



*City Council Meeting
Agenda Packet*

May 15, 2018

7 p.m.

City Council Meeting Agenda

May 15, 2018 7 p.m.



- 1. Pledge of Allegiance
- 2. Roll Call
- p. 5 3. Approval of Minutes: City Council Meeting of May 1, 2018

PRESENTATIONS AND PROCLAMATIONS

- p. 14 1. Proclamation—Arbor Day
- p. 15 2. Proclamation—Kids to Parks Day
- p. 16 3. Proclamation—National Police Week

PETITIONS

OFFICER AND STAFF REPORTS

- p. 19 1. Health Insurance Fund Recap—April 2018
- p. 21 2. Financial Report Summary—April 2018
- p. 27 3. Animal Control Report—April 2018
- p. 28 4. Rock Springs Renewal Fund Financial Statements—March 2018

COUNCIL COMMITTEE AND BOARD REPORTS

- p. 31 1. Main Street Board Meeting Minutes of April 9, 2018

CORRESPONDENCE

- p. 34 1. Letter from International Day Committee requesting assistance for this year's event

BILLS AND CLAIMS

- p. 36 1. Bills and Claims for May 15, 2018
- p. 54 2. Salaries for May 7, 2018

NEW BUSINESS

- 1. Approval of preliminary budget for City of Rock Springs for period ending June 30, 2019
- p. 56 2. Request from the Fire Department for permission to fill a vacant Fire Inspector position
- p. 57 3. Request from the Parks & Recreation Department for permission to fill a vacant full time Lifeguard position at the Family Recreation Center
- p. 58 4. Request from the Sweetwater Dirt Racing Alliance for three Malt Beverage Permits for the Stock Car Races on May 25 - 27, 2018, from 5 p.m.—12 a.m. at the Sweetwater Speedway
- p. 61 5. Request from Black Rock, Inc. for a Liquor Catering Permit for the American Legion Poker Run on June 9, 2018, from 10 a.m.—10 p.m. at 543 Broadway
- p. 64 6. Request from the American Legion Riders, Post 24 for road closure of 501 S Main Street to S Main and E Street on June 9, 2018, from 10 a.m. – 10 p.m.
- p. 65 7. Request from the Rock Springs Police Department for permission to apply for the 2018 Bulletproof Vest Grant

RESOLUTIONS

p. 67	1.	2018-79	A Resolution accepting and approving a Client Agreement between Elwood Staffing Services, Inc. and the City of Rock Springs
p. 72	2.	2018-80	A Resolution accepting and approving a job description for the position of Fire Inspector at Pay Grade 51 for the City of Rock Springs
p. 78	3.	2018-81	A Resolution accepting and approving a contract with Weed Management Solutions in the amount of \$71,070.00 for the 2018 Weed Mitigation project
p. 81	4.	2018-82	A Resolution accepting and approving a 2018-2020 Collective Labor Agreement with the Firefighters Local 1499, I.A.F.F.
p. 137	5.	2018-83	A Resolution accepting and approving Change Order No. 2 to the contract between the City of Rock Springs and COP Wyoming, LLC for the construction of the 20" Water Transmission Line Replacement Project – Phase I
p. 141	6.	2018-84	A Resolution accepting and approving amendments to the Bylaws of the Rock Springs Historical Museum Board

ORDINANCES

p. 155	1.	2018-04	<i>Tabled 5/1/18: 3rd Reading:</i> An Ordinance amending Section 1-604(c) of the Ordinances of the City of Rock Springs, WY, entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" and adopting revised Personnel Policies
p. 232	2.	2018-08	<i>2nd Reading:</i> An Ordinance amending Article 13-8 of the Ordinances of the city of Rock Springs, WY, entitled "Zone District Regulations" to permit Dining Decks
p. 241	3.	2018-09	<i>2nd Reading:</i> An Ordinance amending Article 13-8 of the Ordinances of the city of Rock Springs, WY, entitled "Zone District Regulations" to permit as accessory use in the I-1 Zone District above ground storage tanks for flammable and combustible liquids not to exceed 6,000 gallons
p. 253	4.	2018-10	<i>2nd Reading:</i> An Ordinance amending Article 13-8 of the Ordinances of the city of Rock Springs, WY, entitled "Zone District Regulations" to increase the number of Preschool Sessions allowed for a Family Child Care Home from 6 to 10 sessions per week
p. 275	5.	2018-11	<i>1st Reading:</i> An Ordinance amending Article 3-2 of the Ordinances of the City of Rock Springs, WY, entitled "Offenses Concerning Public Morals and Decencies" to exclude dining decks from the public areas definition
p. 277	6.	2018-12	<i>1st Reading:</i> An Ordinance amending Article 4-14 of the Ordinances of the City of Rock Springs, WY, entitled "Water Service"

ADJOURNMENT



City Council Agenda

Minutes

City of Rock Springs)
County of Sweetwater)
State of Wyoming)

City Council met in regular session on May 1, 2018. Mayor Demshar called the meeting to order at 7 p.m. Members present included Councilors Jason Armstrong, Tim Savage, Rose Mosbey, Billy Shalata, David Halter, Rob Zotti, and Glennise Wendorf. Councilor David Tate was absent from the meeting. Department Heads present included Dwane Pacheco, Richard Beckwith, Steve Horton, Jim Wamsley, Paul Kauchich, Dave Lansang, Matt McBurnett, and Kara Beech. The pledge of allegiance was recited.

Approval of Minutes

Moved by Councilor Mosbey, seconded by Councilor Wendorf to approve the City Council Meeting Minutes of April 17, 2018, the City Council Workshop Minutes of April 26, 2018. Motion carried unanimously.

BID OPENINGS

2018 Weed Mitigation

One bid was received from Weed Management Solutions, PO Box 701, Rock Springs, WY 82901, in the amount of \$71,070.00.

APPOINTMENTS

Rock Springs Historical Museum

Moved by Councilor Mosbey, seconded by Councilor Wendorf to appoint Bonnie Cannon to fill an unexpired term for Lynne Shalata. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Armstrong, Wendorf, Zotti, and Halter. Motion carried unanimously.

Sweetwater County 2013 Specific Purpose Tax Joint Powers Board

Moved by Councilor Zotti, seconded by Councilor Mosbey to appoint Billy Shalata to a 1st term on the board. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Armstrong, Wendorf, Zotti, and Halter. Motion carried with Councilor Shalata abstaining.

PRESENTATIONS AND PROCLAMATIONS

Proclamation—Economic Development Week

Mayor Demshar read a proclamation declaring the week of May 7-12, 2018, as Economic Development Week and reminded citizens of the importance of this community celebration which supports expanding career opportunities and improving quality of life.

Rock Springs Fire Department—Smoke Detector Presentation

Fire Chief Jim Wamsley spoke about the importance of smoke detectors and promoted the Red Cross *Sound the Alarm—Save a Life* event happening on May 12, 2018, beginning at 8 a.m. Volunteers will be installing smoke detectors in over 65 homes. The event will begin with a breakfast at Fire District #1 station at 3010 College Drive, and then training and installation of detectors in the community will follow. Volunteers can sign up with the Red Cross or just show up the morning of the event.

Law Enforcement Torch Run for Special Olympics - Police Chief Dwane Pacheco stated that the Law Enforcement Torch Run for Special Olympics will be held on May 11, 2018, beginning at 11 a.m. at Walnut School, proceeding through part of the downtown area, and ending in Bunning Park at noon, with a picnic for the Special Olympics. This is a fundraising event, and the Police Department has t-shirts on sale for \$12 each.

PETITIONS

No comments were received.

OFFICER AND STAFF REPORTS

Financial Report Summary—March 2018

Moved by Councilor Shalata, seconded by Councilor Halter to approve the Financial Report Summary and place it on file. Motion carried unanimously.

COUNCIL COMMITTEE AND BOARD REPORTS

Mayor Demshar acknowledged the receipt of the Parks and Recreation Advisory Board Meeting Minutes of March 8, 2018.

Councilor Wendorf stated that this year's City-wide Cleanup will take place on Saturday, May 19. There will be a free lunch at 1 p.m. at the Young at Heart Senior Center. Supplies are available, and she encouraged everyone to sign up and participate in this year's event.

Councilor Savage stated that there will be a reduced fees clinic for vaccines and checkups for cats and dogs on May 19 from 9 a.m. – noon at Joe's Pet Depot.

Moved by Councilor Halter, seconded by Councilor Armstrong to approve the Council Committee and Board Reports and place them on file. Motion carried unanimously.

CORRESPONDENCE

The following correspondence was received: Sweetwater County District Board of Health Meeting Agenda for April 25, 2018.

Moved by Councilor Wendorf, seconded by Councilor Zotti to approve the correspondence and place it on file. Motion carried unanimously.

BILLS AND CLAIMS

Bills and Claims for May 1, 2018

Flexshare Benefits	Administration	387.00
Payment Remittance Center	Expenses	5,108.26
ABI Winterhawk Recovery, LLC	Housing assistance	1,116.00
Nelson, Alissa	Utility refund	23.53
Alzheimer's Association	Sponsorship	500.00
American Red Cross	Certifications	802.00
Amundsen Construction	Utility refund	23.54
Andritz Separation, Inc.	Brushes	775.65
Apparatus Equipment & Service	Boots	3,819.00
Aspen Refrigerants, Inc.	R22	4,910.00
Babcock Laboratories, Inc.	Testing	1,030.00
Badger Daylighting Corp.	Excavation	1,050.00
Beacon Athletics	Paint/chalker	5,145.00
Bedrock, LLC	Wood fiber	2,700.00
Best Value Rentals, LLC	Housing assistance	739.00
Bingham, Heather	Utility reimbursement	38.00
Blue Dragon Maintenance	Excavation	508.00
Bob's Plumbing	Hot water heater	875.00
Bookcliff Sales, Inc.	Uniforms	154.38
Bowker Construction	Utility refund	77.19
Hyde, Brian	Utility refund	155.98
Brown, Larianna	Council meeting recording	50.00
Callaway Golf	Merchandise	1,239.90
Carrier Corporation	Contract	2,235.00
Carrington Pointe Apartments	Housing assistance	8,848.00
CDW Government	Toner	165.00
Center Street Service	Towing	69.00
Centurylink	Telephone	4,024.11
Chavez, Maria	Housing assistance	220.00

Christy Nielson Communications, Inc.	Services	630.00
City of Rock Spring	Health insurance	325,695.87
CML Rentals	Housing assistance	1,041.00
Cobra Puma Golf, Inc.	Merchandise	120.00
Collinsflags.com	Flags	1,039.00
Communication Technologies	Radios/connector	157.00
Copier & Supply Co., Inc.	Copier/printer	4,570.00
Creative Product Source, Inc.	Promotional items	933.71
Dell	Computers	3,535.50
Desert View Animal Hospital	Services	51.00
Dominion Energy	Utilities	36,018.25
Drive Train Industries	Valves	127.34
ESRI, Inc.	Maintenance	650.00
F.H. Black & Company, Inc.	Accounting software	4,625.00
First Choice Ford	Parts	184.67
First Veterinary Supply	Supplies	49.58
Fossen, Michelle	Housing assistance	686.00
Galls	Badges	89.71
Gamble, April	Utility reimbursement	68.00
GASB	Subscription	640.00
Globe Electric	Services	94.00
Godfrey, Julie	Utility reimbursement	52.00
Guilford, Mercedes	Utility reimbursement	38.00
Harper, Eric	Utility reimbursement	24.00
Homax Oil Sales, Inc.	Oil	4,961.26
Hoxsey, Misty	Housing assistance	31.00
Hunter Family Medical Clinic	Physicals	19,989.70
Identi-tape, Inc.	Tape	223.28
Infinity Power & Controls	Parts	545.00
Infosend	Bulk mailing	4,029.38
Islas De Dios, Rosa	Utility reimbursement	52.00
JM Electrical Services	Services	186.00
FME Fire Protection, Inc.	Maintenance	1,616.80
Vavra, Jody	Utility refund	50.98
Joint Powers Telecom Board	Internet	2,280.00
Dubry, Kevin	Utility refund	80.16
Logiudice, Natalie	Utility reimbursement	52.00
Meredith, Lora	Utility refund	20.98
Loredo, Kathleen	Utility reimbursement	52.00
Luna, Cristy	Utility reimbursement	52.00
M & H Properties, LLC	Housing assistance	161.00
Morgan Valley Polaris KTM	Equipment	1,915.00
Mountaineer Animal Clinic	Services	340.95
Native Sons Contracting	Counter and rail	960.00
Nickerson Company, Inc.	Pump rebuilds	10,874.50
Norco, Inc.	Garbage bags	33.43
Nu-Life Auto Glass, LLC	Windshield	189.40
Jelaca, Olga	Utility refund	20.10
Orkin Exterminating	Pest control	154.56
Overy, Ray	Housing assistance	680.00
Paetec	Telephone	111.24
Parker, LaTiecha	Utility reimbursement	12.00
Penoff, David	Housing assistance	260.00
Perfectpetmatch.com, LLC	Software	384.00
Performance Overhead Door, Inc.	Trolley opener	1,125.00
Pitts, Megan	Utility reimbursement	38.00
Plastic Printers.com	Tags	805.00
Platt Electric Supply	Lighting	702.22
PMS Custom Screen Printing	T-shirts	194.00
Porter, Doug	Resident manager	50.00
Power Engineering Co.	Services	291.67

Precor, Inc.	Motor	230.64
Prestige Flag	Flags	1,269.45
Productive Corp.	Fortinet licensing	42,954.71
Pukka, Inc.	Hats	547.20
Recreation Supply Company	Packs/whistles	212.72
Reyes, Lindsey	Utility reimbursement	31.00
Robertson, Samantha	Utility reimbursement	38.00
RS Chamber of Commerce	Gift certificates	500.00
Rock Springs Creekside Apts.	Housing assistance	3,174.00
Rock Springs IV Center	Supplies	83.08
Rock Springs Pet Hospital, LLC	Spay/vaccinations	786.84
Rock Springs Renewal Fund	Reimbursements	1,732.38
Rocky Mountain Air Solutions	Welding supplies	42.38
Rocky Mountain Power	Utilities – housing	1,281.60
Rocky Mountain Powersports	Trailer	965.00
Rollins, Reina	Utility reimbursement	8.00
RS Apartments, LLC	Housing assistance	233.00
Saavedra, Laura	Utility reimbursement	52.00
Sanchez, Jeremy	Resident manager	175.00
Scott P. Christiansen Estate	Utility refund	54.34
Self, Tim	Housing assistance	476.00
Semedo, Edna	Utility reimbursement	31.00
Shell, Misty	Utility reimbursement	38.00
Sirchie Laboratories	Coveralls/gloves	890.40
Southwest Real Estate	Housing assistance	779.00
Sportsman's Warehouse	Cooler	69.99
Springview Manor Apts.	Housing assistance	3,373.00
Staples	Supplies	563.39
Staples Advantage	Supplies	131.12
Stephenson, Monica	Utility reimbursement	31.00
Sun Life Financial	Premiums	1,341.03
Sun Mountain Sports	Merchandise	712.17
Susteen, Inc.	Software	1,990.00
Sweetwater County Clerk	Comm. Protecting the Green	75.00
Sweetwater County Scholl District #1	Printing	24.50
Sweetwater Heights	Housing assistance	2,450.00
Taylor Made Golf Co., Inc.	Merchandise	2,045.37
Thomson Reuters	Publications	481.03
Titleist	Merchandise	1,616.76
Travis Mathew Apparel	Merchandise	613.31
Turnkey Properties, Inc.	Housing assistance	1,136.00
TW Enterprises, Inc.	Repairs	1,622.45
Tyler Technologies, Inc.	Maintenance	3,255.00
Uline	Cabinet	1,023.91
United Site Services	Portable restrooms	260.00
UPS	Shipping	196.05
USA Blue Book	Chemicals	6,526.40
Verizon Wireless	Telephone	4,243.31
Vesco, Beulah	Housing assistance	425.00
Kingston, Wade	Utility refund	37.61
Walmart Community	Supplies	2,803.69
Ware, Ted	Housing assistance	1,085.00
Waxie	Supplies	302.01
WDEQ	Permits	1,000.00
Webb, Regina	Resident manager	175.00
Whitaker Construction Co., Inc.	Retainage	143,056.16
William H. Smith & Associates, Inc.	Contract	7,372.50
Williams, Penny	Resident manager	175.00
Willow Street Rentals	Housing assistance	444.00
Wilson Golf Division	Supplies	2,167.20
Woodard, Steven	Housing assistance	90.00

Wostrel, Aaron	Housing assistance	935.00
Wyoming Analytical Labs	Testing	367.00
WY Dept. of Agriculture	License fees	700.00
WY Secretary of State	Notary fee	30.00
	Total	\$732,964.48

Report Checks for April 23, 2018

Employee Garnishments	Employee deductions	345.39
Internal Revenue Service	Electronic fund transfer	135,243.20
AXA-Equitable	Employee deferred	137.50
ICMA	Electronic fund transfer	2,877.36
Nationwide Insurance	Employee deferred	370.00
Waddell and Reed	Employee deferred	925.00
Waddell and Reed	Section 529 plan	775.00
Great West Retirement	Employee deferred	8,087.50
Great West Retirement	Post tax	240.00
Sweetwater Federal Credit Union	Employee deductions	3,050.00
Flexible Spending Account/BCBS	Employee BCBS flexshare	6,794.99
Wyoming Child Support	Child support payments	3,707.50
	Total	\$162,553.44

Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve the bills and claims for April 17, 2018. Motion carried unanimously.

Salaries for April 23, 2018: \$639,308.22

Moved by Councilor Wendorf, seconded by Councilor Halter to approve the salaries for April 23, 2018. Motion carried unanimously.

NEW BUSINESS

Request from the Civic Center for permission to fill a vacant Recreation Supervisor position

Moved by Councilor Mosbey, seconded by Councilor Shalata to approve the request. Motion carried unanimously.

Request from the organizers of Walk to End Alzheimer's event for approval of route on June 16, 2018, at 8:30 a.m., beginning at Bunning Park

Moved by Councilor Savage, seconded by Councilor Shalata to approve the route. Motion carried unanimously.

Request from Good Times, Inc., for a liquor catering permit for the Proud Wyoming Woman Retreat on June 1, 2018, from 6:30 p.m. – 8:30 p.m. at the Broadway Theater

Moved by Councilor Armstrong, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

RESOLUTIONS

Resolution 2018-73 A RESOLUTION ACCEPTING AND APPROVING AN ENFORCING UNDERAGE DRINKING CONTRACT FROM THE WYOMING ASSOCIATION OF SHERIFFS AND CHIEFS OF POLICE (ASSOCIATION), was read by title.

Moved by Councilor Savage, seconded by Councilor Mosbey to approve Resolution 2018-73. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Armstrong, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-74 A RESOLUTION AUTHORIZING AND DIRECTING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT AND APPROVE AN AMENDED BUDGET REVISION TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018, was read by title.

Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve Resolution 2018-74. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Armstrong, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-75 A RESOLUTION ACCEPTING AND APPROVING A CONTRACT WITH R & D SWEEPING AND ASPHALT MAINTENANCE, LC, IN THE AMOUNT OF \$43,492.50, AND AUTHORIZING CARL R. DEMSHAR, JR. AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Wendorf, seconded by Councilor Armstrong to approve Resolution 2018-75. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Armstrong, and Mayor Demshar. Motion carried with Councilor Zotti abstaining.

Resolution 2018-76 A RESOLUTION ACCEPTING AND APPROVING A CONTRACT BETWEEN THE CITY OF ROCK SPRINGS, WYOMING, AND DEBERNARDI CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$363,000.00, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Armstrong, seconded by Councilor Mosbey to approve Resolution 2018-76. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Armstrong, and Mayor Demshar. Motion carried with Councilor Zotti abstaining.

Resolution 2018-77 A RESOLUTION ACCEPTING A QUITCLAIM DEED FROM JUDITH VON REMBOW OF THE COUNTY OF SWEETWATER, AND THE STATE OF WYOMING, TO THE CITY OF ROCK SPRINGS, WYOMING, FOR REAL PROPERTY SITUATE IN THE COUNTY OF SWEETWATER, IN THE STATE OF WYOMING, was read by title.

Moved by Councilor Shalata, seconded by Councilor Armstrong to approve Resolution 2018-77. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Armstrong, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-78 A RESOLUTION APPROVING AND ACCEPTING THE PRELIMINARY PLAT (REVISED) AND PHASE THREE FINAL PLAT FOR THE GUNSIGHT ESTATES SUBDIVISION, A NEW SUBDIVISION WITHIN THE CORPORATE LIMITS OF THE CITY OF ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, SUBMITTED BY JON DOAK, REPRESENTING GUN SIGHT PROPERTIES, AND COVERING A 12.41 ACRE TRACT LOCATED IN SECTION 28, TOWNSHIP 19 NORTH, RANGE 105 WEST OF THE SIXTH PRINCIPAL MERIDIAN, ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, AND APPROVING AND ACCEPTING THE ALTERNATE APPROVAL PROCEDURE SET FORTH IN SECTION 16-503.K OF THE ORDINANCE OF THE CITY OF ROCK SPRINGS, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE A SUBDIVISION IMPROVEMENT AGREEMENT, was read by title.

Moved by Councilor Savage, seconded by Councilor Mosbey to approve Resolution 2018-78. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Armstrong, and Mayor Demshar. Motion carried with Councilor Zotti abstaining.

ORDINANCES

Ordinance 2018-04 AN ORDINANCE AMENDING SECTION 1-604(c) OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS ENTITLED "ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES" AND ADOPTING REVISED PERSONNEL POLICIES, was read by title on third reading.

Moved by Councilor Shalata, seconded by Councilor Mosbey to remove Ordinance 2018-04 from the table. Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Wendorf, Zotti, Halter, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Zotti, seconded by Councilor Wendorf to amend *Section 305(g) Selection of Employees*, by replacing it with the following wording: "Elected officials of the City of Rock Springs are not eligible to apply or to be hired for any position within the City until they have left office for a minimum of six months." Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Wendorf, Zotti, Halter, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Wendorf to amend *Section 305(c) Selection of Employees*, by inserting a new Section 305(c) before the present one, that reads: "Employees of the City, covered by Civil Service and eligible for retirement in that system, are not eligible to apply for or be hired into other positions in the City (non-Civil Service positions) until they have formally retired from the Civil Service position and have waited for a minimum of six (6) months from the date of retirement." Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Wendorf, Zotti, and Mayor Demshar. Motion carried with Councilors Armstrong and Halter voting no.

Moved by Councilor Savage, seconded by Councilor Shalata to amend *Section 802 Holidays*, second paragraph, second sentence to read as follows: "Part-time employees employed before (insert policy adoption date), shall be entitled to such holidays with pay as occur during such employment, on a pro-rated basis, but shall not be entitled to any floating holiday pay." Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Wendorf, Zotti, Halter, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Mosbey to amend *Section 804(f) Sick Leave*, to correct the reference to Section 817 to read Section 816. Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Wendorf, Zotti, Halter, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Halter to amend *Section 903 Personal Cell Phone Use* to correct all references to "social medial" to read "social media." Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Wendorf, Zotti, Halter, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Halter, seconded by Councilor Zotti to table Ordinance 2018-04. Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Zotti, and Halter. Motion carried with Councilors Wendorf, Shalata, and Mayor Demshar voting no.

Ordinance 2018-06 AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS," was read by title on third reading.

Moved by Councilor Mosbey, seconded by Councilor Armstrong to approve Ordinance 2018-06 on third reading. Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Wendorf, Zotti, Halter, and Mayor Demshar. Motion carried unanimously.

Ordinance 2018-07 AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS," was read by title on third reading.

Moved by Councilor Wendorf, seconded by Councilor Shalata to approve Ordinance 2018-07 on third reading. Upon roll call the following voted in favor: Councilors Armstrong, Savage, Mosbey, Shalata, Wendorf, Zotti, and Mayor Demshar. Motion carried with Councilor Halter voting no.

Ordinance 2018-08 AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS," was read by title on first reading.

Ordinance 2018-09 AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS," was read by title on first reading.

**Ordinance 2018-10 AN ORDINANCE AMENDING ARTICLE 13-8 OF THE
ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE
DISTRICT REGULATIONS,"** was read by title on first reading.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:47 p.m.

By: _____
Council President

ATTEST:

City Clerk

Mayor



City Council Agenda

Presentations and Proclamations



**Office of the Mayor
Rock Springs, Wyoming**

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, the holiday of ARBOR DAY is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water; cut heating and cooling costs, moderate temperature, clean the air, and produce life-giving oxygen and provide a habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values enhance the economic vitality for business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, Be it Resolved, that I, Carl R. Demshar, Jr., Mayor of the City of Rock Springs, do hereby declare **Wednesday, May 23, 2018** as:

ARBOR DAY

in the City of Rock Springs, Wyoming, and urge all citizens to celebrate ARBOR DAY and to support efforts to protect our trees and woodland, and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations. To commemorate Arbor Day, a tree planting will take place on **May 23, 2018 at 10:00 a.m. at the High Desert Arboretum.**



**In witness whereof I have hereunto set my hand
and caused the seal of this city to be affixed.**

Mayor _____

Date _____



**Office of the Mayor
Rock Springs, Wyoming**

Proclamation

WHEREAS, May 19th, 2018 is the eighth Kids to Parks Day organized and launched by the National Park Trust, held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

WHEREAS, it is important to introduce a new generation to our nation's parks; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and the outdoors.

Now, Therefore, Be it Resolved, that I, Carl R. Demshar, Jr., Mayor of the City of Rock Springs, do hereby declare **Saturday, May 19, 2018** to be

KIDS TO PARKS DAY

in the City of Rock Springs, Wyoming, and urge residents of Rock Springs to make time that day to take the children in their lives to a neighborhood, state or national park.



**In witness whereof I have hereunto set my hand
and caused the seal of this city to be affixed.**

Mayor 

Date 5.15.18



**Office of the Mayor
Rock Springs, Wyoming**

Proclamation

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the members of the Rock Springs Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Rock Springs; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

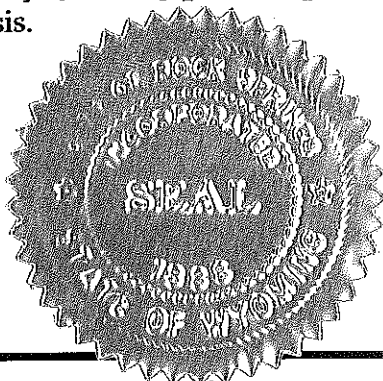
WHEREAS, the Rock Springs Police Department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; and

WHEREAS, officers face the threat of violence every day, they routinely put their lives on the line to defend ours, and the price of that bravery cannot be measured. The steadfast dedication of our law enforcement officers warrants much more than praise.

Now, Therefore, Be it Resolved, that I, Carl R. Demshar, Jr., Mayor of the City of Rock Springs, do hereby declare the week of May 13-19, 2018 to be

NATIONAL POLICE WEEK

in the City of Rock Springs, Wyoming, and call upon citizens to reflect on the way in which our lives have been touched by the officers who stand guard over our community. I further call upon all citizens to remember May 15 as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty. Citizens are invited to attend the **Rock Springs Police Department's Open House, which will take place on Thursday, May 17 from 5 p.m. - 7 p.m.** in order to learn more about what our Police Department does on a daily basis.



**In witness whereof I have hereunto set my hand
and caused the seal of this city to be affixed.**

Mayor _____

Date _____



City Council Agenda

Petitions



City Council Agenda

Officer and Staff Reports

[illegible]

Health Insurance Claims
For the Period March 1, 2018 through February 28, 2019

Date	Institutional	Professional	Dental	Vision	Drug	Rx Wyo Rebate	Total
3/7/2018	13,288.52	14,826.31	6,070.56	645.00	6,093.57		40,923.96
3/14/2018	11,851.35	10,429.41	2,272.40	375.00	1,439.52		26,367.68
3/21/2018	11,068.18	-43.00	2,669.60	0.00	-35.57		13,659.21
3/28/2018	998.63	0.00	3,687.31	0.00	0.00	-25,788.33	-21,102.39
4/4/2018	0.00	0.00	4,793.56	0.00	32,817.90		37,611.46
4/11/2018	145.74	428.10	4,808.10	0.00	8,484.49		13,866.43
4/18/2018	211.64	0.00	2,921.50		10,597.91		13,731.05
4/25/2018	0.00	43.00	5,073.90		4,264.49		9,381.39
5/2/2018							0.00
5/9/2018							0.00
5/16/2018							0.00
5/23/2018							0.00
5/30/2018							0.00
6/6/2018							0.00
6/13/2018							0.00
6/20/2018							0.00
6/27/2018							0.00
7/4/2018							0.00
7/11/2018							0.00
7/18/2018							0.00
7/25/2018							0.00
8/1/2018							0.00
8/8/2018							0.00
8/15/2018							0.00
8/22/2018							0.00
8/29/2018							0.00
9/5/2018							0.00
9/12/2018							0.00
9/19/2018							0.00
9/26/2018							0.00
10/3/2018							0.00
10/10/2018							0.00
10/17/2018							0.00
10/24/2018							0.00
10/31/2018							0.00
11/7/2018							0.00
11/14/2018							0.00
11/21/2018							0.00
11/28/2018							0.00
12/5/2018							0.00
12/12/2018							0.00
12/19/2018							0.00
12/26/2018							0.00
1/2/2019							0.00
1/9/2019							0.00
1/16/2019							0.00
1/23/2019							0.00
1/30/2019							0.00
2/6/2019							0.00
2/13/2019							0.00
2/20/2019							0.00
2/27/2019							0.00
Total	37,564.06	25,683.82	32,296.93	1,020.00	63,662.31	-25,788.33	134,438.79

City of Rock Springs
General Fund
Financial Report Summary
For the Month Ending April 30, 2018

	April	Actual YTD	%Rec YTD	Annual Budgeted	YTD Budgeted	% Bud
Revenues	\$2,652,723.98	\$27,216,711.29	97.34%	\$27,961,420.44	23,301,183.70	83.33%
Expenditures	\$3,289,573.50	\$25,195,818.78				
Encumbrances		1,353,294.27	74.17%	35,795,414.75	29,829,512.29	83.33%
Net Revenues Over Expend	(636,849.52)	667,598.24		(7,833,994.31)	(1,958,498.58)	
Cash on Hand 4-30-18		\$4,862,583.48				
General Fund Investments			Mat Date			
Commerce Bank		1,000,000.00	9/26/2018	1.50%		
Commerce Bank		1,000,000.00	10/28/2018	0.75%		
Commerce Bank		50,000.00	6/30/2018	2.00%		
Federal Home Ln Mtg Corp		489,585.00	11/24/2021			
Federal Home Loan Banks		387,016.00	10/26/2020			
CDs Insured To FDIC Limits		528,360.55	Various			
1st Bank North Side		3,500,000.00	2/12/2019	1.20%		
Total Investments		6,954,961.55				
Total Pledged Collateral		60,387,469.29				
Cash Reserve Investments						
CDs Insured To FDIC Limits -						
Various Maturities		1,636,759.35				
Piper Jaffray Money Market		95,136.47				
Federal Farm Credit Bank 4/25/22		480,690.00				
Federal National Mtg Assn 4/28/2021		485,905.00				
Federal Home Loan Bank 10/22/18		497,885.00				
Federal Home Loan Bank 9/25/2019		295,869.00				
Federal Home Loan Bank 9/25/2020		293,214.00				
Federal Home Ln Mtg 11/15/2022		482,950.00				
Cash Reserve - Cash		5,227,426.50				
Total Cash & Investments in Cash Reserve		<u>9,495,835.32</u>				

City of Rock Springs
Budget Revenue Report
To Date: 04/30/2018
From Account:
To Account:
Run Date: 05/11/2018
User: matt_mcburnett
Report by: Fund, Class

Segments	YTD Budget	Total Budget	MTD Rev.	YTD Rev.	YTD Variance	YTD %	Total Variance	Total %
110 : General Fund								
Taxes :	3,055,231.00	3,055,231.00	613,749.95	3,262,581.11	-207,350.11	-6.79%	-207,350.11	-6.79%
Licenses & Permits :	421,575.00	421,575.00	66,432.18	454,338.39	-32,763.39	-7.77%	-32,763.39	-7.77%
Miscellaneous Revenues :	1,331,707.56	1,331,707.56	114,115.87	1,362,890.81	-31,183.25	-2.34%	-31,183.25	-2.34%
Intergovernmental Revenue :	19,935,344.88	19,935,344.88	1,606,856.36	20,298,218.17	-362,873.29	-1.82%	-362,873.29	-1.82%
Charges for Services :	1,457,750.00	1,457,750.00	196,134.00	1,110,710.62	347,039.38	23.81%	347,039.38	23.81%
Fines & Forfeitures :	346,500.00	346,500.00	39,678.50	360,502.03	-14,002.03	-4.04%	-14,002.03	-4.04%
Transfers :	1,413,312.00	1,413,312.00	15,757.12	367,470.16	1,045,841.84	74.00%	1,045,841.84	74.00%
SubTotal : 110 : General Fund	27,961,420.44	27,961,420.44	2,652,723.98	27,216,711.29	744,709.15	2.66%	744,709.15	2.66%
112 : Road Impact Fee Fund								
Miscellaneous Revenues :	200.00	200.00	0.00	3,286.44	-3,086.44	-1,543.22%	-3,086.44	-1,543.22%
Charges for Services :	100.00	100.00	0.00	2,040.00	-1,940.00	-1,940.00%	-1,940.00	-1,940.00%
SubTotal : 112 : Road Impact Fee Fund	300.00	300.00	0.00	5,326.44	-5,026.44	-1,675.48%	-5,026.44	-1,675.48%
113 : Health Insurance Fund								
Miscellaneous Revenues :	3,905,000.00	3,905,000.00	353,177.30	3,496,574.24	408,425.76	10.46%	408,425.76	10.46%
SubTotal : 113 : Health Insurance Fund	3,905,000.00	3,905,000.00	353,177.30	3,496,574.24	408,425.76	10.46%	408,425.76	10.46%
115 : Reserves For General Fund								
Transfers :	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	75,000.00	100.00%
SubTotal : 115 : Reserves For General Fund	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	75,000.00	100.00%
130 : Sewer Fund								
Miscellaneous Revenues :	170,015.00	170,015.00	6,690.46	110,556.80	59,458.20	34.97%	59,458.20	34.97%
Intergovernmental Revenue :	3,219,725.84	3,219,725.84	0.00	2,004,792.53	1,214,933.31	37.73%	1,214,933.31	37.73%
Charges for Services :	4,816,000.00	4,816,000.00	448,724.63	4,310,715.46	505,284.54	10.49%	505,284.54	10.49%
Fines & Forfeitures :	500.00	500.00	0.00	0.00	500.00	100.00%	500.00	100.00%
SubTotal : 130 : Sewer Fund	8,206,240.84	8,206,240.84	455,415.09	6,426,064.79	1,780,176.05	21.69%	1,780,176.05	21.69%
135 : Sewer Depreciation Fund								
Miscellaneous Revenues :	25,000.00	25,000.00	-5,112.60	-40,638.49	65,638.49	262.55%	65,638.49	262.55%
SubTotal : 135 : Sewer Depreciation Fund	25,000.00	25,000.00	-5,112.60	-40,638.49	65,638.49	262.55%	65,638.49	262.55%
150 : Water Fund								
Miscellaneous Revenues :	75,717.20	75,717.20	7,659.79	77,561.70	-1,844.50	-2.44%	-1,844.50	-2.44%
Intergovernmental Revenue :	3,485,936.31	3,485,936.31	0.00	4,394,446.89	-908,510.58	-26.06%	-908,510.58	-26.06%
Charges for Services :	6,034,000.00	6,034,000.00	399,027.18	5,771,275.85	262,724.15	4.35%	262,724.15	4.35%
SubTotal : 150 : Water Fund	9,595,653.51	9,595,653.51	406,686.97	10,243,284.44	-647,630.93	-6.75%	-647,630.93	-6.75%
155 : Water Depreciation Fund								
Transfers :	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	150,000.00	100.00%

Segments	YTD Budget	Total Budget	MTD Rev.	YTD Rev.	YTD Variance	YTD %	Total Variance	Total %
SubTotal : 155 : Water Depreciation Fund	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	150,000.00	100.00%
215 : CAP Projects								
Intergovernmental Revenue :	263,443.00	263,443.00	0.00	97,643.00	165,800.00	62.94%	165,800.00	62.94%
SubTotal : 215 : CAP Projects	263,443.00	263,443.00	0.00	97,643.00	165,800.00	62.94%	165,800.00	62.94%
250 : Public Housing								
Miscellaneous Revenues :	389,300.00	389,300.00	29,638.40	307,348.98	81,951.02	21.05%	81,951.02	21.05%
Intergovernmental Revenue :	275,000.00	275,000.00	30,449.00	206,874.00	68,126.00	24.77%	68,126.00	24.77%
Transfers :	262,843.00	262,843.00	0.00	97,643.00	165,200.00	62.85%	165,200.00	62.85%
SubTotal : 250 : Public Housing	927,143.00	927,143.00	60,087.40	611,865.98	315,277.02	34.00%	315,277.02	34.00%
295 : Section 8 Vouchers Program								
Miscellaneous Revenues :	150.00	150.00	7.12	238.15	-88.15	-58.77%	-88.15	-58.77%
Intergovernmental Revenue :	384,195.00	384,195.00	29,345.00	256,802.00	127,393.00	33.16%	127,393.00	33.16%
SubTotal : 295 : Section 8 Vouchers Program	384,345.00	384,345.00	29,352.12	257,040.15	127,304.85	33.12%	127,304.85	33.12%
550 : Combined Improvement District Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 550 : Combined Improvement District Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
552 : Lid #109 Bond Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 552 : Lid #109 Bond Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
556 : Lid #118 Bond Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 556 : Lid #118 Bond Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
559 : Lid #119 Bond Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 559 : Lid #119 Bond Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
Grand Total :	51,493,745.79	51,493,745.79	3,952,330.26	48,313,871.84	3,179,873.95	6.18%	3,179,873.95	6.18%

City of Rock Springs

Authorized Spending Report

To Date: 04/30/2018

From Account:

To Account:

Run Date: 05/11/2018

User: matt_mcburnett

Report by: Fund, Division

Segments	YTD Budget	Total Budget	MTD Exp	YTD Exp	YTD PreEnc	YTD Enc	YTD Avai.	YTD %	Total Avai.	Total %
110 : General Fund										
1101 : Mayor/Council	334,996.44	334,996.44	24,658.03	265,037.88	0.00	88.95	69,869.61	20.86%	69,869.61	20.86%
1102 : City Attorney	437,600.00	437,600.00	31,362.56	326,316.37	0.00	0.00	111,283.63	25.43%	111,283.63	25.43%
1103 : Finance/Administration	1,023,950.00	1,023,950.00	57,598.26	700,679.56	0.00	38,150.00	285,120.44	27.84%	285,120.44	27.84%
1104 : City Buildings	407,606.13	407,606.13	19,944.57	249,365.71	0.00	5,700.00	152,540.42	37.42%	152,540.42	37.42%
1105 : Municipal Court	333,197.25	333,197.25	23,794.42	244,901.48	0.00	0.00	88,295.77	26.50%	88,295.77	26.50%
1106 : Urban Renewal/Main Street	274,956.95	274,956.95	21,445.20	229,320.58	1,043.10	300.00	44,293.27	16.11%	44,293.27	16.11%
1107 : Information Technology	767,744.00	767,744.00	78,151.27	598,445.36	-1,479.84	18,662.50	152,115.98	19.81%	152,115.98	19.81%
1109 : Human Resources	164,577.00	164,577.00	12,458.79	131,400.88	0.00	0.00	33,176.12	20.16%	33,176.12	20.16%
1201 : Police Department	8,432,147.25	8,432,147.25	526,228.16	6,325,820.22	4,778.40	323,552.17	1,777,996.46	21.09%	1,777,996.46	21.09%
1202 : Animal Control	318,870.06	318,870.06	22,968.83	259,892.51	0.00	1,025.68	57,951.87	18.17%	57,951.87	18.17%
1204 : Emergency Management	324,324.42	324,324.42	89.85	65,916.82	0.00	17,217.53	241,190.07	74.37%	241,190.07	74.37%
1205 : Fire Department	4,835,353.66	4,835,353.66	387,219.79	3,945,577.04	0.00	14,735.13	875,041.49	18.10%	875,041.49	18.10%
1301 : Administration/Engineering	789,583.66	789,583.66	37,927.41	426,213.17	0.00	177,214.13	186,156.36	23.58%	186,156.36	23.58%
1303 : Street Department	5,910,236.70	5,910,236.70	1,259,201.15	2,910,576.64	0.00	430,686.12	2,568,973.94	43.47%	2,568,973.94	43.47%
1304 : Cemetery	609,660.52	609,660.52	24,443.23	343,440.57	0.00	1,053.80	265,166.15	43.49%	265,166.15	43.49%
1401 : Parks	1,203,433.85	1,203,433.85	118,012.06	836,934.14	3,480.75	22,166.39	340,852.57	28.32%	340,852.57	28.32%
1402 : Golf Course	1,852,166.16	1,852,166.16	132,402.02	1,467,741.25	348.00	13,175.39	370,901.52	20.02%	370,901.52	20.02%
1404 : Civic Center	1,264,699.71	1,264,699.71	88,620.18	927,423.75	0.00	35,244.46	302,031.50	23.88%	302,031.50	23.88%
1405 : Indoor Recreation Center	2,676,339.75	2,676,339.75	211,610.80	2,186,211.77	400.00	46,541.30	443,186.68	16.56%	443,186.68	16.56%
1501 : Non-Departmental	2,010,970.47	2,010,970.47	79,270.55	1,412,185.15	0.00	187,814.24	410,971.08	20.44%	410,971.08	20.44%
1901 : Public Services Administration/Planning	557,542.50	557,542.50	34,964.27	372,674.65	0.00	18,975.00	165,892.85	29.75%	165,892.85	29.75%
1902 : Building Inspections	416,100.00	416,100.00	32,961.08	332,521.50	0.00	0.00	83,578.50	20.09%	83,578.50	20.09%
1903 : Vehicle Maintenance	632,610.36	632,610.36	49,073.56	501,102.29	0.00	0.00	131,508.07	20.79%	131,508.07	20.79%
3401 : RS Historical Museum	216,747.91	216,747.91	15,167.46	136,119.49	525.31	991.48	79,111.63	36.50%	79,111.63	36.50%
SubTotal : 110 : General Fund	35,795,414.75	35,795,414.75	3,289,573.50	25,195,818.78	9,095.72	1,353,294.27	9,237,205.98	25.81%	9,237,205.98	25.81%
112 : Road Impact Fee Fund										
1702 : Capital Improvements Street Construction	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	100.00%	20,000.00	100.00%

Segments	YTD Budget	Total Budget	MTD Exp	YTD Exp	YTD PreEnc	YTD Enc	YTD Avai.	YTD %	Total Avai.	Total %
SubTotal : 112 : Road Impact Fee Fund	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	100.00%	20,000.00	100.00%
113 : Health Insurance Fund										
1801 : Health Insurance	4,173,000.00	4,173,000.00	123,433.38	2,877,600.32	0.00	0.00	1,295,399.68	31.04%	1,295,399.68	31.04%
SubTotal : 113 : Health Insurance Fund	4,173,000.00	4,173,000.00	123,433.38	2,877,600.32	0.00	0.00	1,295,399.68	31.04%	1,295,399.68	31.04%
115 : Reserves For General Fund										
1103 : Finance/Administration	1,204,612.00	1,204,612.00	0.00	204,612.00	0.00	0.00	1,000,000.00	83.01%	1,000,000.00	83.01%
SubTotal : 115 : Reserves For General Fund	1,204,612.00	1,204,612.00	0.00	204,612.00	0.00	0.00	1,000,000.00	83.01%	1,000,000.00	83.01%
120 : Governmental Capital Assets										
0000 : No Division	0.00	0.00	1,399.33	-162,016.47	0.00	0.00	162,016.47	0.00%	162,016.47	0.00%
SubTotal : 120 : Governmental Capital Assets	0.00	0.00	1,399.33	-162,016.47	0.00	0.00	162,016.47	0.00%	162,016.47	0.00%
130 : Sewer Fund										
0000 : No Division	0.00	0.00	0.00	-801,752.55	0.00	0.00	801,752.55	0.00%	801,752.55	0.00%
1108 : Sewer/Water Administration	303,650.00	303,650.00	17,494.85	189,034.26	0.00	0.00	114,615.74	37.75%	114,615.74	37.75%
1601 : Wastewater Treatment Plant	14,599,737.17	14,599,737.17	896,449.57	10,077,285.87	0.00	500,016.44	4,022,434.86	27.55%	4,022,434.86	27.55%
SubTotal : 130 : Sewer Fund	14,903,387.17	14,903,387.17	913,944.42	9,464,567.58	0.00	500,016.44	4,938,803.15	33.14%	4,938,803.15	33.14%
150 : Water Fund										
0000 : No Division	0.00	0.00	0.00	-63,236.68	0.00	0.00	63,236.68	0.00%	63,236.68	0.00%
1108 : Sewer/Water Administration	4,189,950.00	4,189,950.00	182,797.36	2,765,579.97	0.00	0.00	1,424,370.03	34.00%	1,424,370.03	34.00%
3302 : Water Operations & Maintenance	8,990,482.91	8,990,482.91	143,107.52	7,317,795.34	3,133.62	152,103.40	1,517,450.55	16.88%	1,517,450.55	16.88%
SubTotal : 150 : Water Fund	13,180,432.91	13,180,432.91	325,904.88	10,020,138.63	3,133.62	152,103.40	3,005,057.26	22.80%	3,005,057.26	22.80%
215 : CAP Projects										
3525 : CAP Projects	263,443.00	263,443.00	0.00	97,643.00	0.00	0.00	165,800.00	62.94%	165,800.00	62.94%
SubTotal : 215 : CAP Projects	263,443.00	263,443.00	0.00	97,643.00	0.00	0.00	165,800.00	62.94%	165,800.00	62.94%
250 : Public Housing										
3501 : Public Housing Administration	414,320.00	414,320.00	22,179.42	300,367.58	0.00	0.00	113,952.42	27.50%	113,952.42	27.50%
3502 : Public Housing Maintenance	512,513.00	512,513.00	25,944.91	267,705.60	0.00	44,476.00	200,331.40	39.09%	200,331.40	39.09%
SubTotal : 250 : Public Housing	926,833.00	926,833.00	48,124.33	568,073.18	0.00	44,476.00	314,283.82	33.91%	314,283.82	33.91%
295 : Section 8 Vouchers Program										
3508 : Section 8 Vouchers Program	384,345.00	384,345.00	30,288.38	320,593.79	0.00	408.00	63,343.21	16.48%	63,343.21	16.48%

Segments	YTD Budget	Total Budget	MTD Exp	YTD Exp	YTD PreEnc	YTD Enc	YTD Avai.	YTD %	Total Avai.	Total %
SubTotal : 295 : Section 8 Vouchers Program	384,345.00	384,345.00	30,288.38	320,593.79	0.00	408.00	63,343.21	16.48%	63,343.21	16.48%
Grand Total :	70,851,467.83	70,851,467.83	4,732,668.22	48,587,030.81	12,229.34	2,050,298.11	20,201,909.57	28.51%	20,201,909.57	28.51%



**Rock Springs
Animal Control
Monthly Report**

April 2018

TOTAL IMPOUNDS		Sweetwater County TOTAL IMPOUNDS	
DOGS	26	DOGS	6
PUPPIES	4	PUPPIES	0
CATS	37	CATS	2
KITTENS	2	KITTENS	0
MISC.	6	MISC.	0
TOTAL	75	TOTAL	8
RECLAIMED BY OWNER		RECLAIMED BY OWNER	
DOGS	17	DOGS	4
PUPPIES	0	PUPPIES	0
CATS	6	CATS	1
KITTENS	0	KITTENS	0
MISC.	1	MISC.	0
TOTAL	24	TOTAL	5
ADOPTIONS		ADOPTIONS	
DOGS	7	DOGS	2
PUPPIES	4	PUPPIES	0
CATS	17	CATS	0
KITTENS	1	KITTENS	0
MISC.	2	MISC.	0
TOTAL	31	TOTAL	2
EUTHANASIA		EUTHANASIA	
DOGS	2	DOGS	0
PUPPIES	0	PUPPIES	0
CATS	1	CATS	0
KITTENS	0	KITTENS	0
FERAL CATS	7	FERAL CATS	1
FERAL KITTENS	0	FERAL KITTENS	0
MISC.	1	MISC.	0
TOTAL	11	TOTAL	1
ANIMAL BITES			
TOTAL	6		
CITATIONS		VOLUNTEER HOURS	
KIGGINS	1	3	80 hours
PICKRELL	0	2	20 hours
TOTAL	1	TOTAL	100 hours

RESPECTFULLY SUBMITTED

ANIMAL CONTROL SUPERVISOR, MIKE KIGGINS

4:41 PM

05/07/18

Accrual Basis

Rock Springs Renewal Fund

Balance Sheet

As of March 31, 2018

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Bank - Petty Cash	500.00
BnB - RMB	3,956.19
RSRF - Commerce Bank	6,454.15
RSRF - RSNB	5,561.72
Theater - 1st Bank	2,947.04
Total Checking/Savings	19,419.10
Total Current Assets	19,419.10
Fixed Assets	
Accumulated Depreciation	-171.00
Building Improvements	17,775.00
Total Fixed Assets	17,604.00
TOTAL ASSETS	37,023.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Assistance Grants - Paya	1,275.00
Total Other Current Liabilities	1,275.00
Total Current Liabilities	1,275.00
Total Liabilities	1,275.00
Equity	
Unrestricted Net Assets	52,102.85
Net Income	-16,354.75
Total Equity	35,748.10
TOTAL LIABILITIES & EQUITY	37,023.10

4:36 PM

05/07/18

Accrual Basis

Rock Springs Renewal Fund

Profit & Loss YTD Comparison

March 2018

	Mar 18	Jan - Mar 18
Ordinary Income/Expense		
Income		
Credit Card Income	14.58	14.58
Donations	2,424.00	6,537.65
Fundraising Income	0.00	334.23
Grants	0.00	4,749.00
Other Income	100.00	2,923.38
Theater Income	1,325.59	3,465.59
Venue Deposit/Reimbursement	-1,400.00	-2,818.00
Total Income	2,464.17	15,206.43
Expense		
Accounting Fees	450.00	450.00
Advertising	716.00	1,539.50
Conference, Convention, Meeting	100.00	100.00
Contract Service	0.00	600.00
Dues & Subscriptions	0.00	225.00
Fundraising Expense	239.50	6,779.79
Museum Expense	3,465.00	3,465.00
Office	33.89	175.29
Postage, Mailing Service	275.00	275.00
Printing and Copying	315.86	584.09
Rent	800.00	800.00
Supplies	12.72	34.98
Taxes & Licenses	0.00	465.62
Theater Expenses	2,894.30	11,354.75
Travel & Entertainment		
Hotel/Motel	350.00	350.00
Meals	390.65	390.65
Travel & Entertainment - Other	615.43	615.43
Total Travel & Entertainment	1,356.08	1,356.08
Total Expense	10,658.35	28,205.10
Net Ordinary Income	-8,194.18	-12,998.67
Other Income/Expense		
Other Income		
Interest Income	0.67	3.97
Total Other Income	0.67	3.97
Other Expense		
Facade Grants	0.00	3,360.05
Total Other Expense	0.00	3,360.05
Net Other Income	0.67	-3,356.08
Net Income	-8,193.51	-16,354.75



City Council Agenda

Council Committee and Board Reports



Meeting Minutes

Committee	Main Street Board
Date	April 9, 2018
Time	5:00 p.m.
Board President	Maria Mortensen
Meeting Attendees	
Today's Agenda	
Topics	
Call to Order - Meeting was called to order by Maria Mortensen at 5:09pm.	
Roll Call - Kevin Harper, Eric Phillips, Gloria Hutton, Chad Banks, Sue Lozier, Maria Mortensen. Absent: Stacy Jones, Devon Brubaker and Glennise Wendorf	
Approve Minutes - Gloria Hutton moved for approval, Eric Phillips Second, Passed unanimously.	
Guests N/A	
Committee Reports	
Arts and Culture	
ARTini – August 24 - Start meeting again. Sold 3-4 Corporate Tables and 1 sponsor, going good, Have Bunning Hall as a back up pending weather. There will be a cash bar and the samples of the Martinis.	
Blues n' Brews – Aug 11 - Meet again, Save the date has been sent out, and will send out for concessions. Will have to pay the \$1000 fee for the park, Maria is going to send a letter asking to waive the fee. Chad will talk to Duane Pacheco about providing security. We always hire Mike and Pay \$800-\$900. We could save that money The city provides security for the boys and girls event.	
Murals - Have a call ready for the building on the side of Color Works. Maybe do something that the community can be involved with it and design around the Main Street Award.	
Art Underground - Art is still coming in. Ribbon cutting on April 25 th . City shop will hang for us.	
Community Garden – Coal Camps? - Really taking shape and looks great. Thoughts on having interpretive signs around the concrete path that have info about the coal camps (10/11 camps). Later down the road have a mural on the wall depicting the coal camps. Maria is working on Art Grant for \$5000, Livability for seniors- including coal camps and railroad history. Rick Cozad is building a Lending Library for the public.	
Golf Course - All the holes are done and look really nice. Hopefully they will go in this week and can plan on a ribbon cutting. A letter will go out soon for sponsor for each hole and clubs are ordered and will be here soon.	
Business Development	
Downtown 1st Awards – 4/11- Still need Wine Donations - Will show the video from the GAMSA Awards. The Governor is taping a video message that will be played as well as Senator Enzi. Idea's for raising funds were to do \$150 from 150 people, other ideas were to \$18 - \$180 - \$2018, etc.	
Women's Business Month - October is Women's Small Business Month. Try and recognize all women who are Small Business owners.	
Caboose - Fix up for a B & B. 2 Rooms on each side and 2 bathrooms in the middle. Might be able to get a grant. Josellia is doing some drawings. Rent it from the city, we keep the revenues and keep up the maintenance on it.	
Dining Decks - On the agenda for P&Z this Wednesday. Chad is going to meet with Steve Horton and see if Chad need to attend.	
Promotions	
Rods and Rails – June 16 - Christal Martin has sent us a proposal for taking over the event. Haven't heard from Kathy or Missy about what they plan on doing. Meeting is next Thursday.	

Outreach to Uber, Hotels, etc. - Reach out to Uber people and attend staff meeting at hotels and Restaurants so that we can reach out to visiting people who need things to do when they are here.
Staycation Passport - Work on and waiting on list from Rec dept. with things to do. 25+ things to do. #Stacation
Restaurant week – 4/12-22 - Kicks off this Thursday. Encourage people to do (#) posts.
Murder Mystery Fundraiser - Meeting again this month.
Rock Springs Historical Museum - Hired Angela Cable for the 3 rd position.
GAMSA – KS City Trip - The awards were amazing, not sure where the award will go. 2 presentations there, one on the Transformation Strategies with Green River and Cheyenne and one on the GAMSA Award with about 60 people attending. It was nice to have people learn about Rock Springs.
Mayoral Candidates - Send letters to Candidates as they declare and invite them to meet with us and let them know what our program is. Carl Demshar is not running, Matt Jackman and Ryan Green have announced and rumor is that Billy Shalata, Tim Kaumo and Tim Savage. In the letter include an annual report (the last 2 or 3 annual reports).
Board Evaluations - Will get this done in the future.
Adjourn Public Meeting - 5:42 pm
Call RSRF Meeting to Order - 5:42 pm
Approve Minutes -
Approve Financials, Bills & Deposits - Kevin Harper moved for approval, Eric Phillips Second, Passed unanimously.
Social Club Liquor License/Theater - Nothing new, Membership good? Darrel Worley on July 6 th or 7 th date, we should be fine with the date.
Summer “Clean Team” - Last year we had Chris Gold was doing the garbage Monthly for \$400. Find somebody to do it for less \$300.00. Maybe some volunteers to help out, IE: Kids going to Peru next year, we could donate and they could come and help with the trip.
Façade Grant - Dr. Dowd’s old office is outstanding from before for \$6000. She is going to paint so probably won’t be the full \$6000. From Fernando Antunez for 623 Pilot Butte. - Asking for the full \$6000. Gloria Hutton moved for approval, Sue Lozier Second, Passed unanimously. When back in Kansas City visiting the smaller towns, one town ask for an application fee for façade grants and another town only did facades grants once a year. We Could look at making changes for our façade grants.
Other Business/Open Forum - Winery Bookstore (Sidekicks Bookbar) will open tomorrow. We will do a Sponsor post for \$50 at later date. The Brewery (Square State Brewing Company) plans on opening in late May. Uinta Bank bought the old Green River Basin Bank and will be moving. It was proposed that we rotate our meetings thru business’ down town.
Adjourn RSRF Meeting - 6:05
Next Meeting – Monday, May 14 - Chad will let us know where we will meet.



