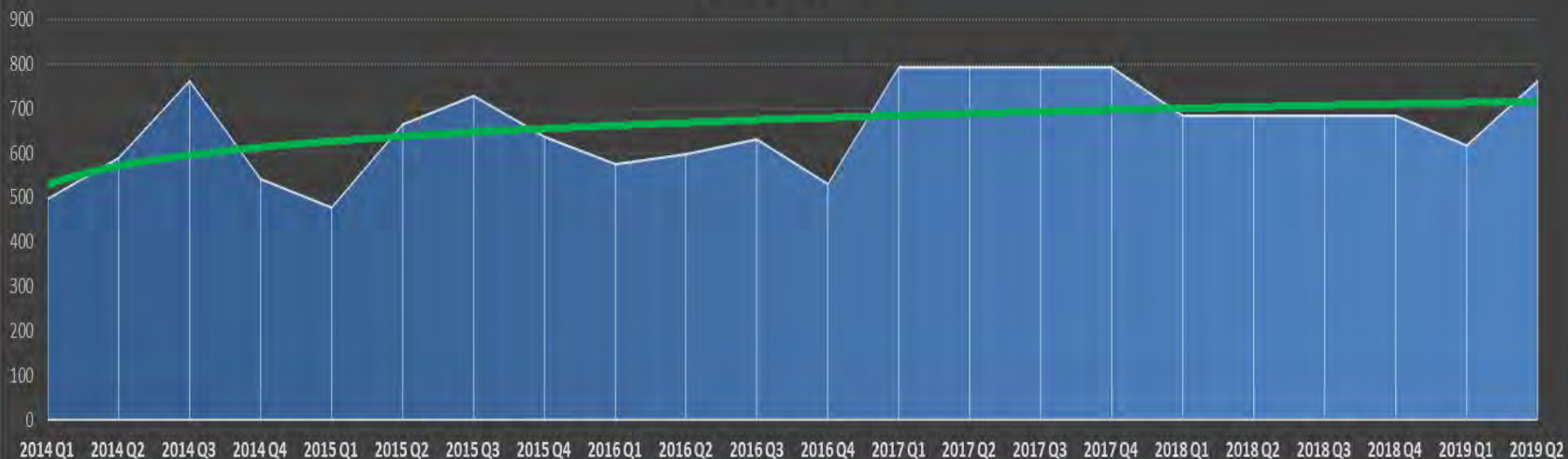
Part 1 Offenses 2nd Quarter 2019

Part 1 Crimes



Part 1 Crime Totals					
Year	Q1	Q2	Q3	Q4	Total
2011	588	690	739	867	2884
2012	790	870	841	699	3200
2013	776	660	865	699	3000
2014	502	599	769	548	2418
2015	482	670	741	644	2537
2016	582	605	635	533	2355
2017	797	898	781	633	3109
2018	770	709	709	731	2919
2019	597	765	0	0	1362

Part 1 Crimes





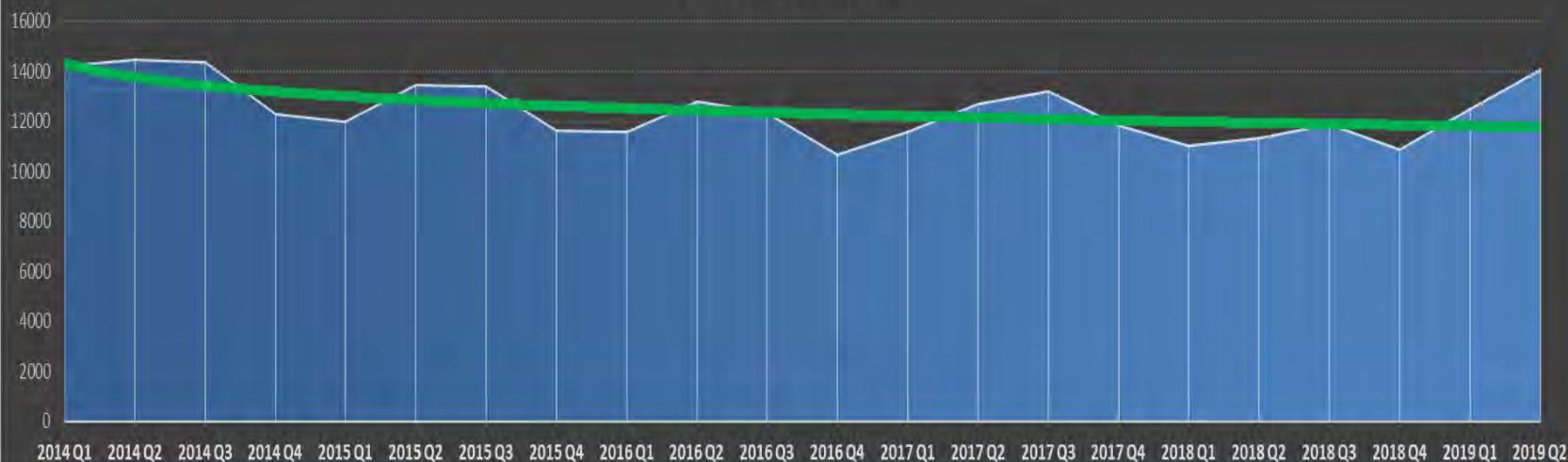
Calls For Service 2nd Quarter 2019

Calls for Service



Calls For Service Totals					
Year	Q1	Q2	Q3	Q4	Total
2011	12864	12751	13192	13042	51849
2012	13473	13874	13560	13250	54157
2013	13881	14964	15199	13924	57968
2014	14255	14542	14426	12339	55562
2015	12015	13495	13478	11680	50668
2016	11628	12849	12391	10739	47607
2017	11637	12722	13261	11866	49486
2018	12,427	11,762	12,255	11,160	47604
2019	12,523	14,104	0	0	26627

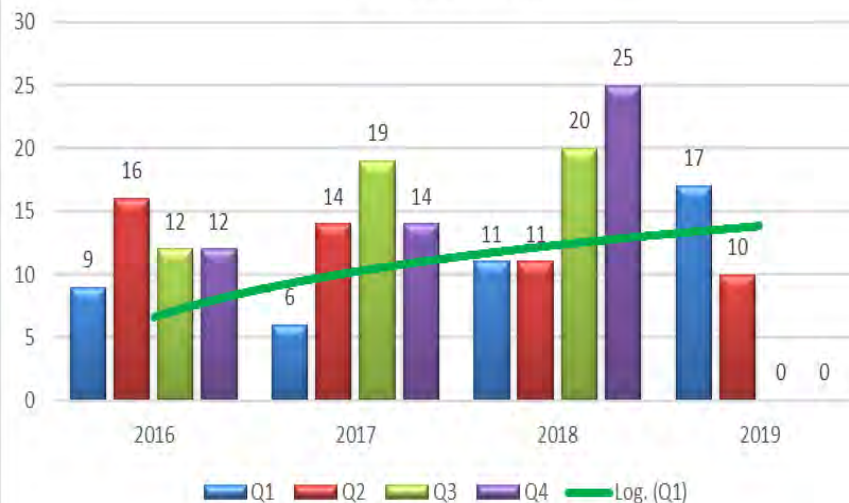
Calls for Service





DUI Accidents 2nd Quarter 2019

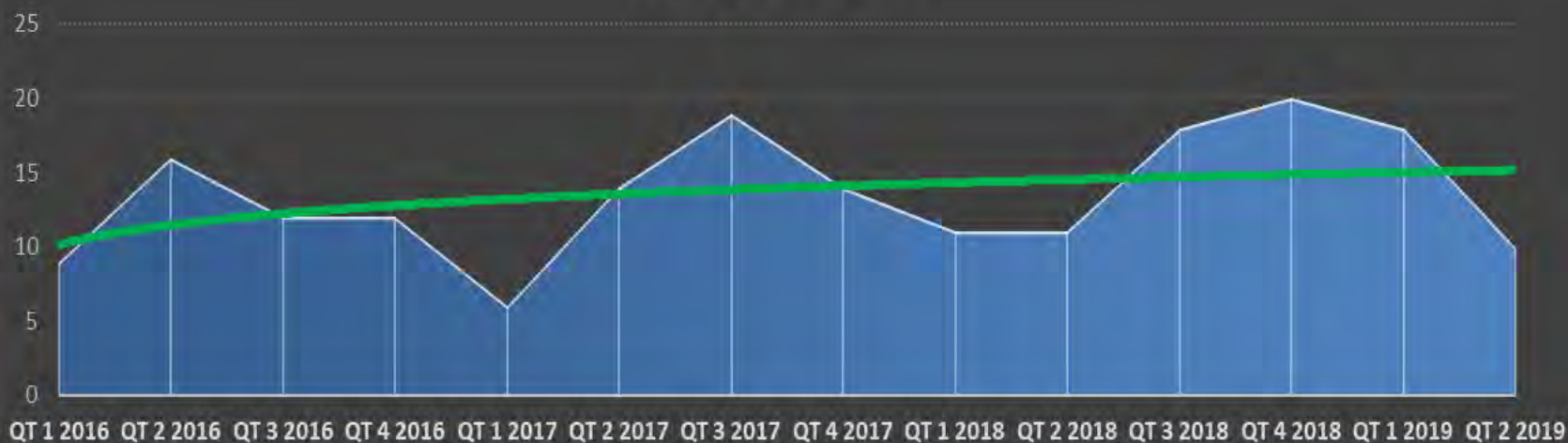
DUI Accidents



DUI Accidents

Year	Q1	Q2	Q3	Q4	Total
2011	20	21	19	38	98
2012	16	23	27	27	93
2013	16	20	19	11	66
2014	16	24	21	17	78
2015	15	21	12	16	64
2016	9	16	12	12	49
2017	6	14	19	14	53
2018	11	11	20	25	67
2019	17	10	0	0	27

DUI Accidents





Suicidal Calls, Involuntary Committals & Suicides

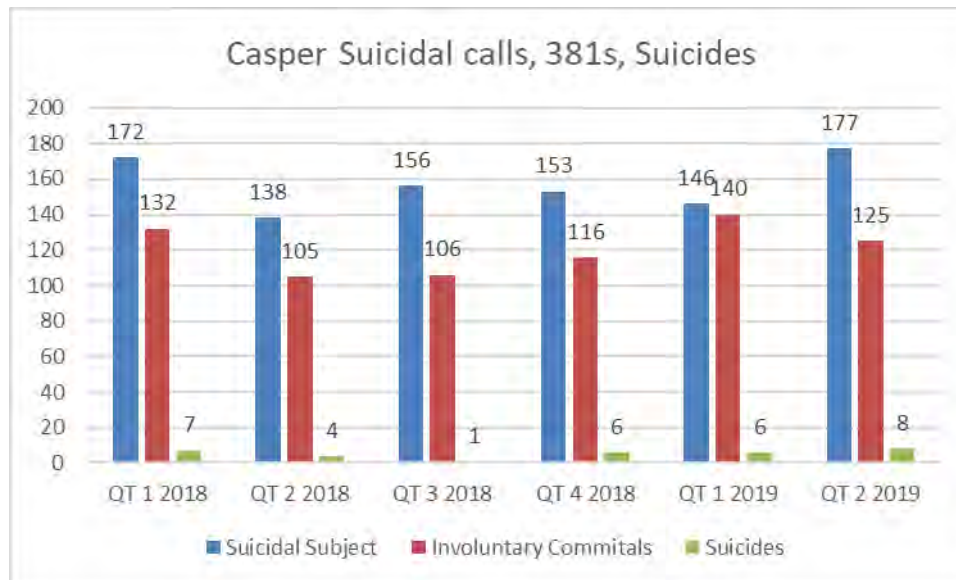
2nd Quarter 2019



	Suicidal Subject	Involuntary Committals	Suicides
QT 1 2018	172	132	7
QT 2 2018	138	105	4
QT 3 2018	156	106	1
QT 4 2018	153	116	6
QT 1 2019	146	140	6
QT 2 2019	177	125	8

