

COUNCIL WORK SESSION
Tuesday, July 12, 2016, 4:30 p.m.
Casper City Hall
Council Meeting Room

AGENDA

1. Use of Council Chambers (Bill Luben)
2. Enhance Law Enforcement Response to Victims (ELERV) (Chief Wetzel, Leslie Fritzler)
3. Arborist Ordinance (Andrew Beamer, Pete Meyers, Dan Coryell, Jim Gerhart)
4. City Travel Policy & Events Sponsorship Policy (V.H. McDonald)
5. City Manager Report
6. Future Agenda Review
7. Council Around the Table

June 30, 2016

MEMO TO: V. H. McDonald, City Manager
FROM: Jim Wetzel, Chief of Police 
SUBJECT Enhance Law Enforcement Response to Victims (ELERV)

Recommendation:

The Casper Police Department would like to present, via PowerPoint, information regarding Enhance Law Enforcement Response to Victims (ELERV) to Casper City Council.

Summary:

The Casper Police Department was one of three police departments in the United States selected for a grant from the International Association of Chiefs of Police (IACP) 'Enhancing Law Enforcement Response to Victims' (ELERV). The grant is a three year \$300,000 funding with an allocation of \$100,000 per year. This grant has three components: research, implementation of strategies and procedures developed from the research, and re-evaluating the implementation program. By doing the research within our own department and community, training and resources will be developed to give better services and minimize gaps for victims of crime in our community.

**Casper Police Department
International Association of Chiefs of
Police
Enhancing Law Enforcement
Response to Victims: A 21st Century
Strategy**

ELERV Grant Components:

- **Managed by the International Association of Chiefs of Police (IACP)**
- **Casper was selected as one of 3 cities participating**
 - **Other cities on the grant**
 - **Chattanooga TN**
 - **Saginaw MI**
- **Three Year Timeline-Started October 1, 2015**
 - **\$300,000 total, \$100,000 per year allocation**
- **Participants:**
 - **All of the Casper PD**
 - **Research Partner: St. Cloud State University**
 - **Community Partner: Jennifer Dyer, Self Help Center**
 - **Professional Partners: Tim Conroy, IACP**



HISTORICAL PERSPECTIVE

● **Pilot Sites (3):**

- Beaverton, OR Police Department
- Mundelein, IL Police Department
- Charlotte-Mecklenburg, NC Police Department

● **Validation Sites (8):**

- Broken Arrow, OK Police Department
- Denver, CO Police Department
- Hastings, NE Police Department
- Loudoun County, VA Sheriff's Office
- New York State Police
- Sumner, WA Police Department
- University of California at San Bernardino Police Department
- Flint, MI Police Department

Foundation of ELERV Strategy

- Best practices from the victim services field
- 7 Critical Needs of Victims
 - Safety
 - Support
 - Information
 - Access
 - Continuity
 - Voice
 - Justice
- Need to understand and effectively respond to cultural differences and the varying needs of victims.
- Providing a continuity of services to victims of crime and their families
- Promote agency wide participation and buy in
- Obtaining feedback both internally and externally

ELERV Core Elements

- **Leadership**
- **Partnerships**
- **Training**
- **Performance Monitoring**



Enhanced Response To Victims

- **What it's **not**:**
 - **What we are already doing**
 - **A drain on human or fiscal resources**
 - **Social work**
 - **Common practice across the field**

Enhanced Response To Victims

- **What it is:**

- **Understanding the gaps in service and what the victims need in your community (based on evidence and not perception)**
- **Treating all victims and their families with empathy, compassion and respect**
- **Providing victims with the access to information and referrals for assistance**

Enhanced Response To Victims

- **What it is:**

- **Informing victims about what to expect as their case proceeds**
- **Helping victims to identify risk factors to prevent re-victimization**
- **Providing your agency members with tools and training to do their jobs more effectively**
- **Changes and new practices driven by the police department but accomplished in collaboration with other partners**

Implementing the ELERV Strategy

- Determine the need
- Establish a baseline (needs assessment process)
- Understanding 7 Critical Needs of Victims
- Leadership
- Partnerships
- Training
- Performance Monitoring



Community Partnerships

- **Responding effectively to victims cannot be done alone. External partners are critical including:**
 - **Crime Victims**
 - **Victim Service providers/ victim advocates**
 - **Crime and juvenile justice agencies**
 - **Elected officials**
 - **Businesses**
 - **Faith communities**
 - **Community members**
 - **Media**