City Council Agenda

Correspondence



May 7, 2018

Honorable Mayor Carl Demshar
212 D St.
Rock Springs, WY 82901

Dear Mayor Demshar,

It is that time of year again in which we begin planning for the annual International Day event. This event, scheduled for Saturday, July 14th, 2018 could not be possible without your continued support and assistance. The International Day Committee has requested assistance from the Rock Springs Police Department, Streets Department, and Parks/Recreation Department similar to what has been requested in the past for this event. We do hope that we can count on your support to ensure the success of this event again this year.

Once again, we appreciate all you do for our city and the help you provide during events such as this. We hope to see you there! Please contact me at 389-5014 with any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "David M. Tate".

David M. Tate
International Day Set-Up Committee



City Council Agenda

Bills and Claims

**City of Rock Springs
Open Item Listing**

Run Date: 05/04/2018 User: sandy_mcjunkin

Status: POSTED Due Date: 05/04/2018
Bank Account: RSNB Bank-General Fund Checking
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 50 : WYO DEPT OF REVENUE & TAX	19038-April2018	118-004367	18-003159	05/04/2018	1	Sales tax collections 4/1 - 4/30/2018	110-00-0000-202050 \$	637.92
GRAND TOTAL :								\$ 637.92

City of Rock Springs Open Item Listing

Run Date: 05/10/2018 User: sandy_mcjunkin

Status: POSTED Due Date: 05/15/2018
Bank Account: RSNB Bank-General Fund Checking
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
✓ [VENDOR] 19417 : A-G PLUMBING	24396	118-004376	18-003160	05/15/2018	1	Clean Drain at Sation 3	110-12-1205-404310	\$ 90.00
✓ [VENDOR] 84 : ACE HARDWARE	102104-April2018	118-004515	18-003250	05/15/2018	1	Misc. Supplies - Cemetery	110-13-1304-404310	\$ 87.75
	102104-April2018	118-004515	18-003250	05/15/2018	2	Misc. Supplies - City Bldgs	110-11-1104-406120	\$ 53.96
	102104-April2018	118-004515	18-003250	05/15/2018	3	Misc. Supplies - Civic Center	110-14-1404-404310	\$ 22.95
	102104-April2018	118-004515	18-003250	05/15/2018	3	Misc. Supplies - Civic Center	110-14-1404-406120	\$ 19.99
	102104-April2018	118-004515	18-003250	05/15/2018	4	Misc. Supplies - FRC	110-14-1405-406120	\$ 244.36
	102104-April2018	118-004515	18-003250	05/15/2018	5	Misc. Supplies - Fire	110-12-1205-406130	\$ 59.95
	102104-April2018	118-004515	18-003250	05/15/2018	6	Misc. Supplies - Golf	110-14-1402-404310	\$ 68.74
	102104-April2018	118-004515	18-003250	05/15/2018	6	Misc. Supplies - Golf	110-14-1402-406120	\$ 742.20
	102104-April2018	118-004515	18-003250	05/15/2018	6	Misc. Supplies - Golf	110-14-1402-406130	\$ 18.97
	102104-April2018	118-004515	18-003250	05/15/2018	7	Misc. Supplies - Housing	250-35-3502-406120	\$ 205.92
	102104-April2018	118-004515	18-003250	05/15/2018	8	Misc. Supplies - Parks	110-14-1401-404310	\$ 349.37
	102104-April2018	118-004515	18-003250	05/15/2018	8	Misc. Supplies - Parks	110-14-1401-406120	\$ 78.32
	102104-April2018	118-004515	18-003250	05/15/2018	8	Misc. Supplies - Parks	110-14-1401-406130	\$ 61.75
	102104-April2018	118-004515	18-003250	05/15/2018	9	Misc. Supplies - Streets	110-13-1303-406130	\$ 119.59
	102104-April2018	118-004515	18-003250	05/15/2018	10	Misc. Supplies - URA	110-11-1106-406130	\$ 87.44
	102104-April2018	118-004515	18-003250	05/15/2018	11	Misc. Supplies - Veh Mntc	110-19-1903-406120	\$ 21.98
	102104-April2018	118-004515	18-003250	05/15/2018	12	Misc. Supplies - WRF	130-16-1601-406120	\$ 215.83
	102104-April2018	118-004515	18-003250	05/15/2018	13	Misc. Supplies - Water Ops	150-33-3302-406120	\$ 212.77
✓ [VENDOR] 20889 : ADVANCED AUTOMOTIVE	1827441 30-apr-18	118-004440	18-003230	05/15/2018	1	Cemetery supplies	110-13-1304-406120	\$ 53.89
	1827441 30-apr-18	118-004440	18-003230	05/15/2018	2	Golf Course supplies	110-14-1402-406120	\$ 226.73
	1827441 30-apr-18	118-004440	18-003230	05/15/2018	3	Parks supplies	110-14-1401-406120	\$ 116.89
	1827441 30-apr-18	118-004440	18-003230	05/15/2018	4	RSPD supplies	110-12-1201-406125	\$ 120.77
	1827441 30-apr-18	118-004440	18-003230	05/15/2018	5	Street dept supplies	110-13-1303-406120	\$ 77.06
✓ [VENDOR] 74 : AIRGAS INTERMOUNTAIN	9500463326	118-004511	18-003238	05/15/2018	1	WRF purchases	130-16-1601-406120	\$ 232.34
	9500463326	118-004511	18-003238	05/15/2018	1	WRF purchases	130-16-1601-406130	\$ 14.36
	9500463326	118-004511	18-003238	05/15/2018	2	Fire dept purchases	110-12-1205-406130	\$ 251.73
	9500463326	118-004511	18-003238	05/15/2018	3	Street dept purchases	110-13-1303-406130	\$ 30.52
	9500463326	118-004511	18-003238	05/15/2018	4	Golf course purchases	110-14-1402-406120	\$ 67.11
✓ [VENDOR] 24448 : ALL WEST COMMUNICATIONS	2627700-May2018	118-004319	18-001307	05/15/2018	1	City Hall TV Service	110-11-1101-403220	\$ 30.07
	2534100-May2018	118-004377	18-002258	05/15/2018	1	Monthly Cable Service	110-14-1404-404101	\$ 69.95
	2533800/998-212-1955	118-004441	18-001429	05/15/2018	1	Tv Bills	110-14-1405-404101	\$ 69.95
	2316200/998-212-0918	118-004442	18-003189	05/15/2018	1	cable bill may	110-14-1402-404101	\$ 85.95
✓ [VENDOR] 23520 : ALPINE PURE BOTTLED WATER	99183	118-004378	18-003193	05/15/2018	1	Water and cooler rent	130-16-1601-406130	\$ 29.00
	99130	118-004379	18-003185	05/15/2018	1	Warm/Cold cooler rental. Inv. 99130.	110-11-1102-406001	\$ 9.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
✓ [VENDOR] 3526 : ALSCO-AMERICAN LINEN	25830 May 2018	118-004512	18-003209	05/15/2018	1	City Buildings services	110-11-1104-404600	\$ 277.44
	25830 May 2018	118-004512	18-003209	05/15/2018	2	RSPD services	110-12-1201-406130	\$ 218.42
	25830 May 2018	118-004512	18-003209	05/15/2018	3	Animal Control services	110-12-1202-406130	\$ 55.44
	25830 May 2018	118-004512	18-003209	05/15/2018	4	Street Dept services	110-13-1303-404600	\$ 332.48
	25830 May 2018	118-004512	18-003209	05/15/2018	5	Vehicle Maintenance services	110-19-1903-404600	\$ 302.42
	25830 May 2018	118-004512	18-003209	05/15/2018	6	Cemetery services	110-13-1304-404600	\$ 97.60
	25830 May 2018	118-004512	18-003209	05/15/2018	7	Golf Course services	110-14-1402-404600	\$ 60.65
	25830 May 2018	118-004512	18-003209	05/15/2018	8	WRF services	130-16-1601-404600	\$ 441.32
	25830 May 2018	118-004512	18-003209	05/15/2018	9	Water Operations services	150-33-3302-404600	\$ 99.12
	25830 May 2018	118-004512	18-003209	05/15/2018	10	RSFRC services	110-14-1405-404600	\$ 55.12
	25830 May 2018	118-004512	18-003209	05/15/2018	11	Civic Center services	110-14-1404-404600	\$ 50.40
✓ [VENDOR] 19419 : AMERICAN ASSOC FOR STATE AND LOCAL HISTORY	322494-2018	118-004522	18-003246	05/15/2018	1	Membership one year AASLH	110-34-3401-403220	\$ 98.00
✓ [VENDOR] 23430 : AMERICAN RED CROSS - TRAINING SUPPORT CNTR	22097607	118-004443	18-003133	05/15/2018	1	renewal lifeguard	110-14-1405-406130	\$ 36.00
✓ [VENDOR] 24151 : AMERIGAS	631089043/631713952	118-004516	18-003197	05/15/2018	1	Propane, Inv. #631089043	110-14-1405-406130	\$ 40.12
	631089043/631713952	118-004516	18-003197	05/15/2018	2	Propane, Inv. #631713952	110-14-1405-406120	\$ 19.91
✓ [VENDOR] 20301 : AUTO PARTS UNLIMITED	1890-April2018	118-004517	18-003251	05/15/2018	1	Equipment Parts/Supplies - Fire	110-12-1205-406120	\$ 450.98
	1890-April2018	118-004517	18-003251	05/15/2018	2	Equipment Parts/Supplies - Parks	110-14-1401-406120	\$ 29.35
	1890-April2018	118-004517	18-003251	05/15/2018	3	Equipment Parts/Supplies - Police	110-12-1201-406125	\$ 443.18
	1890-April2018	118-004517	18-003251	05/15/2018	4	Equipment Parts/Supplies - Streets	110-13-1301-406120	\$ 1,016.91
	1890-April2018	118-004517	18-003251	05/15/2018	5	Equipment Parts/Supplies - Star Transit	110-19-1903-406123	\$ 47.74
	1890-April2018	118-004517	18-003251	05/15/2018	6	Equipment Parts/Supplies - WRF	130-16-1601-406120	\$ 137.38
✓ [VENDOR] 20708 : AUTOZONE	000322755-5/1/2018	118-004507	18-003241	05/15/2018	1	Fire department purchases	110-12-1205-406120	\$ 177.71
	000322755-5/1/2018	118-004507	18-003241	05/15/2018	1	Fire department purchases	110-12-1205-406130	\$ 199.60
	000322755-5/1/2018	118-004507	18-003241	05/15/2018	2	Parks purchases	110-14-1401-406120	\$ 5.98
	000322755-5/1/2018	118-004507	18-003241	05/15/2018	3	RSPD purchases	110-12-1201-406125	\$ 575.31
	000322755-5/1/2018	118-004507	18-003241	05/15/2018	4	Star Transit purchases	110-19-1903-406123	\$ 333.42
✓ [VENDOR] 20200 : BEACON ATHLETICS	0487671-In	118-004444	18-002628	05/15/2018	1	WIND SCREEN FOR MONSTER WALL BALLFIELD	110-14-1402-404310	\$ 1,018.70
✓ [VENDOR] 22650 : BEN WEESE & ASSOCIATES	09F47xc0034A-2018	118-004380	18-003180	05/15/2018	1	Plan Analyst Code Software 2018	110-19-1902-406130	\$ 165.00
✓ [VENDOR] 24445 : BLACK CLOVER ENTERPRISES, LLC	106520	118-004381	18-002613	05/15/2018	1	Black Clover booking order 2018	110-14-1402-406133	\$ 1,772.40
✓ [VENDOR] 19043 : BLATTER CONSTRUCTION CO	270783	118-004382	18-003161	05/15/2018	1	Labor and Material for Roof Repair at Headquarters	110-12-1205-404310	\$ 745.00
✓ [VENDOR] 332 : BLOEDORN LUMBER COMPANY-RS	4184428	118-004383	18-003148	05/15/2018	1	Concrete Blanket, Inv. #4184428	130-16-1601-406120	\$ 95.24
✓ [VENDOR] 23009 : BOOT BARN INC	1378516-4/2&4/7/18	118-004445	18-003204	05/15/2018	1	Safety Boots - J. Fish, Inv. #310226	130-16-1601-402103	\$ 124.99
	1378516-4/2&4/7/18	118-004445	18-003204	05/15/2018	2	Safety Boots - K. Kumer, Inv. #308822	130-16-1601-402103	\$ 106.24

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
✓ [VENDOR] 22384 : C.E.M. AQUATICS 1285.00	126322	118-004446	18-002356	05/15/2018	1	Vega Units	110-14-1405-406120	\$ 1,161.00
	126322	118-004446	18-002356	05/15/2018	2	shipping	110-14-1405-406120	\$ 124.89
[VENDOR] 9000.2161 : CARLOS JOHNSON	7302460	118-004372		05/15/2018	1	UB CR REFUND-98538	170-00-0000-202000	\$ 65.98
✓ [VENDOR] 23651 : CASTLE CLEANING 2050.00	6701	118-004320	18-002195	05/15/2018	1	Cleaning services	110-11-1104-404310	\$ 1,900.00
	6718	118-004518	18-003258	05/15/2018	1	Cleaning URA office April 2018	110-11-1106-404310	\$ 150.00
✓ [VENDOR] 23322 : CDM CONSTRUCTORS INC. 263846.74	PayApplic#12	118-004321	17-001981	05/15/2018	1	Design/Build Bitter Creek Lift Station & WRF Improvements	130-16-1601-507029	\$ 63,511.99
	PayApplic#12	118-004321	17-001981	05/15/2018	2	Change Order per Resolution 2017-41	130-16-1601-507029	\$ 43,652.80
	PayApplic#13	118-004384	17-001981	05/15/2018	1	Change Order per Resolution 2017-41	130-16-1601-507029	\$ 185,998.28
✓ [VENDOR] 30 : CENTER STREET SERVICE 154.00	29044	118-004447	18-003087	05/15/2018	1	Towing Charge	110-12-1201-406125	\$ 85.00
	29042	118-004448	18-003085	05/15/2018	1	Towing Charge	110-12-1201-406125	\$ 69.00
✓ [VENDOR] 32 : CENTURY EQUIPMENT COMPANY INC	RP70080	118-004385	18-003173	05/15/2018	1	Pins, Inv. #RP70080	130-16-1601-406120	\$ 8.96
✓ [VENDOR] 23080 : CENTURLINK 1011.74	April2018	118-004519	18-003265	05/15/2018	1	City Buildings	110-11-1104-405301	\$ 63.48
	April2018	118-004519	18-003265	05/15/2018	2	Police Department	110-12-1201-405301	\$ 85.13
	April2018	118-004519	18-003265	05/15/2018	3	Fire Department	110-12-1205-405301	\$ 387.03
	April2018	118-004519	18-003265	05/15/2018	4	Streets	110-13-1303-405301	\$ 65.54
	April2018	118-004519	18-003265	05/15/2018	5	Cemetery	110-13-1304-405301	\$ 38.74
	April2018	118-004519	18-003265	05/15/2018	6	WWTP	130-16-1601-405301	\$ 85.25
	April2018	118-004519	18-003265	05/15/2018	7	Water Operations	150-33-3302-405301	\$ 137.84
	April2018	118-004519	18-003265	05/15/2018	8	URA	110-11-1106-405301	\$ 148.73
✓ [VENDOR] 20213 : CHEMATOX LABORATORY INC	26598	118-004449	18-003220	05/15/2018	1	Evidence Testing	110-12-1201-403401	\$ 562.40
✓ [VENDOR] 22148 : CJ SIGNS	7263	118-004386	18-003155	05/15/2018	1	Stickers for New Vehicle, Inv. #7263	250-35-3502-406120	\$ 36.00
✓ [VENDOR] 24378 : CLAWSON Amanda	04242018	118-004387	18-003167	05/15/2018	1	Reimbursement for gas for travel	110-12-1201-405801	\$ 70.05
✓ [VENDOR] 45 : COPIER & SUPPLY CO. INC. OF RS 2218.37	AR17275	118-004322	18-003026	05/15/2018	1	Annual copier contract for FRC.	110-14-1405-404301	\$ 1,975.00
	AR17732	118-004388	18-000341	05/15/2018	1	1 year of Copier Service	110-13-1301-404301	\$ 53.37
	AR17731	118-004389	18-003181	05/15/2018	1	Monthly maintenance Savin C6055	110-11-1103-404301	\$ 151.09
	AR17759	118-004390	18-003178	05/15/2018	1	Monthly Copies	250-35-3501-406001	\$ 38.81
✓ [VENDOR] 19523 : CWAM COLO/WY ASSOC OF MUSEUMS	16107-2018	118-004526	18-003247	05/15/2018	1	2 year membership CWAM	110-34-3401-403220	\$ 60.00
[VENDOR] 9000.2158 : DANNY HAYES	7302457	118-004389		05/15/2018	1	UB CR REFUND-98981	170-00-0000-202000	\$ 49.16
[VENDOR] 20375 : DELL 3286.28	10239672546	118-004391	18-003064	05/15/2018	1	Dell Latitude Rugged Desk Dock	110-11-1107-407415	\$ 281.19
	10241007015	118-004450	18-003152	05/15/2018	1	Replacement toner for Mayor's printer	110-11-1101-406001	\$ 47.49
[VENDOR] 9000.2159 : DEREK ABRAHAM	7302458	118-004370		05/15/2018	1	UB CR REFUND-97607	170-00-0000-202000	\$ 52.17
[VENDOR] 9000.2164 : DERIC OR LESLIE KELLER	7302463	118-004375		05/15/2018	1	UB CR REFUND-98045	170-00-0000-202000	\$ 155.73

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 24531 : DIGICERT INC.	2018	118-004520	18-002799	05/15/2018	1	GeoTrust Certificate citizenaccess.rswy.net	110-11-1107-407415	\$ 523.00
[VENDOR] 9000.2157 : DONALD OR ANNETTE HANEY	7302456	118-004368		05/15/2018	1	UB CR REFUND-94540	170-00-0000-202000	\$ 35.98
[VENDOR] 23150 : ELITE K-9 INC. 656.35	158905	118-004392	18-002845	05/15/2018	1	Dog Boots	110-12-1201-403410	\$ 129.90
	158905	118-004392	18-002845	05/15/2018	2	First Aid Kits	110-12-1201-403410	\$ 499.90
	158905	118-004392	18-002845	05/15/2018	3	Shipping	110-12-1201-406101	\$ 26.55
[VENDOR] 20859 : EQUIFAX CREDIT INFORMATION SERV., LLC	4826878	118-004451	18-003232	05/15/2018	1	Monthly Membership Fees	110-12-1201-403201	\$ 80.00
[VENDOR] 23459 : ERIC F PHILLIPS LAW OFFICE	42718	118-004393	18-003153	05/15/2018	1	Court Appointed Legal Fees for Erk Corley CR-2017-0447	110-11-1105-403302	\$ 300.00
[VENDOR] 24521 : F.H. BLACK & COMPANY, INC. 2970.00	18120	118-004323	18-003134	05/15/2018	1	On-Line Training - Fundamentals of Working Papers - M. McBurnett/A. Visser	110-11-1103-403210	\$ 1,485.00
	18120	118-004323	18-003134	05/15/2018	2	On-line Training - Financials Template Set-Up - M. McBurnett/A. Visser	110-11-1103-403210	\$ 1,485.00
[VENDOR] 20278 : FASTENAL COMPANY 676.84	WYROC162025,162519,	118-004510	18-003240	05/15/2018	1	Street Dept purchases	110-13-1303-406120	\$ 36.04
	WYROC162025,162519,	118-004510	18-003240	05/15/2018	1	Street Dept purchases	110-13-1303-406130	\$ 37.10
	WYROC162025,162519,	118-004510	18-003240	05/15/2018	2	Golf course purchases	110-14-1402-406120	\$ 591.70
	WYROC162025,162519,	118-004510	18-003240	05/15/2018	3	Parks purchases	110-14-1401-406120	\$ 12.00
[VENDOR] 61 : FEDEX	6-163-65410	118-004394	18-003145	05/15/2018	1	Overnight shipping-WET samples	130-16-1601-406101	\$ 60.06
[VENDOR] 24529 : FIRST VETERINARY SUPPLY	WK8141	118-004395	18-003150	05/15/2018	1	Tourniquet NYE J0130	110-12-1202-406130	\$ 12.00
[VENDOR] 21160 : FOREMOST PROMOTIONS 667.42	430408	118-004396	18-002844	05/15/2018	1	Drawstring Bags	110-12-1201-406117	\$ 396.00
	430408	118-004396	18-002844	05/15/2018	2	ID Holders	110-12-1201-406117	\$ 232.50
	430408	118-004396	18-002844	05/15/2018	3	Shipping	110-12-1201-406101	\$ 38.92
[VENDOR] 21554 : GLOBE ELECTRIC	2630	118-004452	18-003199	05/15/2018	1	Electrical panel and meter replacement	110-14-1401-404310	\$ 1,990.09
[VENDOR] 22534 : GOLF & SPORT SOLUTIONS	29549	118-004453	18-002871	05/15/2018	1	Infield Mix Red (Delivered)	110-14-1401-404310	\$ 2,203.07
[VENDOR] 295 : GRAINGER, INC. 141.81	9764624004	118-004397	18-003098	05/15/2018	1	38D056 TIMER,SPRING WOUND,15 MIN MANUFACTURER # FD15MWC	110-14-1404-406120	\$ 64.86
	9764624004	118-004397	18-003098	05/15/2018	2	4L180 V-BELT,4L180 MANUFACTURER # 4L180	110-14-1404-406120	\$ 1.35
	9764624004	118-004397	18-003098	05/15/2018	3	6L256 V-BELT,COGGED,AX96 MANUFACTURER # 6L256	110-14-1404-406120	\$ 75.60
[VENDOR] 23453 : HARRIS ENTERPRISE RESOURCE PLANNING 1777.50	CT1433316	118-004324	18-001664	05/15/2018	1	HR Implementation	110-11-1107-407415	\$ 1,625.00
	CT1433317	118-004398	18-000584	05/15/2018	1	Move Innoprise Applications	110-11-1107-403310	\$ 92.50
[VENDOR] 21491 : HIGH DESERT CONSTRUCTION, INC.	3820-5/7/18	118-004454	18-003213	05/15/2018	1	RAise manholes	130-16-1601-407210	\$ 2,437.50
[VENDOR] 82 : HIGH SECURITY LOCK & ALARM 1792.00	ROC008-5/1/18	118-004455	18-003202	05/15/2018	1	Re-Key Concessions - Kiwanis, Inv. #23768	110-14-1404-406120	\$ 111.00
	ROC008-5/1/18	118-004455	18-003202	05/15/2018	2	Locks - Parks Building, Inv. #23763	110-14-1401-404310	\$ 1,076.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	ROC008-5/1/18	118-004455	18-003202	05/15/2018	3	Annual Alarm Monitoring - City Hall, Inv. #11426	110-11-1104-404301	\$ 605.00
[VENDOR] 21153 : HOMAX OIL SALES, INC	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	1	Municipal Court	110-11-1105-406203	\$ 51.66
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	2	Police Department	110-12-1201-406203	\$ 7,415.02
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	3	Animal Control	110-12-1202-406203	\$ 314.65
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	4	Fire Department	110-12-1205-406203	\$ 1,875.96
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	5	Engineering	110-13-1301-406203	\$ 131.57
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	6	Building Department	110-19-1902-406203	\$ 205.73
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	7	Shop	110-19-1903-406203	\$ 66.27
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	8	Streets	110-13-1303-406203	\$ 4,628.99
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	9	Cemetery	110-13-1304-406203	\$ 477.00
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	10	Parks	110-14-1401-406203	\$ 1,478.93
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	11	Civic Center	110-14-1404-406203	\$ 83.40
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	12	Family Recreation Center	110-14-1405-406203	\$ 215.67
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	13	WWTP	130-16-1601-406203	\$ 1,659.00
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	14	Water Operations	150-33-3302-406203	\$ 1,197.17
	25,32,37,39,38,24,28	118-004513	18-003187	05/15/2018	15	Housing	250-35-3502-406203	\$ 248.58
[VENDOR] 21885 : HOME DEPOT CREDIT SERVICES	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	1	Cemetery purchases	110-13-1304-404310	\$ 86.12
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	2	City Buildings purchases	110-11-1104-406120	\$ 126.79
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	3	Civic Center purchases	110-14-1404-404310	\$ 83.91
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	4	FRC purchases	110-14-1405-406120	\$ 484.38
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	5	RSFD purchases	110-12-1205-406130	\$ 19.98
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	6	Golf Course purchases	110-14-1402-404310	\$ 167.44
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	6	Golf Course purchases	110-14-1402-406120	\$ 41.26
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	6	Golf Course purchases	110-14-1402-406130	\$ 193.42
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	7	Housing purchases	250-35-3502-406120	\$ 5,039.10
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	8	Parks Dept purchases	110-14-1401-404310	\$ 716.57
	xxx2866, 4/27/2018	118-004508	18-003192	05/15/2018	8	Parks Dept purchases	110-14-1401-406120	\$ 190.07
	xxx2866, 4/27/2018	118-004509	18-002805	05/15/2018	1	Dishwasher	110-12-1205-406130	\$ 449.00
[VENDOR] 21253 : HONNEN EQUIPMENT CO.	949483	118-004456	18-003166	05/15/2018	1	Fuel pump	110-14-1401-406120	\$ 121.79
	946405	118-004457	18-003086	05/15/2018	1	Driveline	110-14-1401-406120	\$ 421.84
[VENDOR] 21603 : HOSE & RUBBER SUPPLY	d66399001,66462001	118-004458	18-003245	05/15/2018	1	Street dept purchases	110-13-1303-406120	\$ 401.15
	d66399001,66462001	118-004458	18-003245	05/15/2018	1	Street dept purchases	110-13-1303-406130	\$ 261.74
	d66399001,66462001	118-004458	18-003245	05/15/2018	2	Parks dept purchases	110-14-1401-406120	\$ 121.38
	d66399001,66462001	118-004458	18-003245	05/15/2018	3	WRF purchases	130-16-1601-406120	\$ 2.54
	d66399001,66462001	118-004458	18-003245	05/15/2018	4	RSFD purchases	110-12-1205-406120	\$ 3.55
[VENDOR] 53 : HOWARD SUPPLY CO LLC	50772019	118-004399	18-003171	05/15/2018	1	Safety Harness, Inv. #50772019	110-14-1402-406130	\$ 297.60
[VENDOR] 21209 : HWP INC	ROC100-5/1/18	118-004459	18-002381	05/15/2018	1	ozone units	110-14-1405-406120	\$ 336.03
	ROC100-5/1/18	118-004459	18-002381	05/15/2018	2	shipping	110-14-1405-406120	\$ 10.44
[VENDOR] 22478 : INTERNATIONAL CODE COUNCIL, INC	1000895344	118-004400	18-002991	05/15/2018	1	2018 Building Code Books	110-19-1902-403220	\$ 1,057.78
[VENDOR] 19457 : INTOXIMETERS, INC	595186	118-004401	18-003114	05/15/2018	1	Mouthpieces for PBT	110-12-1201-406130	\$ 240.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	595186	118-004401	18-003114	05/15/2018	2	Shipping	110-12-1201-406101	\$ 26.50
✓ [VENDOR] 21736 : IPMA	INV-36345-Y9N3W4	118-004325	18-003135	05/15/2018	1	Firefighter Officer Test Packages	110-12-1205-406130	\$ 225.00
✓ [VENDOR] 21410 : JACK'S TRUCK & EQUIPMENT	R303000810-01	118-004402	18-003194	05/15/2018	1	Vac truck repair	130-16-1601-406120	\$ 652.18
909.58	16976-4/30/18	118-004460	18-003212	05/15/2018	1	Troubleshoot wiring on Vac truck	130-16-1601-406120	\$ 257.70
✓ [VENDOR] 18793 : JIM'S UPHOLSTERY	10774	118-004403	18-002008	05/15/2018	1	Repair seats in Chevrolet Traverse	110-12-1201-406125	\$ 580.00
585.00	10771,10756	118-004461	18-002811	05/15/2018	1	recover seat	110-14-1405-406120	\$ 200.00
	10771,10756	118-004461	18-002811	05/15/2018	2	cover bench	110-14-1405-406120	\$ 95.00
✓ [VENDOR] 22340 : JOINT POWERS TELECOM BOARD	100476	118-004404	18-003203	05/15/2018	1	Internet connection 5/1 - 5/31/2018; two connections	110-11-1107-405303	\$ 2,280.00
✓ [VENDOR] 334 : JOINT POWERS WATER BOARD	1228	118-004405	18-003208	05/15/2018	1	Water usage April 2018	150-33-1108-404100	\$ 173,185.27
✓ [VENDOR] 99 : KAMAN INDUSTRIAL TECHNOLOGIES	w281710	118-004462	18-003196	05/15/2018	1	Bearings, Inv. #W281710	110-14-1405-406120	\$ 35.06
✓ [VENDOR] 9000.2163 : KENNETH RUTSTEIN	7302462	118-004374		05/15/2018	1	UB CR REFUND-94326	170-00-0000-202000	\$ 94.36
✓ [VENDOR] 23104 : LEGACY EQUIPMENT COMPANY	84308	118-004406	18-002334	05/15/2018	1	Repair parts for old vac truck	130-16-1601-406120	\$ 1,082.29
✓ [VENDOR] 109 : LEWIS & LEWIS INC	463469	118-004463	18-003205	05/15/2018	1	Asphalt, Inv. #463469	110-13-1303-406130	\$ 472.36
8777347.00	May 9, 2018	118-004464	18-003025	05/15/2018	1	2018 Overlay Project	110-13-1303-407108	\$ 974,305.16
✓ [VENDOR] 20573 : LONG BUILDING TECHNOLOGIES, INC	BEO0123545	118-004407	18-002986	05/15/2018	1	1 Cook set of 4 - RS-370 Restrained Spring Floor Isolators for the 365SQIB fan	110-14-1404-406120	\$ 214.00
✓ [VENDOR] 21464 : LONGHORN CONSTRUCTION, INC.	5/1/2018	118-004465	18-002589	05/15/2018	1	Reliance Transmission Water Line Crossing Killpecker Creek	150-33-3302-507902	\$ 22,506.80
20256.12								
✓ [VENDOR] 111 : MACY'S TRUCK REPAIR INC	p62674,62681,62719 +	118-004466	18-003211	05/15/2018	1	Air Fitting, Inv. #P62674	130-16-1601-406120	\$ 15.02
362.79	p62674,62681,62719 +	118-004466	18-003211	05/15/2018	2	Brake Can, Inv. #P62681	110-12-1205-406120	\$ 64.00
	p62674,62681,62719 +	118-004466	18-003211	05/15/2018	3	Valve, Inv. #P62719	110-13-1303-406120	\$ 79.26
	p62674,62681,62719 +	118-004466	18-003211	05/15/2018	4	Adapter Plug, Inv. #P62715	110-13-1303-406120	\$ 4.51
	p62674,62681,62719 +	118-004466	18-003211	05/15/2018	5	Towing Service, Inv. #42918	110-12-1201-406125	\$ 200.00
✓ [VENDOR] 59 : MCFADDEN WHOLESALE CO INC	CIT RSG-April2018	118-004326	18-003129	05/15/2018	1	Station Supplies, Inv. #349781	110-12-1205-406130	\$ 199.39
2833.51	CIT RSG-April2018	118-004326	18-003129	05/15/2018	2	Paper Towels, Inv. #349343	110-14-1404-406120	\$ 37.65
	CIT RSG-April2018	118-004326	18-003129	05/15/2018	3	Misc. Consumables, Inv. #349057	110-14-1405-406120	\$ 1,473.17
	CIT RSG-April2018	118-004326	18-003129	05/15/2018	4	Ice Arena Concession Stand, Inv. #348990	110-14-1405-406135	\$ 101.65
	CIT RSG-April2018	118-004326	18-003129	05/15/2018	5	Consumables, Inv. #348896	150-33-3302-406120	\$ 215.25
	CIT RSG-April2018	118-004326	18-003129	05/15/2018	6	Janitorial, Inv. #348877	110-13-1304-404310	\$ 507.10
	CIT RSG-April2018	118-004326	18-003129	05/15/2018	7	Consumables, Inv. #348793	130-16-1601-406120	\$ 299.30
✓ [VENDOR] 21859 : MODEL SIGNS	19319,19329	118-004467	18-003227	05/15/2018	1	art underground signage	110-11-1108-406130	\$ 144.50
179.50	19319,19329	118-004467	18-003227	05/15/2018	2	underground art signage	110-11-1106-406130	\$ 35.00
✓ [VENDOR] 125 : MORCON SPECIALTY INC	2208-April2018	118-004408	18-003169	05/15/2018	1	Gauges, Inv. #111973	130-16-1601-406120	\$ 59.88
293.24								

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	2208-April2018	118-004408	18-003169	05/15/2018	2	Malleable Iron/Camlock & Screens/Gauges, Inv. #111984	130-16-1601-406120	\$ 116.69
	2208-April2018	118-004408	18-003169	05/15/2018	3	Heat Resistant Hoses, Inv. #112036	110-14-1402-406120	\$ 71.78
	2208-April2018	118-004408	18-003169	05/15/2018	4	Gauges, Inv. #112110	130-16-1601-406120	\$ 44.91
[VENDOR] 9000.2162 : MORGEN OR SHASTA TOWNSEND	7302461	118-004373		05/15/2018	1	UB CR REFUND-97626	170-00-0000-202000	\$ 66.42
[VENDOR] 129 : MOUNTAINEER ANIMAL CLINIC	539330	118-004468	18-003231	05/15/2018	1	Invoice 539330 Animal 17-01366 Max Neuter	110-12-1202-404704	\$ 77.35
[VENDOR] 23573 : MOUNTAINLAND SUPPLY COMPANY	13154-April2018	118-004327	18-003139	05/15/2018	1	Plumbing Supplies, Inv. #S102593128.001	250-35-3502-406120	\$ 48.84
	13154-April2018	118-004327	18-003139	05/15/2018	2	Steel Center Rings/Ice Machine Filters, Inv. #S102555328.001/S102555328.002	110-14-1401-406130	\$ 756.02
	13154-April2018	118-004327	18-003139	05/15/2018	3	Bell Reducer/Couplers, Inv. #S102566156.001	110-14-1402-406120	\$ 37.07
	13154-April2018	118-004327	18-003139	05/15/2018	4	Water Pump Filters, Inv. #S102546295.001	110-14-1402-406120	\$ 18.15
	13154-April2018	118-004327	18-003139	05/15/2018	5	Irrigation Supplies, Inv. #S102551664.001	110-14-1402-406120	\$ 1,664.16
	13154-April2018	118-004327	18-003139	05/15/2018	6	Check Valves, Inv. #S102566344.001	110-14-1402-406120	\$ 83.04
	13154-April2018	118-004327	18-003139	05/15/2018	7	Mega Lug, Inv. #S102576675.001	150-33-3302-406120	\$ 126.82
	13154-April2018	118-004327	18-003139	05/15/2018	8	Air Relief, Inv. #S102576525.001	110-14-1402-406120	\$ 250.86
	13154-April2018	118-004327	18-003139	05/15/2018	9	Nipples, Inv. #S102577941.001	110-14-1402-406120	\$ 5.67
	13154-April2018	118-004327	18-003139	05/15/2018	10	Couplings/Tape/Controller, Inv. #S102572675.001	110-14-1402-406120	\$ 803.32
	13154-April2018	118-004327	18-003139	05/15/2018	11	Tees/Bushing/Cap, Inv. #S102576531.001	110-14-1402-406120	\$ 19.79
	s102585338.001.002	118-004469	18-003089	05/15/2018	1	LD-18 Leak detector and PL1500 line locator.	150-33-3302-406120	\$ 8,216.26
[VENDOR] 3569 : MURDOCHS RANCH AND HOME	2301/2304	118-004328	18-003123	05/15/2018	1	Chainsaw Chains/Oil, Inv. #2301/29	110-14-1401-404310	\$ 185.31
	2301/2304	118-004328	18-003123	05/15/2018	2	Chainsaw Chain Loops, Inv. #2304/29	110-14-1401-406120	\$ 43.98
[VENDOR] 20902 : NASRO	71317/N. Rublee	118-004470	18-003237	05/15/2018	1	Nicole Rublee Membership Renewal	110-12-1201-403220	\$ 40.00
	71317/N. Rublee	118-004470	18-003237	05/15/2018	2	Clint Baker Membership Renewal	110-12-1201-403220	\$ 40.00
[VENDOR] 23553 : NELSON	04232018	118-004409	18-003158	05/15/2018	1	Travel Expense Reimbursement - Washington, DC - Continued Legal Education	110-11-1105-405801	\$ 197.73
[VENDOR] 20651 : NELSON ENGINEERING	46993	118-004329	15-003454	05/15/2018	1	Change Order #2	150-33-3302-403310	\$ 22,839.96
[VENDOR] 22012 : NEOPOST USA INC	55674264	118-004410	18-003175	05/15/2018	1	Postage Meter Rental - April 2018	110-11-1103-404301	\$ 55.00
[VENDOR] 268 : NU-LIFE AUTO GLASS LLC	47879	118-004471	18-003165	05/15/2018	1	Chip Repair	110-12-1201-406125	\$ 25.00
[VENDOR] 22801 : O'REILLY AUTO PARTS	765395-05/20/2018	118-004472	18-003198	05/15/2018	1	Switch, Inv. #3318-124909	110-12-1201-406125	\$ 70.64
	765395-05/20/2018	118-004472	18-003198	05/15/2018	2	Hub Assy, Inv. #3118-125803	110-12-1201-406125	\$ 171.88
	765395-05/20/2018	118-004472	18-003198	05/15/2018	3	Brakes, Inv. #3118-127124	110-12-1201-406125	\$ 55.87
	765395-05/20/2018	118-004472	18-003198	05/15/2018	4	Shocks, Inv. #3118-128223	110-13-1303-406120	\$ 124.14
	765395-05/20/2018	118-004472	18-003198	05/15/2018	5	Pulleys/Belt, Inv. #3118-127666	110-12-1201-406125	\$ 110.08
	765395-05/20/2018	118-004472	18-003198	05/15/2018	6	Window Motor, Inv. #3118-127156	110-12-1201-406125	\$ 114.16
	765395-05/20/2018	118-004472	18-003198	05/15/2018	7	Tensioner, Inv. #3118-127675	110-12-1201-406125	\$ 67.61
	765395-05/20/2018	118-004472	18-003198	05/15/2018	8	Pulley, Inv. #3118-127694	110-12-1201-406125	\$ 42.86
	765395-05/20/2018	118-004472	18-003198	05/15/2018	9	Air Temp Sensor, Inv. #3118-127986	110-12-1201-406125	\$ 6.57
[VENDOR] 24383 : OLD DOMINION BRUSH CO., INC.	0117551-JN	118-004411	18-003186	05/15/2018	1	Narrow Wrap Eagle TB	110-13-1303-406130	\$ 2,000.00

11830.00

229.29

80.00

800.00

763.81

5110.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	0117551-IN	118-004411	18-003186	05/15/2018	2	Mobil Narrow Wrap	110-13-1303-406130	\$ 900.00
	0117551-IN	118-004411	18-003186	05/15/2018	3	SBP .200 ESEG.NYC SEgment With Nuts	110-13-1303-406130	\$ 2,210.00
[VENDOR] 24504 : OLYMPUS EQUIPMENT, LLC	100	118-004412	18-002359	05/15/2018	1	Root control chemical for Vaporooler	130-16-1601-406130	\$ 1,703.97
[VENDOR] 21356 : ORKIN EXTERMINATING	168705232	118-004413	18-002338	05/15/2018	1	Monthly pest control service	110-14-1404-404301	\$ 154.56
[VENDOR] 138 : PACIFIC STEEL & RECYCLING	6421869,6416707	118-004473	18-003191	05/15/2018	1	Steel (Mower Trailer), Inv. #6421869	250-35-3502-406120	\$ 127.09
279.09	6421869,6416707	118-004473	18-003191	05/15/2018	2	Square Tubing (Washington Basket Ball Court), Inv. #6416707	110-14-1401-406120	\$ 152.00
[VENDOR] 24533 : PAINTING PETUNIAS	Chad Bank May 2 2018	118-004474	18-003225	05/15/2018	1	Dish Towels for Gift Shop	110-34-3401-406133	\$ 144.00
177.00	Chad Bank May 2 2018	118-004474	18-003225	05/15/2018	2	Dish Towels for Gift Shop One Time Design Fee	110-34-3401-406133	\$ 15.00
	Chad Bank May 2 2018	118-004474	18-003225	05/15/2018	3	Dish Towels for Gift Shop Shipping	110-34-3401-406101	\$ 18.00
[VENDOR] 23232 : PAPA MURPHY'S TAKE 'N' BAKE PIZZA	HOCKEY015	118-004475	18-002571	05/15/2018	1	pizza and cookies	110-14-1405-406120	\$ 1,208.00
[VENDOR] 19093 : PAPER DIRECT	7442079	118-004330	18-003122	05/15/2018	1	Graduation Cards	110-11-1101-405410	\$ 170.77
198.72	7442079	118-004330	18-003122	05/15/2018	2	Shipping for Graduation Cards	110-11-1101-406101	\$ 27.99
[VENDOR] 22618 : PAYMENT REMITTANCE CENTER	2814-due 5/221/18	118-004476	18-003210	05/15/2018	1	Travel Expenses - A. Thompson to Denver, CO for PIC Training/Meeting for HUD from 4/2/2018 thru 4/4/2018	250-35-3501-405801	\$ 79.15
5264.94	2814-due 5/221/18	118-004476	18-003210	05/15/2018	2	Hotel Reservation/Confirmation - Marriot Resort - Vail, CO for A. Thompson - Mountain Plains NAHRO Conference & Leadership Summit	250-35-3501-405801	\$ 137.26
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	3	Travel Expenses - C. Demshan/D. Tate to Kansas City, MO for National Main Street Conference from 3/22/2018 thru 3/27/2018	110-11-1101-405801	\$ 1,179.02
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	4	Travel Expenses - C. Banks to Kansas City, MO for National Main Street Convention from 3/22/2018 thru 3/27/2018	110-11-1108-405801	\$ 1,376.74
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	5	Travel Expenses - Lozier's/J. Harwood to Kansas City, MO for National Main Street Convention from 3/22/2018 thru 3/27/2018 (MEALS)	110-11-1108-405801	\$ 68.58
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	6	Airline Tickets/Change Fee - A. Cox to Baltimore, MD for Managing Floodplain Development Training	110-19-1901-405801	\$ 200.00
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	7	Travel Expenses- S. Welter to Westminster, CO for Social Network Investigations from 3/25/2018 thru 3/28/2018	110-12-1201-405801	\$ 481.55
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	8	Travel Expenses - A. Loreda to Evanston, WY for interdiction for the Protection of Children from 4/10/2018 thru 4/11/2018	110-12-1201-405801	\$ 126.42
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	9	Travel Expenses - C. Watkins to Casper, WY for Crime Scene Techniques Training from 4/1/2018 thru 4/6/2018	110-12-1201-405801	\$ 324.75
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	10	Travel Expenses - D. Pacheco/C. Robinson/T. Moser to Casper, WY for Wyo Assoc of Sheriffs and Chiefs of Police 2018 Leadership Conference from 4/23/2018 thru 4/26/2018	110-12-1201-405801	\$ 27.53
	2814-due 5/221/18	118-004476	18-003210	05/15/2018	11	Travel Expenses (Hotel) - S. Nelson to Washington DC for CLE Units from 4/19/2018	110-11-1105-405801	\$ 1,263.94

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						thru 4/23/2018		
✓ [VENDOR] 38 : PETTY CASH-CITY TREASURER	April 2018	118-004331	18-003130	05/15/2018	1	Attorney receipts	110-11-1102-406101	\$ 18.75
	April 2018	118-004331	18-003130	05/15/2018	2	Finance receipts	110-11-1103-406101	\$ 58.50
	April 2018	118-004331	18-003130	05/15/2018	2	Finance receipts	110-11-1103-406120	\$ 102.00
	April 2018	118-004331	18-003130	05/15/2018	3	Court receipts	110-11-1105-406001	\$ 15.06
	April 2018	118-004331	18-003130	05/15/2018	3	Court receipts	110-11-1105-406101	\$ 14.00
	April 2018	118-004331	18-003130	05/15/2018	4	RSPD receipts	110-12-1201-406101	\$ 14.20
	April 2018	118-004331	18-003130	05/15/2018	4	RSPD receipts	110-12-1201-406120	\$ 10.00
	April 2018	118-004331	18-003130	05/15/2018	5	Engineering receipts	110-13-1301-406101	\$ 13.50
	April 2018	118-004331	18-003130	05/15/2018	6	Public Services receipts	110-19-1901-406101	\$ 5.35
✓ [VENDOR] 23024 : PINEDA, ATTY AT LAW	4262	118-004414	18-003154	05/15/2018	1	Court Appointed Atty Fee for: Sarah Gauna CR-2018-0042; Eleni Guillen CR-2017-0489; Taylor Doroha CR-2018-011; Kevin Penner CR-2017-0470 and CR-2018-0010; Eric Woodbeck CR-2017-0514; Sharee Martinez CR-2017-02590; Camel Olah CR-2017-02525-2526	110-11-1105-403302	\$ 1,060.00
✓ [VENDOR] 19709 : PMS CUSTOM SCREEN PRINTING	2457	118-004477	18-003028	05/15/2018	1	shirts	110-14-1405-406120	\$ 90.00
✓ [VENDOR] 23627 : POSM SOFTWARE LLC	1975-2018	118-004415	18-003144	05/15/2018	1	TV van annual software support	130-16-1601-404301	\$ 1,500.00
✓ [VENDOR] 20450 : PRECOR INC.	4525058808	118-004478	18-003035	05/15/2018	1	parts	110-14-1405-406120	\$ 212.40
	4525058808	118-004478	18-003035	05/15/2018	2	shipping	110-14-1405-406120	\$ 12.53
✓ [VENDOR] 22298 : PRESERVATION TRUST FOR HISTORIC PRESERVATION	3003	118-004521	18-003255	05/15/2018	1	1st Security Bank Bldg - for sale ad	110-11-1106-405402	\$ 425.00
✓ [VENDOR] 24541 : RASMUSSEN <i>Chandra</i>	05022018	118-004416	18-003149	05/15/2018	1	Reimbursement for Replacement Ink Cartridges	110-11-1105-406001	\$ 46.62
[VENDOR] 21425 : REAL KLEEN INC.	47981,47906,47718	118-004479	18-003190	05/15/2018	1	Trash Bags/Liquid Sanitizer, Inv. #47981	110-11-1104-406120	\$ 293.30
	47981,47906,47718	118-004479	18-003190	05/15/2018	2	Cleaning Supplies/Paper Goods, Inv. #47906	110-11-1104-406120	\$ 961.75
	47981,47906,47718	118-004479	18-003190	05/15/2018	3	Sanitizer, Inv. #47718	110-11-1104-406120	\$ 72.10
	48054	118-004480	18-002696	05/15/2018	1	Janitor Supplies for Golf Maint./Pro Shop	110-14-1402-406130	\$ 3,061.44
✓ [VENDOR] 18923 : RECREATION SUPPLY COMPANY	336261	118-004481	18-002524	05/15/2018	1	tubes	110-14-1405-406120	\$ 2,093.00
✓ [VENDOR] 20127 : RESPOND FIRST AID SYSTEMS	146886	118-004482	18-003223	05/15/2018	1	Refill First Aid Cabinet	110-34-3401-406120	\$ 40.93
	146890/146885	118-004527	18-003263	05/15/2018	1	First Aid Supplies - Water Ops, Inv. #146890	150-33-3302-406130	\$ 92.02
	146890/146885	118-004527	18-003263	05/15/2018	2	First Aid Supplies - Civic Center, Inv. #146885	110-14-1404-406120	\$ 58.45
	146889/146888	118-004528	18-003263	05/15/2018	1	First Aid Supplies - WRF, Inv. #146889	130-16-1601-406120	\$ 71.41
	146889/146888	118-004528	18-003263	05/15/2018	2	First Aid Supplies - Streets, Inv. #146888	110-13-1303-406130	\$ 110.39
	146901/146887	118-004529	18-003263	05/15/2018	1	First Aid Supplies - Golf, Inv. #146901	110-14-1402-406120	\$ 33.98
	146901/146887	118-004529	18-003263	05/15/2018	2	First Aid Supplies - Shop, Inv. #146887	110-19-1903-406130	\$ 37.35
[VENDOR] 9000.2160 : ROBERT MULLIN	7302459	118-004371		05/15/2018	1	UB CR REFUND-98555	170-00-0000-202000	\$ 60.98

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 338 : ROCK SPRINGS MUNICIPAL UTILITY	April 2018	118-004332	18-003117	05/15/2018	1	Streets	110-13-1303-404111	\$ 502.24
	April 2018	118-004332	18-003117	05/15/2018	2	Streets	110-13-1303-404112	\$ 57.12
	April 2018	118-004332	18-003117	05/15/2018	3	Parks	110-14-1401-404111	\$ 47.96
	April 2018	118-004332	18-003117	05/15/2018	4	Parks	110-14-1401-404112	\$ 52.34
	April 2018	118-004332	18-003117	05/15/2018	5	Golf Course	110-14-1402-404111	\$ 357.65
	April 2018	118-004332	18-003117	05/15/2018	6	Golf Course	110-14-1402-404112	\$ 292.80
	April 2018	118-004332	18-003117	05/15/2018	7	Civic Center	110-14-1404-404111	\$ 315.83
	April 2018	118-004332	18-003117	05/15/2018	8	Civic Center	110-14-1404-404112	\$ 414.42
	April 2018	118-004332	18-003117	05/15/2018	9	Cemetery	110-13-1304-404111	\$ 57.55
	April 2018	118-004332	18-003117	05/15/2018	10	Cemetery	110-13-1304-404112	\$ 14.76
	April 2018	118-004332	18-003117	05/15/2018	11	Animal Control	110-12-1202-404111	\$ 70.15
	April 2018	118-004332	18-003117	05/15/2018	12	Animal Control	110-12-1202-404112	\$ 72.20
	April 2018	118-004332	18-003117	05/15/2018	13	Fire Department	110-12-1205-404111	\$ 145.98
	April 2018	118-004332	18-003117	05/15/2018	14	Fire Department	110-12-1205-404112	\$ 106.27
	April 2018	118-004332	18-003117	05/15/2018	15	Wastewater	130-16-1601-404111	\$ 927.37
	April 2018	118-004332	18-003117	05/15/2018	16	Wastewater	130-16-1601-404112	\$ 8,209.29
	April 2018	118-004332	18-003117	05/15/2018	17	City Buildings	110-11-1104-404111	\$ 231.23
	April 2018	118-004332	18-003117	05/15/2018	18	City Buildings	110-11-1104-404112	\$ 675.56
	April 2018	118-004332	18-003117	05/15/2018	19	Museum	110-34-3401-404111	\$ 28.30
	April 2018	118-004332	18-003117	05/15/2018	20	Museum	110-34-3401-404112	\$ 12.21
	April 2018	118-004332	18-003117	05/15/2018	21	Senior Citizens Center	110-15-1501-404801	\$ 1,372.56
	April 2018	118-004332	18-003117	05/15/2018	22	Family Rec Center	110-14-1405-404111	\$ 1,281.31
	April 2018	118-004332	18-003117	05/15/2018	23	Family Rec Center	110-14-1405-404112	\$ 7,172.76
	April 2018	118-004332	18-003117	05/15/2018	24	Public Housing	250-35-3501-404111	\$ 2,342.20
	April 2018	118-004332	18-003117	05/15/2018	25	Public Housing	250-35-3501-404112	\$ 2,098.45
	April 2018	118-004332	18-003117	05/15/2018	26	URA	110-11-1106-404111	\$ 65.20
	April 2018	118-004332	18-003117	05/15/2018	27	URA	110-11-1106-404112	\$ 29.11
[VENDOR] 164 : ROCK SPRINGS NEWSPAPERS	23651-4/30/18	118-004483	18-003201	05/15/2018	1	Advertising - Legal	110-15-1501-405401	\$ 4,272.76
	23651-4/30/18	118-004483	18-003201	05/15/2018	2	Advertising - Ec/Dev	110-11-1101-405410	\$ 950.00
	23651-4/30/18	118-004483	18-003201	05/15/2018	3	Advertising - FRC	110-14-1405-405403	\$ 250.00
	23651-4/30/18	118-004483	18-003201	05/15/2018	4	Advertising - Civic	110-14-1404-405403	\$ 205.00
	23651-4/30/18	118-004483	18-003201	05/15/2018	5	Advertising - Cemetery	110-13-1304-406130	\$ 149.99
[VENDOR] 24332 : ROCK SPRINGS PET HOSPITAL, LLC	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	1	Invoice 3823 Animal PS234972 Duke Vaccinations	110-12-1202-404704	\$ 39.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	2	Invoice 3823 Animal PS235214 Nova Spay and vaccinations	110-12-1202-404704	\$ 130.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	3	Invoice 3823 Animal PS235451 Achilles Neuter and vaccinations	110-12-1202-404704	\$ 115.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	4	Invoice 3823 Animal PS236644 Samson Vaccinations	110-12-1202-404704	\$ 39.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	5	Invoice 3823 Animal PS237078 Loki Vaccinations	110-12-1202-404704	\$ 39.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	6	Invoice 3823 Animal PS239867 Snowball Vaccinations	110-12-1202-404704	\$ 39.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	7	Invoice 3823 Animal PS240028 Matrix Feline neuter and vaccinations, Enrofloxacin, wound repair, shavedown	110-12-1202-404704	\$ 167.50
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	8	Invoice 3823 Animal PS240469 Bruce Vaccinations	110-12-1202-404704	\$ 39.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	9	Invoice 3823 Animal PS241894 Tilly Canine Spay and vaccinations	110-12-1202-404704	\$ 130.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	10	Invoice 3827 Animal PS237184 Jersey Vaccinations	110-12-1202-404704	\$ 39.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	11	Invoice 3827 Animal PS239829 Coral Feline Spay and vaccinations	110-12-1202-404704	\$ 85.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	12	Invoice 3827 Animal PS240857 Mia Vaccinations and anesthesia	110-12-1202-404704	\$ 99.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	13	Invoice 3827 Animal PS241307 Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	14	Invoice 3844 Animal PS232233 Feline spay and vaccinations	110-12-1202-404704	\$ 85.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	15	Invoice 3862 Animal PS232175 Granger Vaccinations	110-12-1202-404704	\$ 39.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	16	Invoice 3862 Animal PS237088 Dusky Feline neuter and vaccinations	110-12-1202-404704	\$ 50.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	17	Invoice 3862 Animal PS242573 Lexi Canine spay and vaccinations	110-12-1202-404704	\$ 130.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	18	Invoice 3862 Animal PS244055 Sissy Canine spay and vaccinations	110-12-1202-404704	\$ 130.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	19	Invoice 3879 Animal PS241304 Canine neuter and vaccinations	110-12-1202-404704	\$ 115.00
	3823,3827,3844,3862	118-004484	18-003243	05/15/2018	20	Invoice 3880 Animal PS239499 Spooky Feline Neuter and vaccinations	110-12-1202-404704	\$ 50.00
[VENDOR] 22518 : ROCK SPRINGS RENEWAL FUND	r2018-05-09-02476	118-004439		05/15/2018	1	Wyoming Business Council "LOTS ALIVE" Grant, direct deposited to RS Water Fund	150-00-0000-366200	\$ 3,944.00
	689802701	118-004485	18-003239	05/15/2018	1	Items for kids section from Oriental Trading	110-34-3401-406130	\$ 261.85
	08019883	118-004530	18-003254	05/15/2018	1	reimburse RSRF - golf trophies - mini golf	110-11-1106-406144	\$ 44.33
	11471007513330611	118-004531	18-003248	05/15/2018	1	Items for kids section from Amazon	110-34-3401-406130	\$ 60.81
	39623464-April	118-004532	18-003256	05/15/2018	1	Facebook ads	110-11-1106-405402	\$ 76.09
	39623464-April	118-004532	18-003256	05/15/2018	2	instagram ads	110-11-1106-405402	\$ 24.55
[VENDOR] 305 : ROCK SPRINGS WINLECTRIC	00378-000054-Apr2018	118-004333	18-003121	05/15/2018	1	Misc. Supplies - WRF - Inv. #037133-01	130-16-1601-406120	\$ 146.59
	00378-000054-Apr2018	118-004333	18-003121	05/15/2018	2	Solenoid - WRF - Inv. #037944-00	130-16-1601-406120	\$ 119.00
	00378-000054-Apr2018	118-004333	18-003121	05/15/2018	3	Cable Ties - WRF - Inv. 037990-00	130-16-1601-406120	\$ 36.60
	00378-000054-Apr2018	118-004333	18-003121	05/15/2018	4	Receptacles - City Bldgs - Inv. #038063-00	110-11-1104-406120	\$ 169.76
	00378-000054-Apr2018	118-004333	18-003121	05/15/2018	5	Receptacles - City Bldgs - Inv. #038078-00	110-11-1104-406120	\$ 12.53
[VENDOR] 155 : ROCK SPRINGS WINNELSON CO	370-000221/April2018	118-004533	18-003249	05/15/2018	1	Pressure Relief Valves, Inv. #224935-00	110-14-1405-406120	\$ 55.26
	370-000221/April2018	118-004533	18-003249	05/15/2018	2	Curb Box & Rod Kit/Stop End, Inv. #225136-00	150-33-3302-406120	\$ 169.39
	370-000221/April2018	118-004533	18-003249	05/15/2018	3	Air Release Valve, Inv. #224895-00	110-13-1304-404310	\$ 212.74
	370-000221/April2018	118-004533	18-003249	05/15/2018	4	Pump, Inv. #224844	110-14-1402-406120	\$ 362.21
	370-000221/April2018	118-004533	18-003249	05/15/2018	5	Riser, Inv. #225114-00	150-33-3302-406120	\$ 40.18
	370-000221/April2018	118-004533	18-003249	05/15/2018	6	Risers, Inv. #225064-00	150-33-3302-406120	\$ 80.36
	370-000221/April2018	118-004533	18-003249	05/15/2018	7	Solenoid Valve, Inv. #225096-00	110-14-1405-406120	\$ 117.25
	370-000221/April2018	118-004533	18-003249	05/15/2018	8	Diaphragm Kit/Breaker Kit, Inv. #225292-00	110-14-1402-406120	\$ 66.90
	370-000221/April2018	118-004533	18-003249	05/15/2018	9	MegaLug, Inv. #225158-00	150-33-3302-406120	\$ 92.19
	370-000221/April2018	118-004533	18-003249	05/15/2018	10	Nipples/Couplings, Inv. #225576-00	150-33-3302-406120	\$ 66.27
	370-000221/April2018	118-004533	18-003249	05/15/2018	11	Motor Couplings, Inv. #225171-00	150-33-3302-406120	\$ 1,091.86
	370-000221/April2018	118-004533	18-003249	05/15/2018	12	Reducers, Inv. #225159-00	110-14-1402-406120	\$ 20.63
	370-000221/April2018	118-004533	18-003249	05/15/2018	13	Upper Stems, Inv. #224886-00	150-33-3302-406120	\$ 1,117.38