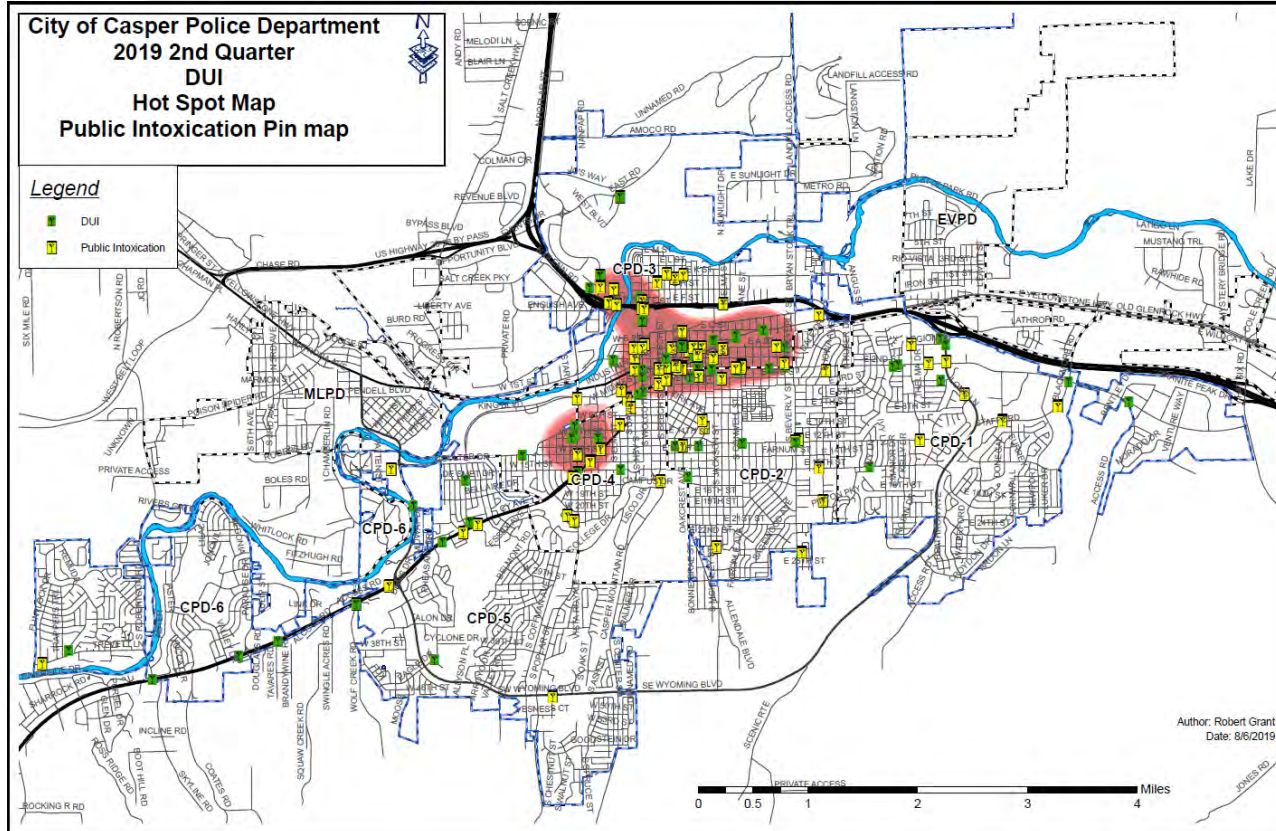
Important Points

- Calls for Service numbers for Suicidal Subjects are up.
- Involuntary Committals are down from 1st Quarter of 2019 but have been trending upward since 2nd Quarter of 2018
- Involuntary Committals Reflect the Casper Police Department's request for a 381 form at the Wyoming Medical Center, and not 381s by WMC or WBI. Those numbers were not available at this time from WMC or WBI.
- Suicide numbers are on the rise. These numbers are collected from the Natrona County Coroner.





Alcohol Offenses 2nd Quarter 2019



Alcohol Related	QT 2 2018	QT 2 2019
Illegal Possession/consumption	24	4
Sell to Minor	0	2
Furnish to Minor	0	3
Public Intoxication	112	130
DUIs	63	67

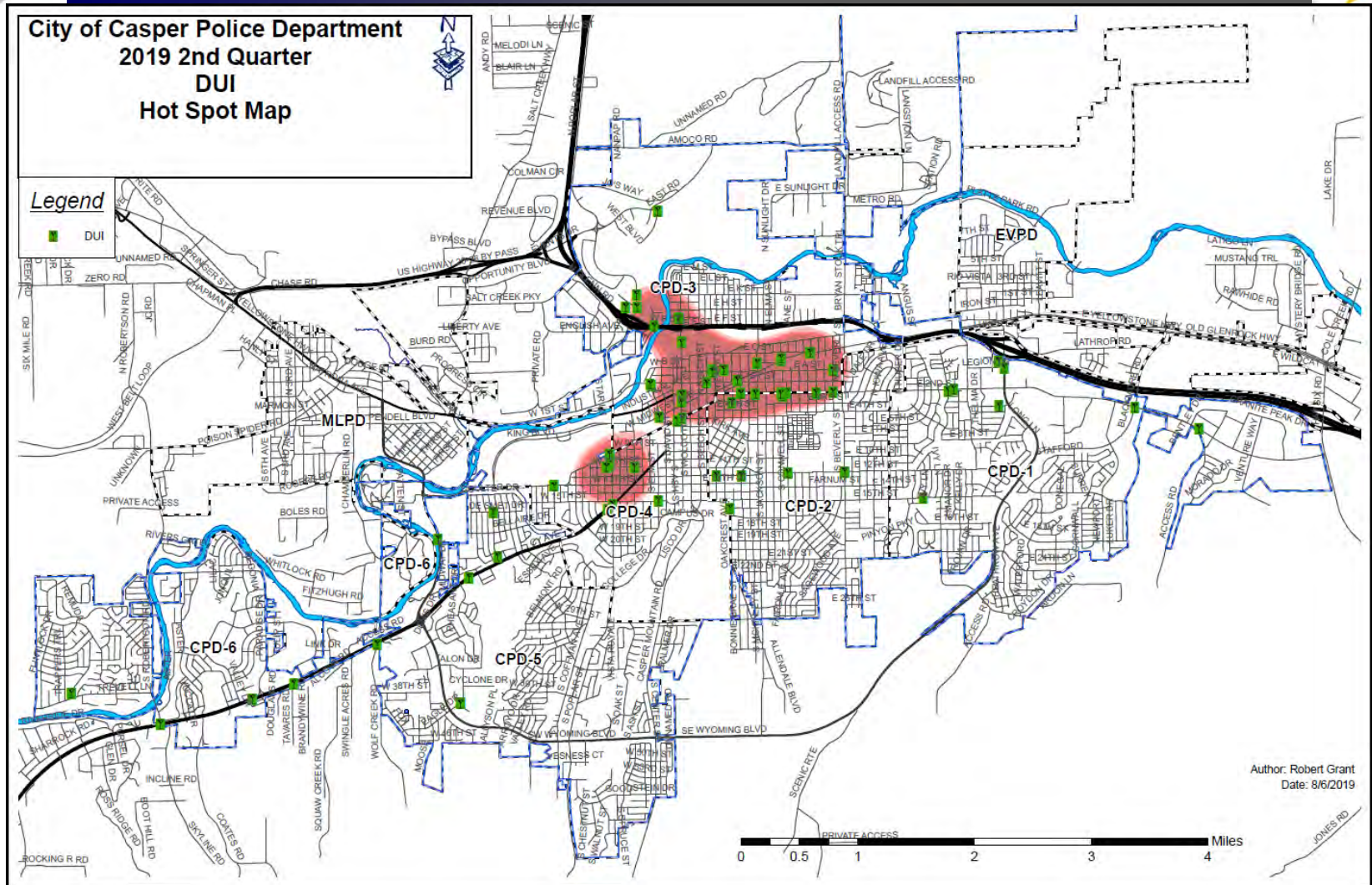
Important Points

- The DUI Hotspots are defined in **Red**.
- All Alcohol related offenses are within normal ranges.
- Kernel Density used DUI data only for Hot Spot Analysis.

- DUIs are below average.
- Public Intoxication is below average
- Kernel Density used DUI data only for Hot Spot Analysis.



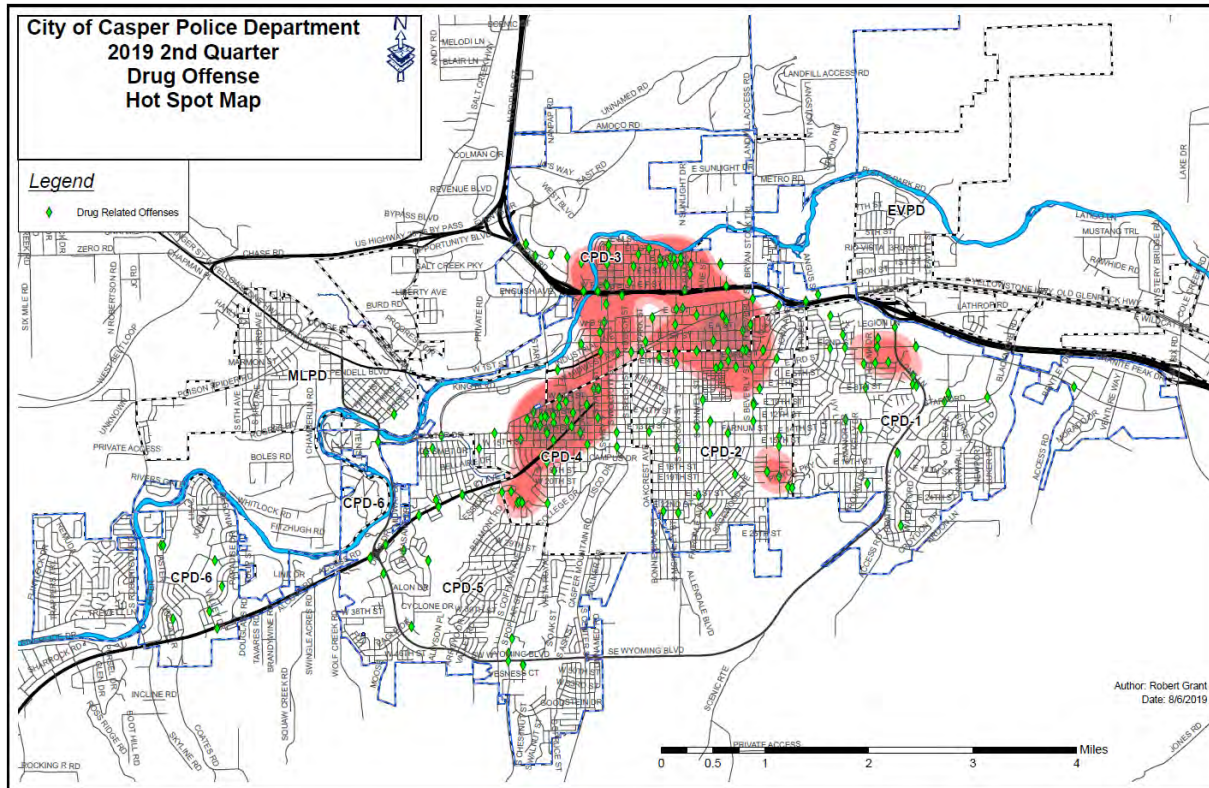
DUI Arrests 2nd Quarter 2019



- The CPD is always working to develop a more focused approach to DUI intervention like Hot Spot mapping, DUI Grants and the Safe Rides Program ran by the Alcohol Task Force and Local Liquor Establishments.