Immediate Action Plan

- **St. Cloud State will be conducting a needs assessment, both qualitative and quantitative during the summer months.**
- **Internal and external survey and focus groups will be utilized.**
- **A review of policies/procedures, organizational charts, training requirements and working partnerships with community stakeholders.**
- **Data will ensure our agency is focusing on gaps within our services and not perceptions**
- **Same data collection process will take place at the end of the implementation phase to determine what changes, if any, can be identified.**

Immediate Action Plans

- **Community presentation completed**
 - **Steering committee developed after the presentation Lt. Hadlock-Chair**
 - **Leslie Fritzler, Victim Services-Grant Supervisor Contact**
 - **Members of community**
 - **Grant Assistant hired**
 - **Kristi Cote was hired with grant funds to be the point of contact of the program. Started July 5th.**
 - **Research process in progress.**
 - **Findings that are completed will be presented at IACP Conference in October. Implementation plan will then begin. (training, policies, procedures, resources, etc.)**

July 1, 2016

MEMO TO: V. H. McDonald, City Manager

FROM: Andrew Beamer, Public Services Director
Pete Meyers, Assistant Public Services Director
Dan Coryell, Parks Manager

SUBJECT: Proposed Revisions to Ordinances Regarding Arborist Licensure

Recommendation:

Staff is seeking Council's direction to revise sections 12.32.075 and 15.12.170 of the Casper Municipal Code in regards to the licensure of professional arborists.

Summary:

Casper Municipal Code 12.32.075 requires all commercial arborists to possess a license that has been issued by the City. The licensure requirement was instituted so that citizens can have a level of confidence that their trees are being cared for by commercial arborists that understand tree care, and that the arborists who are doing this work have appropriate liability insurance. The ordinance requires the arborist to either pass a test or possess an International Society of Arboriculture (ISA) certification. Commercial arborists are also required to possess insurance and to pay an annual \$25 licensure fee.

With thousands of dead trees throughout town, it is reasonable to expect that many currently unlicensed people or firms will soon start to offer tree felling services. The City Parks Division is seeking to amend the ordinance so that the standards for receiving an arborist's license are more clearly defined. As it is currently written, the ordinance could be interpreted to mean that the arborist must attain ISA certification after three years, but it is not clear when that three year time period would begin or end. There is also ambiguity as to whether each individual employee of the arborist company must be licensed; likewise, there is ambiguity as to whether the insurance requirement applies to the individual or to the entire firm. Last, but not least, the licenses that are currently issued by the City are issued with a December 31 expiration date, but this expiration timeframe is not clearly stated within the ordinance.

This law, both in its current and amended forms, only impacts work that is being done "for compensation." Homeowners do not need a license to care for their own trees, and likewise, friends and neighbors are free to assist one another with tree care so long as the work is not being done for a fee.

The proposed revisions would:

1. Specify that the license is issued to an individual person (as opposed to the firm). A licensed person must be on site when an arborist firm is conducting any cutting, trimming, pruning, spraying, injecting chemicals, or removing trees or shrubs.
2. Specify that the firm must be insured and establish minimum insurance levels.
3. Require that the license be on display at the job site.
4. Allow the Council to set the licensure fee by resolution. The current proposal is to maintain the existing annual licensure fee of \$25 per year.

5. Revise the appeal procedure for license revocations. The law currently calls for revocation appeals to be handled by the City Council directly. The revised law would refer appeals to the Contractor's Licensing Board. In order for this change to be enacted, a small amendment will have to be made to the contractor licensing chapter (15.12.170).

These proposed changes have been shared with local commercial arborists. The feedback received so far has been supportive of the proposed changes.

ORDINANCE NO. 16 - __

AN ORDINANCE AMENDING SECTION 12.32.075 OF
THE CASPER MUNICIPAL CODE PERTAINING TO
ARBORIST' S LICENSE REQUIREMENTS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY
OF CASPER, WYOMING:

Section 1:

That Section 12.32.075, of Chapter 12.32 - Trees and Shrubs, of the Casper Municipal Code
shall be amended to read as follows:

12.32.075 - Commercial arborist—License and insurance requirements—Suspension and
revocation—Appeal procedures.