4411.63

484.48

4437.28

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	370-000221/April2018	118-004533	18-003249	05/15/2018	14	Water Heater/Connections, Inv. #225384-00	110-14-1402-404310	\$ 503.69
	370-000221/April2018	118-004533	18-003249	05/15/2018	15	Valve Box Risers, Inv. #225114-02	150-33-3302-406120	\$ 188.09
	370-000221/April2018	118-004533	18-003249	05/15/2018	16	PVC Pipe, Inv. #225337-00	110-14-1401-406130	\$ 737.00
	370-000221/April2018	118-004533	18-003249	05/15/2018	17	Valves, Inv. #225349-00	110-14-1405-406120	\$ 56.80
	370-000221/April2018	118-004533	18-003249	05/15/2018	18	Coupling Sleeves, Inv. #225104-00, 225104-02	110-14-1405-406120	\$ 66.20
	370-000221/April2018	118-004533	18-003249	05/15/2018	19	Diaphragm, Inv. #225582-00	110-14-1402-404310	\$ 15.90
	370-000221/April2018	118-004533	18-003249	05/15/2018	20	Impeller/Solenoid Valve, Inv. #225513-00	110-14-1405-406120	\$ 138.97
	370-000221/April2018	118-004533	18-003249	05/15/2018	21	Bearing Assy Pump, Inv. #225515-00	110-14-1405-406120	\$ 105.99
	370-000221/April2018	118-004533	18-003249	05/15/2018	22	Backflow/PVC, Inv. #225323-00, 225537-00	110-14-1401-406130	\$ 1,132.02
[VENDOR] 137 : ROCKY MOUNTAIN POWER	April2018	118-004534	18-003264	05/15/2018	1	Streets	110-13-1303-406202	\$ 843.58
	April2018	118-004534	18-003264	05/15/2018	2	Shop	110-19-1903-406202	\$ 234.65
	April2018	118-004534	18-003264	05/15/2018	3	Parks	110-14-1401-406202	\$ 1,429.69
	April2018	118-004534	18-003264	05/15/2018	4	Golf Course	110-14-1402-406202	\$ 74.10
	April2018	118-004534	18-003264	05/15/2018	5	Civic Center	110-14-1404-406202	\$ 3,755.43
	April2018	118-004534	18-003264	05/15/2018	6	Fire Department	110-12-1205-406202	\$ 210.56
	April2018	118-004534	18-003264	05/15/2018	7	City Buildings	110-11-1104-406202	\$ 250.38
	April2018	118-004534	18-003264	05/15/2018	8	Civil Defense	110-12-1204-406202	\$ 28.88
	April2018	118-004534	18-003264	05/15/2018	9	Street Lighting	110-13-1303-406204	\$ 18,846.38
	April2018	118-004534	18-003264	05/15/2018	10	Water Department	150-33-3302-406202	\$ 348.11
	April2018	118-004534	18-003264	05/15/2018	11	URA	110-11-1108-406202	\$ 102.02
[VENDOR] 165 : ROCKY MOUNTAIN SERVICE BUREAU	0430218	118-004417	18-003176	05/15/2018	1	Collection Costs, Independent Taxi, through 4/30/18	110-11-1103-403120	\$ 32.00
[VENDOR] 1 : RON'S ACE RENTAL & EQUIP. SALES INC	3521471/CityRS-Apr18	118-004334	18-003131	05/15/2018	1	Buffing Pads, Inv. #193762	250-35-3502-406120	\$ 21.00
	3521471/CityRS-Apr18	118-004334	18-003131	05/15/2018	2	Sewer Snake Rental, Inv. #193763	110-13-1304-404310	\$ 60.35
	PARKS/GARAGE-Apr2018	118-004335	18-003131	05/15/2018	1	Oil Filter, Inv. #193619	110-14-1401-406120	\$ 22.00
	PARKS/GARAGE-Apr2018	118-004335	18-003131	05/15/2018	2	Concrete Saw Rental, Inv. #99965	110-14-1401-406130	\$ 55.88
	PARKS/GARAGE-Apr2018	118-004335	18-003131	05/15/2018	3	Tires, Inv. #193615	110-12-1201-406125	\$ 578.44
	PARKS/GARAGE-Apr2018	118-004335	18-003131	05/15/2018	4	Scrub Pads, Inv. #193766	110-19-1903-406120	\$ 22.00
	PARKS/GARAGE-Apr2018	118-004335	18-003131	05/15/2018	5	A/C Charge, Inv. #193889	110-12-1201-406125	\$ 126.74
	PARKS/GARAGE-Apr2018	118-004335	18-003131	05/15/2018	6	A/C Charge, Inv. #193907	110-12-1201-406125	\$ 111.74
	CEMETERY-April2018	118-004336	18-003131	05/15/2018	1	Tires, Inv. #193617	110-13-1304-406120	\$ 448.04
	193856	118-004337	18-002993	05/15/2018	1	new mower for grounds	250-35-3502-404310	\$ 3,479.00
[VENDOR] 22046 : RS REFRIGERATION	SR27456/SR25843	118-004418	18-003151	05/15/2018	1	Contacto, Inv. #SR27456	130-16-1601-406120	\$ 21.84
	SR27456/SR25843	118-004418	18-003151	05/15/2018	2	Filters, Inv. #SR25843	110-11-1104-404310	\$ 15.18
	SR27287/SR27361	118-004419	18-003151	05/15/2018	1	Electric Heater, Inv. #SR27287	130-16-1601-406120	\$ 970.39
	SR27287/SR27361	118-004419	18-003151	05/15/2018	2	Contacto, Inv. #SR27361	130-16-1601-406120	\$ 81.68
	SR27415/SR27403	118-004420	18-003151	05/15/2018	1	Air Filters, Inv. #SR27415	110-11-1104-404310	\$ 387.11
	SR27415/SR27403	118-004420	18-003151	05/15/2018	2	Dual Terminal, Inv. #SR27403	130-16-1601-406120	\$ 6.26
[VENDOR] 20807 : SHERWIN WILLIAMS	06856/93650/10171	118-004421	18-003172	05/15/2018	1	Paint, Inv. #0685-6	130-16-1601-406120	\$ 52.69
	06856/93650/10171	118-004421	18-003172	05/15/2018	2	Paint-Skate Park, Inv. #9365-0	110-14-1401-404310	\$ 253.45
	06856/93650/10171	118-004421	18-003172	05/15/2018	3	Spray Gun, Inv. #1017-1	110-14-1401-404310	\$ 180.00
[VENDOR] 20463 : SHOSHONE DISTRIBUTING INC	5839	118-004486	18-003224	05/15/2018	1	Museum Gift Store Books/Cards/Paper	110-34-3401-406133	\$ 44.28

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						Products		
	5839	118-004486	18-003224	05/15/2018	2	Museum Gift Store Souvenir Items	110-34-3401-406133	\$ 372.00
	5839	118-004486	18-003224	05/15/2018	3	Museum Gift Store Items Shipping	110-34-3401-406101	\$ 12.00
[VENDOR] 22378 : SIMPLOT PARTNERS	58673/211016805	118-004487	18-002971	05/15/2018	1	spring fertilizer order, gopher bait	110-14-1402-406130	\$ 11,885.00
[VENDOR] 176 : SIRCHIE LABORATORIES	0345825-IN	118-004422	18-003005	05/15/2018	1	HEPA Filter	110-12-1201-406134	\$ 232.50
	0345825-IN	118-004422	18-003005	05/15/2018	2	Particulate Prefilter, 12/pk	110-12-1201-406134	\$ 143.85
	0345825-IN	118-004422	18-003005	05/15/2018	3	Shipping	110-12-1201-406101	\$ 21.80
[VENDOR] 177 : SIX STATES DISTRIBUTORS/TRUCKPRO	05-170539	118-004423	18-003206	05/15/2018	1	Maintenance Supplies	250-35-3502-406120	\$ 15.87
	52 024271	118-004488	18-003097	05/15/2018	1	Driveline Repair	110-19-1903-406123	\$ 365.63
[VENDOR] 22194 : SPORTSMAN'S WAREHOUSE	254-00489, 254-00613	118-004489	18-002534	05/15/2018	1	Garmin GPSMAP64s GPS, Item #: 1387026	110-12-1205-406130	\$ 299.99
	254-00489, 254-00613	118-004489	18-002534	05/15/2018	2	Ultimate Survival Star Flash Mirror 2x3, Item#: 100558	110-12-1205-406130	\$ 19.98
	254-00489, 254-00613	118-004489	18-002534	05/15/2018	3	Brunton Truarc 7 - Mirrored Compass, Item#: 1394201	110-12-1205-406130	\$ 179.94
	254-00613	118-004490	18-003000	05/15/2018	1	Item #: 1485280, Model: 90820418, Brand: Kelly Kelly Solstice 3 Person Backpacking Tent	110-12-1205-406130	\$ 299.98
[VENDOR] 24540 : SPRINT	LCI-295547	118-004424	18-003163	05/15/2018	1	Setup Fee	110-12-1201-406130	\$ 50.00
[VENDOR] 21732 : SST TESTING +, INC.	city of rs Apr 30,18	118-004491	18-003229	05/15/2018	1	Pre-Employment and Random Drug Testing	110-11-1109-403321	\$ 870.00
	city of rs Apr 30,18	118-004491	18-003229	05/15/2018	2	Pre-Employment and Random Drug Testing - Police Department	110-11-1109-403321	\$ 180.00
[VENDOR] 24344 : STATE OF WYOMING - DFS	0349-APRIL18	118-004492	18-003236	05/15/2018	1	Police Officer Applicant Checks	110-12-1201-403201	\$ 20.00
[VENDOR] 23658 : STOTZ EQUIPMENT	P40086/P58719/P40196	118-004425	18-003170	05/15/2018	1	Seat Covers, Inv. #P40086	110-14-1402-406120	\$ 294.00
	P40086/P58719/P40196	118-004425	18-003170	05/15/2018	2	Gasket/Hinge, Inv. #P58719	110-14-1401-406120	\$ 138.65
	P40086/P58719/P40196	118-004425	18-003170	05/15/2018	3	Keys, Inv. #P40196	110-14-1401-406120	\$ 73.09
[VENDOR] 188 : SUPERIOR LUMBER CO	78325,78313,78314	118-004493	18-003188	05/15/2018	1	PVC Pipe/Cement/Union, Inv. #78325	150-33-3302-406120	\$ 19.70
	78325,78313,78314	118-004493	18-003188	05/15/2018	2	Valves/Bushings/Adapters/SS Mesh/Misc., Inv. #78313	130-16-1601-406120	\$ 850.30
	78325,78313,78314	118-004493	18-003188	05/15/2018	3	Pipe/Plug Valves/Fittings/Misc., Inv. #78314	130-16-1601-406120	\$ 1,834.00
[VENDOR] 23283 : SUPPLY CACHE INC.	229617A	118-004426	18-003001	05/15/2018	1	Item Number: 614-36401 BLACK, 2-Week Bag, The Pack Shack Black	110-12-1205-402101	\$ 445.50
	229617A	118-004426	18-003001	05/15/2018	2	Shipping	110-12-1205-402101	\$ 29.95
[VENDOR] 22803 : SURVEY MONKEY.COM.LLC	31238297	118-004494	18-003235	05/15/2018	1	Yearly Renewal Fees	110-12-1201-403220	\$ 360.00
[VENDOR] 20247 : SWEETWATER COUNTY SCHOOL DIST #1	89	118-004495	18-003226	05/15/2018	1	Printing of Flyers for STEAM Children's Interactive Museum	110-34-3401-405500	\$ 225.37
	106/107/95/84	118-004535	18-003257	05/15/2018	1	reception award ballot 2/21	110-11-1106-405500	\$ 27.40
	106/107/95/84	118-004535	18-003257	05/15/2018	2	save the date Art-lini	110-11-1106-405500	\$ 38.99
	106/107/95/84	118-004535	18-003257	05/15/2018	3	brown bag posters	110-11-1106-405500	\$ 24.75
	106/107/95/84	118-004535	18-003257	05/15/2018	4	ribbon cutting cards - mini golf course	110-11-1106-405500	\$ 42.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 19140 : SWEETWATER COUNTY SHERIFF'S OFFICE	April 2018	118-004496	18-003244	05/15/2018	1	April prisoner boarding fees	110-12-1201-404706	\$ 4,845.00
[VENDOR] 3434 : SWEETWATER HEIGHTS	May HAP	118-004497	18-003216	05/15/2018	1	Stephen Boling May Hap Vash	295-35-3508-404009	\$ 621.00
[VENDOR] 189 : SWEETWATER PLUMBING & HEATING LLC	78362	118-004523	18-003262	05/15/2018	1	Adapters, Inv. #78362	150-33-3302-406120	\$ 100.40
[VENDOR] 21055 : SYMBOLARTS INC 100.00	0304424-in	118-004498	18-003219	05/15/2018	1	Retirement Plaque for Ken Lorimer	110-12-1201-406130	\$ 75.00
	0304424-in	118-004498	18-003219	05/15/2018	2	Shipping	110-12-1201-406101	\$ 25.00
[VENDOR] 24438 : TARGET SPECIALTY PRODUCTS 15397.44	PI0791102,1068,	118-004499	18-002872	05/15/2018	1	24-5-10 50Dur 20AmSul 3Fe Fertilizer	110-14-1401-404310	\$ 6,600.00
	PI0791102,1068,	118-004499	18-002872	05/15/2018	2	Specticle Flo Pre-emergent liquid	110-14-1401-404310	\$ 1,638.50
	PI0791102,1068,	118-004499	18-002872	05/15/2018	3	Specticle G Pre-emergent granular	110-14-1401-404310	\$ 95.00
	PI0791102,1068,	118-004499	18-002872	05/15/2018	4	Speed Zone	110-14-1401-404310	\$ 1,560.00
	PI0791102,1068,	118-004499	18-002872	05/15/2018	5	Safari 20SG	110-14-1401-404310	\$ 2,790.00
	PI0791102,1068,	118-004499	18-002872	05/15/2018	6	Round up Promax	110-14-1401-404310	\$ 995.74
	PI0791102,1068,	118-004499	18-002872	05/15/2018	7	SeaClear G	110-14-1401-404310	\$ 339.00
	PI0791102,1068,	118-004499	18-002872	05/15/2018	8	Forbid 4F miticide	110-14-1401-404310	\$ 879.20
	PI0791102,1068,	118-004499	18-002872	05/15/2018	9	Freight	110-14-1401-404310	\$ 500.00
[VENDOR] 21496 : TEGELER & ASSOCIATES	71108	118-004427	18-003182	05/15/2018	1	Clerk/Treasurer Bond	110-15-1501-405202	\$ 500.00
[VENDOR] 24086 : TETON TREES	30552	118-004500	18-002995	05/15/2018	1	Tree and Shrub Order (see quote)	110-14-1401-406130	\$ 15,745.03
[VENDOR] 221 : THOMSON REUTERS - WEST PMNT CENTER	838118563	118-004501	18-003215	05/15/2018	1	West Information Charges 4/1/18-4/30/18. Inv. 838118563.	110-11-1102-403220	\$ 2,128.00
[VENDOR] 201 : TIRE DEN INC 2428.92	1-3482/April 2018	118-004428	18-003156	05/15/2018	1	Tires/Lug Nuts, Inv. #1-293598	110-12-1201-406125	\$ 525.00
	1-3482/April 2018	118-004428	18-003156	05/15/2018	2	Tires, Used, Inv. #1-292854	110-13-1303-406120	\$ 556.45
	1-3482/April 2018	118-004428	18-003156	05/15/2018	3	Tires, Inv. #1-293355	110-12-1201-406125	\$ 632.00
	1-3482/April 2018	118-004428	18-003156	05/15/2018	4	Tire, Inv. #1-GS293192	110-13-1303-406120	\$ 715.47
[VENDOR] 21609 : TITLEIST	905773874	118-004338	18-002442	05/15/2018	1	Spring 2018 pre book order	110-14-1402-406133	\$ 671.43
[VENDOR] 18970 : TURF EQUIPMENT AND IRRIGATION 2177.40	14472-April 2018	118-004525	18-003261	05/15/2018	1	Solenoid, Inv. #427022-00 Brake Caliper Assy, Inv. #426192-00	110-14-1401-406120	\$ 735.06
	14472-April 2018	118-004525	18-003261	05/15/2018	2	Green Cups, Flags, Inv. #425312-00	110-14-1402-406130	\$ 823.78
	14472-April 2018	118-004525	18-003261	05/15/2018	3	Ball Washer Repair Kits, Inv. #426098-00	110-14-1402-406120	\$ 618.56
[VENDOR] 22500 : UNITED SITE SERVICES 6077.95	114-6676870	118-004429	18-000405	05/15/2018	1	yearly rental of a ADA accessible portable restroom	110-13-1304-404310	\$ 189.95
	114-6638192	118-004430	18-003164	05/15/2018	1	Portable restroom for range qualifications	110-12-1201-406130	\$ 140.00
	114-6638192	118-004430	18-003164	05/15/2018	2	Sanitizer	110-12-1201-406130	\$ 10.00
	114-6635726	118-004502	18-003183	05/15/2018	1	Portable Restroom Service (Blairtown)	110-14-1401-406130	\$ 212.00
	114-6635726	118-004502	18-003183	05/15/2018	2	Portable Restroom Service (Dog Park)	110-14-1401-406130	\$ 126.00
[VENDOR] 20380 : UPS 176.22	000065xw67178	118-004503	18-003221	05/15/2018	1	Shipping Fees	110-12-1201-406101	\$ 101.37
	000065xw67178	118-004503	18-003221	05/15/2018	2	Package shipped by IT	110-11-1107-406101	\$ 13.81
	000065xw67178	118-004503	18-003221	05/15/2018	3	Shipping Fees	110-12-1201-406101	\$ 61.04

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 20027 : USA BLUE BOOK 409.38	541202/551918	118-004431	18-003146	05/15/2018	1	Petri dishes	130-16-1601-406130	\$ 64.61
	556825	118-004432	18-003116	05/15/2018	1	89219 junction box	130-16-1601-406130	\$ 323.00
	556825	118-004432	18-003116	05/15/2018	2	freight	130-16-1601-406130	\$ 21.75
[VENDOR] 3549 : USPS-HASLER 2000.00	April2018	118-004339	18-003138	05/15/2018	1	Mayor	110-11-1101-406101	\$ 0.47
	April2018	118-004339	18-003138	05/15/2018	2	Attorney	110-11-1102-406101	\$ 88.00
	April2018	118-004339	18-003138	05/15/2018	3	Finance	110-11-1103-406101	\$ 499.98
	April2018	118-004339	18-003138	05/15/2018	4	Court	110-11-1105-406101	\$ 226.86
	April2018	118-004339	18-003138	05/15/2018	5	Police	110-12-1201-406101	\$ 213.43
	April2018	118-004339	18-003138	05/15/2018	6	Fire Dept	110-12-1205-406101	\$ 4.71
	April2018	118-004339	18-003138	05/15/2018	7	Engineering	110-13-1301-406101	\$ 0.49
	April2018	118-004339	18-003138	05/15/2018	8	Parks	110-14-1401-406101	\$ 1.82
	April2018	118-004339	18-003138	05/15/2018	9	Civic	110-14-1404-406101	\$ 28.62
	April2018	118-004339	18-003138	05/15/2018	10	Family Recreation	110-14-1405-406101	\$ 12.83
	April2018	118-004339	18-003138	05/15/2018	11	Public Services	110-19-1901-406101	\$ 109.72
	April2018	118-004339	18-003138	05/15/2018	12	Building Dept	110-19-1902-406101	\$ 83.93
	April2018	118-004339	18-003138	05/15/2018	13	Sewer Admin	130-16-1108-406101	\$ 360.68
	April2018	118-004339	18-003138	05/15/2018	14	Water Admin	150-33-1108-406101	\$ 360.68
	April2018	118-004339	18-003138	05/15/2018	15	Housing	250-35-3501-406101	\$ 7.78
[VENDOR] 23689 : VERIZON WIRELESS(RECORDS REQ)	180084957/180084986	118-004433	18-003162	05/15/2018	1	Records Request	110-12-1201-403401	\$ 100.00
[VENDOR] 24101 : VONAGE BUSINESS 427.88	1634014/1635214/5215	118-004340	18-003120	05/15/2018	1	Telephone - Golf	110-14-1402-405301	\$ 72.52
	1634014/1635214/5215	118-004340	18-003120	05/15/2018	2	Telephone - URA	110-11-1106-405301	\$ 75.88
	1634014/1635214/5215	118-004340	18-003120	05/15/2018	3	Telephone - Civic Center	110-14-1404-405301	\$ 278.88
[VENDOR] 413 : WAMCO LAB, INC 2480.00	13578	118-004434	18-003141	05/15/2018	1	2nd quarter WET testing	130-16-1601-406130	\$ 2,100.00
	13590	118-004435	18-003147	05/15/2018	1	WET test (proficiency) for Study 38-NPDES Study 38	130-16-1601-406130	\$ 380.00
[VENDOR] 24308 : WEIDNER FIRE	51485	118-004504	18-000251	05/15/2018	1	Class-A Firefighting Foam Concentrate	110-12-1205-406130	\$ 680.00
[VENDOR] 19716 : WYOMING ANALYTICAL LABS 1101.00	37203R/37192R/37217R	118-004341	18-000044	05/15/2018	1	Groundwater Testing	150-33-3302-507902	\$ 532.00
	37203R/37192R/37217R	118-004341	18-000044	05/15/2018	2	Water Testing for 30 Inch Water	150-33-3302-507902	\$ 569.00
[VENDOR] 234 : WYOMING LAW ENF ACADEMY	s-10523	118-004505	18-003234	05/15/2018	1	Mini Basic fees for Joseph Porter	110-12-1201-403210	\$ 645.00
[VENDOR] 22344 : WYOMING SOCIETY OF CPA'S 340.00	1412-2018/2019	118-004436	18-003207	05/15/2018	1	Membership dues for Alex Visser through April 30, 2019	110-11-1103-403220	\$ 340.00
[VENDOR] 21415 : WYOMING WASTE SYSTEMS - ROCK 4917.00	2841435/2841197	118-004437	18-001915	05/15/2018	1	Approximately 6 Months of Solid Waste Services	110-13-1303-406130	\$ 4,821.43
	2841900	118-004506	18-001915	05/15/2018	1	Approximately 6 Months of Solid Waste Services	110-13-1303-406130	\$ 95.65
[VENDOR] 19940 : WYOMING WORK WAREHOUSE 312.59	IN63014/IN63149	118-004438	18-003143	05/15/2018	1	Safety Boots - T. Garrettson - Inv. #IN63014	110-13-1303-402103	\$ 165.00
	IN63014/IN63149	118-004438	18-003143	05/15/2018	2	Safety Boots - S. Lapp - Inv. #IN63149	130-16-1601-402103	\$ 147.59

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 19990 : WYOMING.COM	1810374	118-004524	18-003266	05/15/2018	1	DSL Service - May 2018	110-11-1107-405303	\$ 75.95
GRAND TOTAL (Excluding Retainage) :							\$	1,760,424.26
<hr/>								
RETAINAGE WITHHELD FOR INVOICE	5/1/2018	118-004465	18-002589	05/15/2018			\$	-2,250.68
RETAINAGE WITHHELD FOR INVOICE	PayApplic#13	118-004384	17-001981	05/15/2018			\$	-18,599.83
RETAINAGE WITHHELD FOR INVOICE	PayApplic#12	118-004321	17-001981	05/15/2018			\$	-10,716.48
RETAINAGE WITHHELD FOR INVOICE	May 8, 2018	118-004464	18-003025	05/15/2018			\$	-97,430.52
RETAINAGE TOTAL :							\$	-128,997.51
GRAND TOTAL (Including Retainage) :							\$	1,631,426.75

CITY OF ROCK SPRINGS

May 7, 2018

AFLAC INSURANCE NEW GROUP	Employee Premiums	\$	6,178.44
SUN LIFE ASSURANCE CO	Employee Premiums	\$	1,804.40
EQUITABLE LIFE	Employee Deferred	\$	137.50
ICMA RETIREMENT CORP (wire)	Employee Deferred	\$	3,233.79
GREAT-WEST LIFE & ANNUITY	Employee Deferred	\$	8,287.50
GREAT-WEST LIFE & ANNUITY	Post Tax	\$	240.00
NATIONWIDE RETIREMENT SOLUTIONS	Employee Deferred	\$	370.00
WADDELL & REED FINANCIAL SERVICES	Employee Deferred	\$	925.00
WYOMING CHILD SUPPORT ENFORCEMENT	Child Support payments	\$	3,707.50
RS FIREFIGHTER ASSN #1499	Employee dues	\$	2,142.40
SWEETWATER COUNTY CIRCUIT COURT (GR)	Employee garnishments	\$	412.42
RS CITY TREASURER	Employee BCBS reimbursement	\$	62,159.12
FLEXSHARE-BLUE CROSS BLUE SHIELD	Employee BCBS Flexshare	\$	6,794.99
496 & 872-NCPERS GROUP LIFE/PRUDENTIAL	Group Life employee deductions	\$	896.00
RS POLICE PROTECTIVE ASSOC	Employee dues	\$	585.00
UMWA/OAW LOCAL #4893	Employee dues	\$	2,071.44
UNITED WAY OF SW WYOMING	Employee deductions	\$	827.08
WADDELL & REED FINANCIAL SERVICES	Section 529 Plan	\$	775.00
WYOMING RETIREMENT SYSTEM	Fire benefit city/employee	\$	49,521.47
WYOMING WORKERS COMP	Employee benefits	\$	50,682.58
WYOMING WORKERS COMP	Work Restitution Workers	\$	60.62
WYOMING RETIREMENT SYSTEM	Employee benefits	\$	108,651.09
WYOMING RETIREMENT SYSTEM	Law Enforcement	\$	46,495.78
SWEETWATER FEDERAL CREDIT UNION	Employee deductions	\$	3,050.00
INTERNAL REVENUE SERVICE	Electronic fund transfer	\$	123,389.12
WY DEPARTMENT OF EMPLOYMENT	Quarterly Unemployment	\$	27,448.69
	Total	\$	510,846.93

City of Rock Springs

Payroll Authorization for May 7, 2018

Gross Payroll - \$654,074.12



City Council Agenda

New Business

City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)



Position Request Form

(Must be completed prior to posting position.)

Position Requested by: Jim Wamsley

Date: 4/25/2018

Department Director Approval: [Signature]

Date: 4/25/2018

Department: Fire Department

Position Requested: Fire Inspector

☒ Replace ☐ Add

If replacement, state previous employee name and date of termination:

David Rhoades, June 1, 2018

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal _____ months # hours/week _____

☐ Days ☐ Evenings ☐ Nights ☐ Weekends ☐ Various

Specific time of shift: (i.e. 7:00am – 3:30pm) 8:00 am - 5:00 pm

Position Qualifications

☒ High School Grad/GED ☐ Associates Degree
☒ Driver's License ☐ Bachelor's Degree
☐ Commercial Driver's License ☐ Master's Degree
☒ Certifications ICC Fire Inspector I or II

Brief Description of Duties: Coordinate Fire Code Enforcement of new construction and existing buildings
Review preliminary plans for fire code compliance. interface with contractors and building owners and
occupants to ensure that fire code is met and applied appropriately. Provides good customer service.
Interfaces with local, county and state agencies to implement community risk reduction (CRR) principles.
Coordinates CRR programs of the Fire Department as assigned and participates in presentations and
activities which reduce the potential for emergency situations, and loss of life and property.

Position Begin Date: 5/28/2018

Budget Approval: [Signature]

Non-Budget Approval: _____
Director of Administrative Services

Approved: [Signature]
Mayor

Not Approved: _____
Mayor

Advertising Request

☐ Post In-House Only
☒ Rocket Miner
☐ Green River Star
☒ Regional/National Paper
☒ State Association Wyoming Fire Marshal's Association
☒ National Association Daily Dispatch; International Association of Fire Chiefs

City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)



Position Request Form
(Must be completed prior to posting position.)

Position Requested by: Mike Evans

Date: 5/11/2018

Department Director Approval: Dave Lansang

Date: 5/11/2018

Department: Family Recreation Center

Position Requested: Lifeguard Instructor

☒ Replace ☐ Add

If replacement, state previous employee name and date of termination:

Ariel Klein

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal _____ months # hours/week 40

☐ Days ☐ Evenings ☐ Nights ☐ Weekends ☒ Various

Specific time of shift: (i.e. 7:00am – 3:30pm) _____

Position Qualifications

- | | |
|---|--|
| <input checked="" type="checkbox"/> High School Grad/GED | <input type="checkbox"/> Associates Degree |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Commercial Driver's License | <input type="checkbox"/> Master's Degree |
| <input checked="" type="checkbox"/> Certifications <u>Lifeguard/WSI/CPR/AED</u> | |

Brief Description of Duties: Under general supervision, to explain and enforce the policies, rules, and regulations of the swimming programs and pool; and to instruct swimming classes.

Exercises technical and functional supervision over part time staff.

Position Begin Date: 6/1/2018

Budget Approval: _____

Director of Administrative Services

Non-Budget Approval: _____

Director of Administrative Services

Approved: _____

Mayor

Not Approved: _____

Mayor

Advertising Request

- ☐ Post In-House Only
☐ Rocket Miner
☐ Green River Star
☐ Regional/National Paper
☐ State Association
☐ National Association

5/8/18 To Chief for Review

APPLICATION FOR 24 HR MALT BEVERAGE
OR LIQUOR CATERING PERMIT

Rock Springs

Permit Time: 5pm-midnight

Name of Event: Stock Car Races
 Permit Date(s): 05/25/2018 to 05/27/2018 Times of Event: 6pm to 11pm
 No. of Days Permitted: 3 Fee per day: \$75.00 Total Fee: \$225.00
 Applicant: Sweetwater Dirt Racing Alliance D/B/A: Sweetwater Speedway
 Contact Person: Kara Beech Phone: (307) 272-3361
 Company Location: 3320 Yellowstone Rd City: Rock Springs State: WY Zip: 82901
 Mailing Address: 405 Winkshaw Drive City: Rock Springs State: WY Zip: 82901
 Business Phone: (307) 272-3361 Email address: Sweetwater speedway@gmail.com
 Location of Event/Sales: Sweetwater Speedway grandstands

Applicants that are receiving anything of value (i.e. money, goods and/or services)
From any industry representative must answer the following:

As an applicant for a 24 hour malt beverage or catering permit, you are:

A nonprofit corporation organized under the laws of this state; YES ☒ NO ☐

Qualified as a tax exempt organization under the Internal Revenue Code: YES ☒ NO ☐

And have been in continuous operation for not less than two (2) years. YES ☒ NO ☐

FILING AS: ☒ Individual ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC, or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC, or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address St., City, State, Zip	Residence Phone Number	No. of yrs. in Corp. or LLC	% of Stock Held	Have you been convicted of a Felony Violation - YES or NO	Have you been convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages? YES or NO
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

By filing this application, I agree to operate in Wyoming under the requirements of W.S.12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for Sweetwater Dirt Racing Alliance (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer, or LLC/LLP member.

VERIFICATION OF APPLICATION

(Requires signatures by ALL individuals, ALL Partners, ONW (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers. W.S.12-4-102(b))

Dated this 7th day of May, 2018.

Kate Beard
Applicant Signature

Applicant Signature

A Temporary Food Permit may be required for your event, by the Department of Agriculture. Please contact the Sweetwater County Health Officer at 333 Broadway, Suite 10, Rock Springs, or call (307) 352-6709 for further information.

Signature of Licensing Authority Official

Date

Dwight Parn
Law Enforcement Review Signature

5/8/18
Date

Comments: Security Detail in place.

Malt Beverage/Liquor Catering Permits for events at city facilities are reviewed by the Mayor and may require evidence of security for the event and liquor liability insurance in the amount of \$1,000,000.00 with the city of Rock Springs named as an additional insured.

Security Required? ☒ Yes ☐ No

Liquor Liability Insurance Required? ☐ Yes ☒ No



405 Winterhawk Drive
Rock Springs, WY 82901
307-272-3361

May 8, 2018

Dear Chief Pacheco,

Security for the stock car races at the Sweetwater County Events Complex Race Track is coordinated by Mike Kiggins. We have a total of two security guards all times in the grandstand area. All security guards wear clothing that identifies them as such and have radios to communicate with each other to assist when needed. The security guards know to watch for underage drinking and any rowdy behavior.

If you have any other questions, please let me know.

Sincerely,

A handwritten signature in cursive script that reads 'Kara Beech'.

Kara Beech
Manager/Promoter



APPLICATION FOR 24 HR MALT BEVERAGE OR LIQUOR CATERING PERMIT

Permit Time: 10a - 10p

Name of Event: America Legion Poker Run
 Permit Date(s): 6/9/2018 to 6/9/18 Times of Event: 10 AM to 10 PM
 No. of Days Permitted: 1 Fee per day: \$75.00 Total Fee: 75
 Applicant: Black Rock, Inc. D/B/A: 24 Hour C-STORE
 Contact Person: Tim Self Phone: (307) 389-6186
 Company Location: 1704 Elk St City: Rock Springs State: WY Zip: 82901
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Business Phone: (307) 362-8711 Email address: tself@wyoming.com
 Location of Event/Sales: 543 Broadway (Cold Legion)

**Applicants that are receiving anything of value (i.e. money, goods and/or services)
From any industry representative must answer the following:**

As an applicant for a 24 hour malt beverage or catering permit, you are:

A nonprofit corporation organized under the laws of this state; YES ☐ NO ☒

Qualified as a tax exempt organization under the Internal Revenue Code: YES ☐ NO ☒

And have been in continuous operation for not less than two (2) years. YES ☒ NO ☐

FILING AS: ☐ Individual ☐ Partnership ☒ Corporation ☐ LLC ☐ LLP

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC, or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC, or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address St., City, State, Zip	Residence Phone Number	No. of yrs. in Corp. or LLC	% of Stock Held	Have you been convicted of a Felony Violation - YES or NO	Have you been convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages? YES or NO
Susan Fellbaum	11-8-52	903 Wilamette Rock Springs, WY	362-6141	25	36 2/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tim Self	6-29-58	470 Yellowstone Rock Springs, WY	389-6186	10	36 2/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Kam Ghia Chan	3-12-67	829 Ferndinand Pl Scottsbluff, NE	308-631-3961	9	13 1/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Yin Chena Yin	11-11-69	1674 Sunset Rock Springs, WY	389-2206	9	13 1/3 %	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

By filing this application, I agree to operate in Wyoming under the requirements of W.S.12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for Black Rock Inc (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer, or LLC/LLP member.

VERIFICATION OF APPLICATION

(Requires signatures by ALL individuals, ALL Partners, ONW (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers. W.S.12-4-102(b))

Dated this 1st day of May 2018.

Tim Self
Applicant Signature

Applicant Signature

A Temporary Food Permit may be required for your event, by the Department of Agriculture. Please contact the Sweetwater County Health Officer at 333 Broadway, Suite 10, Rock Springs, or call (307) 352-6709 for further information.

Signature of Licensing Authority Official

Date

[Signature]
Law Enforcement Review Signature

5/4/18
Date

Comments: Security Detail on Place

Malt Beverage/Liquor Catering Permits for events at city facilities are reviewed by the Mayor and may require evidence of security for the event and liquor liability insurance in the amount of \$1,000,000.00 with the city of Rock Springs named as an additional insured.

Security Required? ☐ Yes ☐ No

Liquor Liability Insurance Required? ☐ Yes ☐ No



American Legion Post 24
American legion Riders
551 Broadway
Rock Springs, Wyoming 82901

May 2, 2018

Honorable Mayor Demshar and Police Chief D. Pacheco,

On June 9, 2018, the Archie Hay Post 24, American Legion Riders, will be hosting our annual Charity Run. Along with the run we have requested an outside vender to provide an alcohol usage permit. During this event The American legion Riders and members of the entities of the Legion will be responsible and be providing security for the duration of which is between 10:00 a.m. and 10:00 p.m.

If you have any questions or concerns, please feel free to contact me and I will assist you in any way.

Thank you

A handwritten signature in cursive script, appearing to read "Grant A. Yaklich".

Grant A. Yaklich, Director
American Legion Riders
American Legion Archie Hay Post 24
Rocks Springs, Wyoming
970-412-0789
gcsupt@gmail.com



The American Legion Family

American Legion, Archie Hay Post 24

551 Broadway Street

Rock Springs, Wyoming 82901

May 2, 2018

Dear Mayor Demshar,

The American Legion Riders, Post 24 will be hosting the annual charity Run June 9, 2018 from 10:00 a.m. to 10:00 p.m. Again we are requesting road closure from south of 501 south Main St. to the corner of South Main and E street. This is same request asked for previously. If there are any conflicts or you need anything else from the Riders please let me know.

Thank you for your consideration.

Grant A. Yaklich, Director

American Legion Riders Post 24

Rock Springs, Wyoming

307-350-1414 cell



City of Rock Springs

Police Department
221 C Street
Rock Springs, WY 82901
www.rswy.net
rspd@rswy.net

Phone 307-352-1581
Fax 307-352-1580

May 10, 2018

To: Honorable Mayor Carl Demshar & Members of the Council
From: Chief Dwane J. Pacheco
Re: Bullet Proof Grant

This memo serves as a request to apply for the Bulletproof Vest Grant. The main focus of this grant is to provide partial funding for the replacement of bulletproof vests which are expiring for current police officers and purchase new armor for newly hired officers.

Thank you for your time and consideration in this matter.

Respectfully submitted,

Dwane J. Pacheco
Chief of Police

DJP/hmm



City Council Agenda

Resolutions

RESOLUTION NO. 2018- 79

A RESOLUTION ACCEPTING AND APPROVING A CLIENT AGREEMENT BETWEEN ELWOOD STAFFING SERVICES, INC. AND THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, the City of Rock Springs wishes to enter into a Client Agreement with Elwood Staffing Services, Inc., to recruit, screen, interview, and assign temporary associates to perform work specified by the City and under the City's supervision; and,

WHEREAS, the Governing Body of the City of Rock Springs has said Client Agreement before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the terms and provisions of the Client Agreement with Elwood Staffing, Inc., attached hereto and by this reference made a part hereof, is hereby accepted and approved by the City of Rock Springs, Wyoming.

Section 2. That the Mayor of said City be, and he is hereby, authorized, empowered and directed to execute and confirm said agreement on behalf of said City; and that the City Clerk of said City, be and she is hereby, authorized and directed to attach to said agreement a certified copy of this resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

This *Client Agreement* ("Agreement") is entered into on the date set forth below by and between Elwood Staffing Services, Inc. ("Elwood Staffing") and City of Rock Springs, Wyoming ("Client").

1. Client shall specify to Elwood Staffing the number of temporary associates (collectively "Associates" and individually "Associate") needed, the skills required of the Associates, and the essential job functions required by Client for each position.
2. Elwood Staffing shall recruit, screen, interview, and assign Associates to perform work specified by Client and under Client's supervision. Elwood Staffing shall timely pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers' compensation benefits; and administer unemployment and workers' compensation claims involving Associates. Client's servicing requirements are attached hereto as Exhibit A.
3. The bill rate for industrial temporary Associates shall be equal to the Associate pay rate plus 39.5%. The bill rate for clerical temporary Associates shall be equal to the Associate pay rate plus 37.5%. The bill rate for payroll only and non-recruited temporary Associates shall be equal to the Associate pay rate plus 32.5%. Client agrees that the bill rates are subject to change in the event of statutory cost increases, including but not limited to payroll taxes, increases in applicable minimum wage, workers' compensation, unemployment, and by application of mandated government benefits, rules and regulations. Elwood Staffing shall invoice and Client agrees to pay the cost of any paid leave or time off required by applicable federal, state or local law as those hours are paid to eligible Associates on assignment to Client. When paid leave is required by applicable law, the same shall be invoiced at the applicable Associate hourly pay rate.
4. If Client retains any Associate for a period of at least 4 hours, Client is responsible for paying all fees due for services performed by the Associate. Client shall immediately notify Elwood Staffing of any Associate complaints, Associate termination requests, Associate terminations or completion of any Associate's assignment. If for any reason Client is unsatisfied with the performance of an Associate, Client must notify Elwood Staffing within the first 4 hours of the assignment and Client will not be charged for the services rendered by that Associate. The total duration of each temporary assignment shall be determined by Client.
5. Client acknowledges that Elwood Staffing has invested substantial financial and human capital resources for recruitment, screening, training, administrative, and marketing expenses with respect to the establishment and maintenance of a temporary workforce. Client agrees that if Client uses the services of any Associate as Client's employee or as an independent contractor prior to that particular Associate's completion of 720 hours of work for Client through Elwood Staffing or within 180 days after the Associate's completion of an assignment for Client, Client must notify Elwood Staffing and either: (a) continue the Associate's assignment from Elwood Staffing until such time as that individual completes 720 hours of work for Client through Elwood Staffing; or (b) pay Elwood Staffing a conversion fee in an amount derived from the following conversion formula: $(720) - (\text{number of hours Associate has already worked for Client}) * (1/2 \text{ of Associate's hourly wage})$.
6. Client agrees that if Client uses the services of any Associate indirectly through any other person, staffing firm or other third party entity prior to that Associate's completion of 720 hours, Client must notify Elwood Staffing and either: (a) continue the Associate's assignment from Elwood Staffing until such time as that individual completes 720 hours of work for Client through Elwood Staffing; or (b) pay Elwood Staffing a conversion fee in an amount derived from the following conversion formula: $(720) - (\text{number of hours Associate has already worked for Client}) * (1/2 \text{ of Associate's hourly wage})$. The sum provided for herein is for liquidated damages and is not a penalty.
7. Client shall properly, directly, and exclusively supervise, control, and safeguard its premises, processes, and systems. Client shall be solely responsible for any and all determinations of Client to allow Associates to operate any vehicle, mobile equipment, or motorized equipment. Client shall further be solely responsible for any and all determinations of Client to entrust Associates with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables. Client shall provide Associates with a safe work site and provide appropriate information, training, and safety equipment as necessary. If Client seeks to add to or change the responsibilities of an assigned Associate, Client agrees to notify Elwood Staffing in writing and in advance.
8. Client agrees to provide operational instruction to Associates in the same manner as Client's employees or as required by applicable law. Client agrees that a qualified Client representative will perform on-site training and on-going supervision for all Associates. Client agrees that no Associates will be working at heights over six feet without prior written notice and consent from

Elwood Staffing. The parties agree that each shall notify the other in the event it learns of an accident or injury in the workplace involving an Associate. Client agrees that it will allow Elwood Staffing's qualified representative to conduct an onsite investigation for any injury or accident involving an Associate.

9. In the event Associates utilize any powered industrial trucks or other power equipment ("Equipment") while on assignment by Elwood Staffing to Client, whether said Equipment is owned or non-owned by Client, Client shall: (a) Not request or permit over-the-road operation; (b) Not request or permit Associates to transport hazardous material; (c) Insure against any liabilities arising from or related to the operation of Equipment by Associates while on assignment, except for claims of bodily injury, including death, to Associates, which are covered by workers' compensation insurance carried by Elwood Staffing; (d) Be responsible for, defend, indemnify and hold Elwood Staffing, its officers, directors, employees, and agents, harmless from any and all claims, demands, proceedings, causes of action, damages, liabilities, losses, costs and expenses of every kind and description, including reasonable attorneys' fees and/or litigation expenses, related to or arising from the operation of the Equipment by Associates while on assignment with Client (including the acts or omissions of Associates), including but not limited to, claims for property damage (including damage to Equipment, as well as the contents and/or cargo thereof, of any of Client property or the property of any other person) and the bodily injury or death of any person, except for injuries to or the death of Associates; (e) Maintain and inspect the Equipment and will obtain any required permits or licenses; and (f) Be responsible for all powered industrial truck certification, training, re-certification, or re-training of Associates as dictated by the then-applicable law or regulation.
10. Elwood Staffing shall verify the identity and work authorization of each Associate to work in the United States. Elwood Staffing agrees to retain documentation evidencing identity and work authorization pursuant to and in the manner required by applicable law. Client agrees to notify Elwood Staffing in writing and immediately of any information that Client receives which may suggest that an Associate is not authorized to work in the United States.
11. Elwood Staffing invoices reflect payroll, insurance, and taxes already paid to and on behalf of Associates performing services to Client. Client agrees to payment terms of due net 14 days and agrees late charges will accrue on unpaid balances after 14 days from the date of the invoice at the rate of 1.5% per month. Elwood Staffing shall submit invoices to Client on a weekly basis.
12. Client acknowledges that Elwood Staffing is an equal opportunity employer and agrees that Client shall not harass, discriminate against, retaliate, or otherwise take adverse action against any Associate on the basis of age, disability, on-the-job injury, national origin, marital status, pregnancy, race, religion, sex, or upon any other basis protected by federal, state or local law/regulation/ordinance.
13. Invoices will be supported by pertinent time sheets or other agreed system for documenting time worked by Associates. Client's signature or other agreed method of approval of the hours submitted for Associates shall certify that the documented hours are correct and authorizes Elwood Staffing to bill Client for those hours. If a portion of any invoice is disputed, Client shall pay the undisputed portion.
14. Client acknowledges and agrees that to the extent Client requires Elwood Staffing to conduct a post-offer criminal background check on Associates assigned to Client's facility, Elwood Staffing is and will be relying solely upon Client to determine the disqualifying criminal convictions, if any, for Client's positions and inform Elwood Staffing of the same. Client represents and warrants to Elwood Staffing that Client's determinations with respect to disqualifying criminal convictions, if any, are and shall be position-related and based upon Client's legitimate business necessity.
15. Associates shall be presumed to be nonexempt from laws requiring premium pay for overtime, holiday work, or weekend work, unless Client specifies to Elwood Staffing otherwise at the time it specifies the type of Associate(s) needed. Client agrees to inform Elwood Staffing in advance and in writing if the work to be performed by any Associate falls under a state or federal wage determination or order requiring the payment of prevailing wages. If Client fails to notify Elwood Staffing of an assignment's prevailing wage status as provided in this Paragraph, Client agrees to pay any charges associated with the conversion of the affected Associate's pay rates to the appropriate prevailing wage rates and associated fringe benefits, including any fines or penalties assessed by any governmental agency.
16. Elwood Staffing represents and warrants to Client that Elwood Staffing carries and shall carry insurance to cover Elwood Staffing's operations with the following type of insurance or other coverage: (a) Workers' Compensation for coverage of Associates in amounts no less than required by applicable law; (b) Employers' Liability; (c) Commercial General Liability; and (d) Umbrella Liability. Elwood Staffing agrees to provide Client with documentation evidencing the said insurance upon Client's request for the same.

17. Both parties may receive information that is proprietary or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not disclose such information to third parties or use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of Client's confidential information will be imputed to Elwood Staffing as a result of any Associate access to such information.
18. To the extent permitted by law, Client will defend, indemnify and hold Elwood Staffing and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorney fees) to the extent caused by Client's breach of this Agreement, its failure to discharge its duties and responsibilities set forth in this Agreement; or the negligence, gross negligence, or willful misconduct of Client. Likewise, and to the extent permitted by law, Elwood Staffing will defend, indemnify and hold Client and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorney fees) to the extent caused by Elwood Staffing's breach of this Agreement, its failure to discharge its duties and responsibilities set forth in this Agreement; or the negligence, gross negligence, or willful misconduct of Elwood Staffing.
19. Elwood Staffing shall comply with all provisions of the Patient Protection and Affordable Care Act (ACA) applicable to Associates Elwood Staffing shall be responsible for any taxes, penalties, or other liabilities assessed against Elwood Staffing under Code §4980H with respect to Associates due to Elwood Staffing's failure to (i) offer "minimum essential coverage" under an "eligible employer-sponsored plan," each within the meaning of Code §5000A(f)(1)(B); or (ii) offer coverage that is not "affordable" or fails to provide "minimum value," each within the meaning of Code §36B(c)(2)(C) and §4980H(b) and related regulations.

Provided, however, that in no event shall Elwood Staffing's liability extend to any taxes, penalties, or other liabilities under Code §4980H where such tax, penalty, or other liability results from the imposition of penalties under (i) Code §4980H(a), as a result of the failure by Client to make offers of minimum essential coverage to Client's employees under an eligible employer-sponsored plan, or (ii) Code §4980H(b) as a result of Client's making an offer of minimum essential coverage to Client's employees under an eligible employer-sponsored plan that is either unaffordable or fails to provide minimum value.

20. This Agreement may not be assigned by either party without prior written consent of the other party. This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors, transferees, agents and assigns. This Agreement supersedes all prior agreements and understandings, whether written or verbal between the parties with respect to the content contained herein and may not be amended or modified except in writing signed by each of the parties' authorized representatives. This Agreement shall be interpreted according to the laws of the State of Wyoming without regard to conflicts of law principles. In the event of a dispute, the parties agree that jurisdiction for any action brought pursuant to or in connection with this Agreement shall lie exclusively in the state or federal courts over Sweetwater County, Wyoming. If any provision of this Agreement is deemed to be invalid, all remaining provisions shall continue in full force and effect.

Client

Elwood Staffing

Signature _____ Date _____

Signature _____ Date _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____



EXHIBIT A CLIENT SERVICING REQUIREMENTS

Recruiting Qualified Candidates	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
In-Person Interview of Candidates	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
Basic Skills Assessment	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
5-Panel Drug Test (instant cup)	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
Payroll Administration	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
UI Benefit Administration	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
Elwood Staffing Benefits	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
I-9 Completion & E-Verify	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
Electronic Invoicing	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate
Workers' Compensation Coverage	X Included in bill rate	<input type="checkbox"/> Client to be invoiced \$ _____ per candidate

Worksite Location (Physical Address): 212 D. Street, Rock Springs, WY 82901

Enhanced Pre-Employment Drug Test: ☐ Yes ☒ No
If yes, specify type of drug test: ☐ 6-panel (instant cup) ☐ 8-panel (instant cup) ☐ 10-panel (instant cup)
☐ Other, specify: _____
☐ Client invoiced \$ _____ per screen

Pre-Employment Criminal Background Check: ☒ Yes ☐ No
If yes: ☐ **National Database Only:** SSN/Address verification; sex offender registry & Department of Corrections
☒ **7-year:** SSN/address verification; sex offender registry, Department of Corrections, County Court Criminal & statewide based on 7-year address history
☐ **10-year:** SSN/address verification; sex offender registry, Department of Corrections, County Court Criminal & statewide based on 10-year address history
☐ Other: _____
☒ Client invoiced \$0.00 per criminal background check

PPE: ☐ Yes ☒ No *If yes:* ☐ Client invoiced \$ _____ per piece ☐ Supplied by Client
Uniforms: ☐ Yes ☒ No *If yes:* ☐ Client invoiced \$ _____ per piece ☐ Supplied by Client
Badges: ☐ Yes ☒ No *If yes:* ☐ Client invoiced \$ _____ per piece ☐ Supplied by Client

In the event Client requests Elwood Staffing to engage in any additional screening or provide additional services or support not expressly set forth in this Exhibit or in the Agreement, Client agrees that the expense associated with any such additional screening, services or support, if any, shall be invoiced to Client by Elwood Staffing. Additional screening, services and support may include, but are not limited to, additional pre-employment screening or testing beyond screening and/or testing set forth herein, bonuses, vacation pay, gifts, incentives, events or raffles, and service pay. Client agrees to bear the expense for any such additional requested screening, services or support and shall submit payment to Elwood Staffing pursuant to the payment terms set forth in the Agreement.

Client

Elwood Staffing

Signature _____

Date _____

Signature _____

Date _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

DWB
5/7/18

RESOLUTION NO. 2018- 80

A RESOLUTION ACCEPTING AND APPROVING A JOB DESCRIPTION FOR THE POSITION OF FIRE INSPECTOR AT PAY GRADE 51 FOR THE CITY OF ROCK SPRINGS, WYOMING.

WHEREAS, the City of Rock Springs wishes to create a job description for the Fire Inspector position at pay grade 51; and

WHEREAS, the Governing Body of the City of Rock Springs has said job description before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the job description for the Fire Inspector position at pay grade 51, attached hereto and by this reference made a part hereof, is hereby accepted and approved by the City of Rock Springs, Wyoming.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

City of Rock Springs Job Description

POSITION TITLE: Fire Inspector
DEPARTMENT: Fire Department
SUPERVISOR: Fire Chief

GENERAL:

The employee will support the City of Rock Springs mission *"To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth"*.

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and the City of Rock Springs. The Fire Inspector is expected to be a good custodian of the resources of the City of Rock Springs, including the reputation and capabilities of their Office and to strive to provide exceptional customer service in the execution of their duties.

JOB SUMMARY:

Under general direction, to supervise, plan, coordinate and perform technical fire inspection work, fire code plan review and enforce compliance with fire code, regulations, and ordinances. Coordinate activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to other Departments and divisions in the City of Rock Springs as assigned by the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of duties including, but not limited to:

1. Exercises supervision over professional, technical and clerical staff as required by the Fire Chief.
2. Review plans and applications for field inspection; inspect industrial, commercial and residential building installations and related buildings and equipment during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations including International Fire Code and other city adopted codes, ordinances, and other city departments' requirements; check plans for special conditions or requirements.
3. Receive complaints of fire code and ordinance violations; investigate or forward complaint to appropriate personnel.
4. Identify code violations; obtain and prepare evidence; issue notices to comply on violations; follow-up on correction notices to ensure required corrections have been performed; maintain records of history of facts for possible legal actions.
5. Coordinate inspection activities with other city departments and divisions as required; ensure all departments' requirements are met before issuing certificate of occupancy.