Drug Offenses & Arrests 2nd Quarter 2019



Drug Arrests	QT 2 2018	QT 2 2019
Adult Totals	140	150
Cocaine	1	1
Marijuana	83	69
Synthetic	43	48
Other	14	35
Juvenile Totals	27	55
Cocaine	0	0
Marijuana	25	13
Synthetic	0	0
Other	2	5

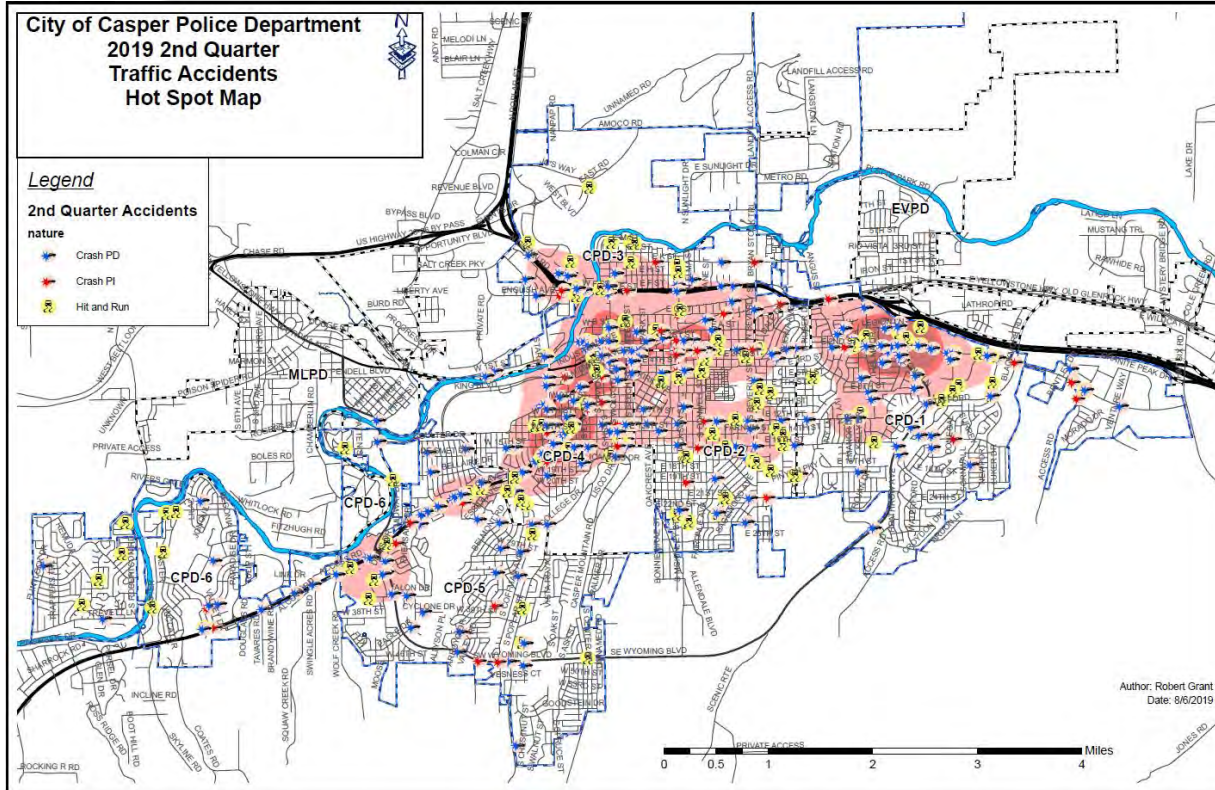
Important Points

- Adult arrests for synthetic drugs are outside of the normal range
- Adult Arrests for synthetic drug possession has been steadily increasing since the first 4th quarter of 2015.
- Adult Arrests are up
- Juvenile Arrests are up and above normal range
- All other categories are within the projected range

- The Drug Offense Hotspots are defined in red.
- Other hotspots move and change throughout the city changing depending on emergent crime trends and seasonal variation in crime.



Traffic Accidents 2nd Quarter 2019



Traffic	QT 2 2018	QT 2 2019
Accidents - Property Damage	365	468
Accidents - Personal Injury	33	72
Accidents - Fatality	0	1
Hit and Runs	111	138
DUI Related Accidents	11	10
Traffic Stops	2,013	2,467
Moving Violations	1,127	1,141
Registration Violations	94	111
Parking Violations	204	142

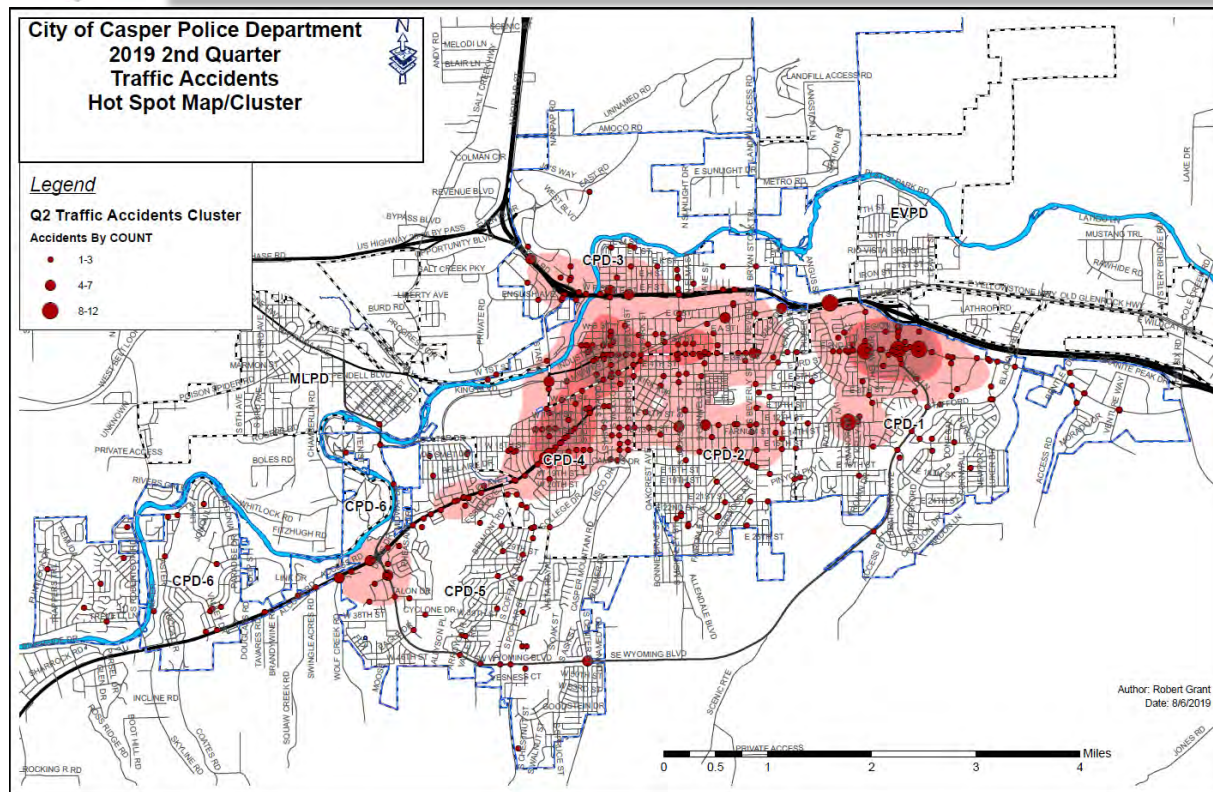
Important Points

- The intersections with the most accidents in the city of Casper are:
 - CY Ave & Wolf Creek rd
 - CY Ave & Wyoming Blvd
 - SE Wyoming Blvd & Plaza Dr
 - CY Ave & S Poplar St
 - S Poplar & King Blvd
 - E 2nd St & S Beverly St
 - 2nd & Walsh
 - SE Wyoming Blvd & E 2nd St
 - E 2nd St & Scotthill Rd
 - E 12th St & Linda Vista
 - Wyoming Blvd & Casper Mountain Rd
 - Center & F st
 - Yellowstone & Kenwood
 - Yellowstone & Hereford Ln in front of Whites
- The Traffic Accident Hot Spot map (Hot Spot area defined in **RED**) was created by Kernel Density traffic accident data and Hit and Run data. The street segments with the most accidents during the 2nd Quarter were at 2nd & Beverly, CY Ave & Poplar St, CY Ave & Elm St and 2nd & Wyoming Blvd.



Traffic Accidents 2nd Quarter 2019

(continued)



Traffic	QT 2 2018	QT 2 2019
Accidents - Property Damage	365	468
Accidents - Personal Injury	33	72
Accidents - Fatality	0	1
Hit and Runs	111	138
DUI Related Accidents	11	10
Traffic Stops	2,013	2,467
Moving Violations	1,127	1,141
Registration Violations	94	111
Parking Violations	204	142

Important Points

- The intersections with the most accidents (12 - 6 count) in the city of Casper are:
 - CY Ave & Wolf Creek rd
 - CY Ave & Wyoming Blvd
 - CY Ave & S Poplar St
 - CY Ave & Elm St
 - S Poplar & Collins Dr
 - S Poplar & West 1st St
 - E Yellowstone & E 1st St
 - E 2nd St & S Beverly St
 - E 2nd St & S Sun Dr
 - SE Wyoming Blvd & E 2nd St
 - E 2nd St & Scotthill Rd
 - Wyoming Blvd & E 12th St

- The Traffic Cluster Data was created using Spatial analysis and Clustering Events from traffic accident data and Hit and Run data.
- The street segments with the most accidents (12 - 9 count) during the 2nd Quarter were at; 12th & Linda Vista, 2nd & Wyoming Blvd, 2nd & Walsh, 2nd & Scotthill Rd (Walmart East), I25 South Bound by Walsh Dr



2nd Quarter UCR Report



QT 2 2019	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Calls for Service	12986	11894 - 13292	1,091.76	10,739	15,199	11,762	14,104
Part I Offense	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Homicides	0	0 - 3	1.14	0	5	1	0
Forcible Rape	2	-4 - 14	6.14	0	25	12	13
Robbery	1	0 - 4	2.30	0	9	2	4
Assault	58	2 - 258	56.15	97	353	199	234
Burglary - Res	18	5 - 68	12.83	31	79	59	46
Burglary - Non-Res	6	-2 - 26	8.27	5	43	17	28
Burglary - Auto	30	-20 - 113	49.77	27	249	72	64
Larceny	110	54 - 365	56.17	240	483	307	335
Motor Vehicle Theft	8	-1 - 39	8.85	9	47	35	31
Arson	1	0 - 3	2.00	0	8	0	1
Officers Assaulted	1	0 - 4	2.44	0	8	5	9
Property	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Stolen	366779	123675 - 609882	\$243,103.42	\$54,264.00	\$1,432,546.00	\$ 428,044.00	\$ 400,455.00
Recovered	156033	36055 - 276010	\$119,977.36	\$7,388.00	\$431,288.00	\$ 150,055.00	\$ 190,165.00
UCR Arrests	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Adult	878	690 - 1067	188.73	127	1137	642	768
Juvenile	163	119 - 207	44.25	60	266	92	161
Burglary	15	2 - 27	12.30	3	78	17	11
Larceny	107	50 - 163	56.43	55	374	59	80
Alcohol Related	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Illegal Possession/consumption	29	0 - 65	36.04	0	119	24	4
Sell to Minor	2	0 - 5	2.80	0	9	0	2
Furnish to Minor	1	0 - 2	1.31	0	4	0	3
Public Intoxication	137	99 - 174	37.61	62	216	112	130
DUIs	90	62 - 118	28	42	154	63	67
Blood Alcohol Content	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Average BAC	0.157	0 - 0	0.016	0.13	0.53	0.131	0.175