- A. All commercial arboristS shall be licensed and insured AS PROVIDED HEREIN. A
COMMERCIAL ARBORIST FIRM OR CORPORATION SHALL HAVE AT LEAST ONE
(1) EMPLOYEE, OWNER, OR OFFICIAL THAT IS LICENSED. EACH COMMERCIAL
ARBORIST FIRM OR CORPORATION, WHEN ENGAGED IN ANY ACTIVITY LISTED
UNDER 12.32.020 (E), SHALL HAVE An EMPLOYEE, OWNER, OR OFFICIAL
THEREOF, WHO IS LICENSED UNDER THIS CHAPTER, ON THE WORK SITE
DURING THE OPERATION OF THAT ACTIVITY. ~~Any appropriate fees that maybe
assessed for licensing shall be established by resolution.~~ ANNUAL LICENSURE FEES MAY
BE ASSESSED BY THE CITY. THE ANNUAL LICENSURE FEE, IF ANY, SHALL BE
SET BY CITY COUNCIL RESOLUTION.
- B. Before a commercial arborist license will be granted, the applicant shall MEET ONE (1) OF
THE FOLLOWING CRITERIA:
1. THE APPLICANT SHALL successfully complete, with a satisfactory score, a
~~competency test administered by the city parks division~~ THE CITY OF CASPER
COMMERCIAL ARBORIST EXAM. THE EXAM SHALL BE administered by the
eCity pParks dDivision. THE EXAM SHALL ASSESS THE APPLICANT'S
KNOWLEDGE OF ARBORICULTURE, TREE LAW, AND TREE REGULATION,
AND ALL QUESTIONS SHALL BE RELEVANT TO THESE TOPICS. THE EXAM
SHALL BE ADMINISTERED IN A FORMAL AND CONSISTENT MANNER. A
PASSING GRADE SHALL BE BESTOWED UPON ANY APPLICANT THAT HAS
SUCCESSFULLY ANSWERED EIGHTY (80) PERCENT OF THE TEST
QUESTIONS CORRECTLY. ~~Within three years of obtaining a commercial arborist
license from the city, a representative from each business shall also secure certification
from the International Society of Arboriculture. Proof of such certification shall be filed
with the city. Proof of such certification shall be filed with the city.~~
 2. ~~Maintain a general liability and property damage insurance policy, with a responsible
company authorized to do business in the state, in full force and effect, and file copies of
such certification in the office of the city clerk.~~ THE APPLICANT SHALL POSSESS A
CERTIFIED ARBORIST CERTIFICATION FROM THE INTERNATIONAL
SOCIETY OF ARBORICULTURE. PROOF OF SUCH CERTIFICATION SHALL BE
FILED WITH THE CITY.