6. Approve the issuance of permits; compute and determine building valuations and permit fees and issue permits associated with Fire Code enforcement and applicable safety regulations and standards.
7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, prevention, code enforcement, and plans review.
9. Prepares staff reports and other necessary correspondence as directed/requested.
10. Make comprehensive technical plan checks of proposed projects to determine fire and life safety conditions and needs; represent the Fire Department at meetings to review new construction and subdivision plot plans, check and review building plans prior to issuance of permits; review and approve construction and permit documents in relation to fire prevention laws and codes.
11. Meet with citizen groups, organizations, contractors, architects, engineers, and developers regarding fire protection systems, access requirements, building requirements, and other fire prevention life safety issues.
12. Provide training, conduct oral presentations and provide information on fire codes and fire prevention activities.
13. Prepare, update, and enforce the city fire codes, ordinances, and standards; develop and implement a comprehensive code enforcement program as it pertains to permitted work.
14. Assist with periodic training of the Fire Department personnel to ensure proper assessment of occupancies during safety inspections.
15. Provide guidance and assist with safety inspections of high-hazard and target hazard occupancies within the corporate limits of the City of Rock Springs as requested.
16. Provide assistance with fire cause and origin investigations as requested by Fire and Police Department leadership.
17. Conduct plan reviews for site plans, water fire flow calculation, fire suppression, alarm systems, and cooking hood systems.
18. Enforce necessary regulations with firmness and tact while exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
19. Maintain accurate and complete files, report, schedules, recommendations and other administrative records regarding inspection, suppression, prevention, training, and other special programs as assigned.
20. Coordinate community risk reduction activities with Fire Department and other Rock Springs Departments and division Staff as needed/assigned by the Fire Chief.
21. Facilitates public fire and life safety education presentations in conjunction with program

coordinators in the Fire Department, Building Department and other City divisions and departments as requested through and assigned by the Fire Chief.

22. Perform other duties and responsibilities as assigned.

ABILITIES AND REQUIREMENTS

Has the knowledge, skills and ability to:

1. Use modern office procedures, methods, and equipment including computer equipment and applicable software programs.
2. Ability to work collaboratively and communicate clearly and effectively, both orally and in writing, with staff, City Officials, outside agencies and the general public.
3. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including, but not limited to employees, vendors and the general public.
4. Interpret, apply, develop and respond to questions regarding pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
5. Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
6. Maintain confidential data and information.
7. Utilize materials, principles, and practices used in the design, construction, installation, and maintenance of a variety of fire code installations and equipment.
8. Utilize mathematics including standard applications of arithmetic, algebra, and geometry in fire system design and installation.
9. Apply major types of building construction materials and methods.
10. Fire related codes and ordinances enforced by the city, including other adopted ordinances and codes.
11. Accepted safety standards and methods of fire installations and building construction for commercial, industrial, and residential buildings.
12. Complex principles and techniques of fire code inspection work.
13. Utilize safe driving principles and practices.
14. Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard fire code installation and construction practices.
15. Read and interpret plans, specifications, and fire codes.

16. Advise on standard fire system installation methods and requirements for residential, commercial, and industrial buildings.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities may be:

Experience:

Five years of increasingly responsible fire inspection experience. Fire suppression and extinguishment experience as a member of an organized fire department preferred, but not required.

Education:

A high school diploma required, and an Associate's Degree in fire science, prevention, risk management, or a related field of study or coursework equivalent to an Associate Degree.

License or Certificate:

Possession of a valid Wyoming driver's license.

Possession of International Code Council Fire Inspector I or II Certification required (or must be obtained within six (6) months of initial employment).

Preferred Additional Certifications & Qualifications:

International Code Council Fire Plans Examiner

International Code Council Commercial Building Inspector

International Code Council Commercial Plans Examiner

International Code Council Commercial Electrical Inspector

Fire Cause and Origin Technician

Fire Investigator

Bachelor Degree in Fire Science, Risk Management, prevention, or a related field of study.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

ACKNOWLEDGEMENT:

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

City of Rock Springs
Fire Inspector

Effective Date: May 21, 2013

Revised: March 18, 2014 (Resolution 2014-49)

AND
5/7/18

RESOLUTION NO. 2018- 8/

A RESOLUTION ACCEPTING AND APPROVING A CONTRACT WITH WEED MANAGEMENT SOLUTIONS, IN THE AMOUNT OF \$71,070.00, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS.

WHEREAS, the City of Rock Springs advertised for bids for the 2018 Weed Mitigation, and the bid of Weed Management Solutions, in the amount of \$71,070.00 was the successful bid; and,

WHEREAS, the Governing Body of said City has reviewed the proposed contract and the bids tendered and have given them careful review and consideration; and

WHEREAS, it is considered in the best interest of said City to award said contract to the aforesaid successful bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the contract for the 2018 Weed Mitigation, as set forth in said contract be, and it is hereby, awarded to Weed Management Solutions, in the amount of \$71,070.00.

Section 2. That the Mayor of the City of Rock Springs, be, and he is hereby, authorized, empowered and directed to execute said contract on behalf of said City; and that the City Clerk be, and he is hereby, authorized and directed to attest said contract and to attach a certified copy of this Resolution to each duplicate original of said contract.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

CITY OF ROCK SPRINGS
2018 Weed Mitigation

D. FORM OF CONTRACT
Page 1.

FORM OF CONTRACT

THIS AGREEMENT, made this _____ day of _____, 2018, by and between the City of Rock Springs, Wyoming, a municipal corporation, hereinafter mentioned as the Owner and Weed Management Solutions hereinafter mentioned as the Contractor.

WITNESSETH, that the Contractor and the Owner, for the considerations stated herein mutually agree as follows:

1. THE Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, including utility and transportation services, and perform and complete all work required for the construction of the following general description:
Furnishing materials, equipment and labor for the 2018 Weed Mitigation Program
As indicated on the attached plans and specifications and shall do everything required by this Agreement, the general conditions of the Contract, the plans and specifications.
2. THE work to be done under this Contract shall begin within ten (10) days after Notice to Proceed and shall be fully completed **September 15th, 2018**.
3. THE Owner shall pay the Contractor for the performance of this Contract the amount set forth in the bid schedule attached hereto, subject to any additions or deletions as may be included in the final estimate as prepared by the Engineer. The Contractor shall receive and accept these payments in full compensation for everything performed under this Contract and for all loss or damage arising out of the nature of the work, the action of the elements, and for unforeseen contingencies or difficulties encountered in the prosecution of the work.
4. THE Contractor shall pay to the Owner as liquidated damages an amount of **\$100.00 per working day** for failure to complete the project in the stipulated time.
5. THE general provisions of the Contract, the Bid Proposal, Bond Requirements, Plans and Specifications, together with this Agreement, form the Contract and are as fully incorporated herein as part of the Contract.

CITY OF ROCK SPRINGS
2018 Weed Mitigation

D. FORM OF CONTRACT
Page 2.

FORM OF CONTRACT: (Continued)

6. THIS Agreement shall inure to the benefit to and be binding upon the legal representatives and successors of the City of Rock Springs and the Contractor respectively.

7. CONTRACT AMOUNT: \$71,070.00

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

CITY OF ROCK SPRINGS

BY _____

ATTEST: _____

CONTRACTOR:

Monte Gunderson

Print Name

Owner

Title

Monte Gunderson

Signature

Sanna Gunderson

Witness - Print Name

Sanna Gunderson

Witness - Signature

RESOLUTION NO. 2018- 82

A RESOLUTION ACCEPTING AND APPROVING A 2018-2020 COLLECTIVE LABOR AGREEMENT WITH THE FIREFIGHTERS LOCAL 1499, I.A.F.F. AND AUTHORIZING AND DIRECTING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK, OF THE CITY OF ROCK SPRINGS TO EXECUTE SAID COLLECTIVE LABOR AGREEMENT ON BEHALF OF SAID CITY OF ROCK SPRINGS, WYOMING.

WHEREAS, the Firefighters Local 1499, I.A.F.F., has tendered to the City of Rock Springs, a 2018-2020 Collective Labor Agreement setting forth wages and working conditions of employment of the Rock Springs Fire Department employees; and,

WHEREAS, the Governing Body of the City of Rock Springs has before it the proposed 2018-2020 Collective Labor Agreement, and given it careful review and consideration; and,

WHEREAS, it is considered in the best interest of said City to enter into said 2018-2020 Collective Labor Agreement with the Firefighters Local 1499, I.A.F.F.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the terms and provisions of the 2018-2020 Collective Labor Agreement with the Firefighters Local 1499 I.A.F.F. be, and they are hereby, accepted and approved by the City of Rock Springs, State of Wyoming.

Section 2. That the Mayor of said City be, and he is hereby, authorized, empowered and directed to execute said 2018-2020 Collective Labor Agreement on behalf of said City; and that the City Clerk of said City is hereby authorized and directed to attest said Collective Labor Agreement and to attach to each duplicate original a certified copy of this Resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Attest:

Mayor

City Clerk

CITY OF ROCK SPRINGS

By: _____

Mayor

Attest:

City Clerk

FIREFIGHTER'S LOCAL 1499 I.A.F.F.

By: _____

President

Attest:

Secretary

2018-2020

COLLECTIVE LABOR AGREEMENT

Between

THE CITY OF ROCK SPRINGS

and

THE FIREFIGHTERS LOCAL 1499, I.A.F.F.

COLLECTIVE LABOR AGREEMENT

This Agreement made and entered into on this ____ day of April, 2018 by and between the CITY OF ROCK SPRINGS, a municipal corporation of the State of Wyoming, hereinafter referred to as "City", and the FIREFIGHTERS LOCAL 1499, I.A.F.F.

The paid members of the Rock Springs Fire Department of the City of Rock Springs, Wyoming, by a majority, have selected Local 1499 as their exclusive bargaining agent.

Representatives of Local 1499 have asked the corporate authorities for collective bargaining to negotiate a written contract as to wages and working conditions of employment by said Fire Department employees.

The members of IAFF Local #1499 and the Rock Springs Fire Department will have primary first response responsibilities for all calls within the City limits of Rock Springs. This Section does not preclude the City from entering into any secondary mutual aid agreements with any outside agency.

THE PARTIES AGREE AS FOLLOWS:

ARTICLE I - EFFECTIVE DATE

Pursuant to the parties' agreement, this Collective Labor Agreement shall have a term of two years, commencing on July 1, 2018 and continuing through June 30, 2020. At that time, the Agreement shall be renegotiated for a period of two (2) years.

ARTICLE II - APPLICATION

This Collective Labor Agreement shall apply to all Fire Department employees of the City of Rock Springs.

ARTICLE III - COMPENSATION

SECTION 1. WAGES. It is agreed that on the effective dates of this contract Firefighters shall be paid on an hourly basis for all work performed during each of the monthly pay periods identified by the City.

The Firefighters agree to recognize the comprehensive wage and classification study conducted by Personnel Concepts, Inc., and accepted by the City of Rock Springs pursuant to Resolution numbers 2000-174 and 2000-176, which, among other things, included a recommendation that Fire Department employees be paid within certain ranges having a minimum and a maximum monthly pay rate as identified within the study. The Firefighter Union agrees to have its members placed within the ranges recommended by the study as follows: Firefighter - Range No. 48, Captain - Range No. 57, Battalion Chief - Range No. 61. The Union agrees that once a member reaches the maximum monthly base rate within the range, the member may receive a base wage increase based exclusively upon the increase in the cost of living for southwest Wyoming, as negotiated and agreed upon by the Firefighters Union and the City.

Attached and incorporated herein by this reference is "Exhibit A", which is a chart showing the minimum and maximum pay within the ranges referred to above and the exact placement of each union employee within these ranges. Also included in Exhibit "A" are the following current job descriptions:

Firefighter (Approved by Resolution No. 2009-21, February 3, 2009)

Fire Captain (Approved by Resolution No. 2009-21, February 3, 2009)

Fire Battalion Chief-Fire Inspector (Approved by Resolution No. 2009-21, February 3, 2009)

Fire Battalion Chief (Approved by Resolution No. 2009-21, February 3, 2009)

The City agrees that it may undertake a review of the wage and classification study referred to above as recommended by Personnel Concepts as a part of the study.

All firefighters who have achieved seven or more years of service from the date of their employment with the department or seven or more years of service from the date of promotion within the department, and who were not being paid the maximum rate, shall have their salaries increased to the maximum rate of pay.

All other firefighters who are not receiving the maximum rate of pay shall have their pay increased an additional 3% at the beginning of each fiscal year; however, no firefighter shall have his or her wages increased to more than the maximum rate.*

* The parties hereto acknowledge that at the time this contract is being negotiated, revenues sufficient to comply with the foregoing paragraph are unavailable to the City. Nonetheless, The City will give each employee a cost of living increase of 1.0%. In addition, each employee will be given up to a 1.5% movement or increase in the appropriate pay range for a total of 2.5% dependent upon the current rate of pay for that employee in relation to their current pay range. The parties agree to revisit the issue of compensation at the beginning of the next negotiation cycle in the year 2019. This shall not affect those firefighters who achieve seven or more years of service from the date of either their employment or promotion, as contemplated above.

SECTION 2. HOLIDAY PAY. Each person employed in the Fire Department who is scheduled to work or called in to work any part of the 24 hour shift beginning at 7:00 AM on all designated City holidays shall be paid at a rate two and one half (2½) times their regular hourly base rate of pay excluding overtime for those hours actually worked. Those holidays shall include:

New Year's Day January 1	Washington/Lincoln B-day 3rd Monday in February	Good Friday Friday before Easter
Memorial Day Last Monday in May	Independence Day July 4	Labor Day 1st Monday in Sept.
Columbus Day 2nd Monday in October	Veteran's Day November 11	Thanksgiving Day 4 th Thursday in Nov.

Day after Thanksgiving

Christmas Eve
December 24

Christmas Day
December 25

New Year's Eve
December 31

Holidays observed during a scheduled vacation period will not be counted as vacation time.

SECTION 2.1. HOLIDAY PAY-Day Personnel. The City agrees to recognize the following holidays *off with pay* for each person employed in the Fire Department who is scheduled to day work.

New Year's Day	January 1
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Days	4 th Thursday and Friday in November
Christmas Eve	December 24 th
Christmas	December 25 th
New Year's Eve	31 st of December

When any of the recognized holidays fall on a Sunday, the Monday succeeding shall be recognized as the legal holiday. When any holiday falls on a Saturday, the Friday preceding shall be designated as the legal holiday. If Christmas Eve, falls on a Friday and Christmas falls on a Saturday, or if New Year's Eve falls on a Friday and New Year's Day falls on a Saturday, the following Monday shall be observed as a holiday. If Christmas Eve falls on a Sunday and Christmas day falls on a Monday or if New Year's Eve falls on a Sunday and New Year's Day falls on a Monday, the preceding Friday shall be observed as a holiday.

Holidays observed during a scheduled vacation period will not be counted as vacation time.

Employees that have been on sick leave prior to a holiday will not have the holiday counted as a sick day.

Each person employed in the Fire Department who is assigned to day work who is called in to work any part of the 24 hour day on a designated holidays shall be paid at a rate two and one half (2½) times their regular hourly base rate of pay excluding overtime for those hours actually worked.

For the purpose of calculating unscheduled overtime pay, holidays shall be included in the calculation as though worked.

SECTION 3. FIRE SERVICE TRAINING. Each Firefighter hired before 9/19/2005 through the position of Battalion Chief, who successfully completes a phase of the National Fire Protection Association (NFPA) 1001: Standard for Firefighter Professional Qualifications (the

phases being for certification of Firefighter Levels 1 and 2) and NFPA 1002: Standard for Apparatus Driver/Operator Professional Qualifications (the phase being for certification of Fire Apparatus Operator) and receives certification from the State of Wyoming Fire Marshals' office, shall receive a \$25.00 per month increase in salary for each phase.

Each firefighter hired after 9/19/2005 through the position of Battalion Chief who successfully completes a phase of the NFPA 1001: Standard for Firefighter Professional Qualifications, NPQS (Pro Board) accredited (the phases being for certification of Firefighter Levels 1 and 2) and NFPA 1002: Standard for Apparatus Driver/Operator Professional Qualifications, NPQS accredited (Apparatus Driver Operator: Pumper and Apparatus Driver Operator: Aerial being considered one phase of certification), and receives certification from the State of Wyoming Fire Marshals' office, shall receive a \$25.00 per month increase in salary for each phase.

The Fire Department encourages all personnel interested in becoming an Emergency Medical Technician to do so and will pay all fees to attend classes and to obtain certification. With the approval of the Fire Chief and Mayor, employees will be allowed to attend class while on duty. If manpower would be reduced in the City to less than nine (9), the City will make arrangements to cover one duty station at any one time. The Fire Department will provide all documentation, training, and testing fees associated with maintaining certification. Each firefighter, through the position of Battalion Chief, who successfully completes and maintains a phase of the Wyoming Office of Emergency Medical Services Emergency Medical Technician training (the phases being for certification of EMT- Basic, A-EMT, EMT-Intermediate, and EMT-paramedic certification standards), and receives certification from the State of Wyoming Office of Emergency Medical Services, shall receive a cumulative increase in salary. A firefighter with EMT basic certification shall receive an additional \$37.50 per month. Firefighters with an EMT ALS A-EMT/Intermediate certification shall receive an additional payment equivalent to 1.55% of top-level Firefighter pay per month, and Firefighters with Paramedic certification shall receive an additional payment equivalent to 2.43% of top-level Firefighter pay per month.

As each phase is completed, the Firefighter shall receive an additional increase in monthly salary for the completed phase. Each increase in salary shall take effect at the beginning of the payroll period following the date on which certification of successful taking, completion and passing of a phase is presented to the City Clerk for verification purposes. The City Clerk shall include the maximum monthly amount available under this section when computing the maximum monthly salary of a fireman first class.

SECTION 4. OVERTIME PAY. Eligibility for overtime pay shall be determined pursuant to Article 4 of this contract. Unless otherwise specifically identified within this contract all overtime hours worked shall be compensated for at a rate of one and one-half the regular hourly rate of pay. For the purpose of calculating unscheduled overtime pay, all vacation, comp and floating time shall be included in the calculation as though worked. Sick leave shall not be considered as hours worked or included in this calculation. Incentive pay, referred to in Section 3, above, shall be converted to hourly amounts and added to the firefighter's regular rate of pay for purposes of calculating the appropriate overtime rate of pay.

SECTION 5. COMPENSATORY TIME. Firefighters shall be eligible for compensatory time for time worked in addition to their regularly scheduled shifts. Compensatory time shall be accumulated at one and one half (1½) times regular rate (except where otherwise provided in Article III, Section 2, Holiday Pay), for additional hours worked beyond 182 hours as set forth in Article IV, Section 1., Shift Employees. Sick leave shall not be considered as hours worked. Compensatory time will be allowed to accumulate to a maximum of 240 hours with no limit of hours that can be turned in for payment. Any time over 240 hours must be used within 30 days of being earned or monetary pay in lieu of compensatory time shall be given.

Compensatory time must be taken in increments of not less than four (4) hours. Compensatory time which is requested to be taken after 7:00 p.m. must be for the remainder of the 24 hour shift. Compensatory time taken prior to 7:00 p.m. must be taken and used by 11:00 p.m., or the remainder of the 24 hour shift must be taken.

No compensatory time shall be granted during any time in which the number of Firefighters on duty is reduced, for any reason, to less than nine (9) Firefighters for the presently existing three stations. Notification of shift supervisor one (1) hour prior to utilization of compensatory time to allow for station coverage will be required.

SECTION 5.1 COMPENSATORY TIME-DAY PERSONNEL. Day Personnel shall be eligible for compensatory time for time worked in addition to their regularly scheduled shifts. Compensatory time shall be accumulated at one and one half (1½) times regular rate, (except where otherwise provided in Article III, Section 2.1, Holiday Pay), for additional hours worked beyond 40 hours as set forth in Article IV, Section 2., Day Personnel. Sick leave shall not be considered as hours worked. Compensatory time will be allowed to accumulate to a maximum of 240 hours with no limit of hours that can be turned in for payment. Any time over 240 hours must be used within 30 days of being earned or monetary pay in lieu of compensatory time shall be given.

Compensatory time must be taken in increments of not less than *one* (1) hours.

SECTION 6. OVERTIME COMPENSATION. Fire Department employee will have discretion whether overtime compensation will be pay or compensatory time.

SECTION 7. PENSION CONTRIBUTION. The City shall pay its proportionate share into the Firemen's Pension Fund as required by State Law. The City shall make the pension contribution on behalf of all Firefighters required to contribute to the State Plan B pension fund. The City's contribution on behalf of such firefighters shall not exceed six percent (6%) of the firefighter's salary total compensation as defined by W.S. §15-5-402(a)(iii), as amended effective 7-1-2002.

SECTION 8. PROMOTION OR TEMPORARY ASSIGNMENT INTO A HIGHER RANK. At such time as a member of the Fire Department is promoted into a higher ranking position within the Department, he shall be paid in the new pay range at a rate not less than five percent (5%) greater than his existing rate of pay, not to exceed the maximum salary in the new range. In the event an employee is temporarily assigned into a higher rank by the Fire Chief, the employee shall be paid in the new range not less than five percent (5%) greater than his existing

rate of pay.

ARTICLE IV - HOURS OF WORK

SECTION 1. SHIFT EMPLOYEES. The work period established in this section is recognized as being in conformance with the Fair Labor Standards Act, and to utilize those standards allowed within Section 7(k) of the Act. The work period for employees assigned to shift duty shall be one hundred eighty-two (182) regular hours and ten (10) FLSA scheduled overtime hours within a twenty-four (24) consecutive day period and shall be served in two consecutive twenty-four (24) hour shifts. For purposes of initiating this work schedule the following dates shall be used:

Platoon A	January 1, 2017
Platoon C	January 3, 2017
Platoon B	January 5, 2017

It is further recognized that the needs of the City will require that overtime hours be scheduled in addition to regular hours on an on-going basis.

SECTION 2. DAY PERSONNEL. The normal work week for day personnel shall be an average of forty (40) hours per week on a basis of eight (8) hours per day. The number of employees assigned as day personnel, including the Fire Chief and Fire Inspector, shall not exceed a total of six (6) persons. All personnel assigned to day work shall have their pay rates calculated on the basis of a forty (40) hour work week using the employee's annual salary divided by two thousand and eighty (2080) hours to determine the hourly pay rate.

SECTION 3. SHIFT TRADES. Shift trades shall be allowed subject to the following conditions:

- a) All trades must be authorized in advance, in writing, by a shift supervisor.
- b) All shift trades agreements must be fulfilled within a twelve (12) month period.

SECTION 4. CALL BACK. Any Firefighter called in for duty, while off-duty, shall receive a two-hour (2 hr.) minimum overtime payment.

SECTION 5. OFF-DUTY TRAINING. When a firefighter is called in for mandatory training, he shall be compensated in the usual manner, receive straight time pay for every hour actually worked or spent in training during the 24 consecutive day work period, up to 182 hours. Each firefighter shall receive time and one-half (1 1/2) pay for every hour actually worked or spent in training in excess of 182 hours during the 24 consecutive day work period, except where otherwise provided in this contract. In the event any firefighter is called in for mandatory training during a 24 day work period for which he had vacation time scheduled pursuant to Article V, Section 3, the firefighter shall receive 1 1/2 times regular pay for such training, provided that the vacation time was scheduled prior to the time when the mandatory training was scheduled.

SECTION 6. Transferability. In the event that a vacancy exists in a day personnel position, that is forty (40) hours per week on a basis of eight (8) hours per day, then shift employees within the same rank as the vacancy, shall be given the opportunity to fill the day position. Priority

shall be on the basis of seniority within the rank.

In the event that a vacancy exists in a shift employee position, that is one hundred eighty-two (182) hours within a twenty-four consecutive day period and shall be served in twenty-four (24) hour shifts, then day personnel within the same rank as the vacancy, shall be given the opportunity to fill the shift work position. Priority shall be on the basis of seniority within the rank.

ARTICLE V - VACATIONS AND FLOATING DAYS OFF

SECTION 1. VACATION ELIGIBILITY. Annual vacations shall be determined for the period from January 1st to December 31st of each year. Vacations will be determined by anniversary and seniority dates. The vacation accumulation schedule for employees shall be:

TOURS OF DUTY	MONTHS OF CONTINUAL SERVICE
12 hours per month	(1) through (60)
18 hours per month	(61) through (120)
24 hours per month	(121) through (180)
30 hours per month	(181) through (276)
36 hours per month	(277) and up

Firefighters will be allowed to carry over one (1) year's worth of accumulation of vacation from anniversary to anniversary.

SECTION 2. DAY EMPLOYEE ACCRUAL.

a) Employees assigned to day work, rather than shift work, shall be entitled to annual vacation leave.

Vacation leave shall be computed from the first of the month in which the employee begins employment and shall be based upon continuous service.

Vacation leave shall accrue at the following rates for day shift employees:

YEARS OF SERVICE	RATE
0-5	1 working day per month
6-10	1 1/2 working days per month
11-15	1 3/4 working days per month
16-23	2 working days per month
24 and up	2 1/2 working days per month

b) Vacation leave shall, to the extent possible, be taken during the 12-month period

following accrual. Firefighters will be allowed to carry over one (1) year's worth of accumulation of vacation from anniversary to anniversary.

An employee may be allowed to carry over in excess of one (1) year's worth of accumulation of vacation leave with the prior permission of the Chief and Mayor. All hours in excess of one (1) year's worth of accumulation of vacation which have accrued but remain unused shall be paid out pursuant to the provisions of sub-section (d).

c) Requests for annual leave shall be prepared by the employee and submitted to the Chief for approval. Vacation schedules shall be determined by the Chief after considering employee requests, departmental needs and policy, and all other attendant circumstances.

d) Pay in lieu of annual vacation leave will not be granted except as follows:

1. If a day shift employee with one year or more service terminates employment, the employee shall be paid a salary equivalent to the amount of vacation leave available for use at time of termination.
2. If a day shift employee dies and has annual leave to his or her credit, the salary equivalent to the accrued annual leave, together with any unpaid wages owed, shall be paid to his or her estate.
3. When the day employee is unable to take vacation day because of illness or scheduling.

SECTION 3. VACATION SCHEDULING. To maximize scheduling opportunities, vacations should be chosen in increments of two (2) consecutive 24 hour regularly assigned tours of duty during any six (6) day period for shift employees. However, an employee may choose to use a priority pick for less than two (2) days of that tour of duty. Example: preference would be for an employee to choose scheduled work days – January 1st and 2nd for one priority pick. Option for one priority pick would be to choose only one of those shifts. Any vacation time not used as a priority pick shall have the same preference as compensatory time and floating days, and shall be granted on a first come first granted basis. Subject to minimum manpower requirements and upgrades, vacation time requested outside of the priority selection process may be scheduled for less than 24 hour increments. Single shift vacation time not chosen as part of the seniority selection process will have the same preference as compensatory time and floating days. Vacation hours taken shall be deducted on an hour for hour basis from the employee's scheduled work period, without differentiation as to regular or overtime scheduled hours of work. Two Firefighters can be scheduled to take vacation at the same time; however, only one may be an officer. The Fire Chief shall have authority to "block out" days for the purpose of scheduling training and to address anticipated manpower shortages during which vacations may not be scheduled. The Fire Chief shall not "block out" days for the purpose of scheduling training until after March 15th of the calendar year.

The Union and the City will develop and mutually agree to a plan for vacation scheduling to be implemented and administered by the Fire Chief.

Vacations requested after April 1st will not have priority over floating days, compensatory

time or single shift vacation days. Granting of floating days, compensatory time or vacation days will be on a first asked, first granted basis.

Cancellation. The employee shall notify their shift officer in charge at least five (5) days prior to the date of the scheduled vacation.

Exceptions. Emergencies, i.e. illness, funeral leave, etc., will be reviewed by the Fire Chief. Cancellation of a vacation later than five (5) days prior to the scheduled date shall be at the Fire Chief's discretion.

Allocation: The selection of vacation will be based upon seniority, crew by crew. The employee with the most seniority shall have preference for each choice. However, a first choice vacation by a less senior employee shall be given priority over a second choice by an employee with more seniority, etc. Vacation requests after deadlines shall not be given preference and shall be granted on a first asked, first granted basis.

Shift employees will get a priority pick according to months of continuous service, as follows:

(1) through (60)	3 Priority Picks
(61) through (120)	5 Priority Picks
(121) through (180)	6 Priority Picks
(181) through (276)	8 Priority Picks
(277) and up	9 Priority Picks

SECTION 4. FLOATING DAYS. Each member of the Fire Department shall be entitled to two (2) floating days off for personal reasons during each year of this agreement, provided, however:

- a) No floating days shall be granted during any time in which the number of Firefighters available on duty is reduced, for any reason, to less than nine (9) Firefighters for the presently existing three stations. Notification of shift supervisor one (1) hour prior to utilization of floating time to allow for station coverage will be required.
- b) It is intended that floating days are to be used during the term of this agreement. Floating days may be substituted for scheduled vacation days in the same pay period. Any floating day not used during the contract period, will be lost or forfeited.
- c) Day personnel must notify the Fire Chief at least (1) one hour prior to utilizing floating days. Day personnel are not subject to the staffing requirements of Article V, section 4;a, when utilizing floating time.

SECTION 5. PAYMENT IN LIEU OF VACATION - SHIFT EMPLOYEES.

- a) Pay in lieu of annual vacation leave will not be granted except as follows:

1. When the shift employee is unable to take vacation day because of illness or scheduling.
2. If an employee terminates employment, the employee shall be paid a salary equivalent to the amount of vacation leave available for use at time of termination.
3. If an employee dies and has leave to his or her credit, the salary equivalent to the accrued annual leave, together with any unpaid wages owed, shall be paid to his or her estate.

ARTICLE VI - SICK LEAVE

SECTION 1. ACCUMULATION AND DEFINITION. Those employees of the Fire Department who are regularly scheduled to work shift duty (that being a twenty-four (24) hour shift) shall be entitled to 2/3rds shift (16) hours of sick leave with pay for each month of service and may accumulate sick leave without limit.

Sick leave is earned, paid leave granted to eligible employees which may be used for periods of absence because of personal illness, injury, medical quarantine, medical, dental or optical examinations and treatments, or any temporary disability caused or contributed to by pregnancy, miscarriage or childbirth, when employees are not capable of performing their duties or when health-related services are not available outside of regular working hours.

An employee may also use sick leave for an illness, injury, medical quarantine, medical, dental or optical examination and treatment to immediate family, and for the purpose of attending to immediate family at the time of birth or adoption of a child. Time available may be used when the presence of the employee is necessary and/or when health-related services are not available outside of regular working hours.

Immediate family is defined as parent, stepparent, spouse, brother or sister, child or stepchild, spouse's parent, grandparent, spouse's grandparent or legal guardian. In addition, the Fire Chief may designate as immediate family, an individual who is related by blood or affinity and whose close association with the employee is the equivalent of a family relationship.

SECTION 2. TIME KEEPING. Sick leave shall be charged on an hour for hour basis when granted. An employee who is absent from the job for illness or non-occupational injury shall be compensated by sick pay from the first moment of absence, but none of the hours of absence will be considered time worked for FLSA purposes. This will result in a reduction of one-half time pay for the first 10 hours of absence.

SECTION 3. DOCTOR'S RELEASE. The Fire Department supervisory personnel shall have the right to require a doctor's release for any Fire Department personnel missing two (2) or more consecutive scheduled work (not including vacation or other scheduled leave) shifts due to sick leave, if misuse of sick leave is suspected or if there is any question as to the ability of the employee to perform his or her duties.

The Fire Chief may, at his discretion, require a doctor's release for an employee, prior to returning to duty, signed by the Department physician and at the Department's expense, following a long-term illness or injury.

SECTION 4. DAY PERSONNEL. Those employees of the Fire Department, who are regularly scheduled to work as day personnel (that being an eight (8) hour shift) shall be entitled to one working day of sick leave with pay for each month of service and may accumulate sick leave without limit.

SECTION 5. NOTIFICATION. In order to utilize sick leave, an employee must notify, or cause to be notified, his supervisor, or the supervisor of the preceding shift, at least one (1) hour prior to the start of the employee's shift. An employee must also provide the Fire Chief a brief written and signed statement specifying the relevant date(s) of absence and the general nature of the illness or injury preventing the employee from performing their duty. This statement must be provided as soon as reasonably possible.

In order to utilize family sick leave, an employee must also provide the Fire Chief a brief written and signed statement specifying the relevant date(s) of absence, the relationship of the affected family member, and the necessity of required care. This statement must be provided as soon as reasonably possible. The Fire Chief shall destroy all such documentation after one (1) year's time.

SECTION 6. SEVERANCE PAYMENT. Any member of the Fire Department, covered by this agreement, upon completion of 20 years or eligibility to collect disability pension payments at the date of separation, shall be paid for sick leave accumulated up to 1440 hours at 25% of employee current hourly rate on date of separation.

When any member or members of the Rock Springs Fire Department are involved in a layoff or reduction in force, said member or members of the Department shall be notified in writing one hundred eighty (180) days prior to such action.

All such members or member shall receive payment for accumulated sick leave at twenty five percent (25%) of employee current hourly rate up to 1440 hours sick leave.

SECTION 7. OFF-DUTY EMPLOYMENT WHILE ON SICK LEAVE. While an employee is placed on sick leave, the employee may not undertake any other employment outside the department during scheduled duty shifts.

SECTION 8. SICK LEAVE TRANSFER.

1. To apply for transferred sick leave, fire department personnel must have exhausted all vacation leave, comp time, and sick leave.

2. Full time fire department employees are eligible for transferred sick leave. To apply for transferred sick leave, the eligible employee or his agent must submit a written request for transferred sick leave, accompanied by a medical doctor's verification, to the Fire Chief. Such written request must be submitted at least five (5) days prior to the date when the eligible employee

is scheduled to receive a regular pay check from the City. No request will be approved for pay periods preceding the pay period in which a request is submitted.

3. A sick leave transfer may be granted to an eligible employee upon a showing the eligible employee (or a member of the eligible employee's immediate family) has become seriously injured or ill. For purposes of this section, immediate family shall include grandparents, parents, siblings, children or grandchildren of an eligible employee or an eligible employee's spouse.

- A. No employee shall receive transferred sick leave valued in excess of the gross monthly salary of said employee.
- B. Regular hourly pay will be full payment of these transferred hours. Overtime shall not be a consideration.
- C. In case of emergency, such as incapacity, request for transferred time may be done so by an "agent", (Union Officer), with all other rules applying.
- D. If an employee's illness or injury is permanent in nature, the matter shall be referred to the Mayor by the Fire Chief, who shall advise the employee of alternatives and options, including, but not limited to, disability retirement. (Ord. No. #94-22, 6-21-94)
- E. If retirement is in order, no donated hours in balance shall be allowed by "buy out" upon termination.

4. The Fire Chief may, on behalf of an employee, submit a verbal request followed by a written request to the Sick Leave Transfer Committee, in case of an emergency. An emergency shall include, but not be limited to, situations wherein the eligible employee is unable, for legitimate medical reasons, to submit a written request on his or her own behalf.

The Fire Chief or his designee must notify the Sick Leave Transfer Committee within two (2) working days of the request for sick leave when an emergency occurs under this paragraph.

5. The Sick Leave Transfer Committee shall consist of the Fire Chief, one Battalion Chief, two representatives from Firefighters Local 1499, and a City Councilmember who shall serve on a rotating basis. The Sick Leave Transfer Committee shall meet within three (3) working days after receiving a request for transferred sick leave.

Upon all requests, the Sick Leave Transfer Committee shall consider the nature and extent of the illness or injury, the estimated time of recovery in determining whether an injury or illness is serious.

6. In the event the Sick Leave Transfer Committee approves the request, the matter shall be referred to the Fire Chief who shall solicit the donation of sick leave from all eligible employees in the Fire Department. The names of any donor(s) shall be kept confidential by the Sick Leave Transfer Committee, and any other City employee who must receive such information in order to appropriately track the sick leave of the applicant and all donors. However, the name of the employee who has received approval for his or her request shall be released to potential donors, upon request.

7. Donation: An employee may transfer sick leave hours at the following rate per calendar year:

DONOR'S ACCRUED
SICK LEAVE

MAXIMUM ANNUAL HOURS
WHICH CAN BE TRANSFERRED

0 - 80	16 Hours Maximum
81 - 120	32 Hours Maximum
121 - 160	48 Hours Maximum
161 - 200	64 Hours Maximum
201 - -----	20% of Donor's accrued sick leave

Transferred Sick Leave will be applied on a "first donated, first used" basis. All hours first donated, regardless of number, shall be applied to the request prior to applying the hours second donated.

8. The employee may request additional transferred sick leave by filing a written request with the Sick Leave Transfer Committee, which shall rule on the request within three (3) working days.

9. There shall be no limit to the amount of transferred sick leave for which an eligible employee may apply. However, the Sick Leave Transfer Committee shall have the authority to request additional information such as it deems necessary to determine whether the illness or injury is permanent in nature.

10. Transferred sick leave shall not exceed 182 hours per 24 day work cycle per request.

11. Any employee who willfully violates or misuses this sick leave policy or who misrepresents any statement or condition under said policy shall be subject to disciplinary action.

12. It is specifically understood and agreed that firefighters covered by this Agreement shall be permitted to participate in the City of Rock Springs' Sick Leave Transfer program as set forth in the Personnel Policies and Procedures of the City of Rock Springs, Section 801 (i), likewise non-union employees of the City of Rock Springs not covered by this Agreement shall be permitted to participate in this Sick Leave Transfer Program as follows;

- a) The Firefighter Sick Leave Transfer Committee shall provide notice of approved sick leave transfer requests to the City and the City shall provide notice of approved sick leave transfer requests to the Fire Department.
- b) Firefighters shall be permitted to donate sick leave on an hour for hour basis to non-union employees of the City and non-union employees of the City shall be permitted to donate sick leave on an hour for hour basis to firefighter union employees covered by this Agreement.

13. Donors shall be notified (in writing) of the transferred sick leave hours used, immediately following the pay period in which the transferred sick leave hours were used.

SECTION 9. ORGAN AND TISSUE DONATION. The City of Rock Springs recognizes the public interest served by organ and tissue donations. The City of Rock Springs shall permit any employee to make a voluntary organ and/or tissue donation without loss of any accumulated sick leave. The employee shall provide as much advance notice of the date of the procedure as reasonably possible and shall provide a physician's statement as to the anticipated length of time required for the employee to recover and return to work. In the event the employee's recovery exceeds the anticipated time, the employee shall provide additional documentation as to the additional time required for the employee to recover and return to work.

ARTICLE VII - INJURY LEAVE

SECTION 1. FULL PAYMENT. When a member of the Fire Department is incapacitated from duty because of an injury or illness sustained in the performance of his duty, he shall be entitled to injury leave with no deduction from accumulated sick leave. The member shall apply for benefits as provided by the Wyoming Worker's Compensation Act and will be paid full differential pay over and above Worker's Compensation benefits as per grade pay during the period in which he is unable to perform his duties or receive a work release from his position. Injury Leave benefits paid by the City shall be paid until such time as temporary disability benefit payments by Wyoming Worker's Compensation are ceased. If, at the time Wyoming Worker's Compensation benefits cease, the nature of the injury prevents the member from returning to duty, the member shall exercise one of the following options:

1. Immediately apply for retirement or disability pension in accordance with the provisions of the Firemen Pensions and Death Benefits Act. The member will have the option of using sick leave and, when sick leave is exhausted, vacation leave, until such time as he has been accepted for retirement by the Firemen's Pension Fund.

2. Appeal the decision by Wyoming Worker's Compensation to cease benefit payments. During the time the appeal is processed, the member shall use sick leave and, when sick leave is exhausted, vacation benefits and shall continue to be recognized as a full time employee of the City for a period not to exceed six (6) months. If such appeal is successful, any sick leave or vacation benefits used during the period of appeal shall be reinstated and any "back-pay" benefits paid by Wyoming Worker's Compensation to the member shall be turned over to the City. In the event the member is unsuccessful, he shall immediately apply for retirement or disability pension in accordance with the provisions of the Firemen Pensions and Death Benefits Act. The member will have the option of using sick leave and, when sick leave is exhausted, vacation benefits, until such time as he has been accepted for retirement by the Firemen's Pension Fund.

3. Begin using sick leave and, when sick leave is exhausted, vacation benefits for a period not to exceed six (6) months, during which the member shall have an opportunity to apply for any opening within the City for which he is qualified and capable of performing the duties associated with the position. The member will be considered as a full time employee of the City for the purposes of determining the priority of applicants for the position. In the event the member is selected for employment in another department of the City, the member shall not be permitted to carry over any sick leave, vacation or seniority.

SECTION 2. ADDITIONAL COSTS. The City shall pay reasonable and necessary doctor, hospital, medical and surgical expenses incurred by any member of the Department who is injured in the performance of his duties, when not otherwise paid for by Worker's Compensation after the injured employee has exercised all of his rights under Wyoming Worker's Compensation Laws.

SECTION 3. OFF-DUTY EMPLOYMENT WHILE ON INJURY LEAVE. While an employee is placed on injury leave, the employee may not undertake any other employment outside the department during scheduled duty shifts (subject to Wyoming Worker's Compensation guidelines, where applicable).

ARTICLE VIII - CLOTHING ALLOWANCE

The City of Rock Springs will provide Fire Department personnel with a combination of uniform clothing and apparel, appropriate to perform their assigned duties and maintain a professional appearance, as recommended by the Health and Safety Committee and authorized by the Fire Chief. For 24 hour personnel, worn or damaged clothing items, including name plates and badges, will be replaced as needed.

Each Fire Department employee will have the responsibility of the upkeep and maintenance of said apparel. The City will provide all necessary patches. Substitutions of items listed as well as additional uniform items will be considered on a case-by-case, item for item basis, pending approval of the Fire Chief.

ARTICLE IX - CORRECTIVE LENSES

Any Firefighter losing or damaging his corrective lenses as a direct and proximate result of performing his duties as a Firefighter, shall be reimbursed for the cost of repairs or replacement, unless the same are covered under Worker's compensation. Only one set of lenses for each Firefighter may be repaired or replaced during the period of this agreement. It is not the intent herein to repair or replace corrective lenses which are casually damaged or lost, but only those damaged or lost while the Firefighter was engaged in the extra-hazardous duties of a Firefighter. The loss or damage must be timely reported to the Chief, in writing, within twenty-four (24) hours after the occurrence creating the claim. Fire Fighters in need of corrective lenses in their Self Contained Breathing Apparatus Mask will be provided the lenses at no cost to them.

ARTICLE X - COMPENSATION FOR WORK IN A HIGHER JOB CLASSIFICATION

Whenever a member of the Fire Department is assigned by the Fire Chief to work in a higher job classification in an acting capacity, he shall receive pay in the assigned pay range at a rate not less than five percent (5%) greater than his existing rate of pay, not to exceed the maximum salary in the new range.

ARTICLE XI - INSURANCE

The City shall maintain Health/Major Medical Insurance benefits as follows:

SCHEDULE OF BENEFITS

DEDUCTIBLES:

Your Deductible per Person per calendar year:	\$500
Your Maximum Aggregate Deductible per calendar year:	\$1000

NOTE: There is also a separate \$50.00 Deductible per Participant for each Outpatient emergency room admission. This Deductible is in addition to the Deductible amount shown above.

The City shall pay eighty percent (80%), and each employee shall pay twenty percent (20%), of the applicable monthly insurance premium.

These amounts shall be calculated for each employee based upon the overall funding requirements for the insurance plan and the coverage required for the particular employee. The parties recognize and agree that the overall cost of funding the employee health insurance plan is subject to change during the term of this agreement. Any increase in the overall cost of funding this plan will be shared by the parties in the same percentage ratio referred to above. In the event funding levels result in excess amounts over and above the amount necessary to meet the funding requirements for the health insurance plan, these excess amounts will be held in the insurance fund. If excess funds are available in the insurance fund, then, by a majority vote of all covered city employees, such employees will receive a reduction in premium costs, increased or improved benefits or the funds will be used for such purposes as will benefit the employees covered by the plan. These options shall be recommended by the Ad Hoc Insurance Committee after prudent investigation and review.

In addition, the Employer shall provide a term life insurance policy in the amount of Twenty-Five Thousand Dollars (\$25,000) for each employee. From the effective date of this agreement the Term Life Insurance Policy full premium is to be paid by the employer.

The parties agree that the Mayor will appoint a member of the Firefighters Union to the Ad Hoc Insurance Committee.

ARTICLE XII - FITNESS PROGRAM

SECTION 1. Recreation Passes. The City will provide, at no cost to the employee, individual and family memberships to the Rock Springs Civic Center and the Rock Springs Family Recreation Center. The City will provide memberships to the Rock Springs White Mountain Golf Course at fifty percent (50%) of the regular cost for such memberships. For the purposes of this section, a family member is defined as any person who would qualify for coverage under the employee's health insurance plan with the City of Rock Springs. Upon retirement from City service, a retired employee will be eligible for a lifetime single membership to the Civic Center, Recreation Center, and White Mountain Golf Course at no charge, if the employee eligible for full retirement benefits under the Wyoming Retirement System, or is sixty-two (62) years of age or older at time of retirement. The employee shall be responsible for requesting the benefit.

SECTION 2. Physical Fitness. The Union and the City, acting through the Peer Fitness Trainers and Fire Chief, will develop and mutually agree to adopt a policy for implementing and maintaining an on-duty physical fitness program. The physical fitness policy shall include provisions that allow each member to earn up to forty-eight (48) hours of floating time for participating in an annual fitness evaluation and achieving specific individual performance metrics. Floating time earned under this section of the contract shall be classified as "Floating Fitness" and shall be awarded to each employee at the beginning of the next fiscal year. Floating Fitness is intended to be used exclusively as time-off, subject to all benefit time-off and minimum staffing requirements outlined within this Agreement, during the fiscal year, with no additional cash-out or carry-over allowances. Members shall be allowed to carry over up to twenty-three (23) hours of Floating Fitness into the next fiscal year. However, Floating Fitness time shall not accumulate thereafter and shall be forfeited if not used during the first year into which said leave has been carried over. The scheduling and use of Floating Fitness time shall be subject to the same

limitations as regular floating time.

SECTION 3. Exemptions. At the discretion of the Fire Chief, personnel who are injured, in recovery from injury, pregnant, etc. may be exempt for that year's fitness evaluation. However, these personnel will need to be monitored by one of the Department fitness trainers for the year the evaluation was not completed.

ARTICLE XIII - OUTSIDE TRAINING

SECTION 1. OPPORTUNITY. There is hereby created an opportunity for outside training for Firefighters, in addition to the normal training courses provided within the Fire Department.

SECTION 2. AUTHORIZATION. A representative of the Fire Department may approach the City to obtain approval for one or more Firefighters to attend certain courses of study which may be available. The courses of study shall be for the purpose of increasing their knowledge and proficiency as Firefighters, to the general benefit of the Department and the City. The City may approve attendance of the proposed courses, taking fully into consideration budgetary factors and the extent of the benefits derived by the City and its Firefighters from said courses. Paid time off may be granted for authorized union functions upon review of course outline and approval of the Fire Chief and Mayor.

SECTION 3. REIMBURSEMENT. Any member of the Department who successfully completes an approved course of study shall be reimbursed by the City for reasonable and necessary costs involved.

ARTICLE XIV - SENIORITY

The City shall establish a seniority list of continuous service from the date of appointment. This list shall specify each Fire Department member's name, effective hiring date, current classification, and effective date of promotion into the current classification. This list shall be brought up to date on January 1st of each year and following each Department promotion and immediately posted thereafter on the central fire station and substation bulletin boards for a period of not less than thirty (30) days. Any objections to the seniority list as posted shall be reported to the City within ten (10) days or it shall stand as approved.

ARTICLE XV - GRIEVANCES

SECTION 1. GRIEVANCE COMMITTEE. Firefighters Local 1499 may form a Grievance Committee. This Committee shall, from time to time, acquaint itself with the grievances which any Firefighters governed by this agreement desire to submit to it. The Committee may make representation to the Chief of the Rock Springs Fire Department for the purpose of obtaining rectification of grievances. Furthermore, this Committee can make grievances in all cases of non-observance of this agreement by the City.

SECTION 2. PROCEDURES. The method of settlement of grievances shall be as follows:

- Step 1. The grievance must be entered in writing and presented to the Chief of the Rock Springs Fire Department within fifteen (15) calendar days of the occurrence upon which it is based or fifteen (15) calendar days of receipt by the aggrieved party of the paycheck if the grievance involves payroll or benefits. The Chief shall set a hearing date for the representative of the Grievance Committee within eight (8) days after such presentation of grievance. The Chief shall thereafter render a decision in writing within fifteen (15) days after said hearing.
- Step 2. If the Chief's decision is considered unsatisfactory, the Grievance Committee may, within fifteen (15) days thereafter, appeal such decision, in writing, to the corporate authorities. The corporate authorities shall then render their decision within fifteen (15) days after said written appeal.
- Step 3. If the decision of the corporate authorities is not considered satisfactory, within fifteen (15) days thereafter, Local 1499 may inform the City, in writing, of its desire to exercise its right to arbitration in accordance with the provisions of the Uniform Arbitration Act.

ARTICLE XVI - STRIKES

The members of Local 1499 agree not to engage in any form of strike or work stoppage against the City.

ARTICLE XVII - RULES, REGULATIONS AND LAWS

All Federal, State and Local laws and regulations including the Fair Labor Standards Act, State Statute, and local Civil Service Regulations will be upheld by the City and Local 1499.

ARTICLE XVIII - UNION BUSINESS TIME OFF

SECTION 1. GRIEVANCE COMMITTEE TIME. The members of the Union Grievance Committee shall be granted leave from regularly assigned duties, with full pay, for actual time spent at all meetings between the City and the Union for the purpose of processing valid grievances.

SECTION 2. GRIEVANCE COMMITTEE RELIEF. Those members of the Fire Department who relieve said Union Grievance Committee officials while they are engaged in processing grievances shall receive overtime pay for each relief hour worked.

ARTICLE XIX - MANAGEMENT RIGHTS

The City shall have the right to direct and manage the operations of the Fire Department, except as otherwise provided in this agreement or contrary to any and all Civil Service Rules, Regulations and Laws.

ARTICLE XX – DEPARTMENT PHYSICALS; DRUG AND ALCOHOL TESTING

SECTION 1. DEPARTMENT PHYSICAL EXAMINATIONS. It is recognized that due to the nature of the job of fire fighting periodic physical examinations will be required of all Fire Department personnel.

A. Periodic physical examinations shall be conducted, no more often than once per year, and a fit-for-duty recommendation must be obtained from the Department physician.

SECTION 2. DRUG AND ALCOHOL TESTING. The Fire Department recognizes illegal drug usage and abuse of alcohol as a threat to the public health, safety and welfare and the employees of the department. Thus, the City of Rock Springs management will take necessary steps, including random drug and alcohol testing, to eliminate illegal drug usage, and to eliminate the abuse of alcohol on the job. It is the goal of this policy to prevent and rehabilitate rather than terminate the employment of workers who may be abusing drugs or alcohol. No member of the Fire Department shall be discharged for illegal drug use or abuse of alcohol without first having been offered the opportunity to discontinue use either through personal choice or by treatment for chemical dependency, if such treatment is needed.

Drug and alcohol testing shall be administered at a facility authorized to conduct random drug and alcohol screening related to Commercial Drivers Licenses, as regulated by the Department of Transportation pursuant to 49 C.F.R. § 40 et. seq. It is the intent of the parties that the testing procedures used shall be consistent with those used to test other employees of the City of Rock Springs who are required to possess a Commercial Driver's License. Details relative to procedures for testing pursuant to these provisions shall be specified in a Fire Department Policy adopted pursuant to subsection O., below.

A. All employees subject to said tests will be fully informed of the testing policies and procedures in the Fire Department Policy Manual and Regulations before the test is administered. No employee shall be tested until this information is provided to him or her.

B. An employee will be placed on immediate sick leave or, if sick leave is unavailable, leave without pay, and alcohol and drug screening tests will be administered under any or all of the following conditions:

1. There is reasonable suspicion to believe that the employee to be tested is under the influence of alcohol or any illegal substance. (Definition of reasonable suspicion - glazed eyes, smell of alcohol, slurred speech, wobbly walk, change of attitude, aggressiveness, passed out, change in normal appearance, etc.)

a. Reasonable suspicion will be determined by one on duty officer and the Fire Chief, or Fire Inspector or Battalion Chief. If the Chief, or Fire Inspector, or Battalion Chief cannot be reached, an off duty officer will be called in to help make the determination. (Both officers have to agree and document observations.) Training will be given to officers on how to recognize drug and alcohol use and proper methods of confrontation.

b. If alcohol use is reasonably suspected, alcohol testing shall be performed. The suspected employee shall be tested by means of a certified breathalyzer test to determine if the employee has a prohibited blood alcohol concentration (BAC) of 0.04% in his/her system. If the breathalyzer shows a prohibited concentration of alcohol, a second breathalyzer test will be performed to verify the first breathalyzer test. If the second test is below 0.04% BAC the result will be reported as a negative test.

2. Chemical tests of employees may be required immediately following work related accidents which involve death or personal injury to self or others and/or significant property damage, if any question exists as to who was at fault.

a. If alcohol use is reasonably suspected as being a factor in a work related accident which involves death or personal injury to self or others, and/or significant property damage, alcohol testing shall be performed. The suspected employee shall be tested by means of a certified breathalyzer test to determine if the employee has a prohibited blood alcohol concentration (BAC) of 0.04% in his/her system. If the breathalyzer shows a prohibited concentration of alcohol, a second breathalyzer test will be performed to verify the first breathalyzer test. If the second test is below 0.04% BAC, the result will be reported as a negative test.

C. Each member of each fire crew will be selected at random for drug and alcohol testing once each contract year. The parties agree that each fire crew, as a whole, will be selected for random testing. In the event that any member of the fire crew is not available on the date selected for random testing, such member will be selected for testing on the next duty shift. In the event a member of another crew is filling in for an absent crew member, that member will not be tested until such time as his or her crew is selected for random testing. Day personnel (8 hour) shall be treated as a separate crew for purposes of drug and alcohol testing under this Article.

The method for selecting employees for random alcohol and drug testing shall be mutually agreed upon by the parties; however, the method must be scientifically valid and must result in each firefighter having an equal chance of being tested each time a selection is made.

Tests will be unannounced and spread throughout the contract year.

Testing specimens may be collected either on-site or off-site, utilizing appropriate methods and facilities. Upon notification of selection, firefighters shall proceed immediately to the test site; provided, however, that if a firefighter is performing a safety-sensitive function at the time of notification, he or she shall be properly relieved of his or her performance of that function before proceeding to the test site.

D. When drug and/or alcohol testing is to be done for any reason other than random testing the employee to be tested shall be advised, in writing, of the fact that he will be tested and the reasons therefor.

E. Employees who refuse to submit to testing pursuant to the provisions of this agreement will be subject to disciplinary and/or administrative actions in accordance with Chapters VI and

VII of the City of Rock Springs Fire Department Civil Service Rules and Regulations.

F. Test results shall be treated with the same confidentiality as other employee personnel records.

G. A positive and confirmed test result will be the basis for immediate placement on sick leave until an investigative or disciplinary review by the Chief is concluded. If, at the time a drug or alcohol screening test is administered, the employee is placed on sick leave, and the results of the test are later confirmed negative, the employee will be compensated as to his regular duty assignment with no time lost and no sick leave deducted. In the case of alcohol, a negative test would be a confirmed blood alcohol content below .04%.

H. An employee's legal and medically approved drug use shall not result in any disciplinary action to that employee. All firefighters will notify their supervisor in writing when taking any prescription medication and agree that a letter from their physician may be required stating that any medications the physician has prescribed for the firefighter will not impede his job performance.

I. With the exception of first time detection under Article XX of this Collective Labor Agreement, positive, confirmed results of alcohol and drug screening tests may result in disciplinary action. First time detection under Article XX shall not result in dismissal. It shall be the policy of the City, however, to consider seeking the rehabilitation of employees with a self-admitted or detected alcohol or substance abuse problem. Exceptions shall be employees who have previously, under the terms of Article XX, been referred one or more times for an alcohol or substance abuse problem. Employees who have been referred more than one time may be refused sick leave benefits under this section.

J. At any time, an employee may voluntarily enter a chemical dependency program without fear of disciplinary actions against him or her. While undergoing evaluation and treatment, the employee may receive the usual compensation and fringe benefits provided for any other sick leave.

K. Once an employee successfully completes rehabilitation, he shall be returned to his regular duty assignment. Once treatment and any follow-up care is completed, at the end of five years the records of treatment and positive drug or alcohol test results will be expunged from the employees City Personnel file. The employee will be given a fresh start with a clean administrative record.