2nd Quarter UCR Report

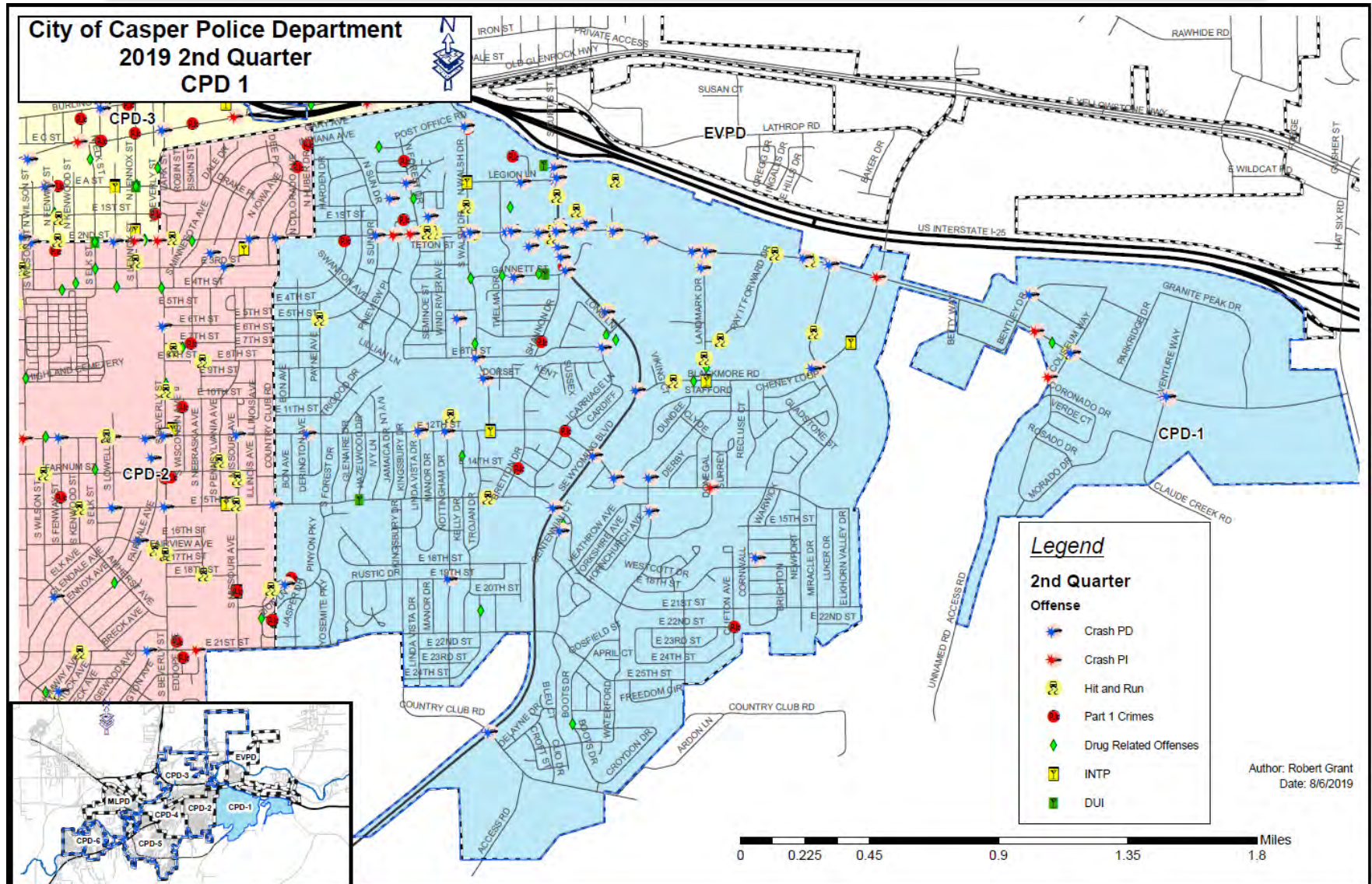
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Drug Arrests	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Adult Totals	132	107 - 156	24.40	79	183	140	150
Cocaine	3	0 - 7	4.12	0	15	1	1
Marijuana	80	64 - 96	15.97	34	110	83	69
Synthetic	27	10 - 44	17.41	0	63	43	48
Other	23	11 - 35	11.57	10	67	14	35
Juvenile Totals	31	22 - 41	9.65	17	49	27	18
Cocaine	0	0 - 2	1.38	0	8	0	0
Marijuana	22	14 - 30	7.94	9	39	25	13
Synthetic	0	0 - 1	0.57	0	2	0	0
Other	9	5 - 14	4.63	2	23	2	5
Traffic	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Accidents - Property Damage	406	321 - 491	85.13	221	562	365	468
Accidents - Personal Injury	62	47 - 78	15.36	33	92	33	72
Accidents - Fatality	1	0 - 2	1.17	0	5	0	1
Hit and Runs	144	110 - 178	34.10	56	190	111	138
DUI Related Accidents	18	11 - 24	6.31	6	38	11	10
Traffic Stops	3232	2508 - 3956	723.75	2013	5035	2,013	2,467
Moving Violations	1785	1141 - 2429	644.10	925	3344	1,127	1,141
Registration Violations	180	93 - 267	87.01	21	461	94	111
Parking Violations	158	63 - 253	95.09	23	387	204	142
False Alarms	Average	Normal Range	St Dev	Min	Max	QT 2 2018	QT 2 2019
Suicidal Subject	157	142 - 172	14.99	138	177	138	177
Involuntary Commitals	121	107 - 135	14.17	105	140	105	125
Suicides	5	3 - 8	2.50	1	8	4	8