- C. ~~Failure of a commercial arborist to comply with the conditions set forth in this section shall be sufficient grounds for the city manager to revoke such license. In the event of any suspension or revocation, except and unless such license has been caused to be revoked by termination of insurance, the city council shall have the authority to overrule or otherwise modify any order of the city manager with regard to license suspension/revocation. If an appeal of the city managers decision is desired, the appeal shall be filed within ten calendars days from the date of the city manager's decision to suspend or revoke the license. A hearing by the city council on an appeal shall be held within thirty days from the date the appeal is filed with the city clerk.~~ BEFORE A COMMERCIAL ARBORIST LICENSE WILL BE GRANTED, THE APPLICANT SHALL SHOW PROOF THAT THE APPLICANT, IF ACTING AS AN INDIVIDUAL ARBORIST, OR IF THE APPLICANT IS AN EMPLOYEE OF, OR THE OWNER OR OTHER OFFICIAL OF A COMMERCIAL ARBORIST FIRM OR CORPORATION, THAT THE FIRM OR CORPORATION HAS A LIABILITY INSURANCE POLICY, THROUGH AN INSURANCE COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE, IN FULL FORCE AND EFFECT DURING THE TERM OF THE LICENSE. THE LIABILITY POLICY SHALL BE WRITTEN IN AMOUNTS NO LESS THAN TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) TO ANY CLAIMANT FOR ANY NUMBER OF CLAIMS ARISING OUT OF A SINGLE TRANSACTION OR OCCURRENCE, AND FIVE HUNDRED THOUSAND DOLLARS (\$500, 000.00) FOR ALL CLAIMS OF ALL CLAIMANTS ARISING OUT OF A SINGLE TRANSACTION OR OCCURRENCE FOR BOTH BODILY INJURY AND PROPERTY DAMAGE. PROOF OF SUCH INSURANCE SHALL BE FILED WITH THE CITY'S PARK'S DIVISION SHOWING THAT SAID INSURANCE IS BEING MAINTAINED BY THE LICENSEE DURING THE TERM OF THE LICENCE.
- D. THE LICENSE HOLDER SHALL CONSPICUOUSLY DISPLAY IN PUBLIC VIEW A COPY OF THE LICENSE WHEN ENGAGED IN ANY ACTIVITY LISTED UNDER 12.32.020(E).
- E. LICENSES SHALL EXPIRE AT MIDNIGHT ON DECEMBER 31 OF THE YEAR IN WHICH THEY ARE ISSUED.
- F. FAILURE OF A COMMERCIAL ARBORIST TO COMPLY WITH THE CONDITIONS SET FORTH IN THIS SECTION SHALL BE SUFFICIENT GROUNDS FOR THE CITY MANAGER OR HIS DESIGNEE TO REVOKE SUCH LICENSE PURUSANT TO THE PROVISIONS OF SUBSECTIONS (A) THROUGH (E) OF CASPER MUNICIPAL CODE SECTION 15.12.170.
- G. IF THE CITY MANAGER OR HIS DESIGNEE FINDS THAT JUST CAUSE CONCERNING IMMINENT DANGER TO PERSONAL SAFETY OR HEALTH CONDITIONS EXIST FOR SUSPENSION OF A LICENSE, HE MAY ENTER AN ORDER FOR IMMEDIATE SUSPENSION AND SUSPEND THE ACTIVITIES OF THE LICENSEE. THE LICENSEE MAY, UPON NOTICE OF SUCH SUSPENSION, REQUEST AN IMMEDIATE HEARING, AS SOON AS REASONABLY POSSIBLE, BEFORE THE BOARD OF APPEALS PURSUANT TO SUBSECTIONS (A) THROUGH (E) OF CASPER MUNICIPAL CODE SECTION 15.12.170.
- H. A PERSON WHO'S LICENSE HAS BEEN REVOKED OR SUSPENDED SHALL NOT BE ENTITLED TO FILE A NEW APPLICATION BY THE ESTABLISHMENT OF A NEW LEGAL ENTITY DURING THE LENGTH OF SUCH REVOCATION OR SUSPENSION.

Section 2:

This ordinance shall become in full force and effect upon passage on three readings and publication.

PASSED on first reading this ____ day of _____ 2016.

PASSED on second reading this ____ day of _____ 2016.

PASSED, APPROVED AND ADOPTED on third and final reading this _____ day of _____ 2016.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Tracey L. Belser
City Clerk

Daniel Sandoval
Mayor

ORDINANCE NO. 16 -__

AN ORDINANCE AMENDING SECTION 15.12.180 AND
15.12.200 OF THE CASPER MUNICIPAL CODE PERTAINING
TO EMERGENCY SUSPENSION OF CONTRACTOR
LICENSING AND LICENSING BOARD OF APPEALS JURISDICTION.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY
OF CASPER, WYOMING:

Section 1:

That Section 15.12.180 of Chapter 15.12 – Suspension or Revocation – Emergency Suspension shall be amended to read as follows:

15.12.180 - Suspension or revocation—Emergency suspension.

If the administrative authority finds that just cause concerning imminent danger to personal safety or health conditions exists for suspension of a license, he may enter an order for immediate suspension and suspend the activities of the licensee. The licensee may, upon notice of such suspension, request an immediate hearing AS SOON AS REASONABLY POSSIBLE before the board and the hearing shall be conducted in the manner prescribed in this chapter.

Section 2:

That Section 15.12.200 of Chapter 15.12 – Board of Examiners and Appeals, and Contractor Licensing of the Casper Municipal Code shall be amended to read as follows:

15.12.200 - Board of Appeals.

- A. It shall be the duty of the board of examiners to act as the board of appeals UNDER THIS CHAPTER AND PURSUANT TO THE PROVISIONS OF SECTION 12.32.075 OF THE CASPER MUNICIPAL CODE.

Section 3:

This ordinance shall become in full force and effect upon passage on three readings and publication.

PASSED on first reading this ____ day of _____ 2016.

PASSED on second reading this ____ day of _____ 2016.