L. With the adoption of Article XX in this Collective Labor Agreement, any records relating to employees who may have been involved in rehabilitation or disciplinary action relating to drug or alcohol abuse, will be considered null and void.

M. Upon the request of an individual employee, the employee shall be entitled to the presence of a union representative during the administration of any chemical test administered pursuant to this agreement. If, however, a union representative is unavailable or not readily available, the employee shall self-appoint a Rock Springs Fire Department Union member and

then proceed to be tested in a timely manner, so as not to affect the outcome of the test(s).

N. The union may inspect individual test results only if the release of this information is authorized by the individual involved.

O. The Union and the City agree that the details relative to the testing will be specified in a written Fire Department Policy. The Union will be consulted and informed during the policy making process and shall have input in these processes. The Union and the City agree to meet as a committee of two City and two Union during this process.

P. The adoption of Article XX is in no way intended to supersede or waive an employee's Federal or State Constitutional Rights.

ARTICLE XXI - REDUCTION IN FORCE

SECTION 1. NOTIFICATION. When any member or members of the Rock Springs Fire Department are involved in a layoff or reduction in force, said member or members of the Department shall be notified in writing one hundred eighty (180) days prior to such action and agree to meet to renegotiate within 15 days of notification.

SECTION 2. SEVERANCE PAY. When any member or members are involved in a reduction in force, all such members or member shall receive one (1) week salary for each completed year or fraction of a year service, with a maximum of twelve (12) weeks, severance pay. Any member involved in a layoff or reduction in force shall also be eligible for severance payment as set forth in Article VI, Section 6.

ARTICLE XXII - RENEWAL CLAUSE

Either party desiring to amend this agreement shall notify the other, in writing, at least one hundred twenty (120) days before the last day on which money can be appropriated by the City to cover the agreement period, or the last scheduled regular City Council meeting of the current fiscal year. If such notice is given, the original provisions shall remain in full force and effect until such time as any amendments are agreed upon by both of the parties hereto.

ARTICLE XXIII - SAVINGS CLAUSE

SECTION 1. SAVINGS CLAUSE. If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE XXIV - OTHER BENEFITS

Fire Department personnel and retired Fire Department personnel will be allowed to use Apparatus Floor for personal use on or off duty, subject to Fire Department Rules and Regulations.

ARTICLE XXV - ON THE JOB DEATHS

The City agrees to provide health insurance benefits (through the City's Health/Major Medical Insurance Plan for the spouse (until he/she remarries) and all eligible dependents (until otherwise ineligible) for any Firefighter killed in the line of duty.

ARTICLE XXVI - MISCELLANEOUS

Budget Chairman agrees to inform Firefighters Local 1499 President in writing monthly on expenditures, revenues, unanticipated revenues and general financial condition of the City.

ARTICLE XXVII - ADDITIONAL LEAVE

SECTION 1. Paid Funeral Leave. A 24-hour employee of the Fire Department may be granted up to two (2) tours of duty in each such case, or an 8-hour employee of the Fire Department may be granted up to five (5) working days in each such case, to attend the funeral of immediate family as approved by the Fire Chief. Requests for funeral leave to attend the funeral of others of a close personal relationship to an employee may be approved by the Fire Chief. The Fire Chief may grant in excess of two (2) tours of duty for 24-hour employees, or five (5) working days for 8-hour employees, if in his judgment, the circumstances warrant it.

Section 2. Leave of Absence Without Pay. Upon application, the Fire Chief with approval of the Mayor, may grant an employee a leave of absence without pay for a period not to exceed one year, but no vacation or sick leave credit shall accrue during any such leave period. Employees on a leave of absence must pay their own insurance premiums, and must gain prior approval of the governing body if they wish to maintain coverage.

Section 3. Family and Medical Leave. The City of Rock Springs and Firefighters Local 1499 agree to comply with all the mandates of the Family Medical Leave Act.

ARTICLE XXVIII - COMPANY STRENGTH

The City of Rock Springs shall maintain a minimum of nine (9) firefighters on duty for the existing 3 stations.

ARTICLE XXIX - SAFETY AND HEALTH

The Fire Department will establish an occupational safety and health committee in accordance with the current edition of N.F.P.A. 1500, Section 4.5 Occupational Safety and Health Committee.

IN WITNESS WHEREOF, this agreement has been executed in duplicate the day and year first above written.

CITY OF ROCK SPRINGS

By: _____
Mayor

Attest:

City Clerk

FIREFIGHTER'S LOCAL 1499 I.A.F.F.

By: _____
President

Attest:

Secretary

Exhibit A

Effective July 1, 2018

**1% cola
1.5% movement**

Range No.	Title	Minimum Monthly	Maximum Monthly	Hourly Rate	Overtime Rate	Maximum Hourly	Max Overtime Rate
61	Battalion Chief	6,302.00	7,870.00	27.32	40.98	34.12	51.18
	Gatti, Ron			34.12	51.18		
	Cozad, Rick			34.12	51.18		
	Paulson, Scott			31.59	47.39		
57	Captain	5,711.00	7,130.00	24.76	37.14	30.91	46.37
	Hinesley, Dan			30.91	46.37		
	Reese, Lee			30.91	46.37		
	Colbert, Tony			30.91	46.37		
	Ransom, Chris			29.71	44.57	To Max 10/30/2018	
	Reese, Nathan			29.71	44.57	To Max 5/25/19	
	Fausett, Ben			27.17	40.76		
	Kourbelas, Steven			27.17	40.76		
	Erramouspe, Dom			26.39	39.59		
	East, Lance			26.39	39.59		
48	Firefighter	4,570.00	5,711.00	19.81	29.72	24.76	37.14
	Hafner, Kevin			24.76	37.14		
	Gil, Christopher L.			24.76	37.14		
	Swedlund, Mitchell			24.76	37.14		
	Forrest, Michael			24.76	37.14		
	Warne, Amy			24.76	37.14		
	Cristanelli, Jason			24.76	37.14		
	Cox, Dillon L.			24.76	37.14		
	Mathis, Kelly			24.76	37.14		
	Casey, Steve			24.76	37.14		
	Bryant, Justin			24.76	37.14		
	Floyd, Keith L.			24.76	37.14		
	Lancaster, Seth			24.76	37.14		
	McLendon, Kyle			22.63	33.95	To Max 12/12/2018	
	Brasington, Nathan			21.33	32.00		
	Burnham, Stuart			21.33	32.00		
	Miller, Robert			20.71	31.07		
	Hayden, Ty			20.11	30.17		
	Welsh, Van			20.11	30.17		
	Geffre, Luke			20.11	30.17		
	Hunt, Jake			20.11	30.17		
	Allred, Connor			20.11	30.17		

*All calculations are based on employee hourly rate. Monthly rates listed are approximate.

CITY OF ROCK SPRINGS

FIREFIGHTER

DEFINITION

Under general direction, to respond to alarm and other emergency and non-emergency calls to protect life and property; to render first aid and lifesaving techniques; to drive, operate, and maintain fire equipment and apparatus; and to participate in fire prevention programs, inspections, station maintenance, and training activities.

SUPERVISION EXERCISED

Exercises technical and functional supervision over trainees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to alarms and assist in the suppression of structural, residential, commercial, industrial, chemical, petroleum, vehicle, aircraft, and wildland fires; responds to emergency medical service incidents, renders medical care as appropriate; perform fire control activities and utilize strategies in the areas of entry, removing structural obstructions interfering with fire fighting operations, victim rescue, exposure tactics, ventilation, fire containment and extinguishment, and salvage work; lay and connect hoses and various fire apparatus, equipment, tools, and devices; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; make forcible entries and evacuate occupants; perform auto extrication using auto extrication tools, power cutters, and spreaders.

Drive fire engine and pumping apparatus to alarms; operate a pumping engine engaged in boosting water pressure from street mains or draft through hose lines to nozzles; use hydraulic theory and mathematics to calculate correct pump pressure to ensure required water pressure at the nozzles.

Operate a variety of apparatus, equipment, tools, devices, and vehicles including lifting, hoisting, spreading, and pulling equipment, foam and additive proportions, fuel and oil pumps, building heating and cooling systems, cutting, boring, and sawing tools, lifeline belts, emergency lighting, lifting and air moving equipment, appliances, elevators, fire protection and escape systems, radio equipment and meters, all types of portable fire extinguishers, pike poles, hand lines, salvage covers, forcible entry tools, emergency medical equipment, and other rescue equipment; operate communications equipment including portable and fixed radios, P.A. system, intercoms, and telephones; transmit and receive alarms.

Place department vehicles in appropriate position at the scene of a fire or in other emergencies calling for ladders or special equipment; perform rescue and lifesaving work through the use of ladders and resuscitation and breathing equipment and apparatus; estimate heights and adjust equipment to ensure proper and safe operation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conduct fire prevention inspections of dwellings, public assemblies, and commercial, industrial, and governmental buildings, and other public establishments to ensure compliance with codes and regulations pertaining to fire safety; identify common, special, structural, and panic hazards and recommend pre-fire planning; inspect and test fire protection systems; examine the storage, handling, and use of flammable and combustible liquids and other hazardous materials; make recommendations regarding correction of hazards; participate in fire education and prevention programs.

Respond to miscellaneous emergencies including victim rescues, hazardous materials incidents, flooding, and natural disasters or state of emergencies; secure scene and isolate and oversee clean up of hazardous materials; respond to non-emergency situations including false fire alarms, elderly assists, vehicle and residential lockouts, and other non-emergency situations.

Respond to and assist the public in a wide variety of emergency calls involving illness and urgent situations and emergency medical incidents; analyze patient needs and administer emergency medical services until relieved by proper medical personnel; apply techniques for the control of bleeding; lift, carry, and transport victims; utilize immobilization techniques to stabilize patient.

Conduct daily inspections of condition and readiness of equipment including medical and first aid equipment; clean, wash, and service vehicles and equipment; inspect, test, and maintain equipment and pump motors including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid and related equipment; flow-test hydrants; perform repairs to internal fire pumps, primers, valves, governors, pump packings, and plumbing of fire pumps.

Assist in the investigation of fires; collect and preserve evidence; secure fire scene and control traffic.

Assist in the maintenance of the fire station and grounds; maintain inventories of apparatus, equipment, and supplies; recommend purchase of fire fighting equipment, physical fitness apparatus, and station appliances.

Perform cleaning, salvage, and overhaul work following fire; prepare apparatus and equipment for further alarms.

Participate in fire drills; attend continuing and advanced training sessions which include fire fighting techniques, emergency medical care, and the proper use of all equipment and related tools.

Assist in training employees in routines of fire suppression, equipment operation, maintenance, and other assigned training.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Perform a variety of administrative duties including maintaining proper records and documentation on all job related activities, functions, apparatus, and equipment, preparing reports, forms, recommendations, and other required administrative procedures.

Respond to complaints and requests for information from the public; engage in public information activities; conduct station tours.

Assume the duties and responsibilities of the Fire Captain upon the request or absence of the Fire Captain.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, techniques, and procedures of modern fire fighting.

Purposes, uses, and operating characteristics of a variety of apparatus, equipment, tools, devices, pumps, and vehicles used in fire fighting, rescue, and medical assistance operations.

Fire hazards and related prevention and abatement methods.

Procedures, methods, and techniques of emergency medical services.

Local geography including the location of water mains, hydrants, major fire hazards of the city, and city streets.

Operational characteristics of fire suppression and prevention apparatuses, pumps, tools, and equipment.

Occupational hazards and standard safety practices necessary in the area of fire prevention and suppression and victim rescue.

Knowledge of:

Principles of mechanics, hydraulics, and mathematics related to fire fighting and engineering duties.

Fire prevention, suppression, and victim rescue tactics and strategy.

Hazardous materials, chemical chain reactions, and fire behavior.

Pertinent federal, state, and local laws, codes, and regulations.

Basic building construction and codes.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Safe driving principles and practices.

Skill to:

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Operate, maintain, and service fire engines, pumps and equipment, and ladders and ladder trucks.

Use and operate a variety of tools, ropes, knots, life lines, belts, and couplers.

Perform at required levels for EMS, technical rope rescue, and hazardous materials.

Operate a motor vehicle safely.

Ability to:

Respond to fires and alarms and effectively perform fire suppression and rescue work.

Perform responsible and difficult fire fighting, medical aid, and emergency assistance activities quickly and effectively.

Perform field calculations of hydraulics for the proper and effective operations of equipment at emergency scenes and to provide effective stream flows from fire pumps.

Ability to:

Conduct fire inspections and perform code enforcement work.

Observe and record findings during inspections.

Read and interpret blueprints and site maps.

Respond quickly to changing situations under stressful emergency conditions.

Read, understand, and apply technical fire fighting, methods, materials, and concepts.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of firefighting experience in a training capacity.

Training:

Equivalent to a high school diploma supplemented by successful completion of course work in fire science.

License or Certificate:

Possession of or obtain the following certification as outlined in Rock Springs Fire Department policies:

Hired after 9/15/2005: State of Wyoming – NPQS accredited Firefighter I; Firefighter II.

Hired prior to 9/15/2005: State of Wyoming Certified Firefighter I; Firefighter II.

Hired after 9/15/2005: State of Wyoming – NPQS accredited Apparatus Driver Operator – Pumper; Apparatus Driver Operator – Aerial.

Hired prior to 9/15/2005: State of Wyoming Fire Apparatus Operator.

Hired after 9/15/2005: State of Wyoming – NPQS accredited Hazardous Materials – Awareness; Hazardous Materials – Operations.

All firefighters will possess State of Wyoming Hazardous Material – Technician or Equivalent.

All firefighters will possess the following: American Heart Association – CPR for the Professional Rescuer; State of Wyoming Emergency Medical Technician – Basic.

Any other applicable certifications required by Rock Springs Fire Department policies.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift/drag 125-175 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: November 1, 2000

Revised: February 3, 2009 (Res. 09-21)

CITY OF ROCK SPRINGS

FIRE CAPTAIN

DEFINITION

Under general direction, to supervise, assign, review and participate in the work of a fire and EMS company or station responsible for providing fire suppression, rescue, emergency medical treatment, hazardous materials response, and fire inspection and prevention services; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over sworn staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise and review the work of a fire and EMS company or station responsible for providing fire suppression, rescue, emergency medical treatment, hazardous material response, and fire inspection and prevention services.

Recommend and assist in the implementation of goals and objectives; identify station resource needs; establish schedules and methods for providing effective fire suppression and prevention services and EMS delivery; implement policies and procedures.

Provide or coordinate staff training and fire fighting drills; prepare employee performance evaluations; work with employees to correct deficiencies.

Perform assigned ancillary duties involving the administration of the Fire Department including fire administration, prevention, public education, inspection, fleet equipment maintenance, inventory, training, maintenance of specialized fire/EMS/rescue/hazardous materials equipment, or other aspects of the fire prevention and suppression programs.

Participate in the preparation and administration of the assigned budget; submit budget recommendations.

Follow up on non-compliance and special hazards and engine company inspections.

Respond to alarms as incident commander, assuming responsibility for the supervision, performance, and safety of assigned fire fighting personnel on the scene of an emergency incident; survey the scene and direct emergency scene operations until relieved by a superior officer; provide direction to personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Supervise and assist in rendering emergency medical care at an emergency incident; analyze and take command of patient care with full responsibility for the patient until relieved by proper medical personnel.

Supervise and perform the laying and connection of hose, direction of water streams, placement of ladders, ventilation of buildings, rescue of persons, first aid, and salvage operations; ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Respond to miscellaneous emergencies including victim rescues, hazardous materials incidents, and natural disasters; respond to non-emergency situations including false fire alarms.

Assist in coordinating the maintenance and repair of fire suppression and special response equipment and facilities such as hydrants, trucks and support equipment; maintain records and reports concerning maintenance of all department vehicles and equipment; ensure proper maintenance of station facilities; direct the cleaning of quarters, equipment and apparatus; maintain station supplies.

Perform company inspections; inspect personnel, equipment, and company quarters.

Perform or assist in classroom instruction and in the preparation of sketches, charts, and instructions for fire suppression purposes and specialized training including basic emergency care, hazardous materials, and rescue.

Identify the fire training needs of company personnel including such areas as driving and operating equipment; drill and instruct personnel in the use of a variety of fire fighting apparatus, equipment, tools, and devices including hoses, nozzles, ladders, and other portable fire fighting equipment; instruct personnel on location of hazards in schools, institutions, public buildings, and other fire hazards and the methods of combating fires in such places; ensure conformance of training and instructional work with department policy and procedures.

Train personnel in the use of a variety of specialized response equipment and tools including hazardous materials response, radiological response, and confined space rescue.

Provide information to the public concerning fire prevention practices and procedures; conduct station tours.

Assign personnel to maintenance duties in and around company quarters; instruct assigned staff in work methods; participates fully in the work of crew/subordinate staff including in the testing and maintenance of fire hydrants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Assist management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.

Perform a variety of administrative duties including recording company activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the company.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, suppression, investigation, inspection, and EMS.

As assigned, conduct preliminary investigation on causes of fire; obtain and otherwise preserve evidence at a fire scene; secure scene to collect evidence; interview witnesses and suspects and analyze and evaluate their statements; communicate with other law enforcement officers and private investigators; testify in court as necessary; prepare reports of findings and recommendations.

Assume the duties and responsibilities of the Fire Battalion Chief upon the request or absence of the Fire Battalion Chief.

Perform the full range of fire fighting duties.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of comprehensive fire suppression and prevention programs.

Modern fire suppression, prevention, and victim rescue principles, practices, procedures, and techniques including the operation and maintenance requirements of the various types of fire apparatus and equipment.

Principles of hydraulic and construction engineering.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

Knowledge of:

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.

Department rules, regulations, and operational procedures.

Pertinent federal, state and local laws, codes, and regulations.

Procedures methods and techniques of emergency medical services.

Principles of supervision, training, and performance evaluation.

Local geography, including the location of water mains, hydrants, major fire hazards of the city, and city streets.

Basic building construction materials, methods, and techniques.

Principles of fire behavior, combustion, and substance alteration due to fire.

Operational hazards and standard safety practices necessary in the area of fire prevention and suppression, victim rescue, and hazardous materials response.

Operational characteristics and designs of fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Basic mathematical and mechanical relationships.

Safe driving principles and practices.

Skill to:

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Use and operate a variety of tools, ropes, knots, ladders, life lines, belts, and couplers.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of sworn personnel.

Supervise, train, and evaluate staff.

Respond to EMS calls, fires, and alarms.

Control and direct a variety of emergency services related to fire suppression, emergency medical response, and hazardous materials incidents.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Make technical and urgent decisions quickly and calmly under emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern fire fighting, EMS, and emergency activities.

Conduct preliminary fact-finding inspections and investigations including evidence gathering and preservation.

Collect, compile, and analyze information and data.

Prepare and make recommendations for the assigned budget.

Read and interpret blueprints and site maps.

Read, understand, and apply technical fire fighting materials and concepts.

Prepare and maintain accurate and complete records.

Prepare clear and concise written and oral reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of progressively responsible fire fighting experience including two years in the operation of equipment and apparatus at the level of Firefighter.

Training:

Equivalent to a high school diploma supplemented by extensive course work in fire science, fire investigation, or related field.

License or Certificate:

Possession of or obtain the following certification as outlined in Rock Springs Fire Department policies:

Hired after 9/15/2005; State of Wyoming – NPQS accredited Firefighter I; Firefighter II.
Hired prior to 9/15/2005: State of Wyoming Certified Firefighter I; Firefighter II.

Hired after 9/15/2005: State of Wyoming – NPQS accfedited Apparatus Driver Operator – Pumper; Apparatus Driver Operator – Aerial.
Hired prior to 9/15/2005 State of Wyoming Fire Apparatus Operator.

Hired after 9/15/2005: State of Wyoming – NPQS accredited Hazardous Materials – Awareness; Hazardious Materials – Operations.

All firefighters will possess State of Wyoming Hazardous Material – Technician or Equivalent.

State of Wyoming – Fire Instructor I
State of Wyoming – Fire Inspector I
State of Wyoming – Fire Officer I.

All firefighters will possess American Heart Association – CPR for the Professional Rescuer and the State of Wyoming Emergency Medical Technician – Basic.

Any other applicable certifications required by Rock Springs Fire Department policies.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift/drag 125-175 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: November 1, 2000

Revised: February 3, 2009 (Res. 09-21)

CITY OF ROCK SPRINGS

FIRE BATTALION CHIEF

DEFINITION

Under general direction, to supervise, plan and coordinate the assigned services, activities, and operations of the Fire Department including EMS, fire suppression, fire prevention, and other related activities and services; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the assigned division or programs including EMS, fire suppression, fire prevention, inspections, in-service training activities and maintenance of equipment and facilities.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.

Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Direct, coordinate, and review the work plan for the assigned stations; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work services, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; assist in the monitoring and approval of expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.

Prepare, maintain, and review a variety of forms, reports, schedules, recommendations, and other administrative records related to EMS, fire suppression, prevention, and inspection and training or other special programs as assigned.

Prepare special research reports and develop programs as assigned.

Evaluate existing fire safety conditions and federal, state, and local codes applicable to EMS, fire safety and assigned divisions and programs; recommend policies, procedures, and ordinance revisions as necessary.

Manage the resources of the assigned divisions, programs, and activities to ensure the emergency response capability of the department; inspect facilities and equipment for repair, readiness, level of maintenance, and supplies necessary to support demand of programs.

As assigned, coordinate and manage daily activities including the direction and management of forces at EMS, fires, rescues, hazardous material incidents, disasters, and other emergency incidents; review all incident reports for accuracy and to ensure necessary information is included.

Ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Coordinate, supervise, and participate in apparatus and equipment inspection and testing; direct and coordinate routine equipment maintenance and repair.

Coordinate the department's EMS and suppression training including ensuring mandated training is provided; schedule monthly activities; coordinate with other EMS and fire programs for joint training; ensure adequate training for individuals to maintain necessary skills; provide specialty training for department trainers.

Respond to and resolve difficult inquiries and complaints; investigate complaints of violations and determine cause of fire.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of EMS, fire suppression, and prevention.

May serve as Fire Chief upon the request or absence of the Fire Chief.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Respond to alarms at EMS, fire, medical, and hazardous material scenes; make decisions as to methods to be employed and the need for additional assistance; direct EMS, firefighting, and related life and property protection; operate engines, pumps, and other equipment; respond to rescue calls for auto extrication, water rescue, hazardous materials, and confined space.

Enforce the rules and regulations of the department and orders of the Fire Chief; ensure adequate manpower at all stations.

Maintain equipment for readiness; perform fire prevention inspections; cite violations and instruct violators on corrective measures; direct hydrant, hose, and pump testing activities.

Maintain daily logbook of shift calls, activities, and attendance.

Direct and assist in public fire education programs and events.

Perform the full range of duties of Fire Captain and/or Firefighter.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive EMS, fire prevention, and fire suppression program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern EMS fire fighting, and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire fighting apparatus and equipment.

EMS, fire prevention, suppression, investigation, and inspection, principles, practices, and procedures.

Principles of fire department administration including personnel, purchasing, training, and

Knowledge of (cont.):

safety procedures.

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities.

Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent federal, state and local laws, codes, and regulations including those pertaining to EMS, fire suppression, prevention, and personnel training.

Procedures, methods, and techniques of emergency medical services.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training, and performance evaluation.

Rules, regulations, and operational procedures of the Fire Department.

Basic building construction materials, methods, and techniques.

Operational characteristics and designs of automated fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Principles of mechanics, hydraulics, and mathematics as related to fire fighting and engineering duties.

Hazardous materials and chemical chain reactions.

Administrative policies and procedures including operational and incident reporting and associated forms.

Principles of fire behavior, combustion, and substance alteration due to fire.

Occupational hazards and standard safety practices necessary in the area of fire prevention, suppression, investigation, inspection, and victim rescue.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Knowledge of (cont.):

Local geography, including the location of water mains, hydrants, major fire hazards of the city, and city streets.

Safe driving principles and practices.

Skill to:

Operate a variety of EMS, fire fighting, and emergency response equipment safely and effectively including communications equipment.

Use and operate a variety of tools, ropes, knots, ladders, life lines, belts, and couplers.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide professional leadership and direction for the assigned division, programs, or activities.

Recommend and implement goals, objectives, and practices for providing effective and efficient fire suppression, prevention, investigation, and inspection services.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Respond to fires and alarms; direct and control a variety of emergency services related to fire suppression, emergency medical response, and hazardous materials incidents.

Participate in the selection of assigned staff; supervise, train, and evaluate staff.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under stressful emergency conditions.

Ability to (cont.):

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Oversee and participate in the operation and maintenance of apparatus, equipment, tools, devices, and vehicles used in modern fire fighting activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible fire suppression and prevention experience including two years of experience comparable to that of a Fire Captain.

Training:

Equivalent to two years of college supplemented by extensive course work in fire science, suppression, prevention, administration, or a related field.

License or Certificate:

Possession of or obtain the following certification as outlined in Rock Springs Fire Department policies:

Hired after 9/15/2005: State of Wyoming – NPQS accredited Firefighter I; Firefighter II.
Hired prior to 9/15/2005: State of Wyoming Certified Firefighter I; Firefighter II.

Hired after 9/15/2005: State of Wyoming – NPQS accredited Apparatus Driver Operator –

Pumper; Apparatus Driver Operator – Aerial.

Hired prior to 9/15/2005 State of Wyoming Fire Apparatus Operator.

Hired after 9/15/2005: State of Wyoming – NPQS accredited Hazardous Materials – Awareness; Hazardous Materials – Operations.

All firefighters will possess State of Wyoming Hazardous Material – Technician or Equivalent.

State of Wyoming – Fire Instructor I.

State of Wyoming – Fire Inspector I.

State of Wyoming – Fire Officer I.

State of Wyoming – Fire Officer II.

All firefighters will possess American Heart Association – CPR for the Professional Rescuer and the State of Wyoming Emergency Medical Technician – Basic.

Any other applicable certifications required by Rock Springs Fire Department policies.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: November 1, 2000

Revised: November 4, 2003 (Res. 03-170); February 3, 2009 (Res. 09-21)

CITY OF ROCK SPRINGS

FIRE BATTALION CHIEF (FIRE INSPECTOR)

DEFINITION

Under general direction, to supervise, plan, and coordinate the assigned services, activities, and operations of the Fire Prevention Bureau within the Fire Department; to serve as City Fire Marshal; to participate in EMS, fire suppression and other related activities and services; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities of the Fire Prevention Bureau and assist with EMS, fire suppression, in-service training activities and maintenance of equipment and facilities.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Fire Prevention Bureau; identify resource needs; recommend and implement policies and procedures for reviewing plans, conducting inspections, investigating fire loss incidents and related activities as required.

Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Direct, coordinate, and review the work plan for the Fire Prevention Bureau; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work services, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Fire Prevention Bureau budget; forecast additional funds needed for staffing, equipment, materials, and supplies; assist in the monitoring and approval of expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations; negotiate and resolve significant and controversial issues.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.

Make comprehensive technical plan checks of proposed projects to determine fire and life safety conditions and needs; represent the Fire Department at meetings to review new construction and subdivision plot plans, check and review building plans prior to issuance of permits; review and approve construction and permit documents in relation to fire prevention laws and codes.

Oversee and conduct inspections of schools, elderly facilities, hospitals, churches, industrial and commercial buildings, and property for fire and life safety hazards, efficiency of fire protective equipment, adequacy of fire exits and general compliance with fire prevention laws and standards; conduct comprehensive inspections of all vacant properties for fire hazards; process for abatement; examine storage, handling, and use of hazardous materials and enforce related codes regarding correction of hazards; issue orders to comply with codes.

Maintain accurate and complete records and files including those related to fire losses, inspections, investigations, and fire deaths and injuries.

Meet with citizen groups, organizations, contractors, architects, engineers, and developers regarding fire protection systems, access requirements, building requirements, and other fire prevention life safety issues; conduct oral presentations and provide information on fire codes and fire prevention activities.

Prepare, update, and enforce the city fire codes, ordinances, and standards; develop and implement a comprehensive code enforcement program.

Respond to major fires and emergency and non-emergency calls on an on-call basis; perform functions within Incident Command System at major incidents; assist in fire suppression, EMS/rescue emergencies, hazardous materials incidents, water rescues, and confined space as necessary.

Conduct plan reviews for site plans, water fire flow calculation, fire suppression, alarm systems, and cooking hood systems.

Administer fire prevention programs including public education, fire education in schools, and home smoke detectors.

Prepare, maintain, and review a variety of forms, reports, schedules, recommendations, and other administrative records related to fire suppression, prevention, and inspection and training or other special programs as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Prepare special research reports and develop programs as assigned.

Respond to and resolve difficult inquiries and complaints; investigate complaints of violations and determine cause of fire.

Manage the resources of the assigned divisions, programs, and activities; conduct inspections of department facilities and equipment for repair; readiness, level of maintenance, and supplies necessary to support demand of programs.

Operate modern office equipment including computers, copiers, and photographic equipment.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, prevention, code enforcement, and plans review.

Enforce the rules and regulations of the department and orders of the Fire Chief.

Direct hydrant, hose, and pump testing activities.

Perform the full range of duties of Fire Captain and/or Firefighter.

May serve as Fire Chief upon the request or absence of the Fire Chief.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive EMS, fire prevention, and fire suppression program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern EMS, fire fighting and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire fighting apparatus and equipment.

EMS, fire prevention, suppression, investigation, and inspection, principles, practices, and procedures.

Knowledge of (cont.):

Principles of fire department administration including personnel, purchasing, training, and safety procedures.

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent federal, state and local laws, codes, and regulations including those pertaining to EMS, fire suppression, prevention, and personnel training.

Procedures, methods, and techniques of emergency medical services.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training, and performance evaluation.

Rules, regulations, and operational procedures of the Fire Department.

Basic building construction materials, methods, and techniques.

Operational characteristics and designs of automated fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Principles of mechanics, hydraulics, and mathematics as related to fire fighting and engineering duties.

Hazardous materials and chemical chain reactions.

Administrative policies and procedures including operational and incident reporting and associated forms.

Principles of fire behavior, combustion, and substance alteration due to fire.

Principles and techniques used in the development and implementation of safety education programs.

Principles and techniques of public relations.

Fire hazards and related prevention and abatement methods.

Knowledge of (cont.):

Techniques of fire and arson investigation.

Occupational hazards and standard safety practices necessary in the area of fire prevention, suppression, investigation, inspection, and victim rescue.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Building construction and automatic fire protection systems and equipment.

Local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Safe driving principles and practices.

Skill to:

Operate fire detection and monitoring equipment.

Operate a variety of EMS, fire fighting and emergency response equipment safely and effectively including communications equipment.

Use and operate a variety of tools, ropes, knots, ladders, life lines, belts, and couplers.

Perform at EMS, technical rope rescue, and hazardous material operation levels when required.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide professional leadership and direction for the Fire Prevention Bureau.

Recommend and implement goals, objectives, and practices for providing effective and efficient fire suppression, prevention, investigation, and inspection services.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Respond to fires and alarms; direct and control a variety of emergency services related to

Ability to (cont.):

fire suppression, emergency medical response, and hazardous materials incidents when required.

Conduct and oversee a variety of fire prevention and educational activities including building code inspections.

Implement and administer goals, objectives, and procedures for providing effective fire prevention services.

Participate in the selection of assigned staff; supervise, train, and evaluate staff.

Detect fire hazards and make recommendations for ways to prevent and eliminate fire hazards.

Conduct thorough fact-finding inspections and investigations including evidence gathering and preservation.

Enforce regulations firmly, tactfully, and impartially.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Deal effectively with property owners, managers, and the general public in difficult work situations.

Prepare and deliver effective oral presentations.

Read and interpret maps, blueprints, and construction drawings.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Make technical and emergency decisions quickly and calmly under stressful emergency conditions.

Ability to (cont.)

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Oversee and participate in the operation and maintenance of apparatus, equipment, tools, devices, and vehicles used in modern fire fighting activities.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible fire suppression and prevention experience including two years of experience comparable to that of a Fire Captain.

Training:

Equivalent to two years of college supplemented by extensive course work in fire science, suppression, prevention, investigation administration, or a related field.

License or Certificate:

Possession of or obtain the following certification as outlined in Rock Springs Fire Department policies.

Hired after 9/15/2005: State of Wyoming – NPQS accredited Firefighter I; Firefighter II.

Hired prior to 9/15/2005: State of Wyoming Certified Firefighter I; Firefighter II

Hired after 9/15/2005: State of Wyoming – NPQS accredited Apparatus Driver Operator – Pumper, Apparatus Driver Operator – Aerial

Hired prior to 9/15/2005: State of Wyoming – NPQS accredited Hazardous Materials – Awareness; Hazardous Materials – Operations

All firefighters will possess State of Wyoming Hazardous Material – Technician or Equivalent

State of Wyoming – Fire Instructor I

State of Wyoming – Fire Inspector I

State of Wyoming – Fire Officer I

State of Wyoming – Fire Officer II

All firefighters will possess American Heart Association – CPR for the Professional Rescuer and the State of Wyoming Emergency Medical Technician – Basic.

Any other applicable certifications required by Rock Springs Fire Department policies.

Possession of, or ability to obtain International Code Council Fire Inspector Certification within one year.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: November 4, 2003 (Res. 03-169)

Revised: February 3, 2009 (Res. 09-21)

RESOLUTION NO. 2018- 83

A RESOLUTION ACCEPTING AND APPROVING CHANGE ORDER NO. 2 TO THE CONTRACT BETWEEN THE CITY OF ROCK SPRINGS AND COP WYOMING, LLC, FOR CONSTRUCTION OF THE 20" WATER TRANSMISSION LINE REPLACEMENT PROJECT – PHASE I, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE SAID CHANGE ORDER NO. 2 ON BEHALF OF SAID CITY.

WHEREAS, a contract between the City of Rock Springs and COP Wyoming, LLC, for construction of the Rock Springs 20" Water Transmission Line Replacement Project-Phase I, in the amount of \$7,335,004.00, was accepted and approved by Resolution 2016-83 on June 21, 2016; and,

WHEREAS, Change Order No. 1 between the City of Rock Springs and COP Wyoming, LLC, increasing the original contract price in the amount of \$374,900.00 and extending the contract time through December 4, 2017, was accepted and approved by Resolution 2017-90 on August 15, 2017; and,

WHEREAS, COP Wyoming, LLC, has submitted proposed Change Order. No. 2 to extend the contract time through August 15, 2018; and,

WHEREAS, the Governing Body of the City of Rock Springs has said Change Order No. 2 before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Change Order No. 2 to the contract with COP Wyoming, LLC, for construction of the Rock Springs 20" Water Transmission Line Replacement Project-Phase I to extend the contract time through August 15, 2018, attached hereto and by this reference specifically made a part hereof, is hereby accepted and approved by the governing body of said City.

Section 2. That the Mayor of said City, be and he is hereby authorized, empowered and directed to execute said Change Order No. 2, on behalf of said City; and that the City Clerk of said City, be and he is hereby authorized and directed to attach to each duplicate original of said Change Order No. 2 a certified copy of this resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

Date of Issuance: April 27, 2018	Effective Date: April 18, 2018
Owner: City of Rock Springs	Owner's Contract No.:
Contractor: COP Wyoming, LLC	Contractor's Project No.: 16203
Engineer: Nelson Engineering	Engineer's Project No.: 13-156-06
Project: 20-in Water Transmission Line Replacement Project, Phase I	Contract Name:

The Contract is modified as follows upon execution of this Change Order:


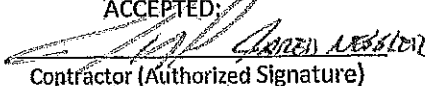
Description: Resolution of 2nd Street Bore and other disputes. See attachments.

Attachments: Change Order Terms and Conditions, incorporated here.

Previous correspondence for reference:

2nd South St Bore change of condition letters (8/31/17 COP; 9/6/17 NE; 9/7/17 CoRS)
2nd South St Bore Change Proposal letters (10/5/17 COP; 10/12/17 NE; 10/20/17 COP; 10/27/17 NE)
2nd South St Bore – Submittal of alternate method for bore completion – accepted (4/12/18)
Railpros emails (latest 3/6/17)

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ 7,335,004.00	Original Contract Times: Substantial Completion: <u>July 1, 2017</u> Ready for Final Payment: <u>August 1, 2017</u> dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>—</u> : \$ 374,900.00	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>—</u> : Substantial Completion: <u>November 8, 2017</u> (see CO 1) Ready for Final Payment: <u>December 4, 2017</u>
Contract Price prior to this Change Order: \$ 7,709,904.00	Contract Times prior to this Change Order: Substantial Completion: <u>November 8, 2017</u> (see CO 1) Ready for Final Payment: <u>December 4, 2017</u> dates
[Increase] [Decrease] of this Change Order: \$ no change	Increase of this Change Order: Substantial Completion: <u>July 15, 2018</u> Ready for Final Payment: <u>August 15, 2018</u> dates
Contract Price incorporating this Change Order: \$ 7,709,904.00	Contract Times with all approved Change Orders: Substantial Completion: <u>July 15, 2018</u> Ready for Final Payment: <u>August 15, 2018</u> dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: 	By: _____	By: 
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Project Manager	Title: _____	Title: PROJECT MANAGER
Date: 4/30/18	Date: _____	Date: 4/30/2018

CHANGE ORDER NO. 2

PROJECT: Rock Springs 20-in Water Transmission Line
Replacement Project, Phase I

DATE: 4/23/18

CHANGE ORDER TERMS AND CONDITIONS

It is the intent of this Change Order parties to resolve all previous Change Requests, potential claims, delays, and disputes to date. This includes but is not limited to Second St Underpass bore; UPRR bore and RailPros; contract times; and liquidated damages.

This Change Order establishes new contract dates as shown on the Change Order form. Furthermore, Liquidated Damages will be assessed only as follows:

City will withhold \$30,000 of liquidated damages assessed to date. Liquidated damages assessed to date in excess of \$30,000 will be waived by City. No further Liquidated Damages will be assessed before new Substantial Completion date.

Liquidated damages will be assessed by City per contract documents after Substantial Completion and/or Final Completion dates.

By agreeing to this Change Order, the parties hereby waive any and all future claims relating to any work performed to date, specifically including claims relating to a change in conditions or liquidated damages. However, nothing herein shall preclude either party from asserting claims arising after the date of this Change Order, including the owner's right to enforce remedy of or warranty for defective work.

5/2/18

RESOLUTION 2018- 84

A RESOLUTION ACCEPTING AND APPROVING AMENDMENTS TO THE BY-LAWS OF THE ROCK SPRINGS HISTORICAL MUSEUM BOARD AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING AND MATTHEW L. MCBURNETT AS CITY CLERK TO ACCEPT THE REVISIONS TO SAID BYLAWS.

WHEREAS, the Rock Springs Historical Museum Board has submitted revisions to its By-laws to the City of Rock Springs; and,

WHEREAS, the Governing Body of the City of Rock Springs has said revisions to the Rock Springs Historical Museum Board By-Laws before it and has given them careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the amendments to the By-Laws of the Rock Springs Historical Museum Board is hereby approved and accepted by the Governing Body of the City of Rock Springs, Wyoming.

Section 2. That the Mayor of said City be, and he is hereby, authorized, empowered and directed to execute said amended Bylaws, attached to this Resolution and specifically made a part hereof, on behalf of said City; and that the City Clerk of said City be, and he is hereby, authorized and directed to attest to said amended Bylaws and to attach to each duplicate original a certified copy of this Resolution.

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

City of Rock Springs Historical Museum Board By-Laws

March 2018 Revision

Article 1. The Board

Section 1. Name of the Board. The name of the Board shall be the “Rock Springs Historical Museum Board”, hereafter abbreviated as Museum Board.

Section 2. Organization of the Board. The Board shall consist of seven (7) members, one of whom may be a member of the Rock Springs Historic Preservation Board appointed by the Mayor and approved by the City Council. The members of the Museum Board shall serve at the pleasure of the Mayor and City Council to provide advice and counsel to the Rock Springs Historical Museum, hereafter abbreviated as the RSHM, located within the Historic Rock Springs City Hall. Museum Board members shall serve terms of three (3) years with no Board Member serving more than two (2) consecutive three-year terms. Fulfilling an incomplete term is not considered part of the term limit. The Board shall follow Robert’s Rules of Order in conducting meetings.

Section 3. Records of the Museum Board. Records of the Museum Board shall be maintained at the RSHM and at the Rock Springs City Hall – City Clerk’s office.

Section 4. Purpose and Mission Statement.

Section 4.1. Purpose. The RSHM, was created to preserve and interpret in a professional manner, the history of Rock Springs and its surrounding areas. The Museum Board is created to provide counsel to the staff of the RSHM and to foster a sense of community pride in the history of the Rock Springs area through its activities in the RSHM and the larger community.

Section 4.2. Mission Statement. The mission of the Museum Board is to advise the RSHM in the preservation, interpretation and enhancement of the history of Rock Springs and the surrounding area through public education and the promotion of historical collections.

Section 5. Donations. Financial contributions, other than government grants, shall be entered under the City of Rock Springs Budget Line Item “Donations” in the Museum’s budget and dispersed with the Museum Board’s approval.

Section 6. Policy Recommendations. The Museum Board may review RSHM policy additions or changes to the Mission Statement and make recommendations before such additions or changes are submitted to the Governing Body of the City of Rock Springs.

Article II. Officers

Section 1. The Museum Board shall have four (4) officers. Officers will be elected on a yearly basis by the Museum Board's seated members. These officers are the Chairperson, Vice-Chairperson, Treasurer and Secretary. These officers will be elected by majority vote of the Board at the first meeting of each calendar year. Should a vacancy occur in any office, the Museum Board will elect a person from its members to complete the term at its next regular meeting following the vacancy.

Section 2. Chairperson. The Chairperson shall be the chief officer of the Museum Board and shall be present and preside at all meetings of the Museum Board.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in her/his absence. The Vice-Chairperson shall serve as parliamentarian.

Section 4. Secretary. The Secretary shall be responsible for keeping minutes. In the Secretary's absence, an acting Secretary shall be appointed by the Chairperson.

Section 5. Treasurer. The Treasurer shall be responsible for reporting to the Museum Board the status of the RSHM budget and other Museum related accounts as maintained by the City of Rock Springs. A report will be made at every monthly meeting of the Museum Board.

Article III. Members

Section 1. Membership. There shall be seven (7) members of the Museum Board. Members must be appointed by the Mayor of the City of Rock Springs and approved by the City Council. Members serve at the pleasure of the Mayor for a period of three years after which they may be reappointed by Mayor and City Council.

Section 2. Absenteeism. Members who miss three (3) meetings in a calendar year may not be contributing to the work of the Museum Board. The Museum Board may elect to request that the Mayor and City Council dismiss them from the Board.

Section 3. Community Participation. All meetings of the Museum Board are open to the general public, and the public is encouraged to attend. As appropriate, the Museum Board may include non-Board members in its activities.

Article IV. Committees

Section 1. Standing Committees. The Museum Board shall create as many standing committees or sub-committees as needed. These committees shall report at the Museum Board's monthly meetings. **Standing** committees must include members of the Museum Board but may also include non-members.

Section 2. Committee Recommendations. Action recommendations of committees shall be made in the form of motions.

Article V. Meetings

Section 1. Quorum. A majority of the members of the Museum Board shall constitute a quorum. No business shall be conducted by the Museum Board unless a quorum is present except to adjourn until a quorum can be present.

Section 2. Frequency of Meetings. Meetings shall be the second Wednesday of every month. All special meetings and meeting date changes must be advertised in local media.

Section 3. Voting. Only officially appointed Museum Board members are entitled to vote at the Museum Board meetings. A majority vote of the Museum Board members present (at least four 4) is required to carry a proposition. Electronic voting shall be allowed when emergency circumstances deem it necessary.

Section 4. Order of Business. At the regular meetings of the Museum Board the following shall be the order of business:

- 1.) Call to Order
- 2.) Roll Call
- 3.) Approval of Minutes
- 4.) Correspondence
- 5.) Treasurer's Report
- 6.) City Council Liaison's Report
- 7.) Museum Report
- 8.) Old Business
- 9.) New Business
- 10.) Announcements
- 11.) Adjournment

Article VI.

The Museum Board and the Museum Coordinator of the RSHM

Section 1. The Selection of a Museum Coordinator. The Museum Board may assist the City of Rock Springs in the selection of a Museum Coordinator pursuant to Section 303 (d) of the Personnel Policies and Procedures of the City of Rock Springs if their assistance is requested.

Section 2. The Museum Board Shall Serve as the Advisory Board to the RSHM. The Museum Board may also provide advice to the Governing Body of the City of Rock Springs.

Article VII. Amendment of By-Laws

The By-Laws may be amended by approval of a majority of Members of the RSHM Board on readings at three (3) separate regular meetings of the Museum Board. By-Law amendments become effective upon approval and resolution by the City of Rock Springs Mayor and City Council.

City of Rock Springs Historical Museum Board

Chairperson: Sharon Gray

Secretary: Kerry Hansen

Mayor: _____

City Clerk: _____

Dated: _____

City of Rock Springs Historical Museum Board By-Laws

March 2018 Revision

Article I-The Board

Section 1. Name of the Board. The name of the Board shall be the "Rock Springs Historical Museum Board", hereafter abbreviated as Museum Board.

Article 1. The Board

Section 1. Name of the Board. The name of the Board shall be the "Rock Springs Historical Museum Board", hereafter abbreviated as Museum Board.

Section 2. Organization of the Board. The Board shall consist of seven (7) members one of which may be a member of the Rock Springs CLG Board appointed by the Mayor and approved by the City Council. The members of the Museum Board shall serve at the pleasure of the Mayor and City Council to provide advice and counsel to the museum located within the Historic Rock Springs City Hall. Members shall serve terms of three years. The Board shall follow Roberts' Rules of Order in conducting meetings.

Section 2. Organization of the Board. The Board shall consist of seven (7) members, one of whom may be a member of the Rock Springs Historic Preservation Board appointed by the Mayor and approved by the City Council. The members of the Museum Board shall serve at the pleasure of the Mayor and City Council to provide advice and counsel to the Rock Springs Historical Museum, hereafter abbreviated as the RSHM, located within the Historic Rock Springs City Hall. Museum Board members shall serve terms of three (3) years with no Board Member serving more than two (2) consecutive three-year terms. Fulfilling an incomplete term is not considered part of the term limit. The Board shall follow Robert's Rules of Order in conducting meetings.

Section 3. Records of the Board. Records of the Museum Board shall be maintained at the Rock Springs City Hall.

Section 3. Records of the Museum Board. Records of the Museum Board shall be maintained at the RSHM and at the Rock Springs City Hall – City Clerk's office.

Section 4. Purpose and Mission Statement

- a) Purpose. The Rock Springs Historical Museum, hereafter abbreviated as RSHM, was created to preserve and interpret the history of Rock Springs in a professional manner. The Museum Board is created to provide oversight and counsel to the staff of the RSHM and to foster a sense of community pride in the history of Rock Springs through its activities in the museum and the larger community.
- b) Mission. The mission of the Museum Board is to assist the RSHM to provide protection to items in the collection, and to provide interpretation of Rock Springs' history in the Museum and other appropriate venues. Interpretation shall enhance residents' perceptions and understanding of the community's heritage and help visitors to the community to understand that heritage.

Section 4. Purpose and Mission Statement.

Section 4.1. Purpose. The RSHM, was created to preserve and interpret in a professional manner, the history of Rock Springs and its surrounding areas. The Museum Board is created to provide counsel to the staff of the RSHM and to foster a sense of community pride in the history of the Rock Springs area through its activities in the RSHM and the larger community.

Section 4.2. Mission Statement. The mission of the Museum Board is to advise the RSHM in the preservation, interpretation and enhancement of the history of Rock Springs and the surrounding area through public education and the promotion of historical collections.

Section 5 . Donations Financial contributions other than government grants shall be entered under the budget line item "donations" in the museum's budget and dispersed with the Museum Board's approval.

Section 5. Donations. Financial contributions, other than government grants, shall be entered under the City of Rock Springs Budget Line Item "Donations" in the Museum's budget and dispersed with the Museum Board's approval.

Section 6. Policy Recommendations. The Museum Board may review RSHM policy additions or changes to the Mission Statement and make recommendations before such additions or changes are submitted to the Governing Body.

Section 6. Policy Recommendations. The Museum Board may review RSHM policy additions or changes to the Mission Statement and make recommendations before such additions or changes are submitted to the Governing Body of the City of Rock Springs.

Article II - Officers

Section 1. The Museum Board shall have four (4) officers. These officers are the Chairperson, Vice-Chairperson, Treasurer and Secretary. These officers will be elected by majority vote at the first meeting of the calendar year when terms are up. Terms shall be three years in length. Should a vacancy occur in any office, the Museum Board will elect a person from its members to complete the term at its next regular meeting following the vacancy. Officers will be elected on a yearly basis by the Museum Board's seated members.

Article II. Officers

Section 1. The Museum Board shall have four (4) officers. Officers will be elected on a yearly basis by the Museum Board's seated members. These officers are the Chairperson, Vice-Chairperson, Treasurer and Secretary. These officers will be elected by majority vote of the Board at the first meeting of each calendar year. Should a vacancy occur in any office, the Museum Board will elect a person from its members to complete the terms at its next regular meeting following the vacancy.

Section 2. Chairperson. The Chairperson shall be the chief officer of the Museum Board and shall be present and preside at all meetings of the Museum Board.

Section 3. The Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in her/his absence. The Vice-Chairperson shall serve as parliamentarian.

Section 4. Secretary. The secretary shall be responsible for keeping minutes. In Secretary's absence, an acting Secretary shall be appointed by the Chairperson

Section 5. Treasurer. The treasurer shall be responsible for reporting to the Museum Board the status of the RSHM budget and other Museum related accounts as maintained by the city. A report will be made at every monthly meeting of the Museum Board beginning in January.

Section 2. Chairperson. The Chairperson shall be the chief officer of the Museum Board and shall be present and preside at all meetings of the Museum Board.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in her/his absence. The Vice-Chairperson shall serve as parliamentarian.

Section 4. Secretary. The Secretary shall be responsible for keeping minutes. In the Secretary's absence, an acting Secretary shall be appointed by the Chairperson.

Section 5. Treasurer. The **T**reasurer shall be responsible for reporting to the Museum Board the status of the RSHM budget and other Museum related accounts as maintained by the **City of Rock Springs**. A report will be made at every monthly meeting of the Museum Board.

Article III-Members

Section 1. Membership. There shall be seven (7) members of the Museum Board. Members must be appointed by the Mayor of Rock Springs and approved by the City Council. They must be residents of the City of Rock Springs. Members serve at the pleasure of the Mayor.

Section 2. Absenteeism. Members who miss four meetings in a calendar year may not be contributing to the work of the Museum Board. The Museum Board may elect to request that the Mayor and City Council dismiss them from the Board.

Section 3. Community Participation. All meetings of the Museum Board are open to the public and the public is encouraged to attend. The Museum Board may include non-Board members in its activities as appropriate.

Article III. Members

Section 1. Membership. There shall be seven (7) members of the Museum Board. Members must be appointed by the Mayor of **the City of** Rock Springs and approved by the City Council. Members serve at the pleasure of the Mayor **for a period of three years after which they may be reappointed by Mayor and City Council.**

Section 2. Absenteeism. Members who **miss three (3)** meetings in a calendar year may not be contributing to the work of the Museum Board. The Museum Board may elect to request that the Mayor and City Council dismiss them from the Board.

Section 3. Community Participation. All meetings of the Museum Board are open to the **general** public, and the public is encouraged to attend. **As appropriate, the Museum Board may include non-Board members in its activities.**

Article IV - Committees

Section 1. Standing Committees. The Museum Board shall create as many standing committees or sub-committees as needed. These committees shall report at the Museum Board's monthly meetings. Standing Committees must include members of the Museum Board but may also include non-members.

Section 2. Committee Recommendations. **Committee recommendations for action shall be made in the form of motions.**

Article IV. Committees

Section 1. Standing Committees. The Museum Board shall create as many standing committees or sub-committees as needed. These committees shall report at the Museum Board's monthly meetings. Standing committees must include members of the Museum Board but may also include non-members.

Section 2. Committee Recommendations. **Action recommendations of committees shall be made in the form of motions.**

Article V - Meetings

Section 1. Quorum. A majority of the members of the Museum Board shall constitute a quorum. No business shall be conducted by the Museum Board unless a quorum is present, except to adjourn until a quorum can be present.

Article V. Meetings

Section 1. Quorum. A majority of the members of the Museum Board shall constitute a quorum. No business shall be conducted by the Museum Board unless a quorum is present except to adjourn until a quorum can be present.

Section 2. Frequency of Meetings. Meetings shall be the second Wednesday of every month. Special meetings may be held as determined by the Chairperson. Special meetings and meeting changes must be advertised in local media.

Section 2. Frequency of Meetings. Meetings shall be the second Wednesday of every month. All special meetings and meeting date changes must be advertised in local media.

Section 3. Voting. Only officially appointed Museum Board members are entitled to vote at Museum Board meetings. A majority vote of the Museum Board members present (at least 4) is required to carry a proposition. Electronic voting shall be allowed when circumstances deem it necessary.

Section 3. Voting. Only officially appointed Museum Board members are entitled to vote at the Museum Board meetings. A majority vote of the Museum Board members present (at least four 4) is required to carry a proposition. Electronic voting shall be allowed when emergency circumstances deem it necessary.

Section 4. Order of Business. At the regular meetings of the Museum Board, the following shall be the order of business:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Correspondence
5. Treasurer's Report
6. Council Liaison's Report
7. Museum Report
8. Old Business
9. New Business
10. Announcements
11. Adjournment

Section 4. Order of Business. At the regular meetings of the Museum Board the following shall be the order of business:

- 1.) Call to Order

- 2.) Roll Call
- 3.) Approval of Minutes
- 4.) Correspondence
- 5.) Treasurer's Report
- 6.) City Council Liaison's Report
- 7.) Museum Report
- 8.) Old Business
- 9.) New Business
- 10.) Announcements
- 11.) Adjournment

Article VI – The Museum Board and the Museum Coordinator of the RSHM.

Section 1. The Selection of a Museum Coordinator .The Museum Board may assist the Director of Finance and Administration in the selection of a Museum Coordinator if the Department Head requests assistance pursuant to Section 303 (d) of the Revised Personnel Policies and Procedures of the City of Rock Springs.

Section 2. The Museum Board Shall Serve as the Advisory Board to the RSHM. The Museum Board may also provide advice to the Governing Body of the City of Rock Springs.

Section 3. Membership in State and Federal Committees. The RSHM will maintain an institutional membership in the Wyoming State Historical Society.

Article VI.

The Museum Board and the Museum Coordinator of the RSHM

Section 1. The Selection of a Museum Coordinator. The Museum Board may assist the ~~URA/Main Street Manager, who is the Supervisor of the RSHM under the direction of the Steve Horton.....Department Head Planning and Zoning, the City of Rock Springs~~ in the selection of a Museum Coordinator pursuant to Section 303 (d) of the Personnel Policies and Procedures of the City of Rock Springs ~~if their assistance is requested.~~

Section 2. The Museum Board Shall Serve as the Advisory Board to the RSHM. The Museum Board may also provide advice to the Governing Body of the City of Rock Springs.

Article VII-Amendment of By-Laws

The By Laws may be amended by approval of a majority of members on readings at three separate regular meetings of the Museum Board. By Laws amendments

become effective upon approval by the Rock Springs City Council.

Article VII. Amendment of By-Laws

The By-Laws may be amended by approval of a majority of **Members of the RSHM Board** on readings at three (3) separate regular meetings of the Museum Board. By-Law amendments become effective upon approval **and resolution of** ~~and by~~ **the City of Rock Springs Mayor and City Council.**

ROCK SPRINGS HISTORICAL BOARD

By: _____

Chairperson

ROCK SPRINGS HISTORICAL BOARD

Chairperson: _____

Secretary: _____

Mayor: _____

City Clerk: _____

Dated: _____



City Council Agenda

Ordinances

ORDINANCE NO. 2018- 04

AN ORDINANCE AMENDING SECTION 1-604(c) OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS ENTITLED "ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES" AND ADOPTING REVISED PERSONNEL POLICIES.