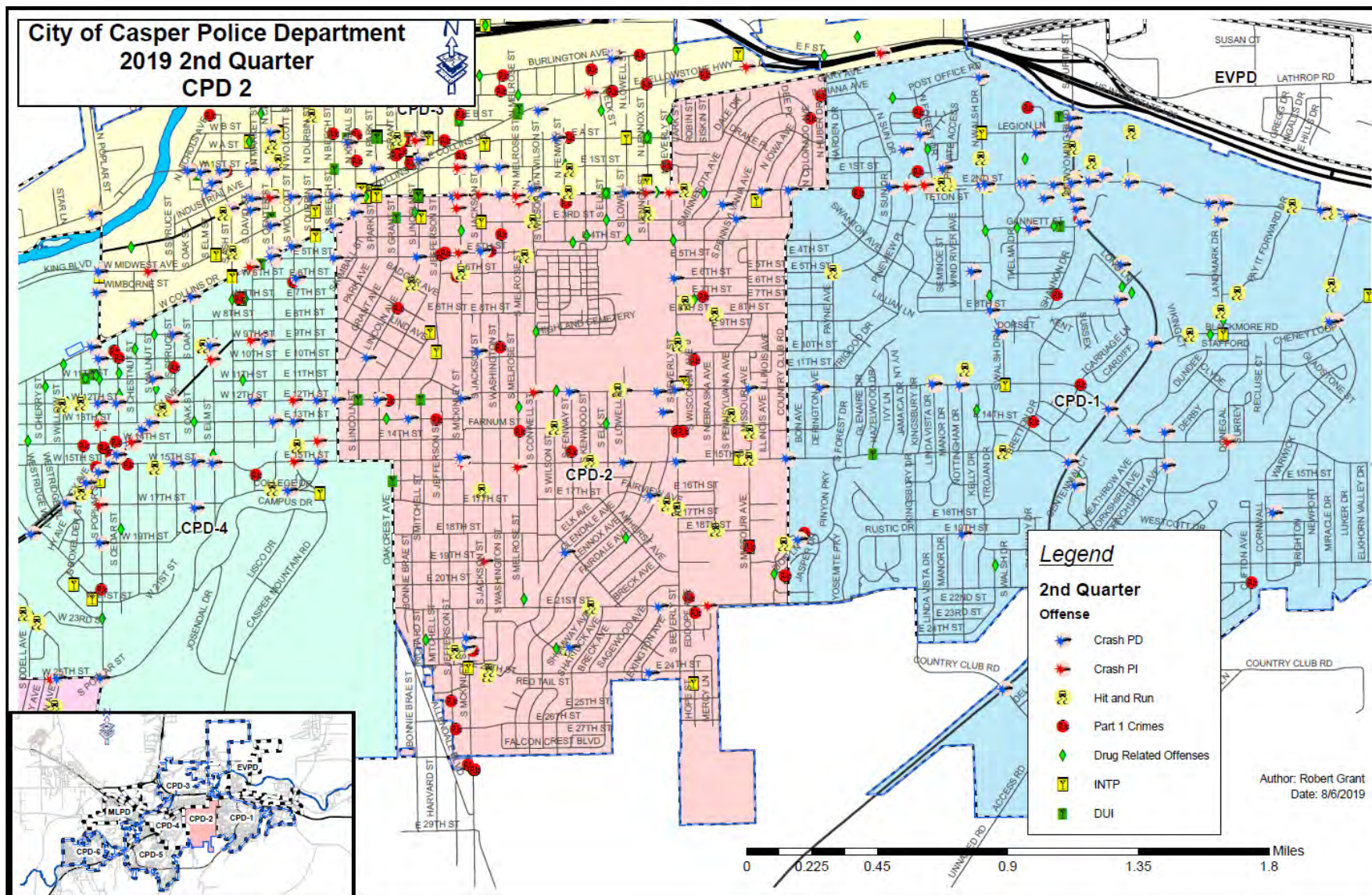


Pin Map 2nd Quarter 2019 Area 1





Pin Map 2nd Quarter 2019 Area 2





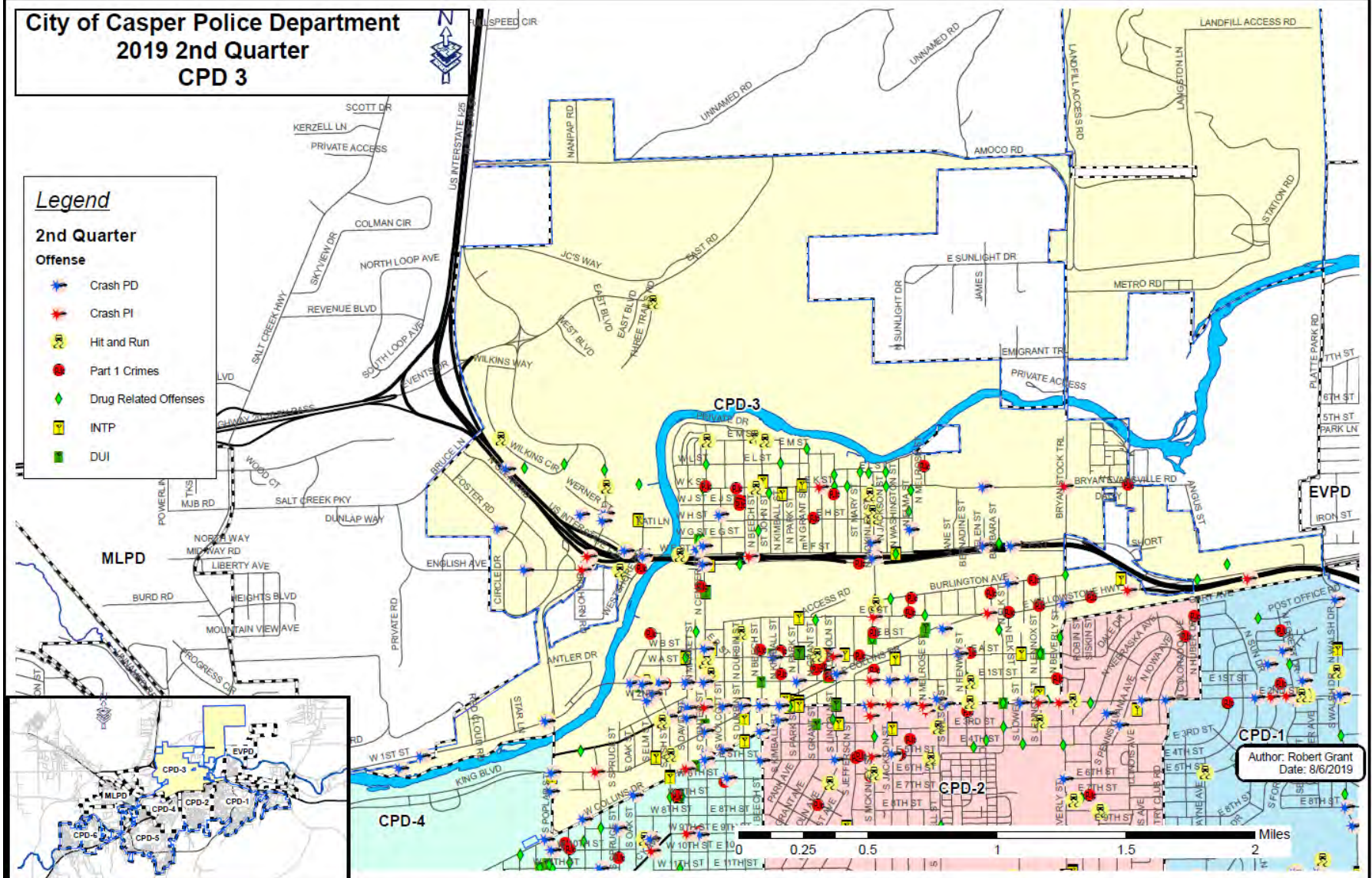
Pin Map 2nd Quarter 2019 Area 3

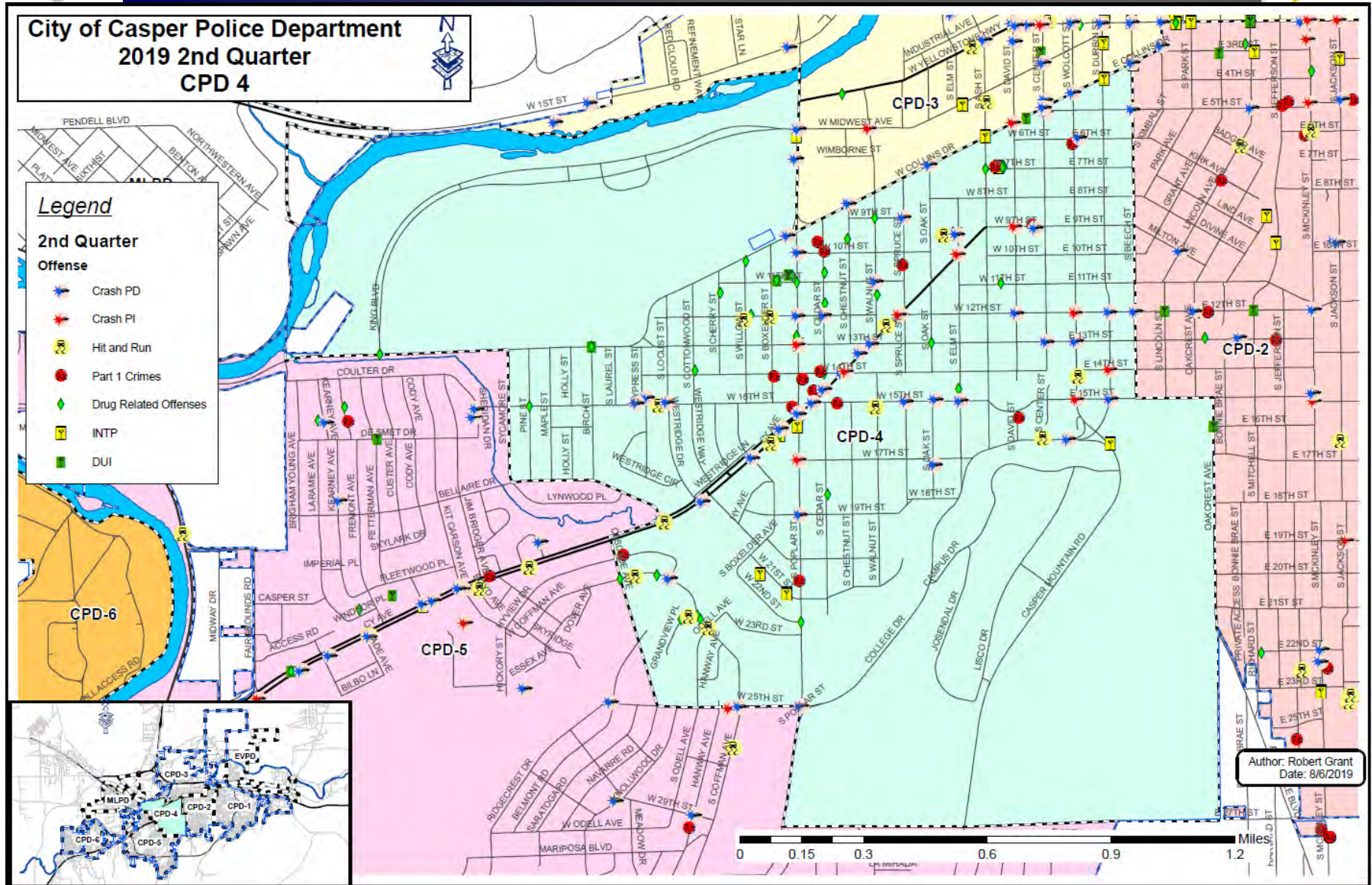
City of Casper Police Department
2019 2nd Quarter
CPD 3

Legend

2nd Quarter Offense

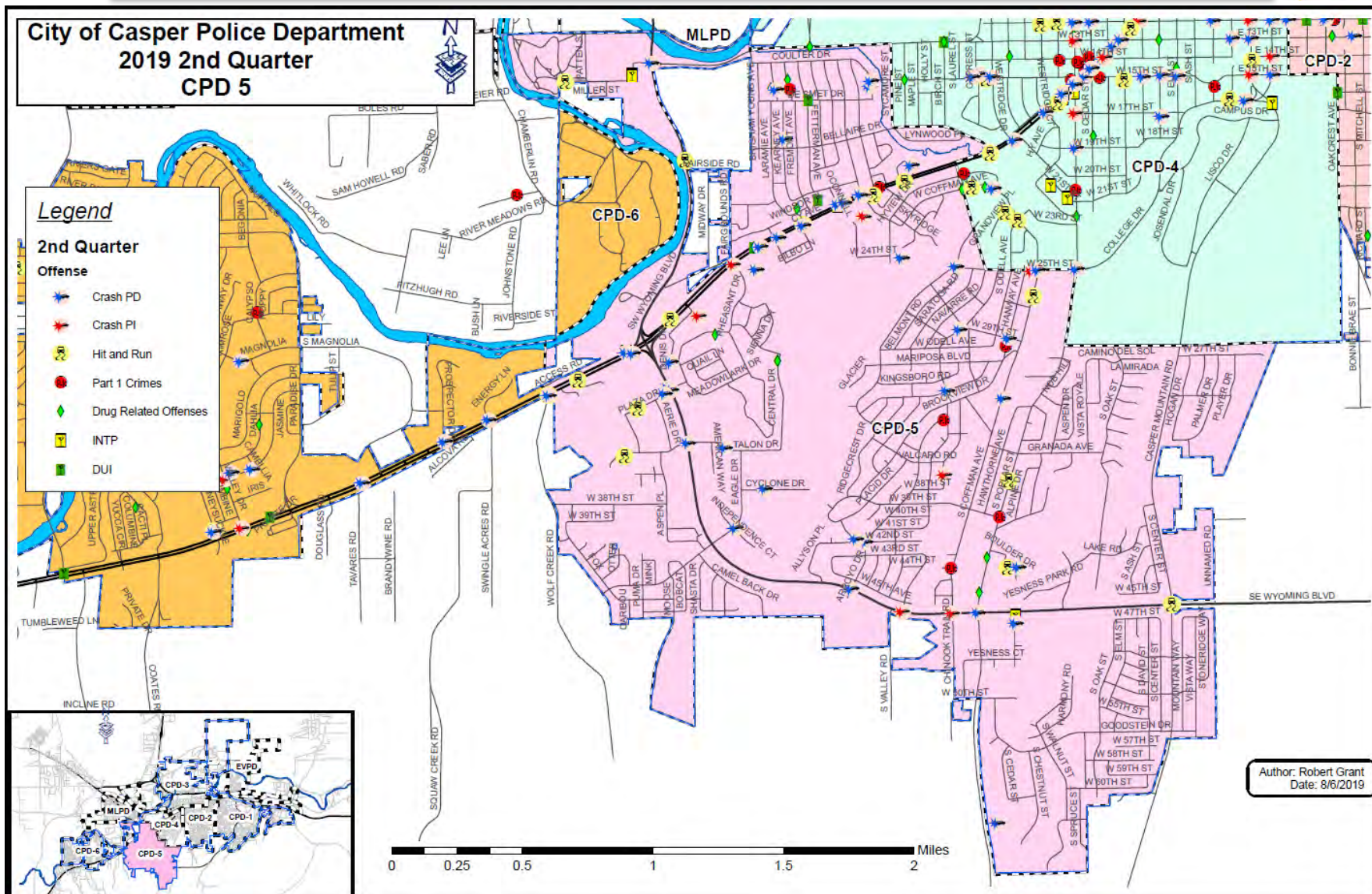
- Crash PD
- Crash PI
- Hit and Run
- Part 1 Crimes
- Drug Related Offenses
- INTP
- DUI





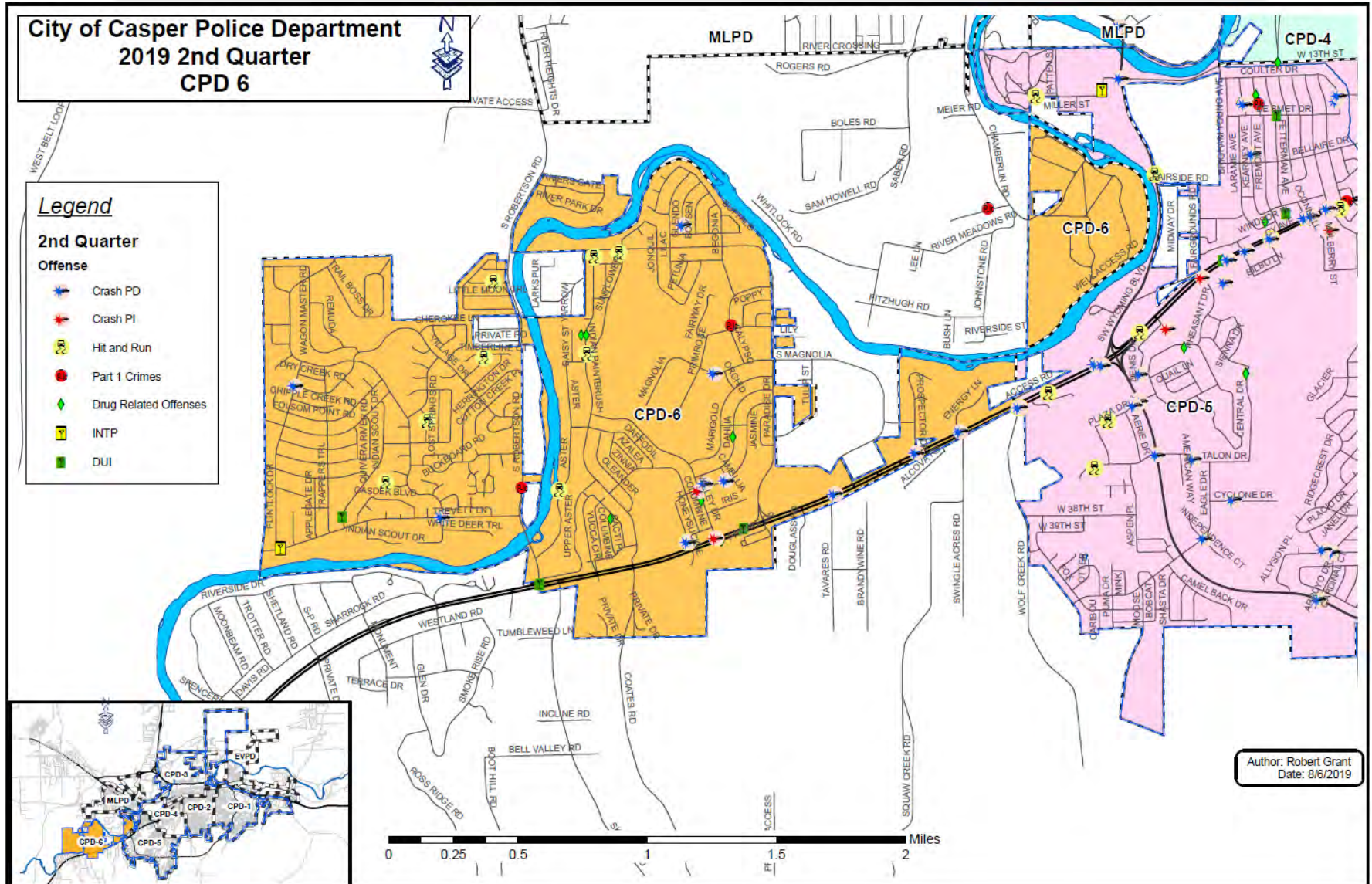


City of Casper Police Department
2019 2nd Quarter
CPD 5





Pin Map 2nd Quarter 2019 Area 6



Casper Fire-EMS Informational Fact Sheet

State of Wyoming Fire Marshal Office

The State of Wyoming Fire Marshal Office adopts the International Fire Code every 3 years. The current State of Wyoming adopted Fire Code is the 2018 International Fire Code (IFC). Local jurisdictions are required to “adopt minimum standards by ordinance or resolution that are equivalent to or more stringent than those applicable standards adopted by the department;” (WS 35-9-121)

City of Casper Wyoming

The City of Casper adopts the International Fire Code every 3 years to be in compliance with Wyoming State Law. (WS 35-9-121) The City of Casper has adopted and currently operates under the 2018 International Fire Code. (City of Casper, Wyoming, Code of Ordinances, Chapter 15.40 International Fire Code.)

International Fire Code

The International Fire Code was first developed in 2000 by several existing code groups and revised every 3 years as a model code to be adopted as a minimum standard for fire and life safety. The development of the code is based on fire science, technical data, testing, research and professional industrial standards. The International Fire Code has been adopted by over 40 States and territories and is the primary minimum standard for Fire and Life Safety.

Insurance Services Office (ISO)

A Public Protection Classification rating is assigned to local jurisdictions based on water supply, communications, staffing, response times, equipment, fire code adoption, inspections, investigations, and training.

The range of classification is from (1-10). Class 1 is the best and highest Public Protection Classification. Class 10 is the least capable and lowest Public Protection Classification.