PASSED, APPROVED AND ADOPTED on third and final reading this _____ day of _____ 2016.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Tracey L. Belser
City Clerk

Daniel Sandoval
Mayor

July 7, 2016

MEMO TO: His Honor, Mayor Sandoval and the City Council
FROM: V.H. McDonald, City Manager 
SUBJECT: Business, Travel, Training and Employee Moving Expenses Policy

Recommendation:

That Council, consider, adopt the Business, Travel, Training and Employee Moving Policy and Event Sponsorship/Financial Support Policy.

Summary:

Recently the need to revise the City's Business, Travel, Training and Employee Moving Policy arose through submission of various travel and training expense reimbursement requests. Issues concerning clarification and approval of Council, staff, and others' travel and business expenditures were identified. Consequently, the former Reimbursement of Travel, Moving and Business Expense Policy has been renamed to the Business, Travel, Training and Employee Moving Policy.

Additionally, the City Council wished to consider its policy of sponsoring local events. The former Reimbursement of Travel, Moving and Business Expense Policy contained a provision that related to sponsoring events. This provision was removed and added to a new policy, the Event Sponsorship/Financial Support Policy.

The City Council and Management Staff have provided input, resulting in the proposed policies.

Specifically, the major features being recommended are:

Business, Travel, Training and Employee Moving Policy

- Clarify the applicability of the Policy to include Council members and others for which expenses may be incurred.
- Specifying the approval process for business, travel, training and employee expenses. This includes establishing that the Mayor or Vice Mayor are to approve the expenses incurred by individual Council members.
- Establishing that except for meals during working meetings, meals incurred for City business will be reimbursed to the individual on a per diem basis only unless the employee utilizes a P-Card.
 - To relieve the burden of individuals carrying the cost of meals during extended trips made on behalf of the City, advance payment of per diem reimbursement is allowed for trips in excess of three days.
- Clarifying the vehicle cost reimbursement for long distance travel of City employees that receive a car allowance in lieu of an assigned vehicle.

Event Sponsorship/Financial Support Policy

- Clarifying the allowable support of local events and that the City does not pay for tables or blocks of tickets for events.

Previously, the Reimbursement of Travel, Moving and Business Expense Policy was an administrative policy established by the City Manager. With the amended Policy being applicable to the City Council, the amended Policy needs to be adopted by resolution of the City Council.

Policy Number: E.17

Effective Date:

Subject: BUSINESS, TRAVEL, TRAINING AND EMPLOYEE MOVING EXPENSES

PURPOSE AND ADMINISTRATION

The purpose of this policy is to identify and provide guidelines regarding:

- Travel on behalf of the City.
- Delineation of valid expenses for which Individuals may qualify for reimbursement and/or for which the City will pay.
- Other business expenses that the City may incur.

This Policy applies to City Council Members, City employees, public officials and others (non-compensated volunteers, advisory and board committee members, etc.), collectively or separately referred to as Individuals/Individual in this Policy, who incur authorized business expenses for travel, subsistence, registration, and related expenses while on City business, and provides a reasonable and timely mechanism for the reimbursement of expenditures.

All Individuals submitting bills and claims have the responsibility for becoming knowledgeable about authorized expenditures and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures and those not directly and reasonably related to the conduct of City business.

It shall be the responsibility of the Support Services Director to adopt, publish and enforce rules and procedures consistent with this Policy for the purpose of carrying out the provisions thereof; and to provide forms accompanied by instructions for their use.

Documentation

Requests for reimbursement, including receipts, shall be submitted on an expense report form signed by the Individual and the appropriate approver (see Approval Process section of this Policy) and then submitted to the Finance Division. Reimbursements are typically produced each Thursday, providing that the reimbursement was submitted far enough in advance.

Documentation requirements for payment of purchases made by P-Cards are principally covered in the Purchase Card Program Policy. Documentation for payment of purchases made through Credit Charge Accounts is the same as for employee reimbursements as contained in this Policy.

The name(s) of the Individual(s) whose purchases are also reflected on the vendor's receipt should also be included.

A description of the meeting or event precipitating the expense must be noted on the request form.

The receipt shall document a list of the goods or services purchased. **A receipt without a listing of what was purchased is not valid documentation of the purchase.**

Where possible, receiving the sales tax exemption on purchases made by the City of Casper while traveling is appropriate, and should always occur for in-state travel.