WHEREAS, the Governing Body of the City of Rock Springs desires to amend Section 1-604(c) of the Ordinances of the City of Rock Springs entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" to reflect changes in employment law and regulations; and,

WHEREAS, the Governing Body of the City of Rock Springs desires to amend its ordinance regarding Personnel Policies and Procedures to enhance its ability to effectively administrate city operations and city employees; and,

WHEREAS, the Governing Body of the City of Rock Springs finds that it is in the best interest of the City that the current Personnel Policies and Procedures of the City of Rock Springs, Revised in June of 2007, be replaced and supplanted by the Personnel Policies and Procedures attached to this ordinance, and by this reference specifically made a part hereof; and,

WHEREAS, the Governing Body of the City of Rock Springs has said revised Personnel Policies and Procedures before it, and has given them careful review and consideration.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Section 1-604(c), entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" of the Ordinances of the City of Rock Springs, Wyoming, is hereby amended to read as follows:

1-604(c) ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES.

1. The existing Personnel Policies and Procedures of the City of Rock Springs initially adopted by reference in Ordinance Number 80-15 on May 6, 1980, amended and reenacted by Ordinance Number 84-1 on March 6, 1984, and all previous subsequent re-enactments and amendments thereto, are hereby repealed and they shall have no further force or effect when the last position of employment governed by said policies is filled by hiring or promotion following adoption of the revised policies.

2. That certain document dated January, ~~1984~~ February, 2018, entitled "Personnel Policies and Procedures of the City of Rock Springs, Revised" in the form attached hereto and by this reference made a part hereof is hereby approved and adopted as the new Personnel Policies and Procedures for the City of Rock Springs, Wyoming.

3. The Personnel Policies and Procedures of the City of Rock Springs, Revised, as adopted by Section 2 above, shall themselves be subject to such further revision and amendment as the Governing Body may from time to time adopt and approve by ordinance ~~resolution~~ ordinance.

1st Reading_____

2nd Reading_____

3rd Reading_____

PASSED AND APPROVED this _____ of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

City of Rock Springs

Personnel Policies and Procedures



Revised April 2018

Table of Contents

ARTICLE I - ADMINISTRATION	4
Section 101. Purpose and Scope.	4
Section 102. Department Heads and Department Rules.	4
Section 103. At-Will	55
ARTICLE II - TYPES OF EMPLOYMENT	6
Section 201. Official Employee.	6
Section 202. Appointed Employee.	6
Section 203. Full-time Employee.	7
Section 204. Part-time Employee.	7
Section 205. Temporary Employee.	7
ARTICLE III - EMPLOYMENT PROCEDURES	7
Section 301. Equal Employment Opportunity.....	7
Section 302. People with Disabilities and Requests for Accommodation.....	8
Section 303. Policy Prohibiting Retaliation.	10
Section 304. Complaint Procedure for Retaliation.....	11
Section 305. Selection of Employees.....	11
Section 306. Testing.	14 1413
Section 307. Residency Requirements.	14
Section 308. Nepotism.	15 1514
Section 309. Termination of Employment	16 1615
Section 310. Reduction of Force.....	18 1817
Section 311. Layoff Procedure.....	18
Section 312. Panels.....	18
ARTICLE IV - PERSONNEL RECORDS	19
Section 401. Location and Maintenance.	19
ARTICLE V - CLASSIFICATION	20
Section 501. Purpose.....	20

Section 502. Position Specifications.....	21
Section 503. Administration of the Classification Plan.	21
ARTICLE VI - PAY PLAN AND PAY ADMINISTRATION.....	22
Section 601. Salary Plan.	22
Section 602. Original Rate of Pay.	2322
Section 603. Reclassification Rate, Appointment Into Higher Salary Range and Demotions.	23
Section 604. Pay Advancement.....	2423
Section 605. Special Assignment Pay.	2524
Section 606. Schedules; Hours of Work; Overtime Hours.....	2524
Section 607. Timekeeping and Payroll.	2726
ARTICLE VII – INTRODUCTORY PERIODS, PROBATION AND PERFORMANCE APPRAISAL.....	2827
Section 701. General.	2827
Section 702. Introductory Periods and Probation.....	2827
ARTICLE VIII - LEAVE AND FRINGE BENEFIT REGULATIONS	29
Section 801. General Attendance Regulations.....	3029
Section 802. Holidays.	3029
Section 803. Vacation.....	31
Section 804. Sick Leave.....	3332
Section 805. Leave of Absence Without Pay.	3837
Section 806. Funeral Leave.....	3837
Section 807. Jury Duty/Court Leave.	3938
Section 808. Voting Leave.....	3938
Section 809. Military Leave.	39
Section 810. Education Leave and Reimbursement.....	4140
Section 811. Employee Dress and Clothing Allowance.	4241
Section 812. Workplace Injury Leave.	4342
Section 813. Travel Policy.....	4443
Section 814. Incentive Based Physical Fitness Program.....	4544
Section 815. Other Benefits.....	4544
Section 816. Family and Medical Leave.....	4645

ARTICLE IX - CONDUCT AND DISCIPLINE	<u>5857</u>
Section 901. Conduct, Outside Employment, Privileged.....	<u>5857</u>
Information and Political Activities.	<u>5857</u>
Section 902. Use of City Technology.	<u>6059</u>
Section 903. Personal Cell Phone Use	<u>6261</u>
Section 904. Vehicle Usage	<u>6261</u>
Section 905. Purpose of Disciplinary Action, Examples of Offenses.	<u>6463</u>
Section 906. Disciplinary Actions.....	<u>6665</u>
Section 907. Drugs and Alcohol.....	<u>6867</u>
Section 908. Policy Prohibiting Harassment.....	<u>7271</u>

NOTHING IN THESE PERSONNEL POLICIES IS INTENDED TO CREATE A CONTRACT OF ANY TYPE BETWEEN THE CITY AND ITS EMPLOYEES. THE CITY COUNCIL RETAINS THE ABSOLUTE DISCRETION TO SUSPEND, MODIFY OR SUPERSEDE THESE PERSONNEL POLICIES THROUGH THE COUNCIL'S ORDINARY COURSE OF BUSINESS.

ARTICLE I - ADMINISTRATION

Section 101. Purpose and Scope.

a) The City of Rock Springs hereby establishes these personnel policies and procedures to be used as guidelines for the fair and consistent handling of personnel matters.

b) These personnel policies and procedures shall apply to all employees unless otherwise noted. Any conflict between these rules and applicable civil service rules or civil service statutes shall be resolved in favor against these rules and in favor of applicable civil service rules or laws. Conflicts or inconsistencies between these rules and negotiated contracts with recognized collective bargaining units representing City employees shall be resolved in favor of the negotiated contracts, except where otherwise required by law. (Ord. No. 2002-09, 6-18-02).

c) These personnel policies and procedures supplant and replace all existing City personnel policies and may themselves be amended, modified or repealed by the governing body of the City of Rock Springs.

Section 102. Department Heads and Department Rules.

a) The governing body of the City of Rock Springs exercises ultimate control over personnel matters through the budgetary process and adoption of personnel policies through ordinances ~~and/or resolutions~~.

b) Department Head. The individual Department Heads within the City shall bear the principal burden of administering these policies and procedures within their respective departments, except where stated otherwise; and, they shall be primarily responsible for the selection, administration

and discipline of personnel within their departments.

Department Heads may establish such rules and policies, not inconsistent herewith, as they deem necessary for the efficient and orderly administration of their departments. In the event of a conflict or inconsistency, or ambiguity, the personnel policies and procedures outlined herein shall take strict precedence; and, to the extent of such conflict or inconsistency or ambiguity, the departmental rules shall be void. Such departmental rules are subject to the review and approval of the Mayor and the Director of Human Resources to insure consistency with these policies and procedures prior to their becoming effective within the department.

In the event of the absence or incapacity of a Department Head, or if a vacancy in such a position occurs, then the Mayor shall designate, orally or in writing, a person from within the department to carry out the duties and responsibilities of the Department Head. Failing such designation by the Mayor, division supervisors shall have the authority to carry out the duties and responsibilities of the Department Head under these personnel policies and procedures within their respective divisions.

Section 103. At-Will

~~For all employees hired or promoted after [DATE OF ADOPTION OF PERSONNEL POLICIES] employment with the City of Rock Springs is on an at-will basis unless otherwise stated in a written employment agreement signed by the Mayor. This means that employment may be terminated by the employee or the City at any time, for any reason, and with or without prior notice.~~

~~No one has the authority to make any express or implied promises that contradict or limit an employee's right to resign or the City's right to terminate an employee at any time, for any reason or for no reason, with or without prior notice. No statement, act, series or events or pattern of conduct can change this at-will relationship.~~

~~Nothing in this handbook creates an employment agreement, express or implied, or any other agreement between any employee~~

~~and the City.~~

ARTICLE II - TYPES OF EMPLOYMENT

There are five types of employment with the City of Rock Springs. The Director of Human Resources, along with the Department Head, will assign each employee to a type of employment. All employees are considered non-exempt unless they meet the Fair Labor Standards Act requirements of an exempt employee.

Section 201. Official Employee.

An official employee is an elected individual serving as the Mayor or as a member of the City Council. Such employees are eligible for wages and benefits as determined by the Governing Body. These individuals are employees subject to the terms and conditions of appropriate State Statutes, ordinances and resolutions and are covered under City liability policies. Official employees are not subject to nor governed by these personnel policies except as otherwise provided herein.

Official employees are exempt from the overtime pay under the Fair Labor Standards Act.

Section 202. Appointed Employee.

An appointed employee is a full-time or part-time employee appointed by the Mayor with the consent of the City Council. Their employment is subject to conditions and terms of appropriate State Statutes, ordinances and resolutions. Appointed employees include: City Clerk, City Treasurer, Police Chief, Fire Chief, Director of Engineering and Operations, Director of Administrative Services, City Attorney, Assistant City Attorney, Director of Parks and Recreation, Director of Human Resources, Director of Public Services and Municipal Court Judge.

Appointed employees are eligible for benefits if they meet the specific eligibility requirements as outlined for each benefit. Appointed employees are exempt from the overtime pay under the Fair Labor Standards Act.

Section 203. Full-time Employee.

A full-time employee is an employee who typically works 40 hours per week. Full-time employees are eligible for benefits if they meet the specific eligibility requirements as outlined for each benefit.

Full-time employees may be exempt from overtime pay under the Fair Labor Standards Act. Any questions about which positions are exempt or non-exempt should be directed to the Director of Human Resources.

Section 204. Part-time Employee.

A part-time employee is an employee who works on a regularly scheduled basis that averages 28 hours a week or less. Part-time employees are not eligible for benefits unless specifically stated, and are not exempt from overtime pay under the Fair Labor Standards Act.

Section 205. Temporary Employee.

A temporary employee is an employee who works for a specified limited period or on a specific project. Temporary employees are not eligible for benefits. Temporary employees may or may not be exempt from overtime pay under the Fair Labor Standards Act, depending on job duties and whether they are paid on a salary or hourly basis. Any questions about which positions are exempt or non-exempt should be directed to the Director of Human Resources.

ARTICLE III - EMPLOYMENT PROCEDURES

Section 301. Equal Employment Opportunity.

It is the intent and policy of the City of Rock Springs to provide equal employment opportunities to all applicants and employees in the administration of all employment practices, including, but not limited to, recruitment, hiring, promotions, discipline, training, benefits and other terms and conditions of

employment. All employment decisions shall be based on merit, job-related qualification and competence without regard to any individual's sex, race, color, religion, national origin, age, disability, genetic information, military service status or any other characteristic protected by federal, state or local law.

Any applicant or employee who believes they have been subject to discrimination on the basis of one of the characteristics described above should immediately report the circumstances in writing to their supervisor, the Department Head or the Director of Human Resources. All reports will be investigated promptly and as confidentially as possible consistent with the need to conduct a thorough investigation. Appropriate corrective action will be taken for violations of this policy.

The City prohibits retaliation against an employee for making a good faith report of suspected violation of policy or for participating in the investigation of such a report. Please see Section 303 for the Policy Prohibiting Retaliation.

Section 302. People with Disabilities and Requests for Accommodation.

The City will make employment decisions without discrimination based on disability. Such decisions may not limit, segregate, or classify applicants or employees on the basis of disability in a way that would adversely affect their opportunities or status. The City will make equal employment opportunities available to persons physically and mentally qualified to perform the essential functions of a job.

While many individuals with disabilities can work without accommodation, some employees may need accommodations to enable them to perform the essential functions of their positions. It is the policy of the City to reasonably accommodate qualified individuals with disabilities, to the extent required by the Americans with Disabilities Act and state law, provided such accommodations are directly related to performing the essential functions of a job, another vacant position the employee desires, or when necessary to enable the employee to enjoy equal employment opportunity. The City's obligation to provide an accommodation may be limited if the accommodation will impose an

undue hardship, or if the accommodation will result in a direct threat to the health and safety of the employee or others.

Employees who wish to request an accommodation of a physical or mental impairment or disability should contact the Director of Human Resources. Also, when supervisors receive any request from an employee for alteration of work assignments or methods, schedules, breaks, or any other change in working conditions related to an employee health issue or physical limitation, the supervisor should immediately refer the employee to the Director of Human Resources and notify the Director of the employee's request.

The City may, through Human Resources, request documentation of the employee's limitations or restrictions to support the request, including documentation from the employee's health care providers. It is the employee's responsibility to authorize the employee's health care providers to respond to the City's request for this information, and to cooperate in the process of obtaining that information. All information acquired through the accommodation process will be stored in the employee's medical file, apart from the employee's personnel file.

Once the Director of Human Resources has received the documentation of the employee's limitations or restrictions, the City and the employee will discuss the job-related limitations and the possible reasonable accommodations that might allow the employee to perform the essential functions of the job. The employee is encouraged to suggest possible accommodations as early in this process as possible. While an employee's preference will be given consideration, the City is free to choose among equally effective reasonable accommodations and may choose one that is less expensive or easier to provide.

If a reasonable accommodation is identified, the Director of Human Resources will summarize the accommodation process and its conclusion in writing, with a copy to the employee. This documentation will be included in the employee's medical file. The employee's Department Head and supervisor will be notified of the accommodation, but will not be notified of the underlying medical condition.

Section 303. Policy Prohibiting Retaliation.

The City prohibits unlawful retaliation against any employee because of the employee's participation in protected activity. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. Any employee, regardless of position or title, who violates this policy, will be subject to discipline, up to and including termination of employment.

Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with a City elected official, the Director of Human Resources, a Department Head, or a supervisor, specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee believes he has been sexually harassed or not paid overtime he is owed).
- Filing a good faith complaint of unlawful discrimination or harassment with the Wyoming Department of Workforce Services or US Equal Employment Opportunity Commission (EEOC) or in court.
- Participating in an internal investigation into allegations of sexual harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint with the EEOC).
- Requesting an accommodation under the Americans with Disabilities Act
- Requesting or taking leave under the Family and Medical Leave Act
- Filing a worker's compensation claim

The examples above are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated.

Section 304. Complaint Procedure for Retaliation.

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write or otherwise contact your direct supervisor, or Department Head or the Director of Human Resources, ideally within five days of the offending conduct. If you have not received an update about the actions taken in response to your report within seven (7) days after reporting, please immediately contact the Mayor. These individuals will ensure that an investigation is conducted in a timely fashion.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. A written complaint is not required, but would be very helpful in the investigation process. The City will directly and thoroughly investigate the facts and circumstances of all perceived retaliation and will take prompt corrective action, if appropriate.

Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to the Director of Human Resources so that an investigation can be made and corrective action taken, if appropriate.

Section 305. Selection of Employees.

a) The selection of employees for any position not within the bargaining unit covered by any collective bargaining agreement in effect at the time the vacancy is filled shall be based primarily on qualifications, experience and job performance. Seniority will be considered only when other factors are equal in the opinion of the decision-maker.

b) Seniority shall be defined as the length of full-time service of an employee calculated from the date of hire. Full-time employees, including employees of the Fire and Police

Departments, shall be placed upon the seniority lists to be maintained and updated at all times by the City. In the event an employee retires or terminates employment with the City, such employee shall lose all seniority.

c) Employees of the City, covered by Civil Service and eligible for retirement in that system, are not eligible to apply for or be hired into other positions in the City (non-Civil Service positions) until they have formally retired from the Civil Service position and have waited for a minimum of six (6) months from the date of retirement.

d) Employees shall be notified of any open positions in the following manner:

1. Full-time vacancies shall be posted internally by the City for a period of five (5) working days via City email and on all department bulletin boards. The announcement shall include the job title, job description, and rate of pay.

a. If no applications are received from a current City employee within 5 days, the Director of Human Resources in conjunction with the Department Head will determine the recruiting strategy used to fill the vacant position.

2. Full-time vacancies for any position not within the bargaining unit shall be posted both inside and outside the organization as determined by the recruiting strategy developed by the Director of Human Resources in conjunction with the Department Head.

3. Any full-time employee of the City who wishes to be considered for the open position must complete an application for the job within the five (5) working day period and will be subject to the same hiring process as an outside candidate.

~~43~~. In addition, any eligible, former employee whose name appears on the layoff panel list shall be notified of the opening by the City and given the opportunity to make application for the job for a period of five (5) working days following such notice.

~~e~~d) All applications must be submitted to the Human Resources Department and must be on the approved application form. The City accepts applications for specific job openings. Applications will be processed as outlined below. Applications are kept on file for (3) three years.

1. The Human Resources Department has the responsibility to review applications, conduct initial interviews, administer tests when applicable, or perform other necessary review functions.
2. A selected number of qualified applicants are interviewed. These interviews may include other individuals deemed appropriate.
3. Two (2) references will be obtained on all potential employees as deemed appropriate. The Human Resources Department will obtain this reference information either in writing or by telephone. The person obtaining the reference information documents this information, which is included in the employee's file.
4. If the position requires licensure or certification, the Human Resources Department verifies such licensure/certification of the applicant with the appropriate licensing agency of the State of Wyoming.
5. Offers of employment are contingent upon the completion of pre-employment screening that includes, but is not limited to alcohol and drug tests for safety sensitive positions, completion of a background check, as outlined in the background checks and documentation of the applicant's identity and authorization to work in the United States as required by the Immigration Reform and Control Act.
6. Unsuccessful candidates will be notified of the decision.
7. Each new employee completes the required processing by the Human Resources Department before beginning work.

~~e~~f) The Police Department and the Fire Department are covered under civil service statutes with the State of Wyoming. All hiring procedures will be administered as set forth in the respective civil service commission rules.

~~f~~g) The Department Head shall be primarily responsible for

the selection of an appropriate candidate to fill any vacancy within the department. The Department Head may use any appropriate and reasonable means deemed necessary in the selection. All appointments, promotions, transfers and new hires shall be subject to the review and approval of the Mayor.

~~gh) Elected officials of the City of Rock Springs are not eligible to apply or to be hired for any position within the City until they have left office for a minimum of six months. No elected official of the City of Rock Springs shall become employed by the City without first resigning the elected position.~~

Section 306. Testing.

In order to fill a position, the Department Head may utilize appropriate testing methods based upon the skills and knowledge required to perform the job. Such testing methods may include, but are not limited to, written exams, performance tests, physical agility tests, reviews of experience and training, and oral interviews.

The tests shall be considered as selection tools only and may be used or required to be performed more than once. The Department Head or the Director of Human Resources may give applicants feedback on their relative strengths and weaknesses as compared to other applicants, if requested.

The Department Head may limit testing only to those considered in his/her judgment to be best qualified or suited for the vacancy.

Section 307. Residency Requirements.

Department Heads, upon determining that the City's best interests would be served by doing so, may require employees to live within the City Limits. All Department Heads, firemen and policemen shall reside within ten (10) miles of City Hall. Department Heads, upon determining that the City's best interests would be served by doing so, may require employees to live within the ten (10) miles limit as well. The Mayor shall have authority to grant special permission to live outside the

stated limit for good cause.

Section 308. Nepotism.

In recognition of the inherent impact on employee discipline and morale and the potential for favoritism, the following policy shall apply concerning the employment of related persons within City departments, agencies, and/or activities for whom wages are paid using City funds.

A member of an employee's immediate family may be considered for employment by a City department if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:

- a. Create either a direct supervisor/subordinate relationship with a family member; or
- b. Create a direct supervisor or chain of command relationship with a family member.
- ~~b. Create either an actual conflict of interest or the appearance of a conflict of interest.~~

The above criteria will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, "immediate family" includes: employee's spouse or domestic partner (whether divorced, separated or living together), brother, sister, parents, children, stepchildren, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

When a situation arises which contradicts this policy (whether because of the developing relationship or marriage of two employees ~~or some other circumstance~~) both employees are required to report the situation to the Director of Human Resources. One of the employees involved will be required to apply for transfer to another eligible position within the City, resign or otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform the Director of Human Resources of their decision within 30 days after the situation which contradicts the policy begins. If the employees cannot make a decision, the City will decide in

its sole discretion, which employee will remain employed. Further, there is no guarantee of future employment if found in violation of this policy (i.e., may not be able to transfer to another department).

As of (insert policy adoption date here), existing employees in existing relationships that contradict this policy will have 12 months to become compliant.

~~The intentional withholding of information regarding relationships identified in this policy may result in the immediate termination of the individuals involved.~~

Section 309. Termination of Employment

Termination of employment occurs when an employee resigns, retires, is discharged, is the subject of a reduction in force, dies, or his/her contract expires. An employee may resign at any time and the City may terminate employment at any time.

a. Resignation / Retirement. Employees may resign or retire at any time. All written resignations must be submitted to the Department Head or the Human Resources Department. Employees who resign are expected to give written notice of their intent to resign. Adequate notice is defined as follows:

~~1. Supervisory/managerial employees are expected to give six (6) weeks' notice;~~

~~2. Professional staff employees are expected to give four (4) weeks' notice. For the purposes of this policy, the following positions are defined as professional staff: police officer, fireman, engineer, inspector, and planner.~~

~~3.1.~~ All ~~other~~ employees are expected to give at least two (2) weeks' notice.

~~4.2.~~ Employees who do not provide adequate notice of their intent to resign are determined to be "ineligible for rehire," ~~and they may not receive their accrued, but unpaid, vacation benefits as per Wyo. Stat. § 27-4-501 (a) (iii)~~

~~5.3.~~ Completing of Wyoming Retirement paperwork does not constitute notice of intent to resign or retire.

b. Involuntary Termination. The City may terminate the employment of an employee at any time for just cause. For

fire and police employees, Civil Service Rules will be followed.

The termination process shall be as follows:

1. When action is being considered by a Department Head to terminate employment of an individual, the Department Head must first review and receive approval from the Director of Human Resources, Mayor and Legal Counsel.
2. Once the decision has been made to terminate employment, the Department Head, Director of Human Resources, or another appropriate individual meets with the employee to discuss the termination. The employee is given a written letter regarding the termination action. The employee is given information regarding his/her grievance rights if union employee, benefits, continuation rights, if appropriate, and any other necessary information.
3. As part of the termination process, a determination is made as to whether the employee is "ineligible for re-hire." The supervisor is to note the reason for dismissal and ineligibility for re-hire clearly on the personnel action form.

c. Human Resources Department Role. The Human Resources Department attempts to contact each employee whose employment has ended to:

1. Explain the employee's rights to continue benefits, when applicable;
2. Obtain the forwarding address of the employee, or other demographic information; and
3. Provide any other appropriate information.
4. As appropriate, the Human Resources Department will attempt to contact each employee to conduct an exit interview to obtain the employee's suggestions regarding the working environment at the City.

d. Department Head Role. The Department Head will contact the Human Resources Department when a resignation has been received or prior to the determination of termination. For each employee whose employment has ended, the employee's supervisor attempts to meet with the employee to arrange to collect name badge, keys, credit cards, equipment, city cell phone, or any other City property on the last day of employment.

- e. Date of Termination. The date of termination shall usually be deemed as the last day the employee actually worked.
- f. Benefits. All benefits shall end as of the date of termination with the exception of health, dental, and life insurance coverage that ends at the end of the month during which the termination occurs.
- g. Final Paycheck. For all terminations, the final paycheck will be available with the next regular payroll check. The final paycheck includes all wages earned by the employee through the last day worked and all accrued, but unpaid, benefits if applicable. Deductions from the final paycheck will be made for any educational costs and contract obligation not completed as per signed agreement with the City and the Employee.

Section 310. Reduction of Force.

In all cases where the working force is to be reduced, employees with the greatest seniority shall be retained provided that the Mayor and Department Head agree they have the ability to perform available work and when all other things are equal.

Section 311. Layoff Procedure.

In all cases where the working force is to be reduced, City representatives shall meet with the employees and any union representatives at least 24 hours in advance and review the available jobs and the individuals to be laid off or retained.

Within five (5) days after an employee is notified that he or she is to be laid off, he or she must fill out a City of Rock Springs Panel Form and submit it to the City. On this form the Employee shall list; (1) his or her years of service with the City; (2) the jobs he or she is able to perform and for which he or she wishes to be recalled.

Section 312. Panels.

Employees who are idle because of a layoff or reduction in work force and wish to be recalled shall be placed on a panel,

from which the employees may be returned to employment as outlined in Section 305. A panel member shall be considered pursuant to the provisions of these policies, for every job which the employee has listed on their layoff form as one to which the employee wishes to be recalled. An Employee shall be permitted to update and upgrade the layoff form at any time.

The City shall be custodian of the panel records. All panel records shall be made available to any union representing any bargaining unit of employees. The laid-off bargaining unit employee shall keep the City and the Local Union informed of any change of address and/or telephone number where the employee may be regularly reached. Notice, required by Section 305, to the last known address of the laid-off Employee by certified mail shall be sufficient notice of recall. Copies of the Notice shall be made available to any union representing any bargaining unit of employees. The employee so notified may either accept or reject the job which is available; but if the employee rejects a job which the employee has listed as one to which the employee wishes to be recalled or fails to respond within five (5) working days after receipt of such notice, the employees name shall be removed from the panel.

Employees who are on a panel shall retain the seniority earned prior to their layoff, and will continue to accrue seniority while on the panel. Any seniority which is accrued by an employee during a period of lay-off shall be used exclusively to determine eligibility for rehire and shall not be considered for purposes of determining the employee's eligibility for retirement benefits, insurance benefits or any other benefit available through the City. (Ord. No. 96-08, 7-16-96).

ARTICLE IV - PERSONNEL RECORDS

Section 401. Location and Maintenance.

a) Personnel records shall be kept for all employees. All official personnel records shall be kept in one centralized location in a locked and secure place by the Director of Human Resources. A separate occupational medical file shall be maintained for each employee which shall contain all documentation regarding employee illness, injury, medical

leaves, requests for accommodation, and other documents relating to employee health. The medical file shall also be stored in a secure, centralized location maintained by the Director of Human Resources, separate from the personnel files.

b) All information in the personnel file and medical file shall be available for the visual inspection and review by the employee. Personnel files shall not be open to public inspection except as required by the Wyoming Public Records Act, Wyo. Stat. § 16-4-203(d)(iii) and may only be reviewed by persons other than the employee or supervising personnel with the express written consent of the employee, or as otherwise required by law. Medical files shall not be open to public inspection, and may be released only with the written consent of the employee or as otherwise required by law.

All employees shall have the right to submit a statement concerning any material in the employee's file and may request that other pertinent information be included in his/her file. Such statement shall become part of the employee's personnel file. The personnel file shall not contain adverse records unrelated to employment. No adverse material shall be placed in the personnel file without notification to the employee or without an opportunity for the employee to read and sign the material to be filed. In the event the employee fails or refuses to sign the material, such failure or refusal shall be noted by the Department Head or Supervisor on the material to be filed. The employee shall have the right to respond in writing to any material so filed and the employee's response shall become part of the employee's personnel file. (Ord. No. 96-08, 7-16-96).

ARTICLE V - CLASSIFICATION

Section 501. Purpose.

a) All City positions may be classified under a plan to be composed of a list of positions supported by written specifications setting forth the duties and responsibilities of each position and the qualifications necessary. These specifications will be reviewed and updated at intervals not to exceed five (5) years. More frequent reviews should be

conducted if feasible.

The purpose of the Classification Plan, if any, shall be to:

1. Provide equal pay for work of equal value.
2. Establish minimum qualification standards for recruiting and testing purposes. (This includes minimum requirements of skills, knowledge, abilities, and other qualifications necessary for entry into the class).
3. Provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority, and other important relationships between positions.
4. Provide a basis for establishing standards of work performance.
5. Establish lines of promotion.
6. Indicate training needs.
7. Provide uniform titles for positions.

Section 502. Position Specifications.

Each position shall state the characteristic duties, responsibilities and qualification requirements which distinguish a given position from other positions. Each specification shall be descriptive but not restrictive; that is, the position shall describe the more typical and essential responsibilities which may be allocated to a given position, but shall not be construed to restrict the assignment of other duties related to the position.

Section 503. Administration of the Classification Plan.

a) A Classification Plan, if any such is established, shall be maintained by the Director of Human Resources.

b) When a new position is created, the Department Head shall send the Director of Human Resources a request for classification of the position with a description of the applicable duties and responsibilities to be assigned to the position. The Director of Human Resources shall then allocate the position to the proper pay grade after analysis and evaluation of the duties and responsibilities.

c) The Department Head may initiate a request for a change in classification when the assignment of an employee has changed substantially as to kind and/or level of work. Such request shall include a list of additional duties and/or responsibilities. If the Director of Human Resources determines that the position has changed sufficiently, recommendation will be made for reclassification to the Mayor.

- If the request is approved, it will be submitted to the Governing Body for final budget approval.
- If the request is denied, no similar request may be submitted within six (6) months.

d) The salary ranges to which positions are assigned are determined on duties performed and responsibilities exercised or other principles of classification.

ARTICLE VI - PAY PLAN AND PAY ADMINISTRATION

Section 601. Salary Plan.

a) The Director of Human Resources, in conjunction with the Governing Body, shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist, for each position, of minimum and maximum rates of pay.

b) Annually, the governing body shall review and change where necessary, the compensation plan and fringe benefit package for all City positions, after considering the recommendations of the Director of Human Resources. These pay rates will be equated to the general market pay rates in the area and shall provide like pay for like work.

c) Salary ranges shall be linked directly to the position

classification plan and shall be determined with due regard to the following considerations:

1. The financial policy and economic conditions of the City.
2. Market pay rates for similar employment in both public and private organizations;
3. Cost of living factors;
4. Other benefits received by employees;

d) In no case will a current employee's base pay be reduced upon adoption of a new pay plan. (Ord. No. 2000-20, 10-30-00)

Section 602. Original Rate of Pay.

Upon hire, the minimum rate of pay within the established salary range for the position shall normally be paid to any person. If applicant has demonstrated additional qualifications during the introductory period (or probationary period for employees covered by a labor agreement that requires a probationary period), the Department Head may recommend a one-time adjustment of not more than five percent (5%), subject to approval by the Mayor.

In the event a Department Head has made reasonable efforts, pursuant to these provisions, to find qualified applicants to fill a position and has determined that qualified applicants are not interested in making application for the position, the Mayor may approve a request to increase the original rate of pay up to ten percent (10%) over the minimum rate within the salary range.

Section 603. Reclassification Rate, Appointment Into Higher Salary Range and Demotions.

a) Upon reclassification of an existing position to a new salary range, an employee shall enter the new salary range at a level which is not less than that which has been attained in the prior salary range.

b) Upon appointment of a full time employee into a position in a higher salary range, the employee shall enter the new salary range at a level not less than five percent (5%)

greater than his or her current salary, not to exceed the maximum salary in the new range. In the event an employee voluntarily chooses to apply for and accept a position in the same salary range, the employee's rate of pay will not change. In the event an employee is demoted (involuntary reduction in salary, rank or status) by the City into a position in a lower salary range, the employee shall enter the new range at a level to be set by the Department Head with the approval of the Mayor. If an employee voluntarily chooses to apply for and accept a position in a lower salary range, the employee will enter the new range at the lowest level.

Section 604. Pay Advancement

a) After successfully completing the introductory period (or probation for employees covered by a labor agreement that requires a probation period), an employee may receive an annual pay increase. The Governing Body will determine on an annual basis if employees will be eligible for a cost of living adjustment and/or a grade increase.

b) Annual pay increases shall be allowed only to the maximum of the salary range.

c) The following factors shall not affect an employee's eligibility date for a pay increase:

1. Pay adjustments resulting from annual salary and wage survey;
2. Transfer to another position within the same pay range;
3. Military leave for any reason recognized by the Wyoming Military Relief Service Act, (Wyo. Stat. §§ 19-11-101 through 124) or the Uniformed Services Employment and Reemployment Act (38 U.S.C. §§ 4301 through 4335);
4. Leave-without-pay for fewer than thirty (30) days;
5. A period of paid leave.

Section 605. Special Assignment Pay.

a) An employee required to assume duties normally performed by an employee in a higher classification for any period in excess of thirty (30) consecutive working days shall be paid at the level in the higher classification which results in at least a 5% increase in pay.

b) When an employee works on another job or assignment for a period of less than thirty (30) consecutive calendar days, such job or assignment shall be considered training for the employee and shall be so noted by the supervisor. Records of such training shall be entered in the employee personnel file.

Section 606. Schedules; Hours of Work; Overtime Hours.

a) Work schedules, including breaks and meal periods, are specific to each department and therefore the responsibility of the Department Head and supervisors. Employees should not begin work or clock in prior to their scheduled start time, and should end work and clock out at the scheduled end of the work day.

A break is defined as a brief relief from work duties. Breaks are paid time, and the employee must remain on the premises during the break. When time allows, the City strives to provide each employee with one paid fifteen (15) minute break for every four (4) hours of work.

One unpaid meal period of thirty (30) minutes to one (1) hour in length is provided for each work shift that exceeds five (5) hours. A meal period is defined as time to eat, etc. away from work duties. The meal period should be scheduled by the supervisor at a reasonable time during the course of the employee's shift. Employees should clock out and clock in for meal periods, and confirm that their timesheets accurately reflect their meal periods. If an employee is not fully relieved of all duties for at least thirty (30) minutes, the entire meal period is paid time. In such a circumstance, the employee should notify the supervisor, and the supervisor shall make the necessary modification of the employee's time records to ensure the employee is paid for the meal period.

If an emergency arises and an employee cannot take his/her meal period, he/she should notify his/her supervisor. The supervisor strives to makes arrangements to provide the employee with a meal period as soon as possible.

b) Work week and Overtime. A work week shall be defined as 12:00 a.m. Monday to 11:59 p.m. Sunday for the purpose of computing overtime. When the City requires any non-exempt employee to work more than forty (40) hours in any work week, the City shall, at a minimum, pay the employee one and one-half (1 & 1/2) times their regular hourly rate for each hour worked over forty hours in the work week. When possible, overtime requires pre-approval of a Department Head or supervisor.

c) For the purposes of calculating overtime pay, all vacation, holiday and compensatory time shall be included in the calculation as if worked. Sick leave shall not be considered as hours worked or included in the overtime calculation.

d) All exempt employees other than Department Heads shall be entitled to receive exempt employee comp time under the following conditions:

1. An exempt employee may, with the permission of the Department Head, accrue comp time on a one hour for one hour basis for every hour worked in excess of the employee's normal maximum number of hours worked per week. The Department Head may direct and/or assign a shift adjustment for the employee to avoid accumulation of exempt employee comp time.

2. All hours accrued under this provision shall be accrued and calculated during the calendar year from January 1 through December 31. It is intended that accrued exempt employee comp time shall be used in the calendar year following its accumulation

3. The employee, with the prior permission of the Department Head, may use accumulated exempt employee comp time as time off from work, however, the employee shall not be permitted to "cash out" any accumulated exempt employee comp time for actual pay.

e) All City personnel who with the approval of the Department Head are scheduled to be available or "on call" during regularly scheduled days off, may receive payment for such scheduled available or "on call" time at a rate of one and one half (1.5) hour of regular straight time pay for each twelve hour period or portion thereof during which an employee is required to be available or "on call". This payment shall be in addition to payments made to the employees for actual time worked. (Ord. No. 92-21, 12-7-92).

f) Employees called off work for weather related issues or other emergencies will be paid the hours that are worked. Employees may use benefit time to supplement hours or take it without pay.

Section 607. Timekeeping and Payroll.

a) Timekeeping. To ensure that the City has accurate time records and that employees are paid for all hours worked in a timely manner, nonexempt employees are required to accurately record all hours worked. Off-the-clock work is strictly prohibited. Nonexempt employees in departments which use a time clock should clock in at or very near their scheduled start time, and clock out at or very near their scheduled end of shift. All employees are required to verify that their time sheets accurately reflect all hours worked, and accurately reflect all meal periods and leave periods. An employee's electronic initials on his or her time sheet constitutes that employee's verification that all data on the time sheet is accurate, and the employee has not worked any time that is not reflected on the timesheet. Fraudulent timekeeping and falsification of time records are subject to discipline, up to and including termination of employment.

b) Payroll Deductions. The City is required by law to make certain deductions from employee pay each pay period, including federal income taxes, Social Security taxes, deductions required by wage garnishments or child support orders, deductions required for union dues, and employee premiums for insurance plans. All deductions from pay will be listed on the employee

pay stub. Questions about deductions from pay should be directed to the Human Resources or Finance Department.

ARTICLE VII - INTRODUCTORY PERIODS, PROBATION AND PERFORMANCE APPRAISAL

Section 701. General.

Employee performance and potential shall be evaluated annually. These evaluations will be used to: (1) improve employee effectiveness; (2) assess training needs and plan training activities. (Ord. No. 2000-20, 10-30-00).

Section 702. Introductory Periods and Probation.

a) The introductory period is an integral part of the selection process for original or promotional selection allowing training an employee and evaluating progress, adaptability and effort in order to determine the employee's fitness for the position. All employees who are not covered by a labor agreement shall have an introductory period when first hired by the City or when promoted or transferred into a new position. Employees who are covered by a labor agreement shall have a probationary period governed by the terms of the labor agreement, but shall not have an introductory period under this policy.

b) All newly hired part-time and full-time employees shall have an introductory or probationary period of six (6) months unless: (1) such employee is hired to fill a vacancy left by an employee who is on probation or in an introductory period in a new position and who could be returned to the former position, in which case such employee's probationary or introductory period shall be extended to match that of the former employee, or, (2) such employee must receive training and/or certifications. In the event that the employee's employment requires that he/she receive training and/or certifications, such employee's probationary or introductory period shall be extended for a period of six (6) months beyond the completion of such training and/or certification. Completion of the introductory period shall not modify any term or condition of employment, and shall not modify the at-will

status of the employee. For employees covered by a labor agreement that requires a probationary period, the effect of completion of the probationary period shall be governed by the labor agreement.

c) Employees who accept or are assigned a new position shall have a six (6) month introductory or probationary period unless such employee must receive additional training and/or certifications. In the event that the employee must receive additional training and/or certifications, such employee's introductory or probationary period shall be extended for a period of six (6) months beyond the completion of such training and/or certifications. Employees who are unable to achieve the required certification during this period shall be returned to their former positions at their former rates of pay, but without loss of seniority or benefits.

d) The Department Head shall submit to the Director of Human Resources, in writing, an evaluation and recommendation for appropriate action within the last month prior to the employee's eligibility for completion of the probationary or introductory period.

One of the following or some other appropriate action may be recommended by the Department Head:

1. Recommend, based on satisfactory performance by the employee, that the employee be continued in regular status.
2. Recommend, based on unsatisfactory performance, that the employee be dismissed.
3. Recommend, based on unsatisfactory performance, that the employee be demoted or returned to a former position.
4. Recommend that the probationary or introductory period be extended for a set period of time not to exceed six (6) months. Such extension shall be had only once. (Ord. No. 96-08, 7-16-96, Ord. No. 2000-20, 10-30-00).

ARTICLE VIII - LEAVE AND FRINGE BENEFIT REGULATIONS

Section 801. General Attendance Regulations.

a) Employees shall be in attendance at their work in accordance with departmental regulations. An employee unable to report for duty on a work day shall notify the supervisor in accordance with departmental policy. ~~of that fact at least two (2) hours prior to the beginning of work.~~ Employees are to report their absences directly to their supervisor and not have another person do so. If an employee fails to call in at least two (2) hours prior to work the employee may be subject to disciplinary action. Non-exempt employees may have their pay docked or be denied the use of paid sick leave for failure to call in as required by this policy. If an employee fails to report to work for one scheduled work day "no call - no show" without appropriate notification to their supervisor, his/her employment may be terminated.

Section 802. Holidays.

Holiday Pay. When required to work on a recognized holiday full-time, part-time and temporary employees shall be compensated at two and one half (2 & 1/2) his or her normal hourly rate.

For full-time and appointed employees, the City shall recognize eleven (11) regular Holidays, plus two floating Holidays with pay. Part-time or temporary employees will not be paid on the holiday unless it is worked time. Part-time employees employed before (insert policy adoption date), shall be entitled to such holidays with pay as occur during such employment, on a pro-rated basis, but shall not be entitled to any floating holiday pay. ~~Part-time employees employed before (insert policy adoption date), shall be entitled to such holidays with pay as occur during such employment, but shall not be entitled to any floating holiday pay.~~ (Ord. No. 96-14, 10-1-96).

The Holidays shall include:

New Year's Day	January 1
Good Friday	Friday before Easter
Memorial Day	Last Monday in May

Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day	November 11th
Thanksgiving Days	Fourth Thursday and Friday in November
Christmas Eve	24th of December
Christmas	December 25
New Year's Eve	31st of December

When any of the recognized Holidays fall on a Sunday, the Monday succeeding shall be designated as the legal holiday. When any holiday falls on a Saturday, the Friday preceding shall be designated as the legal holiday. If Christmas Eve, falls on a Friday and Christmas falls on a Saturday, or if New Year's Eve falls on a Friday and New Year's Day falls on a Saturday, the following Monday shall be observed as a holiday. If Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, or if New Year's Eve falls on a Sunday and New Year's Day falls on a Monday, the preceding Friday shall be observed as a holiday.

When recognized Holidays fall on an employee's day off, the Department Head and employee will jointly designate the work day that shall be observed, or the employee will receive 8 hours of regular pay.

Holidays observed during a scheduled vacation period will not be counted as vacation time.

Employees that have been on sick leave prior and during a holiday will not have the holiday counted as a sick day.

Floating Holidays shall be scheduled by the employees at least 5 days in advance, with approval of their immediate supervisor. Floating Holidays must be used in the fiscal year that they are given and may not be carried over or cashed out. (Ord. No. 96-08, 7-16-96).

Section 803. Vacation.

- a) This section provides for vacation for all full-time and appointed employees.

b) An employee may not request vacation benefits beyond his/her full-time employment status. Vacation is authorized only when an employee takes time off from his/her regularly scheduled hours.

c) All full-time employees earn vacation days in accordance with the following schedule:

<u>MONTHS OF SERVICE</u>	<u>RATE</u>
0- 60	8.00 hours per month
61-120	12.00 hours per month
121-180	14.00 hours per month
181-276	16.00 hours per month
277 and up	20.00 hours per month

Part-time employees employed before (insert policy adoption date), shall be entitled to vacation calculated on a pro-rated basis.

Vacation days shall continue to accrue while on sick leave, holidays, funeral leave, and vacation days.

c) As of the first day of each month, vacation days shall be allocated to the individual payroll and personnel record. Selection of vacation time is by seniority. Selection must be made by departmental deadlines as set by the Department Head. In the event of vacation scheduling conflict with another employee, the most senior employee shall have his/her preference if submitted within deadlines.

d) It is intended that vacation leave is to be taken during the calendar year following its accumulation.

Employees may carry over into the next calendar year the following additional hours:

<u>FULL TIME CONTINUOUS SERVICE</u>	<u>HOURS</u>
0-5 years	40
6 years or more	80

The calendar year shall begin January 1. Any additional hours of vacation carried over into the calendar year shall be

used in the first six (6) months of the calendar year.

If an employee is unable to use his or her accumulated vacation in accordance with this article, the employee's surplus vacation shall be used by the employee at the direction of the Department Head or Mayor. If no dates can be scheduled and the employee is not able to take vacation in the first six months of the following year, said employee shall be compensated for the unused portion of vacation days earned by the next pay period following the six month period.

Section 804. Sick Leave.

a) All full-time and appointed employees working 40 hours per week shall earn one 8-hour day of sick leave with pay for each month of service and may accumulate without limit.

b) Payment in lieu of sick leave shall only occur upon termination of employment and will be based on years of service as outlined below:

<u>Full-time Continuous Service</u>	<u>Rate</u>	<u>Maximum</u>
0-5 years	5%	1440 hours
6-10 years	10%	1440 hours
11-15 years	15%	1440 hours
16-20 years	20%	1440 hours
20 and up	25%	1440 hours

c) To utilize sick leave, an employee must notify, or cause to be notified, the employee's supervisor a reasonable amount of time prior to the start of the employee's scheduled shift, or give such notification in accordance with department rules. An employee may not take sick leave benefits beyond his/her full-time employment status.

d) If sick leave exceeds three days, or if abuse of sick leave is suspected, the Department Head or Human Resource Director shall:

1. Require employees to submit a certificate from their physician stating that the illness prevented them from working, and/or
2. Require employees to receive a medical examination from

a physician selected and paid for by the City.

The physician's documentation in 1) or 2) above must include the nature of the illness, the dates of treatment, whether the employee is able to perform normal work duties, and an indication of when the employee may return to work.

When applicable, the attending physician should specify whether light duties can be resumed.

If the employee does not obtain or submit the documentation required above, or if documentation is inadequate, paid sick leave may be denied.

Should a conflict arise between the decisions of the physician selected by the employee and the one selected by the City, the City's doctor will be used in determining eligibility for paid sick leave.

e) When employees are on leave due to illness or when they use sick leave for a period exceeding thirty (30) calendar days, neither vacation nor further sick leave benefits shall accrue for the additional period of time the employee is on leave.

f) Sick leave may be granted an employee by the Department Head in the event of a bona fide illness of a member of an employee's immediate family. For purposes of this section, immediate family shall include grandparents, parents, siblings, children or grandchildren of an eligible employee or an eligible employee's spouse. All notification and certification requirements shall apply if such sick leave is granted. For FMLA qualifying sick leave, please refer to Section 816 ~~817~~. (Ord. No. 94-08, 3-15-94).

g) Part-time employees employed before (insert policy adoption date), shall receive sick leave benefits on a pro-rata basis.

~~h~~i) Sick Leave Transfer.

1. Eligible employees are Full-Time and appointed employees.

2. (a) A sick leave transfer may be granted to an eligible employee upon a showing that the eligible employee (or a member of the eligible employee's immediate family) has become seriously injured or ill. For purposes of this section, immediate family shall include grandparents, parents, siblings, children or grandchildren of an eligible employee or an eligible employee's spouse.

(b) The Sick Leave Transfer Committee shall consider the nature and extent of the illness or injury and the estimated time of recovery in determining whether an injury or illness is "serious" under Section 2(a).

3. An eligible employee must exhaust all other benefit time to include; vacation leave, floating holiday, comp time and sick leave before he or she can use the transferred sick leave.

4. To apply for transferred sick leave, the eligible employee, or his agent if incapacitated, must submit a written request for transferred sick leave, accompanied by a medical doctor's verification, to the eligible employee's Department Head. Such written request must be submitted at least five (5) days prior to the date when the eligible employee is scheduled to receive a regular pay check from the City. No request shall be approved for pay periods preceding the pay period in which a request is submitted.

(a) A Department Head may, on behalf of an employee, submit a verbal request followed by a written request to the Sick Leave Transfer Committee, in case of an emergency. An emergency shall include, but not be limited to, situations wherein the eligible employee is unable, for legitimate medical reasons, to submit a written request on his or her own behalf.

(b) The Department Head must notify the Director of Human Resources and/or Mayor of all written and/or verbal requests for transferred sick leave. The Director of Human Resources or Mayor will then contact the Sick Leave Transfer Committee members regarding the request. In the

event the Director of Human Resources or Mayor are unavailable, the Department Head may contact the Sick Leave Transfer Committee directly.

5. The Sick Leave Transfer Committee shall meet within three (3) working days after receiving a request for transferred sick leave.

6. In the event the Sick Leave Transfer Committee approves the request, the matter shall be referred to the Director of Human Resources, or if unavailable, to the applicant's Department Head who shall solicit the donation of sick leave from any or all eligible employees throughout the City. The names of any donor(s) shall be kept confidential by the Sick Leave Transfer Committee, Department Head, and any other City employee who must receive such information in order to appropriately track the sick leave of the applicant and all donors. The name of the employee who has received approval for his or her request shall be released to potential donors.

7. Donation: An Employee may transfer sick leave hours at the following rate per calendar year:

<u>DONOR'S ACCRUED SICK LEAVE</u>	<u>MAXIMUM ANNUAL HOURS WHICH CAN BE TRANSFERRED</u>
0 - 40	8 Hours
41 - 60	16 Hours
61 - 80	24 Hours
81 - 100	32 Hours
101 - 200	40 Hours
200 +	20% of Donor's Accrued Sick Leave

All donations must be made in multiples of Eight (8) hours, subject to the limits in the above chart.(Ord. No. 2006-26, 10/3/06).

8. Transferred Sick Leave will be applied on a "first donated, first used" basis. All hours first donated, regardless of number, shall be applied to the request prior to applying the hours second donated.

(a) No eligible employee shall receive transferred sick

leave valued in excess of the gross monthly salary of said eligible employee.

(b) Gross monthly salary shall be the salary of the eligible employee at the time of the sick leave transfer request. Overtime shall not be considered.

(c) The employee and his Department Head may request additional transferred sick leave by filing a written request with the Sick Leave Transfer Committee, who shall rule on the request within three (3) working days.

(d) An eligible employee may apply for no more than six (6) months' worth of transferred sick leave. If more than six (6) months is required, it will be evaluated by the Director of Human Resources on a case-by-case basis. Sick Leave Transfer Committee shall have the authority to request additional information such as they deem necessary to determine whether the illness or injury is permanent in nature. If an employees' illness or injury is permanent in nature, the matter shall be referred to the Mayor and/or Director of Human Resources who shall advise the employee of alternatives, including but not limited to disability retirement. (Ord. No. 94-22, 6-21-94).

(e) Transferred sick leave shall not exceed one month per request.

9. Any employee who willfully violates or misuses this sick leave policy or who misrepresents any statement or condition under said policy shall be subject to disciplinary action, as set forth in the Personnel Policies and Procedures of the City of Rock Springs. Any transferred sick leave that is withheld from an employee due to disciplinary action, will be returned to the donors.

10. The committee shall be appointed by the Mayor and shall consist of:

The Director of Human Resources

Two (2) City Department Heads

Two (2) City Employees

One (1) City Council Member on a rotating basis

The Department Head making the actual request will not be permitted to be a committee member, therefore, an alternate Department Head will be selected by the Director of Human Resources and/or Mayor. In the event the Director of Human Resources and Mayor are unavailable, the alternate Department Head shall be selected by the remainder of the committee. (Ord. No. 93-03, 4-6-93; Ord. No. 93-19, 10/5/93).

Section 805. Leave of Absence Without Pay.

Upon application, the Department Head with approval of the Mayor, may grant an employee a leave of absence without pay for a period not to exceed one year, but no vacation or sick leave credit shall accrue during any such leave period. Employees on a leave of absence must pay their own health insurance premiums if they wish to maintain coverage, but may not continue to make payments into the Wyoming Retirement fund.

Reinstatement from any authorized leave without pay is permitted only when a proper leave of absence has been in effect; reinstatement must be requested no later than ten (10) working days before returning to work. Such requests will be made to the employee's Department Head.

The employee will return to the employee's former job, and will not lose his or her previous seniority, salary range, classification, or benefits in such cases where approved leave has been granted. (Ord. No. 96-08, 7-16-96, Ord. No. 2000-20, 10-30-00).

Section 806. Funeral Leave.

Full-time and appointed employees may be granted paid leave up to five (5) working days in each such case, to attend the funeral of immediate family as approved by the Department Head. Vacation must be used for funeral leave beyond five (5) working days. (Ord. No. 96-08, 7-16-96). Immediate family member for funeral leave is defined as parents, grandparents, brother, sister, child, grandchild, spouse, domestic partner, and equivalent relationships by marriage or adoption.

Section 807. Jury Duty/Court Leave.

(a) Any full-time employee required to appear in court or before a grand jury as juror, witness in a criminal case, or a witness in a civil case for the purpose of giving testimony shall be granted leave with pay by the Department Head. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's usual pay.

(b) A full-time employee who is called back to work, or to court in the case of a police officer, after completing his or her regular day's work or before the start of a regularly scheduled work shift, or on his or her day off, shall, in the case of the initial job responsibilities ending prior to two hours, be given the option of either leaving at the time when the initial job responsibilities have ended, or he or she can remain for two hours performing other tasks as assigned. (Ord. No. 96-08, 7-16-96).

Section 808. Voting Leave.

The City of Rock Springs will comply with the Wyoming Election Code Wyo. Stat. §§ 22-2-111.

(a) Any person entitled to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the congress of the United States is, on the day of such election, entitled to absent himself/herself from any service or employment in which he/she is then engaged or employed for a period of one (1) hour, other than meal hours, the hour being at the convenience of the employer, between the time of opening and closing of the polls. Such elector shall not, because of so absenting himself/herself, lose any pay, providing he/she actually casts his legal vote.

(b) This section shall not apply to an employee who has three (3) or more consecutive nonworking hours during the time the polls are open.

Section 809. Military Leave.

The City of Rock Springs will comply with the Wyoming Military Relief Service Act, (Wyo. Stat. §§ 19-11-101 through 124) or the Uniformed Services Employment and Reemployment Act (38 U.S.C. §§ 4301 through 4335).

A military leave of absence will be granted to employees who are absent from work because of service in the Armed Forces, National Guard or reserves in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Wyoming Military Relief Service Act. "Service" means performing military duty on a voluntary or involuntary basis, including active duty, duty for training, initial active duty for training, inactive duty training (such as drills), full-time National Guard duty, and absence for the purpose of a fitness exam.

Except in rare cases of military necessity where advance notice is impossible or unreasonable, employees are required to notify their immediate supervisor in advance about impending military service. Employees are requested to provide such notice as soon as they have knowledge of upcoming military service. Notice may be either verbal or written; however, the City requests that upon receipt of written orders, a copy of those orders be forwarded to the Director of Human Resources within (10) ten days of receipt.

Pay by the City will be limited to the difference of the regular salary and the amount paid the employee by the Military, up to full salary. Also, an employee may use any accrued vacation leave or compensatory time during the employee's military leave. Following the 15 days and the use of any accrued vacation or compensatory time the employee opts to use, the remaining military leave will be unpaid. USERRA also provides for continuation of health insurance benefits while on leave based on the length of the individual's military leave; however, the employee may be required to pay the City the employee's portion of premiums required by the insurance policy. Benefit accruals, such as vacation or sick leave, will continue to accrue during the military leave.

Employees on military leave for up to 30 days are required to return to work on the first regularly scheduled shift after the

end of service, allowing reasonable time for travel. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Once reapplication has been made, the employee must be ready, willing, and able to report to work at the date and time set by the City. As required under USERRA and applicable state law, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service. Furthermore, they will be treated as though they were continuously employed for purposes of seniority-based benefits, if any.

Employees returning from military service will not be entitled to reinstatement as described above if any of the following conditions exist:

- The employee fails to reapply for reemployment in a timely manner.
- The City's circumstances have so changed as to make reemployment impossible or unreasonable.
- The employee was employed in a temporary position prior to his or her military service with no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee was discharged from military service for a disqualifying reason, such as a dishonorable discharge.

For additional information regarding your rights during a military leave, please see the USERRA notice posters on bulletin boards around City employment sites.

Section 810. Education Leave and Reimbursement.

The Mayor, upon application, may authorize special leave of absence for full-time or appointed employees, with or without pay, for any period not to exceed twelve (12) calendar months in any one calendar year for attendance at a school or university for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the City.

- (a) With the prior approval of the applicable Department

Head and the Mayor, an employee may receive reimbursement for the cost of satisfactorily completed courses (those receiving a grade of C or better) which, in the opinion of the Mayor will be of benefit to the City. Reimbursement will be at 50% of tuition and books and not more than \$5,000 a year.

- (b) Approval must be requested at least six (6) months prior to the fiscal year that the education will be taken.
- (c) Courses of study which are required to maintain current levels of proficiency or which are required to receive additional and necessary certifications and/or ratings shall be paid in advance to the agency furnishing the service.
- (d) An employee may be required to pay his own insurance coverage if granted educational leave. Payments will not be made to Wyoming Retirement.
- (e) If he/she accepts education tuition reimbursement, the employee agrees to maintain full-time employment status at the City for a period of at least one (1) year from receipt of the last payment. If the employee does not maintain full-time status or his/her employment terminates for any reason within the one (1) year period, the employee agrees to repay the City for educational tuition amount received within the last year of employment. The employee signs a statement in which he/she specifically agrees to such an obligation.