Casper Fire-EMS has an ISO rating of Class 1.

Fire and Life Safety Inspections

The Casper Fire-EMS Department conducts Fire and Life Safety inspections on every business operating in the City of Casper. The Fire and Life Safety inspections are conducted on annual or multi-year basis depending on the type of related hazards associated with the business.

Casper businesses are only required to meet any new fire codes when there is a substantial renovation/remodel, change of use, change of occupancy, or any immediate threat to life safety.

**Civil Service Commission
2019 Meeting Schedule**

Agenda Items & Materials Due to Human Resources By:	Meeting Dates:	
November 28, 2018	December 5, 2018	
December 26, 2018	January 30, 2019	
January 30, 2019	February 6, 2019	no meeting
February 27, 2019	March 7, 2019	
March 27, 2019	April 24, 2019	
April 27, 2019	May 1, 2019	no meeting
May 29, 2019	June 5, 2019	
June 26, 2019	July 31, 2019	
August 7, 2019	August 14, 2019	
September 12, 2019	September 19, 2019	
September 25, 2019	October 2, 2019	
October 30, 2019	November 6, 2019	
November 27, 2019	December 4, 2019	
December 26, 2019	January 8, 2020	

All agenda items & their supporting documents are due to Human Resources a week prior to the scheduled meeting. A packet will be sent to the Civil Service Commission five days prior to the meeting to allow time to review the information that will be presented.

Meeting dates are subject to change based on need & availability of Commission members.

Change meeting date requested

CIVIL SERVICE COMMISSION

MINUTES OF MEETING

June 5, 2019

PRESENT: Tim Monroe, Commission Chair; Carol Crump, Commissioner; and David Dovala, Commissioner

OTHERS: Will Chambers, Deputy City Attorney; Keith McPheeters, Police Chief; Thomas Solberg, Fire Chief; Shane Chaney, Police Captain; Dan Griswold, Deputy Fire Chief; Rich Brown, Police Lieutenant; Chris Reese, Fire Union Vice-President; Tracey Belser, Support Services Director; and Heidi Rood, Human Resources Technician

Tim Monroe, Chair for the Commission, called the meeting to order at 1:00 p.m.

APPROVAL OF MINUTES OF APRIL 24, 2019

Commissioner Carol Crump made a motion to approve the minutes. Commissioner David Dovala seconded the motion. Motion carried unanimously.

CERTIFY 2019 FIRE ENGINEER PROMOTIONAL LIST

Deputy Fire Chief Dan Griswold presented a list of six (6) qualifying candidates for the Civil Service Commission to certify for Fire Engineer. The testing process included 13 candidates for the written examination on May 13, 2019. Eight (8) of the passing candidates participated in the practical assessment, which consisted of three components: Rescue, Pumping, and Truck.

Commissioner Carol Crump made a motion to approve the promotional list. Commissioner David Dovala seconded the motion. Motion carried unanimously.

CERTIFY 2019 ENTRY-LEVEL POLICE OFFICER

Lieutenant Rich Brown presented a list of two (2) qualifying candidates for the Civil Service Commission to certify for Entry-Level Police Officer. The testing process included 11 participants for the physical testing on June 1, 2019. Seven (7) of the passing candidates participated in the oral boards.

Commissioner Carol Crump made a motion to approve the certified list; Commissioner David Dovala seconded the motion. Motion carried unanimously.

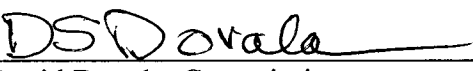
SET NEXT MEETING DATE

August 7th

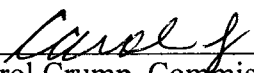
Commissioner Carol Crump made a motion to adjourn the meeting; Commissioner David Dovala seconded the motion. Motion carried unanimously. The meeting was adjourned at 1:05 p.m.



Tim Monroe, Chair



David Dovala, Commissioner



Carol Crump, Commissioner

CIVIL SERVICE COMMISSION
MINUTES OF MEETING
July 31, 2019

PRESENT: Tim Monroe, Commission Chair; Carol Crump, Commissioner; and David Dovala, Commissioner

OTHERS: Will Chambers, Deputy City Attorney; Keith McPheeters, Police Chief; Thomas Solberg, Fire Chief; Shane Chaney, Police Captain; Steve Schulz, Police Captain; Dan Griswold, Deputy Fire Chief; Jack Moore, Fire Union President; Dane Andersen, Firefighter; Tracey Belser, Support Services Director; Nicole Carlson, Human Resources Supervisor and Heidi Rood, Human Resources Technician

Tim Monroe, Chair for the Commission, called the meeting to order at 12:59 p.m.

APPROVAL OF MINUTES OF JUNE 5, 2019

Commissioner Carol Crump made a motion to approve the minutes with a correction to Tim Monroe's title. Commissioner David Dovala seconded the motion. Motion carried unanimously.

FIRE ENGINEER TEST CHALLENGE AND REVISE CERTIFIED LIST

Deputy Chief Griswold requested consideration from the Civil Service Commission to approve the correction of a test question, challenged by candidate Dane Andersen on the 2019 Engineer Practical Examination. Deputy Griswold indicated he supports the correction as rater for the test failed to score the candidate on a question in the "Pumping" exam evolution of the Engine portion of the exam, leaving the score blank. The candidate should have received a five (5)-point credit for a partially opened hydrant. This five (5)-point difference will result in a final score of 75%, qualifying the candidate for the Fire Engineer certified list.

Commissioner Carol Crump made a motion to support the Fire Engineer test challenge and certify an updated list. Commissioner David Dovala seconded the motion. Motion carried unanimously.

LIEUTENANT PROMOTIONAL SELECTION PROCESS

Captain Chaney provided information to the Civil Service Commission requesting approval to use the Mid-Level Manager Assessment Center for the position of Lieutenant. A generalized description of the elements of the assessment process and its format will be provided to the applicants. In addition, the first dissemination of the assessment's assignments or elements will occur. Candidates will have the opportunity to see clarification regarding the process or its elements at that time.

Commissioner Carol Crump made a motion to approve the Mid-level Manager Assessment Center; Commissioner David Dovala seconded the motion. Motion carried unanimously.

NOTICE OF INTENDED ACTION – CIVIL SERVICE RULE CHANGE

Captain Chaney provided a Notice of Intended Action requesting the language for overall minimum score in the Civil Service Rules and Regulations mirror the Wyoming Law Enforcement P.O.S.T. exam, which requires the candidate pass the test with a minimum score of 70% in each

CIVIL SERVICE COMMISSION
MINUTES OF MEETING
July 31, 2019

section (Basic Arithmetic, Reading Comprehension, Spelling, Grammar, Punctuation, and Writing Skills).

Amending the Casper Police Department entry/lateral level-scoring requirement as follows: 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%.

Commissioner Carol Crump made a motion to approve the 45-day rule change posting; Commissioner David Dovala seconded the motion. Motion carried unanimously.

SET NEXT MEETING DATES

August 14th

September 19th

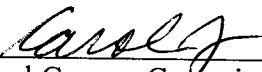
Commissioner Carol Crump made a motion to adjourn the meeting; Commissioner David Dovala seconded the motion. Motion carried unanimously. The meeting was adjourned at 1:15 p.m.



Tim Monroe, Chair



David Dovala, Commissioner



Carol Crump, Commissioner



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 April 24, 2019, 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 7th day of March 2019.

Tim Monroe
Tim Monroe, Chairman
Civil Service Commission

4-24-19
Date

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CHAPTER I – DEFINITIONS

Section 1. Extent of Amendment. Chapters I through XVII, 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 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.

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	Battalion Chief – Community Risk Reduction Officer III
Grade 4	Chief of Community Risk Reduction, Chief of Fire Training/Personnel, Chief of Operations, Division Chief
Grade 5	(No Position Currently Assigned.)
Grade 6	Fire Chief, Public Safety Director

POLICE DEPARTMENT

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

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.

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 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 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 two (2) years of previous related qualifying 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 AND LATERAL LEVEL (POLICE) APPLICANTS

Section 1. Examination Requirements. The Commission shall examine the qualifications and competency of all applicants for 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 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 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 begin the testing process for 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 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 percentage of proficiency in each test is less than 75%. When multiple sections of a test are used, the applicant must pass each section with a score of no less than 75% or, in the case of a pass/fail test, with a pass.

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 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 of applicants; and where it appears that an error or injustice has been done, shall have 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 and lateral level oral examinations shall be conducted by the department head or his/her designate.

CHAPTER IX - ENTRY LEVEL AND LATERAL LEVEL (POLICE) ELIGIBILITY REGISTER

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 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 discharge, or reduction for cause; therefore, provisions of Chapter XIII do not apply.

In the event of a withdrawal of appointment, City of Casper Rules and Regulations probationary discharge procedures will apply.

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 been satisfactory, his/her appointment shall be documented.

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 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 of applicants; and where it appears that an error or injustice has been done, shall have 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 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, the following time in grade requirements shall be observed:

No persons with less than four (4) years qualifying law enforcement service, of which no less than two (2) years has 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 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.

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, 2018)

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.

d. 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.

e. 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 XIII – DISCHARGE AND REDUCTION FOR CAUSE

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 consent of the Commission after a hearing.

Section 2. Request. The Appointing Authority shall make a request to the Commission for its consent to 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 3. 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 4. 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.

Section 5. 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 6. 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.

Section 7. 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 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 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 8. 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 9. 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 10. 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 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 but Less Than One Hundred Twenty (120) Hours. In the case of suspensions without pay of more than sixteen (16) hours 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 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 case shall be as outlined in Chapter XII, Section 6. 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, the Commission may either issue its written consent, decline to do so, or issue its consent conditionally.

Section 2. Hearing. The affected employee and the appropriate department head shall be given notice of the time and place of any hearing at least five (5) days prior thereto. Continuances may be allowed by the Commission for good cause. All hearings before the Commission or Hearing Examiner shall be conducted as contested cases under the Wyoming Administrative Procedures Act.

Section 3. 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 XV – PREDEPREVATION HEARING

Prior to suspension of 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”). 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 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 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.

CHAPTER XVI – DELEGATION

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

CHAPTER XVII – 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.



FY 2019 Community Promotions Final Report

Please file this form within **30 days** of the conclusion of your event. Submit this form along with any bills for reimbursement to the City Manager's Office, 200 N. David, Casper, WY 82601. **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: USA Softball of Wyoming Program/ Event: State Tournament

Contact Person: Rebecca Pexton Phone Number: 307-351-8319 Date: 8-7-19

Email Address: rebeccapexton@gmail.com

1. Mission

Please state the agency's mission/vision:

2. Written Account of your Event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your written account to one (1) page of written material.**

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.**

4. Program Significance

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- What impact did the program have on the specified target population and community?
- Have there been significant trends over the past months regarding your target population?

5. Results

- Please describe the outcomes/outputs
- Please describe the method of measurement
- Please describe the performance results

6. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered
- How well (quality) the services were delivered. For example, describe how individuals were better because of the event
- What does your analysis of the past year's data tell you about what is happening to the impacted target population?
- How could the event have worked better?
- How will you address this?

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.

- 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.
- 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 can **Accurately Count** the number of people who attended my event because:

- ☐ We sold tickets
- ☐ We took a turnstile count or counted people as they came in
- ☐ We conducted an organized head count
- ☒ All participants were registered
- ☐ We used sign-in sheets
- ☐ We used another method that was pre-approved by the City Manager's Office

Number who Actively Participated:

583 players

Number who attended as Spectators:

I can only make a **Rough Estimate** of the number of people who attended my event.

Number who Actively Participated:

208 Coaches, Asst Coaches, Managers

Number who attended as Spectators:

726

I can make an **Educated Guess** at the number of people who attended my event because:

- ☐ We counted cars
- ☐ We filled a certain amount of space
For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"
- ☐ We used another method that was pre-approved by the City Manager's Office

Number who Actively Participated:

Number who attended as Spectators:

Exhibit A

Organization Name	Event Name	In-Kind Result
USA Softball of Wyoming	State Final Tournament	\$994.50

Facilities/In-Kind Services:

Service or Facility	Amount	Total Unit Price
Bs Ball - per field, per day- field prep	27	\$55.00
Trash Service - Per 90 gallon can	27	\$12.00
Bs Ball - per complex, per day- maintenance	3	\$60.00
Bs Ball - per field, per day- field prep	27	\$55.00

USA Softball of Wyoming - JO Office

Rebecca Pexton Wyoming Junior Olympic Commissioner

803 S 10th Street

Douglas, WY 82633 307.351.8319



USA Softball of Wyoming is an affiliate of USA Softball, the National Governing Body of Softball in the United States. We are a non-governmental and not-for-profit organization (501.c.3). Staffed by volunteers and dedicated to the advancement of men's, women's and youth softball, in Wyoming, at all levels of play.