Exceptions

Should a receipt be lost or not be obtainable, a certification memo, signed by the Individual's Department Head (the City Manager if the Individual is a Department Head, the Mayor if the Individual is a Council Member and the Vice-Mayor if the Individual is the Mayor), will serve as a substitute for a receipt. Such receipt or certification memo should show the date, vendor identification, itemization of goods and services, amount paid, and an explanation for the lack of a receipt.

Meals

Except for the cost of meals incurred during working meetings (scheduled meetings during which work is conducted on behalf of the City), the cost of meals incurred when Individuals are conducting City business will be paid for by Per Diem Reimbursement only. The City will pay the actual cost of meals incurred during working meetings.

Per Diem Reimbursement

Daily Total Per Diem Rate

The daily total per diem is the rate paid for overnight trips (below). The daily per diem rate is for each documented complete 24 hour period of travel during which the Individual is out of town. No receipts are required to be submitted to receive per diem payment. Any meal expenses in excess of daily per diem rate or any prorated per diem rates are the responsibility of the Individual.

Prorated Per Diem Rates

The need for prorating the per diem rate occurs when an Individual has some meals provided by a conference or host, participates in a business group meal, or is on travel status for a part of the day, which is frequently the case for first and last day of travel. Prorating the meal per diem is based on a 24 hour day, and the meal allocation corresponds to the hours of the day a person is traveling.

	Travel Period	Prorated Per Diem Rate
Breakfast	Traveling from 12:01 a.m. to 10:00 a.m.	\$10.00
Lunch	Traveling from 10:01 a.m. to 4:00 p.m.	\$13.00
Dinner	Traveling from 4:01 p.m. to 12:00 a.m.	\$24.00

If meals are provided by a conference or host, then the meal per diem for that trip will be adjusted (reduced) to correspond with the meals that were provided. In the event that all meals for a day are provided by a conference, a business group meal or another source, no meal per diem can be claimed for that date.

Advanced payment of per diem reimbursement is allowed for City business trips in excess of three days.

Overnight

All Individuals claiming reimbursement for meals consumed while on overnight City business shall be entitled to reimbursement, which include tip, (not to exceed 15% of total bill) and is not to exceed the following schedule, based on vendor receipt:

BREAKFAST	\$10.00		
LUNCH	\$13.00	or	\$47.00/day
DINNER	\$24.00		

(The above rates shall be adjusted periodically by resolution of the Casper City Council to the closest average of Meal Expenses for Wyoming, excluding Jackson, from the U.S. General Services Administration. (<http://www.gsa.gov/mie>))

Notwithstanding the foregoing schedule, actual meal costs incurred may be claimed when they are part of a regularly scheduled business event such as a training seminar, professional meeting or conference, or other business meeting. Should a business event (professional organization) luncheon, for example, have costs exceeding the lunch maximum, reimbursement will be for the actual luncheon costs.

The Department Head is authorized to approve, in writing, requests for exceptions to the authorized meal allowance schedule when it is determined that either the region of the country is recognized as a high cost locale, or that the event's location requires a greater cost. All Individuals claiming reimbursement for meals consumed while on overnight City business shall be entitled to reimbursement, which include tip (not to exceed 15% of total bill), and is not to exceed the current Internal Revenue Service (IRS) limit for high cost areas.

If costs of meals or any other expenses being included for reimbursement or payment are for persons other than Individuals as defined above, those persons must be identified as those who they are and be justified why they are participating in City business.

Allowing consultants or those who may be trying to sell the City a product or service to buy meals or give other gratuities for or to an Individual is inappropriate and shall not be allowed.

Not Overnight

Meal reimbursements while traveling on business but **not** overnight may be reportable as income for income tax purposes, dependent upon a tax laws and IRS regulations.

Even though the Individual is away from their home for substantially longer than a normal workday, the Individual is not considered to be away from home overnight. Any meal reimbursement money that the Individual receives may be taxable.

Travel

Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows:

Incident Vehicle Costs

Incidental costs, such as parking, are reimbursable.

City Vehicle

The use of a City vehicle rather than a personal car is encouraged but subject to approval by Risk Management for all Individuals. Motorcycles shall not be used in carrying out City of Casper business, including travel, except for police motorcycles as approved by Council. Traffic citations received while driving a City vehicle or otherwise are the responsibility of the driver. Multiple occurrences of traffic violations while on City business could result in disciplinary action.