Section 811. Employee Dress and Clothing Allowance.

All employees are representatives of the City and therefore dress and appearance should: (1) present a professional or identifiable appearance for customers, suppliers, and the public; (2) promote a positive working environment; (3) limit distractions caused by inappropriate dress; and (4) ensure safety while working.

- a. Employees required to wear identifying uniforms shall be allowed a clothing allowance or provided with uniforms. The maximum amount, if any, shall be determined annually by the Governing Body Budget and Finance Committee. Disbursement shall be made only with the Mayor's approval

- on a semiannual basis and only persons still in the employ of the City at the time of disbursement shall be entitled to receive such payment.
- b. Where uniforms are not required, employees' attire should be business casual. Jeans are acceptable only on casual Friday or as designated by the Department Head.
 - c. Employees are prohibited from wearing clothing that displays political paraphernalia or offensive language.
 - d. Tattoos should not be offensive to the general public or detract from maintaining a professional image. Tattoos that show any image or have offensive language that may violate the City's Drug or Harassment and Discrimination policy must be covered during work hours.
 - e. Body piercings should not detract from maintaining a professional image or be a safety concern.
 - f. Employees will be provided required personal protective equipment as determined by applicable federal regulation and the best judgement of the Department Head.
 - g. Management reserves the right to determine appropriateness in appearance.
 - h. If an employee reports to work dressed inappropriately, they may be prevented from working until they return to work wearing the proper attire. The employee will not be compensated for the time they are away from work complying with this policy.
 - i. Employees who wish to request an accommodation of the requirements for medical, religious or cultural purposes must make a request in writing to the Director of Human Resources.

Section 812. Workplace Injury Leave.

a) Any employee injured on the job, however slightly, must immediately report the fact to the supervisor. Along with the assistance of their supervisor they will complete the SUPERVISOR REPORT OF PERSONAL INJURY INVESTIGATION form and the Wyoming Worker's Compensation Report of Injury form within 24 hours and turn it in to the Director of Human Resources.

b) An employee injured due to a work place injury that is unable to work for 3 or more consecutive days due to the injury, shall submit a claim for Worker's Compensation temporary total

disability benefits. For full-time or appointed employees, the City shall pay the difference between the Worker's Compensation benefits and the employee's full pay for a 12-month period or until Wyoming Worker's Compensation determines that the employee is no longer entitled to temporary total disability benefit.

c) If the employee's medical provider determines that the employee may return to work light duty, the Director of Human Resources will work with the applicable Department Head to determine if light duty is available and will follow all Wyoming Worker's Compensation regulations.

d) Provided the employee complies with all Wyoming Worker's Compensation requirements, the employee will remain on injury leave for up to twelve (12) months after the accident. If the employee is still medically unable to return to work after the initial 12-month period, the employment will be terminated and any remaining benefits will be cashed out as per policy.

e) When an employee is on continuous injury leave for a period exceeding thirty (30) calendar days, neither vacation nor sick leave benefits shall accrue for the additional period of time the employee is on injury leave.

Section 813. Travel Policy

The City may reimburse employees and Council Members (hereinafter referred to as "employees") who incur expenses associated with seminars, conference, training programs, and City business when such expenses are approved by the Department Head and the Mayor.

Reimbursable events may include seminars, conferences, training program fees, meetings or other approved events if the program content is directly related to the employee's work which is pre-approved by the Department Head and the Mayor.

Any employee who seeks reimbursement for travel/business expenses must fill out a Request for Travel Authorization Form, secure approval from their Department Head and the Mayor, and follow the procedure set forth by Council Policy.

Section 814. Incentive Based Physical Fitness Program

This is a voluntary program, open to full-time employees and is designed to allow participating employees to earn compensatory time off for their level of fitness. Employee will follow the procedure as set forth by Council Policy.

Section 815. Other Benefits.

(a) Full-time and Appointed Employees may be entitled to such other benefits including, but not limited to, retirement benefits, seasonal holiday gifts, retirement gifts and the like, as the governing body deems appropriate, or as may be required by law.

(b) Health insurance benefits will be provided to full-time and appointed employees in such amounts and for such coverage as the governing body deems appropriate; after taking into account the amount of funding available to pay for such coverage and the recommendation of the Mayor regarding the type of coverage which is most suitable for the City employees. Funding for such health insurance benefits shall be established by resolution of the Governing Body. In the event the maximum funding available in any given year is in excess of the amount required to maintain the health insurance coverage for the next calendar year, the excess funds shall be carried over and added to funds for the next fiscal year. Alternatively, the Governing Body, upon recommendation of the Mayor, may deem it appropriate to provide additional coverage, to be paid for with these excess funds. Prior to making any changes in the maximum available funding or the types of coverage to be made available to the City employees, the Mayor shall meet with representatives of such employees. Employee representatives may include members of bargaining units represented by unions, non-bargaining unit employees and retired employees.

(c) The City of Rock Springs will provide a membership to the employees at the Rock Springs Recreation Center, Civic Center ~~or~~ and the White Mountain Golf Course using the following guidelines:

1. Full-time, appointed and official employees will be provided an individual or family membership to the Rec or Civic Centers as a taxable benefit. Membership at the

White Mountain Golf Course will be at 50% of the regular cost.

2. Part-time and temporary employees will be provided an individual membership only to the Rec or Civic Centers as a taxable benefit. Membership at the White Mountain Golf Course will be at 50% of the regular cost.

3. When an employee terminates, membership will only be honored through the end of the month. No reimbursement will be provided for a membership that was paid past a termination date.

4. Employees will be responsible for completing the membership form and complying with all guidelines.

(d) The City provides an incentive based physical fitness program for all full-time and appointed employees.

Section 816. Family and Medical Leave.

The City will provide Family and Medical Leave to its eligible employees. The City posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Director of Human Resources.

a) General Provisions

Under this policy, the City will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

b) Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1) The employee must have worked for the City for 12 months or

52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

c) Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.
- 5) Qualifying exigency leave (described below) for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.
- 6) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran (described below).

d) Serious Health Condition

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any

subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the Director of Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

e) Qualified Exigency Leave

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

The qualifying exigency must be one of the following:

- 1) short-notice deployment
- 2) military events and activities
- 3) child care and school activities
- 4) financial and legal arrangements
- 5) counseling

- 6) rest and recuperation
- 7) post-deployment activities, and
- 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- 1) "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

- 2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

- f) Military Caregiver Leave (for covered servicemembers)

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

1) A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

2) A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

3) Under the FMLA, a "spouse" means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

4) The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin.

The term "covered servicemember" means:

1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or

is otherwise on the temporary disability retired list, for a serious injury or illness; or

2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness means:

1) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

2) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

3) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

g) Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances c)1) through c)5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and

subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance c)6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the City and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

h) Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee shall not accrue additional vacation, sick leave after 30 days or retirement credit for the period the employee is on unpaid FMLA leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

Under current City policy, the employee pays a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Clerk's Office by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the

leave.

The City will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the City may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the City may discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

i) Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the City's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

j) Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, compensatory time and sick leave prior to being eligible for unpaid leave. Sick leave will be used concurrently with FMLA leave if the reason for the FMLA leave is covered by the City's sick leave policy.

If the leave is for a work-related injury, paid injury leave will run concurrently with FMLA leave.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and compensatory time prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying

exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave.

An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

k) Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

l) Certification for the Employee's Serious Health Condition

Employees who want to take FMLA leave ordinarily must provide the department director and the Director of Human Resources at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not

foreseeable, the employee should give as much notice as is practical. When leave is needed for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the City's operations.

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The Director of Human Resources may directly contact the employee's health care provider for verification or clarification purposes. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

m) Certification for the Family Member's Serious Health Condition

Employees who want to take FMLA leave for a family member's serious health condition ordinarily must provide the department director and the Director of Human Resources at least thirty (30) days' notice of the need for leave, if the need for leave

is foreseeable. If the need is not foreseeable, the employee should give as much notice as is practical. When leave is needed to care for an immediate family member and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the City's operations.

The City will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The Director of Human Resources may directly contact the employee's family member's health care provider for verification or clarification purposes. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

n) Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a

request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

o) Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember .

p) Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

q) Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Director of Human Resources. Within five business days after the employee has provided this notice, the Director of Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must

comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

r) Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Director of Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

s) Intent to Return to Work From FMLA Leave

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If at any point, an employee gives notice that they will not be returning from FMLA leave, the Department Head will request a written resignation. The City's obligation for restoration rights ends when an employee informs his/her Department Head that he or she will not be returning. The City will also stop paying its share of health care costs at that time and notify the employee of benefits under COBRA.

ARTICLE IX - CONDUCT AND DISCIPLINE

Section 901. Conduct, Outside Employment, Privileged Information and Political Activities.

All City employees are expected to represent the City to the public in a professional, courteous, efficient and helpful manner. All employees will work to meet the following expectations: basic tact and courtesy towards the public and fellow employees; adherence to City policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the City's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

In order to function efficiently or to meet service demands, employees may be asked to perform related duties that are outside their regular assignments. The City will make every effort to minimize such circumstances. To make the most efficient use of personnel, the City also reserves the right to change work conditions and assigned duties.

a) A City employee is prohibited from engaging in activities which might have an unfavorable effect upon City service. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment, seeking preferential treatment, or similar such dubious activities or practices.

b) City employees are prohibited from soliciting or accepting any personal gift, gratuity, favor, entertainment, loan or any item with a cash value exceeding \$25.00~~of monetary value~~ from any person seeking to obtain business with the City or any other thing of value from the City, or from any person within or outside City's employment whose interests may be affected by the employee's performance or non-performance of official duties.

c) No employee may engage in additional employment which in the opinion of the Department Head interferes with the proper and effective performance of official duties. It is necessary that an employee give priority to his/her job with the City of Rock Springs. The City shall not be held liable to grant sick leave in any cases of injury to an employee while that employee is engaged in outside employment.

d) City employees who are involved with privileged or non-public information of significant public interest may not use this information for personal gain nor to benefit friends or acquaintances. If an employee has an outside interest which could receive a pecuniary gain by any City plan or activity, this situation must be reported to the employee's supervisor immediately. Each employee is charged with the responsibility of insuring that only information that should be made available to the general public is released.

e) The following political activities are prohibited:

1. use of an official capacity or authority to influence the outcome of any election or to coerce or command any person to vote for, lend or contribute anything of value to any political candidate.

2. engaging in any political campaign activity during on

duty or working hours.

3. employees will not be in city uniforms or clothing with a City logo while campaigning for political office or a political candidate.

f) Except for those positions for which political affiliation or association is an appropriate requirement for the effective performance of the public position, discrimination against any person in recruitment, examination, appointment, retention, discipline, or any other aspect of personnel administration because of political opinion or affiliation shall be prohibited. No questions shall be asked on any application, examination or interview which would directly or indirectly require the disclosure of a person's political affiliation, preferences or opinions. Applicants and employees shall be prohibited from using political influence as an advantage in securing or making appointments or for other personal benefit for themselves or others in personnel matters.

g) Violation of these provisions shall be just cause for disciplinary action.

Section 902. Use of City Technology.

a) All City computer and communications systems, such as telephone systems, voicemail, e-mail, cellular devices, texting or instant-messaging devices, computers, networks, data storage, Internet access, and associated software products, as well as all data and information transmitted by, received from, or stored on those systems, are the property of the City. As such, these systems are to be used for job-related purposes only.

The City recognizes that employees must sometimes place or receive personal calls on company telephones or use the City's electronic communication and Internet systems for personal purposes. In order to preserve the integrity and availability of these systems for business use, it is essential that all employees minimize and not abuse personal use of these systems. Employees using the City's computer and communications systems and business property for personal use do so at their own risk and should have no expectation that their personal

communications and uses are confidential, private or privileged. To ensure that the City's computer and communications systems and equipment are used only for legitimate business purposes, the City may monitor the use of such systems from time to time, without prior notice. This may include listening to stored voicemail or monitoring an employee's use of the Internet, e-mail, texting, voice mail and other the City computer systems.

b) Using the City's computer and communications systems in the following way is expressly prohibited and may result in discipline, up to and including termination:

- Using City systems for excessive participation or use of social media, shopping or entertainment sites. Excessive participation or use is any participation or use that interferes with or delays the performance of work.
 - Accessing sites established for illicit or immoral purposes.
 - Conducting personal business for revenue or profit.
 - Sending, accessing, receiving, posting or storing data that are discriminatory, harassing, or defamatory.
 - Sending, accessing, receiving, posting or storing sexually explicit material.
 - Using City systems to send or post intimidating messages or hate speech.
 - Using City systems for the purpose of gambling or placing wagers or bets.
 - Using City systems to conduct illegal activities.
 - Sending, receiving or posting messages that contain inappropriate or profane language.
 - Installing personal software or applications on City-issued computers or other devices.
 - Downloading, copying or transmitting works of others in a manner that constitutes infringement under copyright laws.
 - Transmitting or posting confidential City information to unauthorized individuals.
- c) In addition, employee will follow any procedures as set

forth by Council Policy regarding information technology.

Section 903. Personal Cell Phone Use

a) Employees should use discretion in regard to personal phone calls, including cell phones, texts, games or social ~~media~~media. Lengthy personal calls are prohibited. Every attempt should be made for employees to limit phone usage to breaks or meal periods.

b) Employees must follow City Ordinance 5-208 Regulation of Cell Phones in Vehicles. Employees may not use any cell phone while operating a city vehicle or operating equipment. They will be subject to the same fines as described in Ordinance 5-208 and may be subject to disciplinary action up to a including termination.

c) Supervisors will monitor phone usage. Excessive use of a telephone/cell phone for personal calls, texts, games or social ~~media~~media use may result in disciplinary action.

Section 904. Vehicle Usage

a) City vehicles shall be operated in compliance with existing State Statutes, City ordinances, and City policies and procedures.

Employees operating City vehicles shall have in their immediate possession a current, valid, and applicable vehicle operator's license. Any employee who operates a City vehicle will be subject to an annual driving record check. Employees must immediately notify their supervisor and/or Department Head if a change in licensing occurs that may have an impact on the employee being able to perform their regular job duties. This will be reviewed with the Director of Human Resources for any further action. Failing to provide proper notification may result in disciplinary action, up to and including termination.

Department Heads are responsible for ensuring the proper care, maintenance, and operation of all vehicles assigned to their Department.

Accidents involving City vehicles shall be investigated per Wyoming statute. Additionally, a Departmental inquiry shall be conducted within (10) working days of any accident to determine the presence of any operational, safety, and/or mechanical factors contributing to the accident, to include compliance with

the Section 906 Drug and Alcohol. Such inquiry shall include a written report to the Department Head, detailing any contributing factors as well as providing recommendations on avoiding future similar accidents.

b) Safety Issues - City vehicles shall be operated in a reasonable and prudent manner.

A pre-check inspection should be conducted of each vehicle Safety devices (horns, lights, warning devices, etc.) shall be operable and properly utilized. Where existing, occupant restraint devices shall be continuously worn per manufacturer guidelines by all occupants of City vehicles. Vehicle operators shall not be under the influence of any alcoholic beverage or contraindicated drug.

c) Operation of City Vehicles - City vehicles shall be operated only by City employees authorized to do so by their Department Head.

When not in actual use, or when left unattended in the course of carrying out City business, City vehicles shall be properly secured.

When not in actual use, City vehicles shall be properly parked or otherwise housed on city property.

d) Use of City Vehicles - While City vehicles are legitimate tools for performing City business, their use is also accompanied by serious responsibility and accountability. As such, all employees shall present a professional image and exhibit exemplary driving behavior when operating or otherwise utilizing city vehicles. To this end, employees shall at all times consider the public's perception of City vehicle appearance, operator/occupant behavior, and vehicle use and location.

Except as otherwise specified, City vehicles shall be used for official City business only. In no circumstances shall City vehicles be directly or indirectly used for purposes of personal gain.

e) Special Provisions

1. Passengers - passengers in City vehicles are limited to:

- Employees transported for purposes of carrying out

official City business.

- Persons participating in an approved ride-along program.
- Persons transported during extreme emergency situation.
- Persons transported in conjunction with an arrest or other legitimate public safety matter.
- Non-employees transported for purposes of carrying out other legitimate City business.
- Other passengers as approved in writing by the applicable Department Head and Mayor.

2. Employees operating City vehicles on an as-needed or On-call basis are responsible for ensuring the reasonable maintenance, safety, repair, and cleanliness of the vehicle operated while in their care.

3. Employees operating a City vehicle to conduct legitimate City business may utilize the vehicle for purposes of taking a scheduled meal break in the City, if such break is clearly incidental to a reasonably direct travel route to/from work assignments.

4. Employees temporarily assigned an On-call Vehicle for on-call purposes may use such vehicle for commuting while assigned.

Section 905. Purpose of Disciplinary Action, Examples of Offenses.

a) The purpose of discipline is to correct an employee's behavior so that the employee will be more effective and responsible within the City; and, to insure that individual employees are called to account for their misconduct or inappropriate behavior. All efforts should be made to insure that discipline is applied with reasonable consistency within the City and that any disciplinary action taken is not only appropriate to the offense committed, but takes into account the individual employee's past record, pattern of behavior, attitude, his/her motives and reasons for committing the offense, and all other attendant circumstances. Employment with the City of Rock Springs shall be deemed a privilege and not a right; and, an employee shall have no right to expect his

employment with the City to continue uninterrupted by disciplinary actions including dismissal.

b) Causes for discipline fall within a wide range of offenses. The following list of offenses is intended to serve as a guide for the application of disciplinary measures only. The following list provides examples of problems and are intended neither to be all inclusive nor mutually exclusive, for it would be impossible to list all potential infractions requiring discipline and consideration of all attendant circumstances.

Examples of offenses include, but are not limited to:

- Failure to follow direction
- Absenteeism or tardiness.
- Failing to call in on time to let your supervisor know that you will be absent or late.
- Quitting work early.
- Not paying attention to work.
- Violation of a safety rule or practice.
- Violation of any city council policy (such as smoking law)
- Poor job performance or conduct.
- Sleeping on the job.
- Abuse of sick leave.
- Insubordination or other disrespectful conduct.
- Refusing to do an assignment (unless it can be demonstrated by the employee that such assignment unreasonably endangers the health and safety of the employee and others).
- Careless conduct which threatens the safety or causes harm to the employee or others.
- Use of City position for personal gain or benefit of friends or acquaintances.
- Demonstrated (documented) incompetency or inefficiency in the performance of job duties.
- Theft or intentional, willful, negligent or careless destruction of City property.
- Offensive conduct while on the job.
- Intentional falsification of City records.
- Fighting, threatening violence or creating hostility in the workplace.

- Unauthorized use of telephones including excessive personal calls, mail system, information technology systems or other city-owned equipment;
- Working while impaired by alcohol or drugs.
- Conviction for any misdemeanor offense which, in the opinion of the Department Head will have a direct adverse effect on the employees ability to effectively discharge the required job duties or which may adversely affect or injure the public reputation of the City.
- Conviction for any felony offense.

Section 906. Disciplinary Actions.

a) The City of Rock Springs encourages a system of disciplinary action in order to correct employee misconduct at as low a level as is reasonably possible. The disciplinary action process may start at any step based on the offense and will be in consultation of the Director of Human Resources. Department Heads and supervisors are allowed a great deal of discretion in determining appropriate disciplinary measures, but are encouraged to first consider the least severe type of action reasonably necessary to correct the problem and call the employee to account for his actions. More severe measures should be applied to repeat offenses. Some offenses by virtue of the seriousness of their nature or the attitude and motives of the employee or other attendant circumstances will call for the immediate application of severe disciplinary measures. An employee who is covered by a labor agreement may be permitted to have a representative of any union of which the employee is a member present at any and all investigative interviews or hearings that may lead to discipline of the employee. (Ord. No. 96-08, 7-16-96)

~~NOTHING IN THIS POLICY IS INTENDED TO CREATE A CONTRACTUAL REQUIREMENT FOR CAUSE FOR THE TERMINATION OF ANY AT-WILL EMPLOYEE OR OTHERWISE ALTER THE AT-WILL RELATIONSHIP EMPLOYEES HAVE WITH THE CITY.~~

b) The disciplinary actions that may be taken against an employee include: oral warning, written reprimand, written reprimand and suspension without pay for periods not exceeding five (5) days, written reprimand and suspension without pay for periods exceeding (5) days, and dismissal. Oral warnings, written reprimands and suspensions without pay

for periods not exceeding five (5) days are not subject to review through either the grievance or appeal procedures. Suspensions of more than five (5) days, and dismissals are subject to the grievance procedure.

Prior to determining whether any disciplinary action is necessary and/or what type of discipline is to be given, the supervisor or Department Head shall meet with the employee and inform him/her of the facts which the supervisor or Department Head believes give rise to a disciplinary action. The supervisor or Department Head shall give the employee an opportunity to respond and give his/her account of these facts which the supervisor or Department Head shall consider prior to determining what, if any, discipline is appropriate.

c) All disciplinary actions, including oral warnings, shall be documented by the supervisor or the Department Head, in consultation with the Director of Human Resources, with a copy provided to the employee. The documentation should describe the details of the conduct, how the conduct violates policy or otherwise requires disciplinary action, the details of the corrective action, and the possible future consequences if further misconduct occurs. The employee shall be allowed the opportunity to sign the disciplinary documentation solely for the purpose of acknowledging receipt of a copy of the documentation. If the employee refuses to sign a copy of the documentation, the supervisor or Department Head shall note the date, time and witnesses of the employee's refusal on the original disciplinary documentation. The disciplinary action may include a performance improvement plan. The supervisor or Department Head shall forward the original disciplinary documentation to the Director of Human Resources for placement in the employee's personnel file. The employee has the right to submit a written statement refuting the disciplinary documentation to be placed in the employee's personnel file.

d) Dismissal. ~~Although at-will employees can be terminated at any time for any reason or no reason, i~~It is the policy of the City that dismissal is reserved for those situations when the offense is of such a character or nature (in the opinion of the Department Head considering all attendant circumstances) that dismissal is appropriate. Dismissal of an employee requires the

prior approval of the Director of Human Resources and the Mayor, which shall be given only after consultation with the City Attorney; and, shall be set forth in writing, stating the reasons for the dismissal.

Section 907. Drugs and Alcohol.

a) The City of Rock Springs recognizes illegal drug usage and abuse of alcohol by City employees as a threat to the public welfare as well as to the welfare of other employees of the City. Employees are prohibited from using illegal drugs at any time and being under the influence of illegal drugs or alcohol while working, including while being on-call. The City will take necessary steps, including drug and alcohol testing, to eliminate illegal drug usage, and to identify and discipline employees who report to work under the influence of illegal drugs or alcohol. Violations of this policy may result in the termination of employment, however, the City will consider options that promote rehabilitation and prevention when those options are in the best interests of the City.

1. If an employee is under the care of a medical provider and taking a controlled substance by prescription, they will be required to consult with their medical provider about any impacts the medication may have on their ability to perform their job safely, and notify their Department Head of the medical provider's advice on that topic so the Department Head can take the appropriate steps necessary to assess the risk and make appropriate task assignments. If requested by the Department Head, the employee shall provide the Department Head with a statement signed by his or her medical provider confirming the medical provider's advice regarding the employee's ability to perform regularly assigned duties.

2. Pre-employment Testing. All successful applicants for safety sensitive positions are subject to a post-offer, pre-employment drug and alcohol screen. If the test results are positive, the offer will be withdrawn.

3. Random Testing. Random drug testing will be performed on all employees with a commercial driver's

license, police officers and fire fighters, and employees in safety sensitive positions. Safety sensitive positions include any position within the City that requires an employee to drive a City vehicle, operate equipment, or lifeguard.

4. DOT Testing. Employees required to have a commercial driver's license (CDL) as outlined in their job description, will comply with all Department of Transportation requirements regarding drug testing, as discussed in the City's Drug and Alcohol Program for DOT-regulated Employees.

5. Reasonable Suspicion Testing. If, in the opinion of the employee's supervisor or the Department Head, there is a reasonable suspicion to believe that an employee is under the influence of alcohol or an illegal drug, the employee may be required to submit to testing.

- i. Reasonable suspicion may be based upon specific objective facts and reasonable inferences drawn from those facts, that could be indicative of illegal drug use or being under the influence of drugs or alcohol, including, (a) the observations of the supervisor or Department Head, taking into account such things as glazed eyes, dilated pupils, smell of alcohol, slurred speech, unsteady on feet, wobbly walk, change in normal appearance, change in attitude, aggressive behavior, being passed out; (b) investigation, arrest or conviction for a drug-related offense; (c) reports from apparently reliable and credible sources; (d) observation of drug use; (e) evidence that the employee tampered with a previous drug test; or, (f) any other grounds or reasons which the supervisor or Department Head is able to articulate as giving rise to a reasonable suspicion.
- ii. The supervisor or Department head must immediately document all information on which the reasonable suspicion is based,

as well as the date and time the information was obtained, and obtains the approval for testing from his or her Department Head or the Director of Human Resources. The employee shall be given a copy of this documentation.

- iii. Any employee who will be tested for reasonable suspicion will be placed on immediate sick leave, or if sick leave is unavailable, leave without pay. The employee will be transported immediately by the supervisor or Department Head to the place where the test is to be performed and thereafter to the employee's residence. In no case shall an employee who is suspected of being under the influence of drugs or alcohol be allowed to operate a vehicle or machinery, or to return to work until the test results are obtained.

5. Post-accident Testing. Testing of employees in safety-sensitive positions shall be required immediately following work related accidents which involve death or personal injury to self or others and/or property damage.

6. Follow-up Testing. Employees who have been permitted to return to work following completion of a drug or alcohol rehabilitation program will be subjected to periodic, unannounced testing, for the frequency and duration recommended by a substance abuse professional consulted by the City.

7. Procedures.

- a. Drug testing will be performed at a laboratory certified by the U.S. Department of Health and Human Services under the National Laboratory Certification Program.
- b. All test results will be sent to the Director of Human Resources who will evaluate those results and make the results available to the Department Head and the individual who was tested. Test results shall be treated with the same confidentiality as other employee medical records.

- c. In the event alcohol and drug screening tests result in one negative, the employee will be compensated as to his regular duty assignment with no time lost and no sick leave deducted.
- d. Employees who refuse to submit to testing pursuant to the provisions of this policy will be subject to disciplinary up to and including termination and/or administrative actions.
- e. A positive and confirmed test result will be the basis for immediate placement on sick leave until an investigative or disciplinary review by the Director of Human Resources and Department Head is concluded.
- f. An employee's first positive test result under this section may not result in dismissal. The City will consider permitting the employee to seek rehabilitation as an alternative to the termination of employment, after consideration of the employee's acceptance of responsibility, employment history with the City, general job performance, disciplinary history, and work-related impacts of the employee's drug or alcohol use.
- g. No employee who is permitted to seek rehabilitation as an alternative to termination of employment will be permitted to return to work without written confirmation from a substance abuse professional that the employee has completed the rehabilitation program and complied with all recommendations of the substance abuse professional, and, the employee will be placed on a return-to-work agreement that will require unannounced follow-up testing and confirm that any subsequent violation of this policy will result in the termination of employment.
- h. At any time, an employee may voluntarily enter a chemical dependency or treatment program without fear of disciplinary actions against him or her. While undergoing evaluation and treatment, the employee may receive the usual

compensation and fringe benefits provided for any other sick leave.

Section 908. Policy Prohibiting Harassment.

Harassment is a form of illegal discrimination. The City strictly prohibits harassment of any employee by another employee, supervisor, elected official, vendor or member of the public because of the employee's race, creed, color, national origin, age, religion, sex, ancestry, marital status, disability, military status or any other unlawful basis.

Definition:

1. Harassment includes any verbal or physical conduct of an offensive nature that is based on any protected characteristics as listed above, including offensive comments, jokes, innuendo, insults or other forms of inappropriate conduct based on such characteristics. Harassment also includes offensive or harassing statements or conduct which is motivated by an employee's protected characteristics, whether or not the statements or conduct are overtly derogatory toward those protected characteristics.
2. Such prohibited behavior includes, but is not limited to:
 - a. offensive and unwelcome sexual flirtations, advances, or propositions;
 - b. verbal abuse;
 - c. degrading comments about an individual or his/her appearance;
 - d. unwelcome "jokes";
 - e. the display of sexually suggestive objects or pictures;
 - f. or any offensive or abusive physical contact.
3. In addition, sexual harassment is defined as unwelcome sexual or other conduct that interferes with an individual's job performance or creates an intimidating, hostile or offensive environment. All employees, including both supervisory and non-supervisory personnel, are prohibited from engaging in unwelcome sexual conduct or making unwelcome sexual overtures, either verbal or physical.

4. Supervisors are specifically prohibited from implying or stating that submitting or refusing to submit to sexual advances will have any effect on the individual's hiring, placement, compensation, training, promotion, or any other term or condition of employment.
5. It is important to recognize that the fact that someone did not intend to sexually harass an individual is no defense to a claim of sexual harassment. Regardless of intent, it is the effect and characteristics of the conduct that determine whether the conduct constitutes sexual harassment.

RESOLUTION PROCESS:

1. Each supervisor is responsible for maintaining and enforcing harassment -free working environment and for responding to the supervisor's observation or awareness of conduct which violates this policy.
2. Employees are to report any behavior that they believe to be harassment to their supervisor, their Department Head or the Director of Human Resources.
3. The employee raising a concern under this policy may be requested to provide details about the concern in writing, providing sufficient detail and specifics to allow for a thorough investigation.
4. Complaints of harassment will be investigated by the Human Resources Department or a designee appointed by the Director of Human Resources with the approval of the Mayor. At the conclusion of the investigation, Human Resources will determine whether this policy or any other City policy has been violated, and the appropriate action to be taken, including disciplinary action if deemed warranted. The reporting employee will be notified of Human Resources' determination, and, if the policy has been violated, that corrective action has been taken.
5. Confidentiality of the report and investigation will be maintained to the greatest degree possible consistent with the need to conduct a thorough and complete investigation.

6. Any employee who is found to have engaged in behavior prohibited by this policy will be subject to disciplinary action up to and including termination.
7. An employee who may be subject to disciplinary action for violation of this policy will be permitted to have a representative of any union of which the employee is a member present or their own legal counsel at any investigative interview or disciplinary meeting.
8. No employee who reports harassment, discrimination or a hostile work environment shall be retaliated against in any manner for making such report. See Policy Prohibiting Retaliation.

ORDINANCE NO. 2018- 08

AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on April 11, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 Of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Amendment 1. That Section 13-809.D of the Ordinances of the City of Rock Springs be amended by adding the following sub-section as follows:

- 13-809.D. Permitted Accessory Uses
(3) Dining Decks, in accordance with the provisions of Section 13-819 of this Ordinance

Amendment 2. That a new Section 13-819 be created to read as follows:

13-819. Dining Decks

A. Purpose

The purpose of this section is to establish requirements and guidelines for restaurants in the B-3 Zone that wish to add dining decks as an accessory use to their existing restaurant.

B. Definitions

Dining Deck: means a platform(s) operated by an existing restaurant or food establishment which sells food, beverages or alcoholic beverages for immediate consumption, subject to design guidelines established herein, located on the abutting parking spaces in front of the establishment for patrons and other persons. The dining deck can only be accessed from the sidewalk.

C. Application

An application for Dining Deck approval shall follow the submittal and review process as a Minor Site Plan in accordance with Section 13-904. Information required under D. General

E. Review and Approval

The Dining Deck Application shall be reviewed as a Minor Site Plan under Section 13-904.
Final Approval shall be by the City Council along with a Lease of City Street Right-of-Way.

PASSED AND APPROVED this _____ of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

1st Reading _____

2nd Reading _____

3rd Reading _____



Planning & Zoning Commission Staff Report

Project Name: Dining Decks in B-3 Zoning District Language Amendment
Project Number: PZ-18-00028
Report Date: March 8, 2018
Meeting Date: April 11, 2018

Applicant

City of Rock Springs

Property Owner

N/A

Project Location

N/A

Zoning

B-3

Public Notification

- Public Hearing Notice Printed
2/24/18 – *Rocket Miner*

Previous P&Z Action

None

Ordinance References

13-809 D.(3)
13-819 (new)

Staff Representative

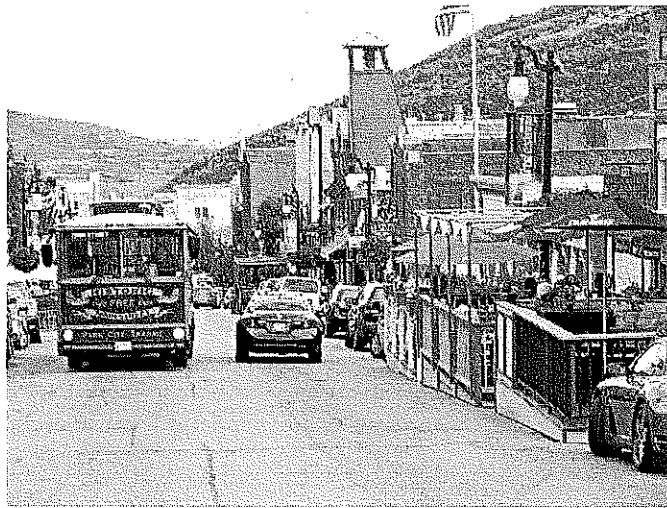
Steve Horton, City Planner

Attachments

- Application
- Proposed language for Ordinance Amendment
- Public Notice
- Utility Review Comments

Request

Petition for amendment regarding the B-3 Zone District to add "Dining Decks" as a Permitted Accessory Use and to establish a new section 13-819 Dining Decks regulations.



Background

The City of Rock Springs has the opportunity to add a unique outdoor dining experience in the Downtown B-3 Business District. A relatively new concept called "Dining Decks" utilizes street parking adjacent to restaurants in the downtown central business district. Typically, a restaurant with frontage on a street in downtown would have the ability to apply for a Dining Deck. The way this works is an application would be made for a portion of the abutting parking spaces. A deck with side railing and umbrellas would be constructed for a designated width and length on the adjacent parking spaces. Approval would be by the City Council due to a lease of the public street right-of-way. The City Council would establish the season for dining decks to be in place, typically from May 1 to October 31.

The nearest example is Main Street in Park City. Communities in Colorado have a similar version utilizing sidewalk space. Salt Lake City restaurants in the downtown provide outside dining done mainly on private property. The goal is to bring patrons downtown and provide a choice of either inside or outside dining.

Analysis

Over the past several years, the City has made great progress with the downtown. Building improvements have been made and the URA has made positive improvements in downtown. Activities are promoted in the downtown along with the Farmers Market which is extremely successful. This creates a positive vibe. The downtown is a fun place to be. Creating an opportunity for restaurants to use the streetscape for customers to dine will bring more people downtown. Restaurants can take advantage of summer and early fall weather for patrons to enjoy outside dining with friends and family.

Project Name:
Language Amendment

Project #:
PZ-18-00028

Utility Review Comments

Utility Review Comments are attached.

Public Hearing Notification

A Public Hearing Notice was duly published in the Rock Springs Rocket Miner on March 24, 2018

Public Comment

Staff will advise the Commission of any further comments received at the meeting.

Staff & Planning and Zoning Commission Recommendation

City Planner Steve Horton recommended approval for the Zoning Ordinance Amendment for Dining Decks subject to changes recommended by the Planning & Zoning. It was moved by Commissioner Jackman and seconded by Commissioner Lozier to recommend approval of the Zoning Ordinance Language Amendments for Dining Decks subject to changes recommended by the Commission. Motion carried unanimously.



2018
CITY OF ROCK SPRINGS
LANGUAGE AMENDMENT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

Staff Use Only:

Date Received 2-19-18 File Number: PZ-18-00028
Payment Information: Amount Received: N/A Received by: Steve Horton
Cash or Check Number: N/A Receipt Number: N/A
Date Certified as Complete Application: 2-19-18 By: Steve Horton

A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner(s) Information: Name: City of Rock Springs
Mailing Address: 212 D Street
Rock Springs, WY 82935
Email Address: _____
Phone Number: 307-352-1540 Fax Number: _____
Name: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____ Fax Number: _____

B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

- Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net):
13-809.D.
- Proposed Amendment (attached a separate sheet if necessary):
To allow dining decks in the B-3 zone as an Accessory Use, establish new Section 13-819
- Describe the need for and purpose of the Proposed Amendment:
Allow outside dining in the B-3 District

C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. An incomplete application will not be scheduled for hearing and shall be returned to the applicant.

☐ Filing Fee (\$200.00)

☐ Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

D. SUBMITTAL DEADLINES:

NOTE: Applications that are not **RECEIVED** by 3:00 p.m. on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing Ad	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad	After the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.											
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

* Deadline moved due to holiday.

**An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

Signature of Petitioner 

Date 2-19-18

Signature of Petitioner _____

Date _____

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)



Proposed Development: Zoning Ordinance Language Amendment – Dining Decks
Utility Review Meeting: March 6, 2018

Utility Review Committee Comments:

City of Rock Springs Engineering Department (Meghan Jackson)

1. Streets within the City of Rock Springs are constructed for vehicle transportation. Allowing dining decks into the street ROW, necessitates additional requirements for pedestrian/vehicle safety, drainage conveyance, and damage to the public infrastructure.
2. Safety:
 - a. Dining Decks shall have traffic barriers, such as concrete barriers (i.e. jersey barriers), surrounding the perimeter of the deck and install tapers with end treatments, to keep vehicles from impacting structure(s). Additional parking stalls are required for barrier configuration. A plan of the barrier configuration shall be in accordance with the AASHTO Roadside Design Guide and stamped by a licensed Wyoming professional engineer, and submitted to the City Engineer Department for approval. Installation and removal of barriers will be the responsibility of the dining deck private owner.
 - b. Dining decks pose sight restrictions for vehicles entering the roadway or parking. Elimination of parking stalls near the deck is required to provide enough distance for vehicles to move safely.
 - c. Dining decks and barriers shall only extend out into public ROW the width of a parallel parking stall (approximately nine (9) feet.
3. Drainage/Utilities
 - a. A drainage plan shall be submitted to the City Engineering Department for approval. Drainage plan shall be stamped by a Wyoming licensed professional engineer. Drainage shall not be impeded by the dining deck. Any flooded or structure damage due to drainage, will be the responsibility of the private dining deck owner.
 - b. Dining decks shall not be placed on top of manholes, water valves, storm drains, etc. When the plan for the deck is submitted, location of all utilities shall be shown. Enough room shall be given for maintenance and if emergency work is required, decks may be removed by the City at the expense of the dining deck private owner.
4. Street:
 - a. Bonding shall included under the lease agreement for potential damage to the infrastructure (pavement, sidewalk, curb/gutter, etc) during the use of the dining deck. Re-stripping of all parking stalls that were covered by the deck will be required by the dining deck private owner.
 - b. Not all B-3 zoned locations can accommodate dining decks (Dewer Drive) therefore, specified streets, i.e. Broadway, South Main, etc, shall be identified as streets where dining decks could be utilized.
5. Design and construction in accordance with City of Rock Springs Ordinances.

City of Rock Springs Water Department (Clint Zambai)

1. Must maintain access to public sewers for routine and emergency maintenance
2. Grease interceptors access should be maintained for maintenance/inspection

City of Rock Springs Building Inspections Department (Jeff Tuttle)

All, please find attached codes that will need to be adhered to for the proposed ordinance for outside temporary decks. In addition to the code sections I would wonder how electrical would be installed if evening lighting was wanted and also would light weight decking materials be secured to the asphalt without damaging to make sure it would not blow away during a high wind event.

City of Rock Springs Fire Department (David Rhodes)


The sprinkler question would only come up if they decide to put a roof (pergola, awning, etc) over the seating area. Then the normal triggers for sprinklers would apply.

I was speaking with Jeff Tuttle and Matt Bider earlier and they stated that they (businesses) may be looking at outdoor seating on the sidewalk adjacent to the building but rather in the right-of-way. If this is true then sprinkler triggers would be moot since nothing would be attached to an existing building.

Then the only concerns we would have is with portable heaters, etc.

I would be happy to walk the areas we are talking about approving this for voicing any concerns I might have. One business that might be impacted is the Bitter Creek Brewing. Since they are non-conforming currently, by adding covered seating outside they may trigger the need for sprinklers. But that discussion would best be handled with Jeff involved with this discussion.

See attached for Fire Dept concerns. We are not opposed to outdoor dining. We must ensure it is safe and code compliant on a case-by-case basis



Stephen A. Horton, AICP, City Planner

3-8-18
Date

Provisions of this Section shall be included. The site plan shall be stamped by a Wyoming Licensed Professional Engineer. Due to City Street Right-of-Way involved, a Lease Agreement with the City of Rock Springs must also be submitted.

D. General Provisions

- (1) **Size:** Dining deck area shall be limited to the linear street frontage of the restaurant. The encroachment of the proposed decks into the street will not exceed 9 feet from the curb. The dining deck shall be situated in a manner to provide safe vehicle movement for the adjacent street parking spaces. The encroachment of the proposed decks into the sidewalk shall be minimized to provide a minimum of 6 feet clearance between the deck and the building. The dining deck shall not be more than 4 feet above the sidewalk level.
- (2) **Application:** A dining deck application shall be valid for one (1) year
- (3) **Material:** Street dining decks may be built of wood platforms and shall have a solid base. The design of the base shall complement the style of the building. The dining deck shall have a perimeter railing, barrier, or similar structure which shall provide protection and enclosure for the dining deck. The railing or barrier shall be determined by the City on a case by case basis.
- (4) **Drainage:** Design of the dining deck and its skirting shall not interfere with existing drainage and shall allow storm water to run adjacent to the curb unobstructed. A drainage plan must be provided and stamped by a Wyoming Licensed Professional Engineer.
- (5) **Utilities:** Location of all utilities shall be shown on the Site Plan. Dining decks shall not be placed on top of manholes, water valves, or storm drains. Access to utilities including fire hydrants shall not be hindered by the dining deck.
- (6) **Street:** Bonding shall be included under the Lease Agreement for potential damage to the infrastructure (pavement, sidewalk, curb/gutter, etc)
- (7) **Umbrellas:** Umbrellas are allowed but are prohibited from extending beyond the dining area.
- (8) **Duration:** Dining decks are permitted from May 1st and shall terminate on October 30th, each year, and must be completely removed by November 7.
- (9) **Licensing:** The applicant shall adhere to applicable City and State licensing ordinances including alcoholic beverage permits.
- (10) **Alcoholic Beverages:** All alcoholic beverages to be served on the dining deck shall be prepared within the restaurant and shall only be served to patrons seated at tables on the dining deck
- (11) **Food Service:** all food to be served on the dining deck shall be prepared by the restaurant
- (12) **Maintenance:** the maintenance of the dining deck shall be the responsibility of the establishment including but not limited to, surface treatment and cleaning, litter control, sweeping, and snow and ice removal. The sidewalk and public property shall be kept neat and clean at all times and free from any substance that may cause damage to the sidewalk or public property or cause pedestrian injury.
- (13) **Storage:** All equipment and other associated materials must be removed and stored on private property during the off season.

ORDINANCE NO. 2018- 09

AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on April 11, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-810.D. by inserting a new sub-section (4) to read as follows:

- (4) Above ground outside storage tank(s) of flammable and combustible liquids not to exceed 6,000 gallons in totality, subject to review and approval in accordance with Section 13-904 as a Major Site Plan, and subject to the separation distances set forth below, and compliance with all codes and requirements of the City of Rock Springs:
- (a) Distance from any property line abutting a Non-Residential Zone District: 20 feet
 - (b) Distance from any property line abutting a Residential Zone District: 45 feet
 - (c) Distance to any Residence or Occupied Building on the same lot: 15 feet
 - (d) Distance from an energized conductor and equipment: 25 feet

PASSED AND APPROVED this _____ of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

1st Reading_____

2nd Reading_____

3rd Reading_____



Planning & Zoning Commission Staff Report

Project Name: I-1 Above Ground Storage of Flammable & Combustible Liquids
Project Number: PZ-18-00034
Report Date: April 3, 2018
Meeting Date: April 11, 2018

Applicant

DeBernardi Construction Company

Property Owner

N/A

Project Location

N/A

Zoning

I-1

Public Notification

- Public Hearing Notice Printed
3/24/18 – Rocket Miner

Previous P&Z Action

None

Ordinance References

13-810 D.

Staff Representative

Steve Horton, City Planner

Attachments

- Application
- Proposed language for Ordinance Amendment
- Public Notice
- Utility Review Comments

Request

Petition for Zoning Ordinance Language Amendment to allow above ground storage of flammable and combustible liquids as an accessory use in the I-1 Zone District, not to exceed 6,000 gallons in totality.

Background

The Rock Springs Zoning Ordinance permits above ground storage of flammable and combustible liquids only in the I-2 Zone District. There is no stated limit as to the amount of above ground storage in I-2.

Above ground storage of flammable and combustible liquids is not permitted in the I-1 Zone District.

Analysis

The petitioner, DeBernardi Construction, is requesting an amendment to allow above ground storage in an I-1 Zone District with a limit not to exceed 6,000 gallons in totality.

This request was reviewed by the Utility Review Committee. Codes adopted and enforced by the Building Inspections Department and the Fire Department regulate above ground storage of flammable and combustible liquids. Rocky Mountain Power also enforces codes regarding above ground storage of flammable and combustible liquids.

Basic guidelines for above ground storage of up to 6,000 gallons of flammable and combustible liquids were determined by the Utility Review Committee. These guidelines are listed as follows:

Amend Section 13-810.D. by inserting a new sub-section (4) to read as follows which will permit up to 6,000 gallons of flammable and combustible liquids in the I-1 Zone District:

- (4) Above ground outside storage tank(s) of flammable and combustible liquids not to exceed 6,000 gallons in totality, subject to review and approval in accordance with Section 13-904 as a Major Site Plan, and subject to the separation distances set forth below, and compliance with all codes and requirements of the City of Rock Springs:
- (a) Distance from any property line abutting a Non-Residential Zone District: 20 feet
 - (b) Distance from any property line abutting a Residential Zone District: 45 feet
 - (c) Distance to any Residence or Occupied Building on the same lot: 15 feet
 - (d) Distance from an energized conductor and equipment: 25 feet

Project Name:
Language Amendment

Project #:
PZ-18-00034

Utility Review Comments

Utility Review Comments are attached.

Public Hearing Notification

A Public Hearing Notice was duly published in the Rock Springs Rocket Miner on March 24, 2018

Public Comment

Staff will advise the Commission of any further comments received at the meeting.

Staff & Planning and Zoning Commission Recommendation

City Planner Steve Horton recommended approval for the Zoning Ordinance Amendment for I-1 Above Ground Storage of Flammable and Combustible Liquids not to exceed 6,000 gallons, subject to proposed regulations and review as a Major Site Plan. It was moved by Commissioner Shaw and seconded by Commissioner Erickson to recommend approval of the Zoning Ordinance Language Amendment as proposed. Motion carried unanimously.



2018
CITY OF ROCK SPRINGS
LANGUAGE AMENDMENT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

Staff Use Only:

Date Received 2-27-2018

File Number: P2-18-00034

Payment Information:

Amount Received: \$200.00

Received by: Steve Horton

Cash or Check Number: 31233

Receipt Number: R-2018-02-28-01044

Date Certified as Complete Application: 2-28-2018

By: Steve Horton

A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner(s) Information:

Name: DeBernardi Construction Company Inc.

Mailing Address: 514 G Street

Rock Springs, WY 82901

Email Address: pruno@ice@dcc.wyo.com

Phone Number: 307-382-8034 Fax Number: 307-382-8070

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net):

Article 13-B Section 13-B10 D

2. Proposed Amendment (attached a separate sheet if necessary):

to allow above ground storage of flammable and combustible liquids as an accessory use in the I-1 Zone District

3. Describe the need for and purpose of the Proposed Amendment:

For I-1 zones to be able to store combustible liquids in accordance with Sweetwater County Fire Codes.

C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. An incomplete application will not be scheduled for hearing and shall be returned to the applicant.

☐ Filing Fee (\$200.00)

☐ Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

D. SUBMITTAL DEADLINES:

NOTE: Applications that are not **RECEIVED** by 3:00 p.m. on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing Ad	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad	After the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.											
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

* Deadline moved due to holiday.

**An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

Signature of Petitioner 

Date 2.27.18

Signature of Petitioner _____

Date _____

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)

Above Ground Outdoor Storage of Flammable and Combustible Liquids Maximum Amounts Permitted per Lot or Parcel			
Zone District	Maximum Flammable Liquids Permitted in Gallons	Maximum Combustible Liquids Permitted in Gallons	
I-1	6,000	6,000	

Above Ground Outdoor Storage of Flammable and Combustible Liquids Required Setbacks from Tanks (in Feet)			
Total Storage Tank Capacity in Gallons on a Lot or Parcel	Distance from any Property Line Abutting a Non-Residential Zone District	Distance from any Property Line Abutting a Residential Zone District ^a	Distance to Any Residence or Occupied Building on the same lot
275 or less	20	15	5
276 to 750	20	30	10
* 751 to 10,000	20	45	15



Department of Public Services / Planning

212 'D' Street
Rock Springs, WY 82901
Phone: 307-352-1540
Fax: 307-352-1545
Email: steve_horton@rswy.net

Proposed Development: Zoning Ordinance Language Amendment – I-1 above ground storage of flammable and explosive materials
Utility Review Meeting: February 6, 2018

Utility Review Committee Comments:

City of Rock Springs Engineering Department (Meghan Jackson)

No issues

City of Rock Springs Building Inspections (Jeff Tuttle)

No issues

City of Rock Springs Fire Department (David Rhodes)

Delete B-2 from this amendment. See attachment

Dominion Energy

No issues

City of Rock Springs Water Department (Clint Zambai)

No issues

Rocky Mountain Power (Kyle Graham)

Please see attached separation requirements – stay 25 feet from energized conductor and equipment.

A handwritten signature in black ink, appearing to read "Stephen A. Horton", written over a horizontal line.

Stephen A. Horton, AICP, City Planner

4-3-18

Date



Department of Public Services
212 D Street, Rock Springs, WY 82901
Office [307] 352-1540 • FAX [307] 352-1545

UTILITY REVIEW - COMMENT SHEET

Meeting Date & Time: Tuesday, February 6, 2018 at 2:30 p.m.

Date: January 30, 2018

To: Utility Review Committee

From: Steve Horton

Project #:

Project Name: Language Amendment - Above Ground Storage of Flammable Materials

Project Address: N/A

Location Description:

Project Description: Language Amendment for Above Ground Storage of Flammable Materials in B-2, I-1, I-2 (see attached description). This language amendment is proposed by the City of Rock Springs

Please Note:
Meeting will be in the
Downstairs Conference
Room

Please submit this comment sheet no later than 2:00 p.m. on the due date referenced above & in your email notification.

I have reviewed the plans on behalf of (Dept. or Org.) Rock Mtn Power for the above-referenced project.

Please check as applicable:

- ☐ No issues - plans approved as submitted.
- ☐ Revisions required to the language amendment:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

☐ Other Comments/Issues:

- (1) please see attached Separation Requirements - stay
- (2) 25' from Energized Conductor and equipment.
- (3) _____
- (4) _____

Signature of Reviewer

Date

☐ Please provide me with a copy of the Revised Plans for review.



Electric Service Requirements Manual (ESR) White Paper
for INTERNAL and EXTERNAL use
By Ken Shortt, Director, Rocky Mountain Power Field Engineering
May 2015

Subject: Clearance from Flammable Liquids and Associated Storage Vessels
Section 4

Some jurisdictions may have codes or requirements, including limits on storage tank capacity, which are more restrictive than those of the Power Company. Tank location shall comply with all federal, state, and local distance requirements from buildings, roadways, property lines, other tanks, and overhead and underground electrical lines.

Electrical clearances from flammable liquids and associated storage vessels shall meet NESC Rule 127 *Classified Locations* which leans heavily on the following codes:

Classified Location	Codes Specifically Mentioned in Rule 127							
	NEC 500-517	NEC 500	NEC 501	NFPA 30- 2000	NFPA 30A- 2000	NFPA 58- 2001	NFPA 59- 001	NFPA 59A- 1990
Coal Handling Areas	X	X						
Flammable and combustible liquids	X			X				
Flammable Liquid Storage Area	X							
Loading and Unloading facilities for flammable and combustible material	X			X				
Gasoline Dispensing Stations	X				X			
Boilers	X			X				
Gaseous hydrogen systems for supply equipment	X							
Liquid hydrogen systems	X		X					
Sulfur	X							
Liquefied Petroleum Gas (LPG)	X					X	X	
Natural Gas (methane)	X							X

The Power Company prefers clearances of at least 25 feet in all directions between fuel storage tanks up to 2,000 gallons and electrical equipment or energized lines. This clearance is required for all combustible and non-combustible liquefied petroleum gas and propane stored in DOT or ASME type containers.

If 25 feet of clearance is not possible, the minimum clearances described in this section shall be followed.

Clearances from electrical lines are detailed below.



Surface-Mounted Tanks

1. Surface-mounted fuel storage tanks shall not be located beneath overhead electrical lines. The following minimum horizontal clearances are required between surface-mounted tanks and electrical lines:
 - 15 feet from overhead primary lines (601 V – 22,000 V line to ground)
 - 10 feet from overhead secondary lines, (0 V – 600 V line to ground)
2. Underground cables or conduits shall not be buried under a surface-mounted fuel storage tank. All cables, conduits, and pad mounted equipment shall be 10 feet from the perimeter of the surface-mounted tank.
3. The slope beneath the oil-filled pad mounted equipment shall direct the flow of oil away from the fuel storage tank.
4. With small tanks (125 gallons or less), a clearance of five feet from the meter base to the relief valve of a tank is allowed as long as 10 feet of clearance is kept from the meter to the gauge, vent, or fill connection on the tank.
5. Fuel tanks with permanently mounted generators shall be treated as surface-mounted tanks.

Underground Fuel Storage Tanks

1. Fuel tanks shall not be located above underground electrical lines. Any parts of underground fuel storage tanks must be at least 10 feet from underground electrical lines. The minimum distance may be reduced to five feet if cables are installed in approved conduit.
2. All primary underground cables and pad mounted equipment shall be located at least 10 feet horizontally from the fill opening of underground fuel storage tanks.
3. Electrical equipment shall not be located above an underground fuel storage tank or within five feet of the perimeter of a fuel tank.
4. The slope beneath the oil-filled pad mounted equipment shall direct the flow of oil away from the fuel storage tank.
5. Overhead conductors of 22,000 V line to ground and below shall not be located within:
 - 7.5 horizontal feet, and 13.5 vertical feet of underground fuel storage tanks when conductors are under extreme loading and weather conditions for all states except California.
 - 15 horizontal feet and 15 vertical feet of underground fuel storage tanks when conductors are under extreme loading and weather conditions for California.

City and County Addressing Coordination
Discussion Outline
January 21, 2016

1) Current Addressing Efforts:

	SWEETWATER COUNTY	ROCK SPRINGS	GREEN RIVER
Assigns Addresses	SWC Engineering	RS Planning	GR GIS Division
Maintains Addresses	SWC Engineering & SWC Assessor	RS Engineering (via RMS)	GR GIS Division
Addressing Database Format	Point (Structure) - Engineering* Polygon (Parcel) - Assessor	Point (Structure)	Point (Structure)
Operating Systems Used	GIS & Mapserver Assessor's Realware 911 Dispatch System	GIS ComDev **	GIS New World***
<p>*County Engineering maintains its own database of all structure addresses within the County, including addresses within Rock Springs and Green River. City address updates are based largely on information provided by the cities as development occurs. <i>Redundancy is inherent in this current method of multi-agency address tracking within the Rock Springs and Green River incorporated areas.</i></p>			
<p>**Rock Springs contracted with Greenwood Mapping to automate attribute transfer from the Assessor's PARCEL database into the City's ComDev project and permit tracking database (owner name, mailing address, legal description, etc.). Addresses in the ComDev system are based upon the City's addressing database (maintained by Rocky Mountain Survey under contract). <i>Work on the ComDev data transfer has shown some inconsistencies between the City and County address datasets.</i></p>			
<p>***Initially set up using the City's GIS addressing data, along with SWC's land parcel information. When new addresses are added or changed, the GR GIS Division must manually make the changes to the New World system.</p>			

2) Proposed Objectives:

- a) Maintaining data consistency.
- b) Streamlining addressing processes of each of the involved entities.
- c) Minimizing redundancy of efforts.
- d) Establishing cohesion between databases.
- e) Sustaining timely communication to the County Assessor when new parcel addresses occur.
- f) Automating Mapserver address update transfers from the cities.