Our state tournament was held in Casper with open ceremonies at the Mike Lansing Field on Thursday July 11, 2019 followed by 3 full days of play the 12th-14th. A total of 1517 people to include the 583 players and 208 coaches, asst coaches and managers attended the event. More spectators arrived after the start of play. Due to the field layouts we are unable to track that accurately.

The event was held on the 5 fields at North Casper Complex and 2 Little League fields across from the fields. It was necessary to use 1 field at Crossroads Park for morning pool play on Friday. We tried condensing field use to cut back on cost however it did make for some late games ending at 10:45 PM. That overworked our umpires and we had 4 go down. 1 of those had to go to the ER.

Teams fill out paperwork where they would be staying. 374 hotel rooms and 15 camping spots were used. 8 local Casper team participated that did not use rooms.

We received a grant amount from Community Promotions Funding of \$997.50. See attached form.

- Our actual costs are in and field use, lights and prep were \$3350 for the North Casper Fields. Little League donated the use of their fields for our tournament.
- Pump out for portable rest rooms was \$2012.
- Umpire fees for games \$8160 and their travel to get there \$1150.
- Hotels for umpires \$3983.
- Program Books \$3000, plaques \$1097, championship rings \$932, balls \$1000, line up cards \$100.
- Receipts are still be calculated such as food, water and Gatorade for officials and supplies costs.

In my opinion and from coach comments, this was the best run tournament in the last 5 years. Great work and communication with Paul Zowada and his crew made this a very successful tournament. I will be preparing for next years tournament in October and will be visiting with multiple cities as potential hosts and what services they are able to provide for USA Softball of Wyoming. The main change I foresee for Casper is the need for additional fields for this tournament so umpires can be done at a reasonable time and able to go out and eat a good meal after a full day in hot conditions.

Thank you!

A handwritten signature in blue ink that reads "Rebecca Pexton". The signature is fluid and cursive, with the first name "Rebecca" being more prominent than the last name "Pexton".

Rebecca Pexton

State Junior Olympic Commissioner

CONTRACT FOR PROFESSIONAL SERVICES

between the
CITY OF CASPER
and

COMMUNITY ACTION PARTNERSHIP

THIS CONTRACT is made and entered into this 16th day of Aug, 2019, by and between the City of Casper, Wyoming, a Municipal Corporation, hereinafter referred to as "City," and Community Action Partnership, hereinafter referred to as "Contractor."

WHEREAS, City is authorized to contract with private entities to advertise the resources of Casper, Wyoming, pursuant to Wyoming State Statutes 15-1-111; and,

WHEREAS, City desires to engage Contractor to render certain professional services.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, and subject to the reservations described herein, the parties agree as follows:

1. **OBLIGATIONS OF CONTRACTOR:**

Contractor will represent, promote, and advertise the resources of the City.

2. **PROVISION OF SERVICES:**

Contractor hereby agrees to provide the following services to the Casper community:

- ◆ Host the Financial Information Fair, open to the public.

3. **PAYMENT:**

- A. In consideration of this Contract, City agrees to pay, in cash funds, up to a total amount of One Thousand Five Hundred Dollars (\$1,500.00). Payment shall be made upon submission of an original invoice and receipts invoicing expenses for services rendered during the period for which payment is requested.

4. **EFFECTIVE DATE/TERMINATION:**

This Contract shall be considered effective as of July, 1 2019, and shall continue until June 30, 2020, at which time this Contract shall terminate.

5. REPORTS AND ACCOUNTING:

Contractor agrees that it will prepare and submit the Community Promotions FY2020 Final Report (Exhibit B) to City within thirty (30) days of the conclusion of the event funded under this Contract. Contractor understands that if this final report is not submitted to the City at the time of next year's application, future funding will not be provided.

6. INSURANCE:

Contractor shall procure comprehensive general liability insurance in an amount not less than \$500,000 per occurrence. Said insurance shall be underwritten by an insurance company authorized to do business within the State of Wyoming, and shall be in a form acceptable to the City.

7. INDEMNIFICATION:

Contractor shall indemnify and hold harmless City against any and all damages to property, or injuries to or death of any person(s), and shall defend, indemnify and hold City harmless in proceedings of any nature or kind, including Workers' Compensation claims of or by anyone whomsoever, in any way resulting from, or arising out of, the operations in connection herewith.


8. PAYMENT OF DEBTS:

Contractor agrees to promptly pay, as they become due, all claims, debts and charges, which it may incur as a result of the program(s) herein contained, and shall hold and save the City harmless from any such claims and debts.

9. WYOMING GOVERNMENTAL CLAIMS ACT:

The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the City specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

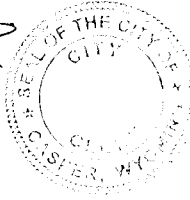
APPROVED AS TO FORM:


A handwritten signature in black ink, appearing to be "J. O.", is written over a horizontal line.

ATTEST:

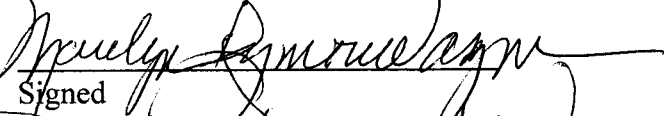
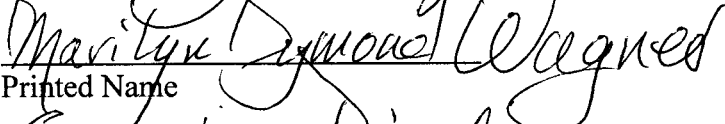

CITY OF CASPER, WYOMING
A Municipal Corporation


Fleur D. Tremel




J. Carter Napier
City Manager

COMMUNITY ACTION PARTNERSHIP


Signed

Printed Name

Title

CONTRACT FOR PROFESSIONAL SERVICES

between the
CITY OF CASPER
and

NATRONA COUNTY FAIR

THIS CONTRACT is made and entered into this 16th day of Aug, 2019, by and between the City of Casper, Wyoming, a Municipal Corporation, hereinafter referred to as "City," and Natrona County Fair, hereinafter referred to as "Contractor."

WHEREAS, City is authorized to contract with private entities to advertise the resources of Casper, Wyoming, pursuant to Wyoming State Statutes 15-1-111; and,

WHEREAS, City desires to engage Contractor to render certain professional services.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, and subject to the reservations described herein, the parties agree as follows:

1. OBLIGATIONS OF CONTRACTOR:

Contractor will represent, and promote and advertise the resources of the City.

2. PROVISION OF SERVICES:

Contractor hereby agrees to provide the following services to the Casper community:

- ◆ Conduct The Central Wyoming Fair and Rodeo (CFWR), Host the Downtown Parade, Host the Downtown Sidewalk Chalk Art Event, and advertise for the CWFR downtown.

3. PAYMENT:

- A. In consideration of this Contract, City agrees to pay, in cash funds, up to a total amount of One Thousand One Hundred Seventy-Eight Dollars and Fifty-Seven Cents (\$1,178.57). Payment shall be made upon submission of an original invoice and receipts invoicing expenses for services rendered during the period for which payment is requested.
- B. City shall provide the use of certain in-kind services at a discount. City shall therefore provide the facilities described on the attached worksheet (Exhibit A) with the reduced amount of Four Thousand One Hundred Forty-Four Dollars and Eighty-Four Cents (\$4,144.84), and City will bill Contractor for the remainder of this amount. Contractor acknowledges that this Contract does not constitute a reservation of the specified services. It is the responsibility of Contractor to

contact the appropriate City department(s) to make the reservations and other necessary arrangements for these services.

4. EFFECTIVE DATE/TERMINATION:

This Contract shall be effective as of July 1, 2019, and shall continue until June 30, 2020, at which time this Contract shall terminate.

5. REPORTS AND ACCOUNTING:

Contractor agrees that it will prepare and submit the Community Promotions FY2019 Final Report (Exhibit B) to City within thirty (30) days of the conclusion of the event funded under this Contract. Contractor understands that if this final report is not submitted to the City at the time of next year's application, future funding will not be provided.

6. INSURANCE:

Contractor shall procure comprehensive general liability insurance in an amount not less than \$500,000 per occurrence. Said insurance shall be underwritten by an insurance company authorized to do business within the State of Wyoming, and shall be in a form acceptable to the City.

INDEMNIFICATION:

Contractor shall indemnify and hold harmless City against any and all damages to property, or injuries to or death of any person(s), and shall defend, indemnify and hold City harmless in proceedings of any nature or kind, including Workers' Compensation claims of or by anyone whomsoever, in any way resulting from, or arising out of, the operations in connection herewith.

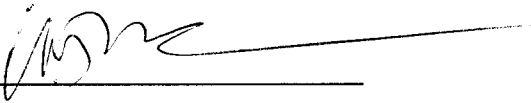
7. PAYMENT OF DEBTS:

Contractor agrees to promptly pay, as they become due, all claims, debts and charges, which it may incur as a result of the program(s) herein contained, and shall hold and save the City harmless from any such claims and debts.

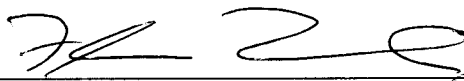
8. WYOMING GOVERNMENTAL CLAIMS ACT:

The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the City specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

APPROVED AS TO FORM:




ATTEST

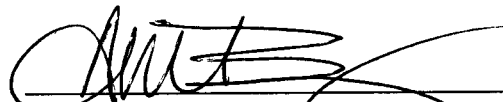

Fleur D. Tremel
City Clerk



CITY OF CASPER, WYOMING
A Municipal Corporation


J. Carter Napier
City Manager

Natrona County Fair


Signed

Angela Berry
Printed Name

Marketing Director
Title

Exhibit A

Organization Name	Event Name	In-Kind Result
Natrona County Fair	CWFR & Downtown Banner	\$4,144.84

Facilities/In-Kind Services:

Service or Facility	Amount	Total Unit Price Without 50% Reduction
CEC Security Worker - Off Site - Per Hour	1778	\$15.50
Off-Site Staffing, Security Chief: \$23 per person, per hour	50	\$23.00
Parks Overtime per hour	35	\$39.65
Streets Overtime	46	\$40.54
Police Overtime per hour	20	\$60.00
Trash Service - Per 90 gallon can	10	\$17.00
Solid Waste Overtime per hour	5	\$42.54

August 12, 2019

City of Casper
Department of Parks and Recreation
Mr. Tim Cortez
1800 East K Street
Casper, Wyoming 82601

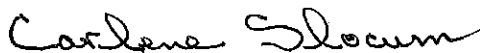
Dear Mr. Cortez:

I am writing this letter on behalf of the golf pro at the Municipal Golf Course, Gary Marsh.

My husband, Tom, and I have purchased golf passes and golfed at the City course for many years. Not only is it an affordable price and the course well maintained, but Gary has always been professional and treated us extremely well. He is a good representative for the City of Casper. Gary is knowledgeable of the latest golf techniques and equipment. He also gives very helpful tips and lessons.

I strongly urge the City of Casper and you to consider re-newing Gary Marsh's contract without putting the position up for bid. I don't feel that Gary should have to go through the bidding process. He has a proven track record. Gary is a great asset to the Municipal Golf Course, the City of Casper and the golfers.

Kindest regards,



Carlene Slocum
1442 Yorkshire Avenue
Casper, Wyoming 82609
(307) 265-5774



Tom Slocum

From: Mary L. Shickich [mailto:mlshickich@gmail.com]
Sent: Thursday, August 22, 2019 2:13 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Cc: Jan Cartwright <Jan@wypca.org>
Subject: Invitation to 12th Street Clinic Celebration

Hello Renee, I work in a consulting role with the Wyoming Primary Care Association, which supports the 12th Street Clinic, and, on behalf of Jan Cartwright, Executive Director of the Association — the City Manager, Staff and the City Council are invited to the the following celebration following an award received last week in Chicago. Thank you for sharing the information. Regards, Mary Shickich

~~~~~

You are cordially invited to a celebration of the 12<sup>th</sup> Street Clinic  
A federally funded Health Care for the Homeless center

For their receipt last week of a 2019 National Health Center Quality Improvement  
Award in several categories\*

On Monday, August 26 at 9:00 a.m.  
In Building E on the Life Steps Campus  
Brunch will be provided and there will be several short remarks

\*For more information on the \$107 million given to 1,273 Health Centers across the U. S. territories and the District of Columbia, click [here](#)



**From:** Keith McPheeters  
**Sent:** Thursday, August 22, 2019 8:23 AM  
**To:** Carter Napier <[cnapier@casperwy.gov](mailto:cnapier@casperwy.gov)>  
**Subject:** FW: Media Alert - Casper police

Carter, is some of the news coverage on our birds.

**From:** [Results@tveyes-alerts.com](mailto:Results@tveyes-alerts.com) [<mailto:Results@tveyes-alerts.com>]  
**Sent:** Monday, August 19, 2019 6:12 AM  
**To:** Rebekah Ladd <[rladd@casperwy.gov](mailto:rladd@casperwy.gov)>  
**Subject:** Media Alert - casper police



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Your Sales Representative

Chris Catropa  
(203) 254-3600 x334 [ccatropa@tveyes.com](mailto:ccatropa@tveyes.com)

Media Alert - casper police

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### [Casper Police on KWGN \(CW\) - Denver, CO](#)

**Channel 2 News at 9am**  
8/18/2019 9:34:00 AM

related to animal cruelty after disturbing find at her home last month. according to casper police officers found more than 60 animals living in filth inside her home including eight exotic birds those birds were



[Play](#)

### [Casper Police on KDVR-DEN \(FOX\) - Denver, CO](#)

**Fox 31 Denver News at 5:00PM**  
8/18/2019 5:15:21 PM

a disturbing find at her home last month >> according to casper police officers found more than 60 animals living in filth inside her home including eight exotic birds



[Play](#)

### [Casper Police on KWGN \(CW\) - Denver, CO](#)

**Channel 2 News at 7P**

8/18/2019 7:31:19 PM

police uncovered a disturbing animal cruelty situation inside of her home. casper police telling yes they found 42 two dogs 14 cats and eight exotic birds all inside that house while the cats and dogs can't



[Play](#)

### [Casper Police on KWGN \(CW\) - Denver, CO](#)

**Channel 2 News at 7P**

8/18/2019 7:33:15 PM

>> evan kruegel channel 2 news and >> casper police tell us the woman involved is facing 64 counts of animal cruelty along with 16 other counts for leaving dead animals inside



[Play](#)

### [Casper Police on KDVR-DEN \(FOX\) - Denver, CO](#)

**Sunday Sports Zone**

8/18/2019 10:40:16 PM

animal cruelty after a disturbing find at her home last month. according to casper police officers found more than 60 animals living in filth inside her home including eight exotic birds. those birds were



1150  
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06824

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**From:** Keith McPheeters  
**Sent:** Thursday, August 22, 2019 8:24 AM  
**To:** Carter Napier <[cnapier@casperwy.gov](mailto:cnapier@casperwy.gov)>  
**Subject:** FW: Media Alert - Casper police

Additional stories...

**From:** [Results@tveyes-alerts.com](mailto:Results@tveyes-alerts.com) [<mailto:Results@tveyes-alerts.com>]

**Sent:** Monday, August 19, 2019 10:07 AM

**To:** Rebekah Ladd <[rladd@casperwy.gov](mailto:rladd@casperwy.gov)>

**Subject:** Media Alert - casper police



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Chris Catropa

(203) 254-3600 x334 [ccatropa@tveyes.com](mailto:ccatropa@tveyes.com)

Media Alert - casper police

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### [Casper Police on KWGN \(CW\) - Denver, CO](#)

**Daybreak 7A**

8/19/2019 7:48:23 AM

a disturbing find at her home last month. now according to casper police officers fell more than 60 animals living in filth inside her home including eight exotic birds. two >> of those birds were taken



[Play](#)

### [Casper Police on KDVR-DEN \(FOX\) - Denver, CO](#)

**FOX 31 Morning News at 9:00am**

8/19/2019 9:10:01 AM

disturbing find at her home last month. according >> to casper police officers found more than 60 animals living in filth inside her home including eight exotic birds. those birds were taken to



1150

Post

Road

[Unsubscribe](#)

**From:** Keith McPheeters

**Sent:** Wednesday, August 21, 2019 5:31 PM

**To:** Carter Napier <[cnapier@casperwy.gov](mailto:cnapier@casperwy.gov)>

**Subject:** Report to City Council on the Transfer of Parrots to Colorado and Potentially Back Again to Wyoming

Council,

There continues to be a great deal of misinformation surrounding the decision and implementation of transferring our rescued parrots to Colorado and The Gabriel Foundation (TGF). I will attempt to provide as much clarification to these concerns as is possible.

The Endangered Species Act (ESA)

From the ESA website:

“The Endangered Species Act (ESA) makes it unlawful to import or export; deliver, receive, carry, transport, or ship in interstate or foreign commerce in the course of a commercial activity; sell or offer for sale in interstate or foreign commerce; ... These prohibitions apply to [endangered] live or dead animals or plants, their progeny (seeds in the case of plants), and parts or products derived from them.”

“Can I travel with my listed parrot within the United States?

Yes. There are no restrictions on traveling with or transporting legally obtained threatened and endangered species within the United States, provided these activities are not occurring as part of a commercial sale. In other words, no ESA permit is required for you to travel or transport your pet bird within the United States, provided you are not selling it.”

The ESA prohibits interstate *commerce*. Where there is no sale or compensation, the ESA generally does not apply.

Convention of International Trade in Endangered Species of Wild Flora and Fauna (CITES)

CITES, although frequently cited by passionate queries into our birds, applies only to the *international* transfer of protected species. Therefore, it has no relevance to these concerns and is wrongfully relied upon to discredit our efforts to find these birds a home.



## The US Fish and Wildlife Service (USFWS)

The US Fish and Wildlife Service regulates the *sales* of animals across state lines which are listed on the Endangered Species Act. To do so, requires a permit to be issued to both the seller and the buyer. This process is not insurmountable, just needs the participants to go through the process.

In our case, the parrots were lawfully shipped to Colorado, to a registered educational and research facility. There was no sale or exchange of money, so no implication of any of the applicable laws governing the interstate transfer of the parrots. This transfer was well-researched and lawful.

There are two of our birds which are listed on the ESA: the Scarlet Macaw (a species just recently listed this year) and the Military Macaw. Because there are adoption fees involved, which could be construed as commerce surrounding the transfer of the birds, The Gabriel Foundation is understandably hesitant to jeopardize their standing with the USFWS. These two birds will likely not be adopted back in to Wyoming.

One Casper resident has already been approved to adopt the very popular Grey, which was the most asked about and most admired bird of the bunch. That adoption will take place on September 11, 2019, which is the first day of the end of the quarantine.

They continue to prioritize any Casper residents in the adoption process. Despite this, they are not being deluged with Casper adopters or even inquiries into the birds from residents in the Casper area, which belies the social media driven passionate pleas that the birds come home to Casper.

Below, are some facts that I considered when making this decision and this is the information I had been sending out when people contacted me demanding to know why I had chosen TGF. However, I feel compelled to emphasize that TGF is a remarkable and reputable organization with a proven history and ongoing recognition by the USDA as *the* premier facility. Naysayers may exist, but many of them are ill-informed, misinformed, or have personal agendas. Many of the most vocal advocates against our Casper birds going to TGF were not even from our state or region.

The Gabriel Foundation was chosen for a variety of reasons.

Experience: They are one of the largest rescue organizations in the West. They have immense experience working with law enforcement agencies to coordinate events exactly like this. They are the preferred rescue organization by the United States

Department of Agriculture, meaning when the USDA, the very organization that oversees the importation of live animals, needs birds placed, they use the Gabriel Foundation. People complain that they sometimes have too many birds, but they are, by far and away, the most adept at placing birds into appropriate homes. This is what they do, and they have a proven track record of doing it well. This year, they are on pace to place over 200 birds in successful, trained and vetted, foster homes and have averaged 173 placements on the three prior years. This record of success far exceeds the that of more local, smaller rescue groups.

**Reputation:** The Gabriel Foundation came highly recommended by law enforcement professionals that had used their services. We were contacted by a multitude of large-scale, national rescue groups who all vehemently advocated that The Gabriel Foundation was a preferred facility and highly respected in their circles. They expressed outrage over the misinformation that was being expressed regarding The Gabriel Foundation.

**Facility:** The Gabriel Foundation maintains live webcams of their facility, plainly showing the cleanliness of the day-to-day operations. The facility is a site-built, mission-specific facility designed for the health and welfare of the birds. Their facility even has an outdoor flight area in which, when it is warmer than 56 degrees, the birds are allowed to enjoy open air flight... a feature that is very hard to come by and in and of itself speaks volumes as to why the Gabriel Foundation was considered over smaller, more local rescue organizations.

**Staffing:** The Gabriel Foundation employs a large, paid staff to look after the birds under their care. This paid staff is supplemented by over a hundred caring and passionate volunteers. Most others had a very small staff and limited volunteers. I have read and researched their Form 990 federal annual reports. They spend from 82-92% of their revenues directly on the birds, meaning only 8-18% is spent on the foundation's administration and staff salaries.

**Education and Outreach:** The Gabriel Foundation is active in educating and advocating for the birds in our regional area and takes an active role in helping to improve the living conditions of birds throughout the Mountain West.

**Transportation:** The Gabriel Foundation was the ONLY one that willingly would provide transportation for the birds. We were abundantly cautious of our ability and experience level with providing safe transportation conditions for the birds.

**Adoption Protocols:** The Gabriel Foundation had a high level of expectation of potential adopters of these birds and the most exhaustive written, published policies

regarding adoption. We were particularly impressed with the mandatory training that adopters had to undergo, prior to adoption, and the pre and post-adoption home visits, even for those in Wyoming. The requirement for 24 hour, 3 day, 3 week, and 3 month follow-up reports as part of the Probationary Adoption Agreement was something that others did not require.

<https://thegabrielfoundation.org/adoption/adoption-process/>

**Casper Prioritization for Potential Adopters:** The Gabriel Foundation was committed to giving Casper citizens priority status as adopters of our birds. Their public statements have all repeatedly expressed that Casper residents get first priority. The Gabriel Foundation is already working with a Casper resident who is well on his way to being the first adopter of one of our Casper birds.

**Avoiding Resale of these Special Birds:** One of the things that weighed heavily on us was that individuals or organizations could fiscally profit from these birds. It was important to us that we did not facilitate the adoption of one or more of these birds by someone unprepared to care for them, only to have them appear on the open market, for sale for potentially thousands of dollars. The Gabriel Foundation's vetting process is thorough and requires a high degree of commitment from adopters, both fiscally and in time commitments, while not having the adoption fees be out of reach for our average citizen (depending on the bird).

Lastly, there are and were legal protocols that had to be addressed regardless of the chosen resolution. Most concerned citizens and vocal activists have given no consideration to the civil and legal requirements being addressed behind the scenes. Municipal governments are precluded from "giving" items of value away to citizens or from doing so at markedly reduced values. It is one thing to waive the adoption fees of a cat during a period of high intake rates of felines, quite another to deal with an animal worth as much as \$5,000. Great care was taken to make sure that our disposition of these amazing animals was both lawful and appropriate.

Every step of the way, our singular goal was the long-term, best interests of the animals. I am sure that you realize that, unlike the cats and dogs from this same unfortunate incident, these birds could not be adopted out on a first come, first served basis. Nor could we allow individuals to capitalize monetarily by "rescuing" or "adopting" the birds, then promptly putting them out for sale on the market for their full value. There were no easy answers to these issues and we believe that we did our best to address all of them. The Gabriel Foundation has been accommodating and

transparent, even agreeing to waive tour fees for any of our Casper residents to come and see for themselves the quality of the care the birds receive at their facility.

I hope that this answers your concerns. It is my firm belief that the long-term, life-long, best interests of these birds is being looked after and cared for by all involved. Both the Police Department and the Metro Animal Shelter did an amazing job caring for these animals, at great expense with both agencies expending, unbudgeted and unplanned for expenses, likely more than \$10,000 each to make sure these animals were rescued, cared for, and placed in appropriate homes.

I hope that this information is beneficial to you as you consider the validity of our decision to place these animals in the appropriate place that could most guarantee their long-term health and wellness. I vigorously stand by the decision. Every step of the way, the needs of the birds were foremost in our reasoning.

Respectfully,

Keith McPheeters