3) Proposed Workflow:

- a) City assigns new address.
- b) Notices sent to all parties – identifying change / addition of address.
- c) City updates point address theme / assigns unique identifier (Location ID) based upon City parameters.
- d) County Assessor updates parcel database.
- e) County point address mapping updated with City data via automated nightly transfer process.
- f) New address / Location ID entered into City database.

NOTES:

ORDINANCE NO. 2018- 10

AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on April 11, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-816 C.(3)(a)3., Family Child Care Homes, of the City of Rock Springs Ordinances, to **amend** the following requirement (deletions are denoted by ~~striketthrough~~ and additions are denoted by underline):

3. Preschool sessions shall be limited to no more than two (2) per day and ~~six (6)~~ ten (10) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

Amend Section 13-816 C.(3)(b)4., Family Child Care Homes, of the City of Rock Springs Ordinances, to **amend** the following requirement (deletions are denoted by ~~striketthrough~~ and additions are denoted by underline):

4. Preschool sessions shall be limited to no more than two (2) per day and ~~six (6)~~ ten (10) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

Amend Section 13-816 C.(3)(c)2., Family Child Care Homes, of the City of Rock Springs Ordinances, to **amend** the following requirement (deletions are denoted by ~~striketthrough~~ and additions are denoted by underline):

2. Preschool sessions shall be limited to no more than two (2) per day and ~~six (6)~~ ten (10) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

PASSED AND APPROVED this _____ of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

1st Reading _____

2nd Reading _____

3rd Reading _____



Planning & Zoning Commission Staff Report

Project Name: Increase the Number of Weekly Preschool Sessions for Family Child Care Homes

Project Number: PZ-18-00051

Report Date: March 20, 2018

Meeting Date: April 11, 2018

Applicant

Ashley & Brandan CortHELL

Property Owner

N/A

Project Location

N/A

Zoning

R-E, R-1, R-2, R-3, R-4, R-6, B-R

Public Notification

- Public Hearing Notice Printed 3/24/18 – Rocket Miner

Previous P&Z Action

None

Ordinance References

13-816.C.

Staff Representative

Steve Horton, City Planner

Attachments

- Application
- Public Notice
- Proposed Ordinance Sections to Amend
- Utility Review Comments

Request

Petition for amendment regarding Family Child Care Homes (FCCH) in all Residential Zone Districts to increase the number of Preschool Sessions from six (6) per week to ten (10) per week.

Background

The City of Rock Springs allows child daycare to be conducted in both residential and commercial zone districts. It is very popular in Rock Springs for child daycare to be in Residential Zone Districts and in a single-family home environment. Residential daycare is provided in what is termed a Family Child Care Home (FCCH).

The following are important definitions from the Zoning Ordinance:

Family Child Care Home : A licensed child care facility in which care is provided for no more than ten (10) children for part of a day in the primary residence of the provider

Preschool: Pre-Kindergarten instruction provided for children aged 3 to 5 years and normally conducted for a two-to-four-hour period of time (session), said instruction designed to be preparatory for Kindergarten. For the purposes of this ordinance, Preschool may be conducted in a CCC, FCCC or a FCCH

There are three categories of Family Child Care Home (FCCH). All three categories are allowed Preschool sessions limited to no more than two (2) per day and six (6) per week.

- Five (5) or fewer children at any given time, and not located on a roadway that terminates in a cul-de-sac. Requires CUP from Zoning Administrator
- Six (6) to eight (8) children, at any given time, or with less than six (6) children, at any given time, but located in a roadway that terminates in a cul-de-sac. Requires CUP from Zoning Administrator – Approval from Planning & Zoning Commission if more than 50% of surrounding property owners submit written protest.
- Nine (9) or ten (10) children, at any given time. Requires CUP from Planning & Zoning Commission.

All three categories require a license from the State of Wyoming and approval from the City of Rock Springs Building Division and Fire Department.

Analysis

The petitioner is requesting that the Preschool Sessions for Family Child Care Home be increased from six (6) per week to ten (10) per week.

Utility Review Comments

Wyoming Department of Family Services, Sharon Pauley

I believe that most cities that regulate hours and days of operation for FCCH's (Family Child Care Home) operating as preschools allow up to two sessions per day for everyday of the work week. Two sessions a day, Monday - Friday or up to 10 sessions per week.

For FCCH's, operating as *daycares in homes*, most cities allow for up to 10 children at any one

time and they state the hours of operation, usually for 10-12 hours a day but less than twenty four hours daily.

Please know that providers and facilities that offer daycare and/ or operate as a preschool in their homes, must meet the same requirements for Licensing.

Truly, the money isn't in preschool for the provider. In order for them to make it, most need to offer a second session in the afternoons throughout the week.

A morning session and an afternoon session.

Six sessions at an average of 2.5 hours, the average length of a preschool class, only allows operation for 15 hours a week and the students and families attend more than one session a week.

Throughout the years, we have had providers operate their business in a great variety of ways within the requirements of Zoning and Licensing.

We have had providers who offered preschool all day for the number of children that they are granted a license for and those children may stay all day.

We have home providers that do *daycare* and "preschool" activities for their preschool aged children. They will use wording in the name of their business like, "Susie's Day Care and Preschool". Most of these individuals take a variety of ages and offer "preschool" to the three's - five year olds in their care.

Throughout the years, providers who only offer their business as a preschool, tended to offer preschool to four year olds on M, W, F and three year olds on T and Th.

In general, the four year olds are ready for school three days a week and three old"s are good with school two days a week. This was the most common practice. Then, the providers offered an afternoon session.

Preschools in homes who are limited to six sessions per week, limits providers to half of the operating hours that a home "daycare" can operate. It may also limit the days of week or hours of preschool that most children are ready for.

A provider offering two sessions a day, would have much shorter hours of operation verses a home daycare provider. I do believe that if a preschool provider needed or wanted to work full time, offering two sessions a day or 10 sessions a week, that this would be productive and traditionally needed option.

Please know that Ms. Ashley Corthell opened her preschool, Bright Beginnings, in Sept. of 2016. She has no violations or complaints that have been reported to licensing. Ashley and her husband have been very supportive of all requirements.

Thanks for asking for my opinion and please know that what Rock Springs decides, we will do our best to support.

Please feel free to call anytime.

Thank you

Public Hearing Notification

A Public Hearing Notice was duly published in the Rock Springs Rocket Miner on March 24, 2018

Public Comment

Steve Wilson, residing at 1103 Whitewater Drive, addressed the Commission and stated that R-1 Zone Districts should be for single family residential use and there are impacts with Family Child Care Homes.

Staff & Planning and Zoning Commission Recommendation

City Planner Steve Horton recommended approval for the Zoning Ordinance Amendment as proposed to change from six (6) to ten (10) for Preschool Sessions for Family Child Care Homes (FCCH). It was moved by Commissioner West and seconded by Commissioner Shaw to recommend approval of the Zoning Ordinance Language Amendment as proposed. Motion carried 8-1, with Commissioner Shaw opposed.



2018
CITY OF ROCK SPRINGS
LANGUAGE AMENDMENT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

Staff Use Only:

Date Received 3-19-2018

File Number: P2-18-00051

Payment Information:

Amount Received: 200.00

Received by: Stueffertson

Cash or Check Number: 199

Receipt Number: R-2018-03-19-02010

Date Certified as Complete Application: 3-19-2018

By: Stueffertson

A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner(s) Information:

Name: Ashley Cortthell

Mailing Address: 1807 Fillmore Ave.

Rock Springs, WY 82901

Email Address: ajcortthell@gmail.com

Phone Number: 208-221-5819 Fax Number: _____

Name: Brandan Cortthell

Mailing Address: 1807 Fillmore Ave.

Rock Springs, WY 82901

Email Address: bcortthell@gmail.com

Phone Number: 928-308-6914 Fax Number: _____

B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

- Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net):
Article 13-8 child care + Preschool Facilities (0816) - Section C.
- Proposed Amendment (attached a separate sheet if necessary):
Family child care Homes - 3a3, 3b4 + 3c2
Preschool sessions shall be limited to no more than two (2) per day
and ~~ten (10)~~ per week, pursuant to conditions deemed appropriate by the
Zoning Administrator. Preschool sessions shall be separated by a
minimum of one hour from the time one session ends and the next
session begins.
- Describe the need for and purpose of the Proposed Amendment:
The Proposed Amendment will allow in-home preschool providers to
serve more students and families in the community. As the
ordinance is currently written, we cannot provide enough
sessions for families seeking preschool for their child.

C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. An incomplete application will not be scheduled for hearing and shall be returned to the applicant.

☐ Filing Fee (\$200.00)

☐ Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

D. SUBMITTAL DEADLINES:

NOTE: Applications that are not **RECEIVED** by 3:00 p.m. on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing Ad	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad	After the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.											
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

* Deadline moved due to holiday.

**An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

Signature of Petitioner *Anthony Corthell*

Date 3/16/18

Signature of Petitioner *Ben Adley*

Date 3-16-18

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)

Rock Springs has a high demand for preschools, and currently there are not enough openings for families needing preschool. Our city has an ordinance limiting the number of sessions that in-home preschools can have each week. By increasing this limit, our community needs will be better served, children will develop a love for learning at an early age that correlates to a higher graduation rate, and small businesses will be promoted.

Rock Springs-Chapter 13 Zoning-Article 13-8 Child Care & Preschool Facilities (0816)-C. Family Child Care Homes-3a3, 3b4 & 3c2.

The purpose of this section is to provide for a wide variety of child care and preschool opportunities within the City Limits of Rock Springs, as well as to protect the residential character of neighborhoods and the health and safety of all residents.

Preschool: Pre-Kindergarten instruction provided for children aged 3 years to 5 years and normally conducted for a two-to-four-hour period of time (session), said instruction designed to be preparatory for Kindergarten. For the purposes of this ordinance, preschool may be conducted in a CCC, FCCC or a FCCH.

Preschool sessions shall be limited to no more than two (2) per day and six (6) per week, pursuant to conditions deemed appropriate by the Zoning Administrator.

Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

Laramie-Title 15-Unified Development Code, Chapter 15.28-Definitions, 15.28.030-Definitions

A.73.A.d: "Child care home, type 2" means a private residence used for the care of ten or fewer children other than the occupant's own children for a period of less than twenty-four hours per day and requiring a license issued by the Wyoming Department of Family Services or applicable state agency. Child care home, type 2 includes preschools and nursery schools.

Cheyenne-Article 1 General Provisions 14 Interpretation (Pg. 1-24)

Child Care, In-home - Minor. A Service use where preschool care and education is provided for 3 to 10 children for a portion of the day in a residential dwelling. The children are not related to the immediate family except that the provider's own pre-school children shall count towards the total. Child Care, In-home - Major. A Service use where preschool care and education is provided for 11 to 15 children for a portion of the day in a residential dwelling. The children are not related to the immediate family except that the provider's own pre-school children shall count towards the total.

Chapter 13 Article 8 Child Care & Preschool Facilities – 0816 C3

Current: *Preschool sessions shall be limited to no more than two (2) per day and six (6) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.*

Proposed Change: *Preschool sessions shall be limited to no more than two (2) per day and ten (10) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.*



Department of Public Services / Planning

212 'D' Street
Rock Springs, WY 82901
Phone: 307-352-1540
Fax: 307-352-1545
Email: steve_horton@rswy.net

Proposed Development: Zoning Ordinance Language Amendment – FCCH increase pre-schools sessions per day and per week
Utility Review Meeting: April 3, 2018

Utility Review Committee Comments:

City of Rock Springs Engineering (Meghan Jackson)

With a residential business comes increased traffic and parking concerns

City of Rock Springs Building Inspections (Jeff Tuttle)

No issues

City of Rock Springs Water Department (Clint Zambai)

No issues

Dominion Energy

No issues

State of Wyoming – Department of Family Services (Sharon Pauley)

I believe that most cities that regulate hours and days of operation for FCCH's (Family Child Care Home) operating as preschools allow up to two sessions per day for everyday of the work week. Two sessions a day, Monday - Friday or up to 10 sessions per week.

For FCCH's, operating as *daycares in homes*, most cities allow for up to 10 children at any one time and they state the hours of operation, usually for 10-12 hours a day but less than twenty four hours daily.

Please know that providers and facilities that offer daycare and/ or operate as a preschool in their homes, must meet the same requirements for Licensing.

Truly, the money isn't in preschool for the provider. In order for them to make it, most need to offer a second session in the afternoons throughout the week.

A morning session and an afternoon session.

Six sessions at an average of 2.5 hours, the average length of a preschool class, only allows operation for 15 hours a week and the students and families attend more than one session a week.

Throughout the years, we have had providers operate their business in a great variety of ways within the requirements of Zoning and Licensing.

We have/had providers who offer/ed preschool all day for the number of children that they are granted a license for and those children may stay all day.

We have home providers that do *daycare and "preschool"* activities for their preschool aged children. They will use wording in the name of their business like,

"Susie's Day Care and Preschool". Most of these individuals take a variety of ages and offer "preschool" to the three's - five year olds in their care.

Throughout the years, providers who only offer their business as a preschool, tended to offer preschool to four year olds on M, W, F and three year olds on T and Th.

In general, the four year olds are ready for school three days a week and three old"s are good with school two days a week. This was the most common practice. Then, the providers offered an afternoon session.

Preschools in homes who are limited to six sessions per week, limits providers to half of the operating hours that a home "daycare" can operate. It may also limit the days of week or hours of preschool that most children are ready for.

A provider offering two sessions a day, would have much shorter hours of operation verses a home daycare provider. I do believe that if a preschool provider needed or wanted to work full time, offering two sessions a day or 10 sessions a week, that this would be productive and traditionally needed option.

Please know that Ms. Ashley Corthell opened her preschool, Bright Beginnings, in Sept. of 2016. She has no violations or complaints that have been reported to licensing. Ashley and her husband have been very supportive of all requirements.

Thanks for asking for my opinion and please know that what Rock Springs decides, we will do our best to support. Please feel free to call anytime.

Thank you

Stephen A. Horton, AICP, City Planner

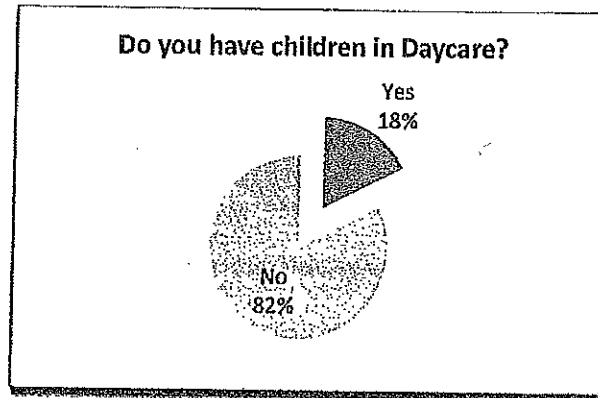
Date



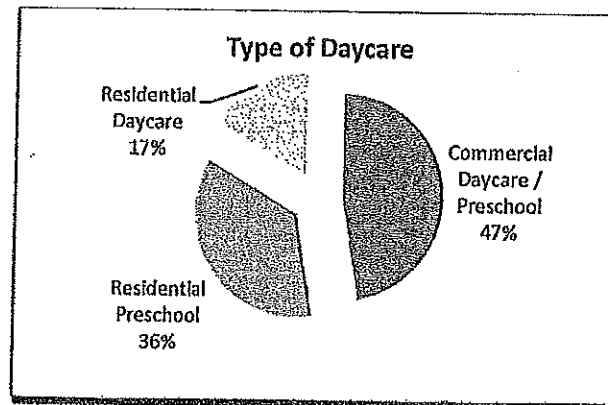
City of Rock Springs
Daycare/Preschool Questionnaire Results
794 Survey Responses Received

City of Rock Springs
Public Services Department
212 D Street
Rock Springs WY 82901
307.352.1540 ~ 307.352.1545 fax

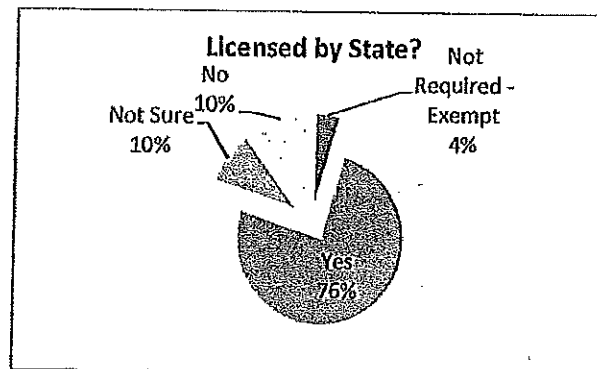
1. Do you presently have children who attend a daycare or preschool in the City of Rock Springs (either in a private residence or in a commercial facility)? If No, skip to question #7.



2. What type of daycare/childcare do you use?

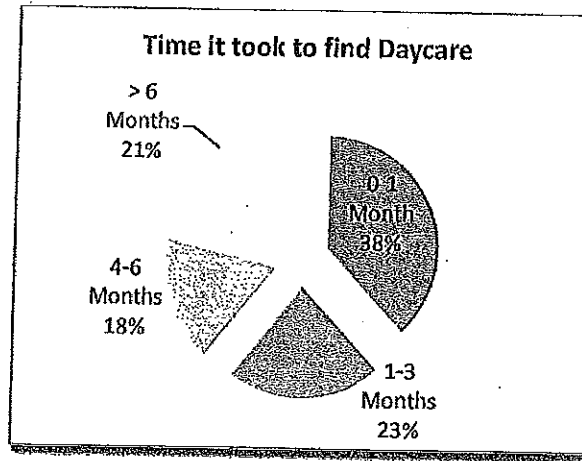


3. Does your daycare/childcare/preschool provider have a permit from the State of Wyoming?

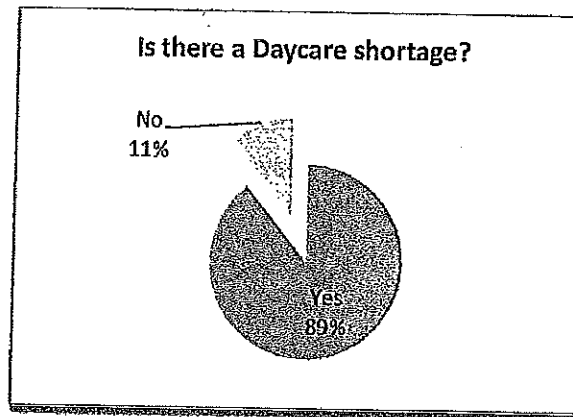


Daycare/Preschool Questionnaire Results
City of Rock Springs

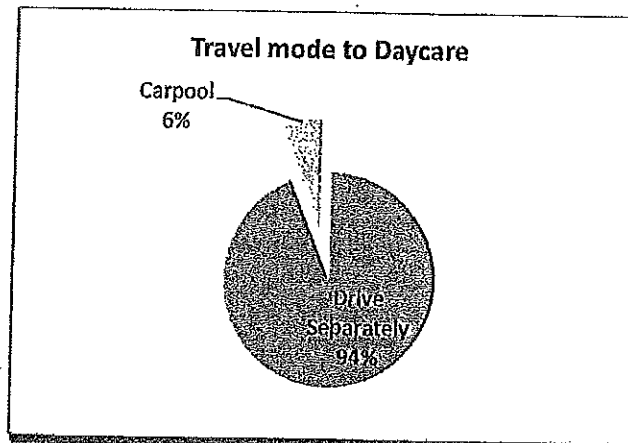
4. How long did it take you to find daycare for your children?



5. In your opinion, is there a daycare/preschool shortage in Rock Springs?

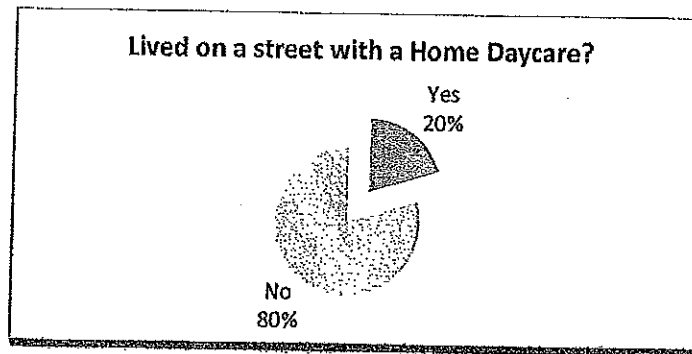


6. Do you drive your children to daycare/preschool separately or do you carpool with another parent?

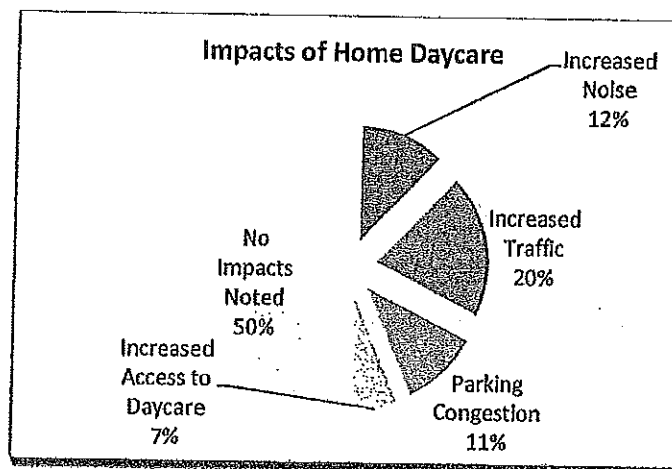


Daycare/Preschool Questionnaire Results
City of Rock Springs

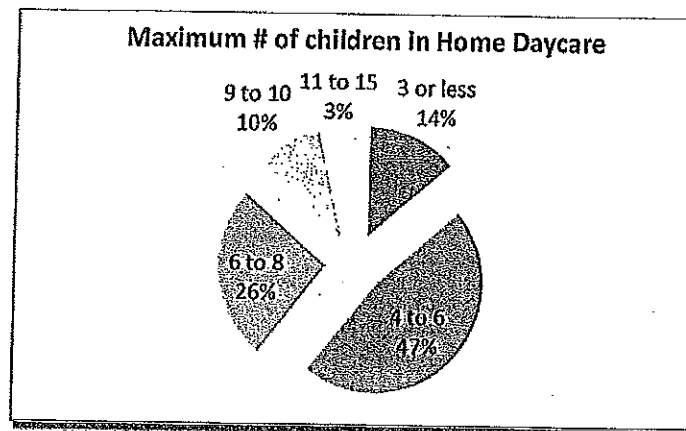
7. To your knowledge, have you ever lived on the same street with a residential (in home) daycare? If No, skip to question #9.



8. If Yes, what, if any, of the following impacts did you experience?

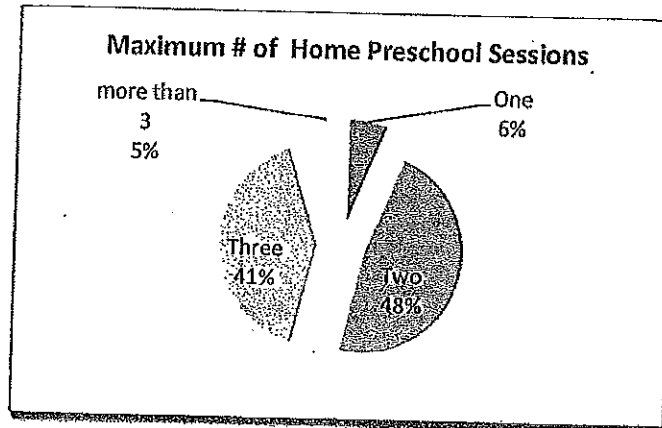


9. What is the maximum number of children you believe should be permitted in a residential (in-home) daycare?

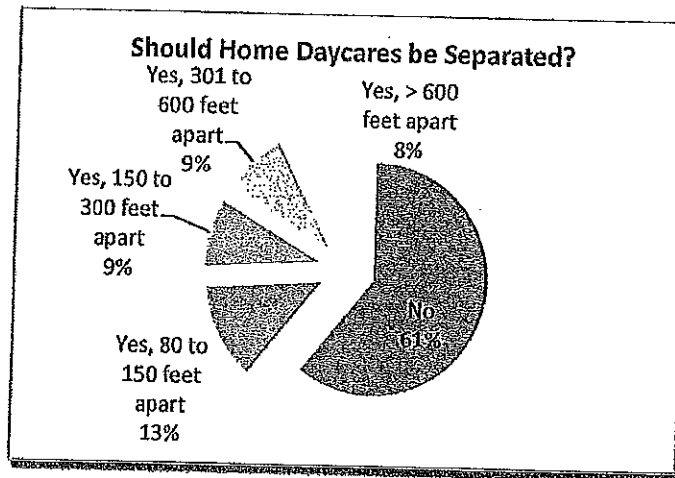


Daycare/Preschool Questionnaire Results
City of Rock Springs

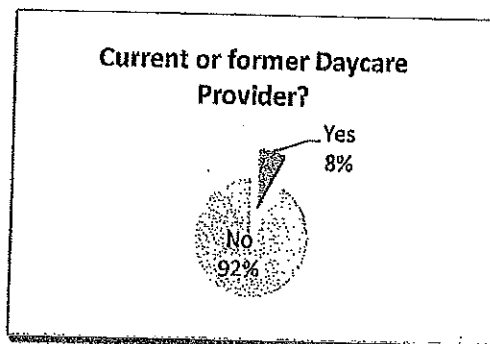
10. Preschools typically have 1 to 3 sessions per day, each of which is 2 hours in length. For in-home preschools, which the state of Wyoming permits to have up to 10 students at a time, what number of sessions per day do you believe is the maximum acceptable?



11. Should the City require that houses containing in-home daycares be physically separated from one another in order to minimize neighborhood impacts?

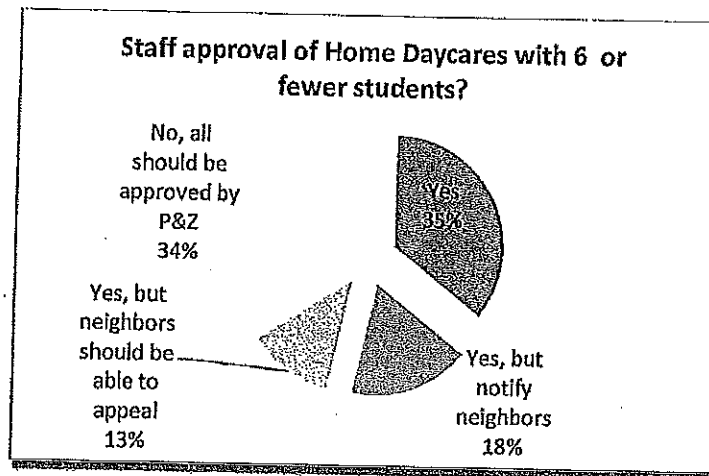


12. Are you presently or have you ever been a home daycare or preschool provider?



Daycare/Preschool Questionnaire Results
City of Rock Springs

13. Should City Staff be given the authority to approve in-home daycares/preschools if the number of students is limited to 6 or fewer?



14. Thank you for completing this questionnaire. Please provide any additional comments pertaining to daycares or preschools in the space provided below.

Attached, please find comments that were received.

COMMENTS FROM DAYCARE SURVEY
OCTOBER 1, 2010

1. I think child care providers should be accountable to health & safety standards, not their neighbors.
2. More pre-schools and accepting kids no matter what.
3. There is a daycare on our street with no permit. They have 12 kids and lots of traffic. Please take care of this. 1014 Continental Street
4. An in home daycare for little children is perfect.
5. We have a daycare across the street from our home. It is run very well and the only thing we notice is when people drop their children off and pick them up. It is not a problem.
Dana Circle
6. "Residential" means "Residential" - not business. I live where I live for a reason. Older neighborhood, quiet, no businesses next door.
7. By placing so many restrictions on the people who are willing and want to do daycare/preschool, is taking away opportunities for our children to learn and have a safe place to grow and develop.
8. Doesn't DFS approve daycares/preschools for 3 or more children? Why would you need to do it too? I kind of think that the questions should be thrown out because they are unclear and leading. What if a person doesn't think the City should have any say if it is under 6 children? Only DFS should have a say because it is their job. I really hope that you will see what I see with preschools and the need for them. If you have any doubt about it, call the CDC. They could give you a clear view of what is going on in our City.
9. As much need as there is for quality daycare and preschool, I think the City should do what it can to make the process easier.
10. The home should meet specific requirements guided by State.
11. City approves whatever they want to regardless of neighborhood approval. We are a single family dwelling zone and yet we have a residential home run by NowCap. Promises of landscaping and property appearance have not to be followed through. Why would you ask when you will do whatever you want as has been proven by the NowCap housing?
12. Ten preschool students in one house at the same time would be an impossible task. Forget about teaching them, it would be a huge task to take care of them.
13. Daycares should follow the same rules as setting up a business in your home.

14. Early intervention is vital and I believe we need more affordable preschools/daycares. I do not think a child should not get to attend preschool because of cost.
15. I don't understand peoples' aversion to daycare. There are tradeoffs to everything, and daycare is a necessary service.
16. I also think that a sign from the City "Slow Children at Play" in the neighborhoods where these are located. Also a small business sign in front yard of house.
17. Daycares should be licensed, closely monitored and laws and regulations fairly and strictly enforced. Too many daycares exist for the sole purpose of making money. Steps need to be taken to make sure the clients are getting quality care for their children.
18. I do not feel the City should get involved if the person or persons are not licensed. If the City starts poking into in home childcare our situation of providers will get worse not better. Why in the world would you offer such great classes at your civic and rec center without childcare?? The childcare at both places needs to be added in year round and even more would use the rec and civic. The City should be a bit selective on the things they choose to micro-manage. We have a great City let's not lessen it.
19. We have never experienced any problems during the 16 years we have lived here with the daycares in the neighborhood.
20. Finding a preschool for my child was extremely difficult. Any of the schools that were recommended by others were already full. I feel that there are other daycare/preschools out there, but none in very good areas of town which had an impact on my decision. I feel that the City should offer an alternative to private preschools.
21. Home based daycare centers should be allowed but regulated.
22. Daycares should provide safe, clean, learning and responsible environment for the children. Neighborhood should be involved in permitting and home based daycares should be allowed, but monitored.
23. I have been through the process at two locations and the City was fair and requirements easily met. Also, how come local childcare owners have not been contacted for further input?
24. We do not have enough daycare/ childcare as it is. It is hard to find someone to take and want to watch kids. We need more home daycares. Commercial places are very pricey. If you make it hard to find places that are physically separated all of the working parents will have to quit to stay home because they don't make a lot of money for commercial daycares.
25. Is this a real problem or just a way to gain more control - unnecessary.
26. What people do in their homes is none of my business?

27. I appreciate any interest in this matter. Early childhood education is very important and there is a significant shortage of facilities in this area, both in home and commercial. I feel very lucky to have found my child a spot in an in-home preschool after his school (CDC) dropped the program he was in last year.
28. The City needs to be in the mindset of finding ways to make the in home preschool/daycare possible, while protecting and providing for neighborhoods. Solution minded not restriction mined.
29. Small scale babysitting service is none of the City or State's Business. It is a matter between parents and the baby sitter. There should be no regulations, requirements, inspections, etc.
30. Parking is a problem.
31. We really need good, small daycares in neighborhoods to help out area families.
32. It is very noisy. Kids yelling and screaming.
33. Really a shortage and too expensive. It's like renting an apartment. Wish there were more to choose from.
34. If there were more available daycares, prices would drop and fewer small children 6 years to 10 years old would be left alone, a common occurrence in this City.
35. We need quality and affordable child care.
36. Sex offenders or predators should not live near a preschool or daycare center.
37. Block the access to my driveway, parking on sidewalk, and leaving no parking available for me.
38. If there are people willing to take in children for people when they can't afford State approved daycares/preschool, leave them alone or put in some affordable ones.
39. This is a ridiculous waste of City Employees' time and our tax dollars. Stay out of it. Stay out of residents and parents personal business.
40. You don't care when I come to your meeting, so why send this to me.
41. I think that by limiting the number of sessions a preschool can provide proper approved preschools are going to close. It is already difficult to find a preschool in Rock Springs. I would like to prepare my children for school in a safe environment and not in a preschool that is "underground" because it can't afford to operate on 1 session.
42. 24 hrs/day - bus coming and going. NowCap should not be here. They should be 1/2 mile from any residence and not on a major street.
43. Do not think it is good to have daycare or preschool in a neighborhood.

44. Neighbors should not have a say or at least be able to affect outcome of permit. Traffic impact is for such a short time and noise is not an issue.
45. Please work with the wonderful people who want to provide preschool so that we as parents have options and they can have leniency on the amount of children in their home per day (should be 10 at a time, not the same 10 per day) otherwise providers cannot afford to do it and our children suffer.
46. The Young at Heart Senior Center provides for daycare and it is certified with a nursery.
47. I currently own a childcare facility licensed for 45 years, but prior to that I provided childcare services in my home. When we closed my home business the neighbors didn't even notice a change. A year later one finally asked if we had openings. That is how little impact childcare homes have on neighbors.
48. We need more daycares to help working moms and dads.
49. Perhaps implement a 6 month review so daycares creating problems can offer mitigation and neighbors have a chance to address perceived problems. As an employer, reliable is an issue. Not a week goes by that one employee or another has to call in because sitter took the day off. I would rather have a licensed day care next door over the unlicensed mom who watches friend's children with no standard, oversight or criteria.
50. We need more preschools. I do want the children to be able to learn and play in a safe environment. I think the City should be involved, but when a new house that passed code, can't pass for preschool, something is wrong. It is safe enough they can live there, just not to learn. Hugh, that is interesting.
51. If we would have known our neighbor planned to open a preschool, we never would have purchased our home. We chose a cul-de-sac for quiet and less traffic. We are not pleased with the idea of how it will affect our property value. This is our very first home and the situation is upsetting. Businesses do not belong in neighborhoods.
52. I don't know why City Staff would have to approve this?
53. The Governor has created a Wyoming Early Childhood State Advisory Council. Maybe utilize this council to help solve the issues that are underlined in your questions, but that you are not directly putting out there. Obviously, the questions are written at an angle making it hard to respond. Too bad, because the intent seems good. Hopefully, you are also engaging the experts. I am sure you are.
54. In regards to question #9, I think if there were 2 or more adults actively caring for the children (not just an adult present in the home) the maximum amount could be increased.
55. I feel if the daycares/preschools are run with some common sense there should be little, if any impact on neighbors. I have parents drop off students behind my house, and with the weather in Rock Springs, the kids might get to play outside a handful of times. I am also so busy teaching that when we do go outside it is usually no more than 10 minutes and

that is at the end of the session. We are noisier when we have family over for a BBQ.
P.S. My husband even works shift work (days and graves) and is able to sleep through it.

56. How big is the house and how many adults are supervising?
57. All daycare providers should be licensed by the City/State.
58. We need more affordable childcare.
59. My daughter attends YWCA now and we love it. Before that there were no openings and I had to take her to a home daycare which I took her out of because of too many children in the house.
60. I know there is a great need for childcare. Please make it safe for children, yet easier for parents and providers.
61. After dropping kids off, parents turn around in the middle of the street instead of going around the block. We have had bricks hit at times because they come close to our side home access.
62. We have a major daycare shortage in Rock Springs. During the boom we didn't have enough daycares, so we ended up getting the people that open daycares to make a few bucks that are illegal due to they don't comply with the City or the State. The ones that jump through the hoops to comply are not full due to this problem and we are being put on the table about our home daycares.
63. I have a home daycare, and I have not had an increase in traffic, or parking congestion, or no increased noise. The only extra traffic I have on our street is from the soccer field that is at Century Park during the season. It is terrible when they drive so fast through the area, and don't think about the residents or the children in the area.
64. Maximum number of children should be set by the State, and depend on the size of the house, and who is caring for the children. You have to be licensed and go through the screening and background checks for DFS and the State of Wyoming.
65. Should there be two daycares on the same street, what is that hurting? It is providing a need for children to be in a home setting instead of a big center. Provided they both are licensed.
66. I am a home daycare provider that provides service to parents with odd hour jobs that come at opening of daycare and pick their children up during the early afternoon and then some that come around 7:30 or later and pick their children up later. I have children that are picked up by busses in front of my home for CDC or Kindergarten. I also have before and after school children. All jobs are not based on when they can have daycare. We would all love to have 8-5 jobs, but this is not the way of life here. We deal with what we deal with and get our jobs done.
67. The daycares that are open now as home daycares had to go through the notification of neighbors, and approval by Planning and Zoning Commission, why not keep that policy

for all home daycares/preschools. It worked for us, why not the new daycares/preschools also.

68. We need more good, qualified daycares in this area to accommodate the children, whether they are very young children, 2-5 year olds, or even before and after school children. I like knowing where my daycare children are when school is out, or when school is going on.
69. As a parent it is hard to find a good daycare. Please don't make it hard on those who want to care for children.
70. Don't allow daycares in townhomes or apartments.
71. We need more daycares no matter what needs to be done or where they are located. I am a working mother of 3 kids. It is very hard to find daycare.

ORDINANCE NO. 2018- 11

AN ORDINANCE AMENDING ARTICLE 3-2, ENTITLED "OFFENSES CONCERNING PUBLIC MORALS AND DECENCIES", OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING.

WHEREAS, the Governing Body of the City of Rock Springs desires to amend Article 3-2, entitled "Offenses Concerning Public Morals and Decencies", Section 3-237 of the Ordinances of the City of Rock Springs, to allow for the service of alcoholic beverages on outdoor dining decks in the downtown area; and,

WHEREAS, the Governing Body of the City of Rock Springs has said proposed amendments before it and has given them careful review and consideration.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 3-2, entitled "Offenses Concerning Public Morals and Decencies", Section 3-237, of the Ordinances of the City of Rock Springs, is hereby amended to read as follows:

Article 3-2

OFFENSES CONCERNING PUBLIC MORALS AND DECENCIES

3-237 Drinking Alcoholic Beverages on the Streets Prohibited.

(a) It shall be unlawful for any person to drink malt beverages or intoxicating liquor on the streets, sidewalks, alleys, parking lots or other similar such public places within the City of Rock Springs. Public places and public parking lots shall include any publicly owned or publicly maintained property, and any privately owned property in which the public is invited, including, but not limited to restaurants and retail stores. Public areas shall not, for the purposes of this ordinance, include taverns, dining decks constructed pursuant to Article 13-819 of these ordinances, or other businesses which are licensed by the City of Rock Springs to dispense alcoholic or malt beverages at that location. This section shall not apply if the owner of the property has granted prior permission to the individual for the consumption of alcoholic beverages on his or her property.

(i) Notwithstanding the provisions of subsection (a) above, drinking of malt beverages or intoxicating liquor upon the streets, sidewalks, alleys, parking lots or other public places within the City of Rock Springs may be permitted by the Governing Body for a specified period of time if the following conditions can be met:

(A) The public area upon which drinking of malt beverages or intoxicating liquors is to be permitted must be enclosed, blocked off or cordoned off in a manner that is acceptable to the Chief of Police and the Fire Chief.

(B) The dates and hours during which drinking of malt beverages or intoxicating liquors in the designated areas are accepted by the Governing Body and the Chief of Police.

(C) Such other conditions as the Governing Body deems to be necessary and appropriate under the circumstances.

(b) It shall be unlawful for any person to drink any malt beverage or intoxicating liquor while operating a motor vehicle within the City of Rock Springs.

(c) It shall be unlawful for any person to drink any malt beverages or intoxicating liquor in any public park or recreation area within the City of Rock Springs, except in appropriate places at the North Recreation/Golf Course Complex and the County Fairgrounds and in such other recreation areas as the Governing Body by majority vote may, from time to time, designate for such use either on a regular basis or for a specified period during some special event.

(d) Any person found guilty of violating the provisions of this Ordinance shall be fined a sum not to exceed Two Hundred Dollars (\$200.00) and costs as provided by law. (Ord. No. 2111, 7-2-73; Ord. No. 75-1, 1-6-75; Ord. No. 83-23, 9-20-83).
(Ord. 98-13, Amended, 08/04/1998)

Section 2. That this ordinance shall be in full force and effect upon its approval and publication.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk

ORDINANCE NO. 2018- 12

AN ORDINANCE AMENDING ARTICLE 4-14 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED, "WATER SERVICE."

WHEREAS, the Governing Body of the City of Rock Springs desires to amend Article 4-14 of the Ordinances of the City of Rock Springs entitled "Water Service", to allow the Governing Body in its discretion to waive water tap fees for real property owners within the slummed and blighted areas of the City who wish to modify an existing structure for business purposes and who would be required to install a sprinkler system for fire suppression to comply with the building and/or fire codes, in addition to clarifying and updating language contained within the ordinances; and,

WHEREAS, the Governing Body of the City of Rock Springs has said proposed amendments to the ordinance before it and has given them careful thought and consideration.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 4-14, entitled "Water Service", Sections 4-1401, 4-1406, 1410, 4-1412, and 4-1415, of the Ordinances of the City of Rock Springs, is hereby amended to read as follows:

Article 4-14

WATER SERVICE

4-1401 Definitions.

(a) The following words and phrases, when used in this Article, shall have the meaning ascribed to them in this section unless the context clearly indicates a different meaning:

- (i) Actual Cost: the amount at the time expended, including labor and transportation.
- (ii) Budget Amount of Levelized Bill: the estimate of the average charge for services at a single location over the plan year.
- (iii) City: the City of Rock Springs, Wyoming, a body corporate and politic and political subdivision of the State of Wyoming.
- (iv) City's Facilities: all lines, meters, hydrants and/or other equipment used in the transportation of water and to which the city has acquired an obligation pursuant to the Lease, Operation, Maintenance Service and Management Agreement.
- (v) Commercial User: any business where commodities are exchanged, bought or sold or services rendered. For any combination of locations where service is provided to both residential and commercial users, the commercial rate shall be charged for the entire amount of consumption unless separate meters are installed.

(vi) Corporation: A control valve directly attached to the main city water line to which a user's service line is connected.

(vii) Curb Stop: a control valve for the water supply of a building, residence, or other user facility, usually placed between the back of a sidewalk and curb, used to shut-off the water supply in the event of an emergency or non-payment.

~~(viii)~~ Days: shall indicate calendar days and exclude initial date of service, but include the last day specified.

~~(viii)~~ Deferred Balance of Levelized Bill: the amount of the actual charges for the service minus the charges billed during the levelized billing plan year. In the event the billed charges are greater than the actual charges, the balance will become a credit on the account.

~~(viii)~~ Delinquent Account: any amount outstanding twenty (20) or more days.

~~(ix)~~ Extensions or Expansions: the addition of new services which require the construction of new distribution or transmission pipelines.

~~(xii)~~ Fraudulent Use: any use of water service supplied by City to any User where such User intentionally or knowingly violates the provisions of this Article or any other Rock Springs Ordinance or intentionally or knowingly misrepresents to the City the use to which the User intends or does put the water, or the amount of water being used.

~~(xiii)~~ Government User: any organization, agency or other political unit being responsible for the direction and supervision of public affairs.

~~(xiv)~~ Industrial User (Light): any business whose processing of products results in none of the conditions described for heavy industry.

~~(xv)~~ Industrial User (Heavy): any business whose processing of products results in the emission of any atmospheric pollutant, light flashes, or glare, odor, noise, or vibration which may be heard and/or felt off the premises and those industries which constitute a fire or explosion hazard.

~~(xvi)~~ Joint Powers Water Board or Board: the City of Green River, Wyoming, -- City of Rock Springs, Wyoming, -- Sweetwater County, State of Wyoming Joint Powers Water Board created February 6, 1986 pursuant to the Joint Powers Agreement and Wyoming State Statutes § 16-1-101 and as amended and restated on August 4, 1987 to provide for inclusion of Sweetwater County in the Joint Powers Agreement.

~~(xvii)~~ Lease, Operation, Maintenance, Service and Management Agreement: that certain Lease, Operation, Maintenance, Service and Management Agreement entered into by and between the City of Rock Springs, Wyoming and the City of Green River, Wyoming -- City of Rock Springs, Wyoming -- Sweetwater County, State of Wyoming Joint Powers Water Board dated February 29, 1988.

~~(xviii)~~ Levelized Billing Plan Year: the twelve month period following the initiation of the levelized billing plan or its anniversary.

~~(xix)~~ Maximum Amount of Water Available to the City: the amount of water determined by the Joint Powers Board from time to time to be the maximum amount of water that the Joint Powers Board is able to deliver to the City, given the amount of water available to the Board from its water rights, the Board's ability to treat and transport such water, and other demands for such water and weather conditions (including the effects of any drought).

~~(xx)~~ Meter or Water Meter: an instrument used for measuring the quantity of water delivered to a specific point.

~~(xxi)~~ Owner or his Agent or Representative: any person holding title to property which is receiving water service.

~~(xxii)~~ Point of Connection: the point connecting or corporation of the City's main distribution line and the service line of the User.

~~(xxiii)~~ Point of Use: the point of service termination on the Owner's premises.

~~(xxiv)~~ Residential User: occupant of a premises for residential use, but not including hotels, motels, or tourist homes. Residential users also include the following:

- (a) Single Family Dwelling: a building used for occupancy by one family.
- (b) Multiple Family Dwelling: a building used for occupancy by two or more families living independently of each other.
- (c) Mobile Home/Mobile Home Park:
- ~~(xxiii)~~xxv Service: the supplying of water to any User pursuant to the provisions of this Article.
- ~~(xxiv)~~xxvi System: the portion of the Board's Water System leased to the City of Rock Springs pursuant to the Lease, Operation, Maintenance, Service and Management Agreement.
- ~~(xxv)~~xxvii Temporary Service: such service as is granted upon application for a period of six (6) months or less to qualified Users in the area of construction, irrigation and dust control as determined by the City of Rock Springs.
- ~~(xxvi)~~xxviii User: residential, commercial, industrial or governmental customer receiving water service inside the boundaries of the City or of unincorporated Sweetwater County, Wyoming.
- ~~(xxvii)~~xxix User's Facilities; all piping, plumbing, equipment, and faucets, including a shutoff valve located in a curb box, and any other equipment whatsoever which is used in connection with transporting water located from the corporation cock with the City's facilities and such other equipment which is not a part of the City facilities. At the request of the City, User shall be required to install a curb stop. If service is terminated and curb stop has not been installed, service will not be renewed until the User installs curb stops. Curb stops shall also be required by the City on new lines or when a line is being replaced.
- ~~(xxviii)~~xxx Water Purchase Agreement: that certain Water Purchase Agreement entered into by and between the City of Green River, Wyoming -- City of Rock Springs, Wyoming -- Sweetwater County, State of Wyoming Joint Powers Water Board and the City of Rock Springs, Wyoming dated February 29, 1988. (Ord. No. 2005-07, 4/19/05).

4-1406 Connection of Service.

(a) All equipment or facilities required for initial connection shall be furnished and paid for by the User. Thereafter, The City ~~will furnish, install~~shall, own, operate, maintain, and replace all equipment necessary to connect User's facilities to the City's facilities.

At the time of the application for a building permit on any new construction, all licensed contractors must pay a deposit as required under Section 4-1405, to guarantee payment for water used during construction. All water consumption during construction will be metered and billed under provisions of this ordinance. Refund of guarantee deposits paid by contractors shall be regulated by the same procedures as other Owners; however, deposits will be charged on a one-time basis only and not required on subsequent construction projects after acceptable credit history has been established. Contractor shall also pay a non-refundable Service Connection Fee as set forth in the Water Connection Fee Schedule, approved and adopted by resolution of the Governing Body.

Notwithstanding the foregoing, a portion of the connection fees may, within the sole discretion of the City Council, be waived for real property owners within the slummed and/or blighted areas of the City as identified in Resolution 2006-16, who wish to modify an existing structure for business purposes and who would be required to install a sprinkler system for fire suppression to comply with the building and/or fire codes. The actual cost of any physical facilities required to make the connection will not be waived under any circumstances.

(b) User's facilities shall be so located as to make the meter and curb stop easily accessible and convenient for the installation, operation, protection, metering and maintenance of the City's meters and equipment.

(c) The City shall not be required to install or maintain more than one connection direct from its facilities to the facilities of any one User. Each User shall install and maintain, at his own expense, all piping, plumbing, equipment, and faucets, including a shut-off valve located in a curb box meeting the City's specifications, to the point of connection to the City's facilities except for the meter which the City will provide and install.

(d) The City of Rock Springs will permit a secondary water service on a property:

1. provided it does not adversely impact the distribution system;
2. the installation is to be metered and costs of installation are borne by the property owner;
3. after review and upon acceptance by City Engineering Staff and City Water Supervisor.

(e) All plumbing and equipment of Owner, including outside hydrants and faucets shall be connected, at the expense of Owner, to the service piping in such a manner that all water used by User shall pass through the meter.

(f) Temporary service shall be installed at the cost of Owner and according to the specifications of the City. All temporary lines shall be removed by Owner at the request of the City and at the expense of Owner. The Owner may apply to the City to have lines become permanent which application shall be considered the same as an application for capacity increase by the City and the Joint Powers Board.

(98-06, Amended, 06/20/1998; Ord. No. 2005-07, 4/19/05).

4-1410 Metering and Billing.

(a) The City will install and maintain all meters necessary to enable the City to render bills for each service connection furnished. All meters and other equipment furnished by the City will be maintained by the City and will remain in the ownership of the City.

(b) The Owner shall give the City, or its authorized agents, permission to enter User's premises at all reasonable times for the purpose of installing, inspecting, reading, repairing, or removing any or all of its equipment or facilities used in connection with the supply, metering and billing of water, or terminating service.

(c) Meters will be read at the time service is first established and thereafter at the City's regular periodic intervals approximately thirty days apart.

(d) If the City is unable to read the meter because of its inaccessibility or otherwise, the City shall estimate consumption based upon estimated consumption charts to be established from time to time by the City.

(e) Bills showing separately the consumption, (in cubic feet), and charge for each service connection as well as work orders, deposits and other charges furnished will be rendered monthly and will become delinquent if not paid within twenty (20) days after billing date.

(i) BILLING AND NOTICE SCHEDULE. (Note: Consumption starts on Day 1, therefore the time period allowed before shut off can reflect up to 77 days of actual consumption)

			Late Fee
Read Meter	Billing	Due Date	Charged
1-30 days	Day 1	Day 20	Day 21

Subsequent Months Billing Includes Late Fees and:

Past Due Notice
—Day 31-32

Door Hanger ~~Delinquent~~ Notice
Day 42

Shutoff
Day 47

(A) If the City is unable to read a water meter because of its inaccessibility or otherwise, the City shall estimate consumption. As an alternative to estimation, customer may provide the Water Department with accurate readings on forms provided by the City. Every account shall be read by city personnel at least once every six (6) months. In no instance will the City accept responsibility to hold keys to private property in order to obtain readings of water meters.

(ii) Residential Users may request that charges for metered services be calculated using a "Levelized Billing Plan." Levelized bills will be rendered monthly showing the consumption determined by the plan in addition to charges for each service connection and work orders, deposits and other charges. The plan will determine the billed consumption based on the actual metered consumption, the budget amount, and the deferred balance. The monthly bill amount is calculated so as to bring the deferred balance to zero at end of each plan year. Thus while a customer's bill may never be identical, it will tend to be very near the same all year long.

(iii) Residential Users requesting levelized billing must have twelve (12) months of good credit history. Customers must agree to pay any unbilled charges upon termination of the plan or termination of their account. The budget amount is calculated over the previous twelve (12) months of charges, and may be adjusted by up to five percent (5%) during levelized billing setup. Settle-up bills may be prepared at the end of the plan year or upon termination to bring the deferred balance amount to zero. The plan may be terminated at the request of the customer, or by the City if the customer becomes delinquent.

(f) Any Owner who fails to pay the entire utility bill within twenty (20) days of the billing date shall be charged a late payment fee in the amount of two (2) percent of the past due amount. This provision shall not apply to other governmental entities receiving water service.

(g) No reduction of amounts billed will be made by reason of loss of water due to waste caused by leakage of equipment of User. No set off or credit for water used to prevent freezing of pipes will be given unless prior approval is received from the Public Works Department of the City. Maximum credit amounts may be established.

(h) The City reserves the right to install such meters or other devices as may be necessary for the efficient operation of the system for the detection and prevention of fraud or waste without notice to Owner. Whenever flat rate service is furnished for a special use and a demonstrated abuse of such service occurs, the City may, upon written notice to User, meter such service and bill for water supplied under an applicable schedule.

(i) Should damage result to metering equipment from molestation or willful neglect by User, the City will repair or replace such equipment and may bill User for the actual City costs incurred.

(j) Meters will be inspected upon request or as needed. If requests for testing of meters is made by User more often than once every twelve (12) months, the City may charge User for the City's actual cost of making such test. When a meter is found to be more than three (3) per cent fast, the City will refund to User the amount paid for such test, if any, together with the overcharge based on the corrected meter readings for the period in which the meter was in use, not exceeding six (6) months.

4-1412 Responsibility.

(a) The User must obtain and furnish to the City all necessary permits to enable the City to supply service.

(b) The Owner shall be responsible for all damage or loss of the City's property located upon his premises unless occasioned by negligence of the City. The Owner shall pay all costs for replacement and/or repair of the City's meter resulting from failure to provide protection and insulation from freezing of the water meter. The use of water upon the premises of Owner is at the risk of Owner and the responsibility of the City, except for the meter, shall cease at the point of connection with the City's facilities.

(c) User shall be responsible for the installation and maintenance of all piping, plumbing and equipment on User's facilities beginning at the corporation cock including all costs associated therewith. The City shall not be liable for any loss or damage of any nature whatsoever caused by any defect in User's service piping or in User's equipment upon the premises of the City.

(d) The City does not undertake or agree to furnish or supply continuous or uninterrupted service to its users over and above the maximum amount of water available to the City as determined by the Joint Powers Water Board and shall not be held responsible or liable to any User for any loss or damage caused or occasioned by or arising from any interruption or delay in service, or from any failure to supply water occasioned by or due to accidents, breakdowns, washouts, fire, flood, drought, adverse weather conditions, earthquake, subsidence, ground collapse or landslide, interruption or delay in transportation or power supply, walkout, government law, order, regulation or interference, Act of God or other causes which are unavoidable or beyond the reasonable control of the City, or on account of strikes, riots, wars, or civil or military authority; nor in any event shall the City be responsible or liable for any consequential damages, unless occasioned or caused by the City's willful default or neglect.

(e) The City will not permit any physical connection between a private water supply and the City's distribution system.

(f) User shall, when requested by the City or when required by legally constituted authority, furnish, own, and install a back flow prevention device in the City's piping or plumbing. Said device shall be of a type acceptable to the City and shall be installed, tested ~~from time to time~~ in accordance with DEQ Chapter 12, Section 14 rules, or a schedule determined by the City, and maintained by or at User's expense in accordance with the City's requirements. (Ord. No. 2005-07, 4/19/05).

4-1415 Miscellaneous Provisions.

(a) A service charge of Twenty Dollars (\$20.00) shall be incurred by all checks returned for insufficient funds. Payment in cash or by certified check may be required from customers with repeated insufficient check violations.

Any account which is past due to the point of having issued and/or delivered a Door Hanger Notice for unpaid balances 42 days after the original bill issue date may be charged a fifteen dollar (\$15.00) fee for the issue of such notice.

(b) Water Department servicemen may collect fees for payment of accounts. Triplicate receipts will be written (original to customer, duplicate to Water Department, triplicate to be maintained by water operations).

(c) The City will ~~not~~ allow contractors or others the use of fire hydrants for industrial or commercial use. ~~The only exception will be for those contractors involved in Abandoned Mine Lands (AML) contracts administered by the Department of Environmental Quality. AML contractors may use hydrants~~ after entering into a written agreement with the City. Written agreements ~~must~~ shall be accompanied by a cash bond or other surety.

(d) Any property deemed inaccessible due to the absence of the property owner will be entered for emergency work only if accompanied by an officer of the Rock Springs Police Department. The officer shall witness the work performed.

(e) When it is determined that multiple properties are served by a single water service, the property owner shall be ultimately responsible for delinquent accounts.

(f) It shall be the policy of the City to act immediately when fraudulent use of water is discovered. The User will be given 24 hours to cease and desist followed by immediate prosecution if necessary.

(g) The City does not assume responsibility for the maintenance, operation or location of the customer's curb box.

(h) The provisions of this article shall supersede all other regulations regarding water service heretofore adopted by the City and with which they do not conflict. (Ord. No. 88-07, 3-1-88; Ord. No. 94-14, 5-3-94; Ord. No. 2005-07, 4/19/05).

Section 2. That this ordinance shall be in full force and effect upon its approval and publication.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

PASSED AND APPROVED this _____ day of _____, 2018.

President of the Council

Mayor

Attest:

City Clerk