Individuals who are not City employees must have approval from the City's Risk Manager before being allowed to drive a City vehicle.

Personal Vehicles

If a City employee chooses to use their personal vehicle when a City vehicle is available, then they will be reimbursed for fuel only (or mileage at the going rate if less expensive).

When City vehicles are not available, Individuals will be reimbursed at the current maximum mileage rate allowed by the IRS for deductions. City employees who receive an automobile allowance in lieu of being provided with an assigned City vehicle shall be entitled to mileage reimbursement for out-of-town travel in excess of the first 25 miles. Incidental costs, such as parking, are reimbursable as they would be if a City vehicle was provided.

Rental Vehicle

Vehicle rental authorization must be made separately in a request for approval of travel expenses. The cost of vehicle rental when on out-of-town business is considered an exception to

this policy and renting vehicles must be preapproved by the Department Head for City Employees only.

Air Travel

Arrangement for air travel on City related business shall be made as outlined below:

1. The Individual will arrange for air travel based on the lowest available airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination as specified by the requesting department.
2. If personal travel is combined with business related travel, the traveling Individual shall be responsible for paying the increase in airfare, including baggage or other additional charges, necessary to accommodate the personal part of the trip. The City shall only pay the lowest available airfare for the round trip between Natrona County International Airport and the business related destination. Such payment for personal travel shall accompany the City's payment to the vendor for the ticket. If changes in travel plans occur that are the result of City business requirements, any associated costs shall be paid by the City. However, any increases in the cost of travel due to changes for personal convenience will be borne by the Individual.
3. The Individual who obtain airline tickets on their own will be reimbursed based on the lowest airfare available for their time of travel, unless an exception is granted in writing by the City Manager. When purchased by the Individual, he/she must pay the cost of the travel, provide documentation that the airfare purchased is indeed the lowest price available and seek reimbursement along with all other travel expenses. Direct billing of airfare to the City is allowed only if arranged for or approved by the Department Head or the City Manager.

Other Miscellaneous Travel Expenses

Miscellaneous travel costs related to the Individual's official duties such as bus, taxi, bridge or other tolls, parking, ferry, tips and the like are authorized by listing of same on the reimbursement form. A vendor's receipt will be required only when the single item cost of this type of expense exceeds \$10.00.

Accommodations

Reasonable hotel/motel accommodations for Individuals are acceptable and will be reimbursed at the single room rate without any amenities such as hot tubs, suites, etc. Exceptions may be authorized by the Department Head or the City Manager should a single room rate not be available, but evidence of this should be received from the hotel/motel. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges are allowed if prior arrangements have been made with the facility.

Allowable Incidental Expenses

This category includes all reasonable and necessary incidental expenses. Those expenses allowed and specifically not allowed are identified, but not limited to:

Allowed Expenditures Include

- Laundry expenses if away from home five or more calendar days on City business.
- Baggage checking and handling.
- Parking or shuttle fees.
- Business telephone and postage expenses.
- One phone call per day to the employee's home will be allowed for an amount of time not to exceed 10 minutes; however, the number of phone calls reimbursed by the City to the employee's home shall not exceed three per work week. Costs for longer calls than 10 minutes will be paid by the employee with the amount determined on a proportional basis.
- Telephone calls to make travel related arrangements are business expenses and will be reimbursed.
- It is expected that if a City-issued cell phone is available to the employee, it should be used instead of the hotel phone when making any calls while traveling.

Not Allowed Expenditures Include

- No alcoholic beverages will be paid for under any circumstances.
- Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.
- Beauty parlor or barber services.
- Personal entertainment. (Movie rentals, etc.)
- Airline or other trip insurance.
- Personal postage, reading materials, or non-business related telephone calls.
- Personal toiletry articles.
- Food and beverage purchased outside of Breakfast/Lunch/Dinner will be considered a snack and therefore non-reimbursable.

Reimbursable Expenses for New City Employees

As authorized by the City Manager, the reasonable moving expenses of a new City employee, limited to Division Heads and above, are reimbursable. Moving expenses shall mean the cost of moving household goods, furniture, clothing and other personal effects of the new employee. Reimbursement for moving expenses is a negotiated item and authorized by the City Manager. Claims will be submitted on the white Accounts Payable (AP) payment voucher and this payment may be treated as additional wages and subject to all withholding taxes.

Allowable or Reimbursable Non-Travel Expenses

- Meals consumed by the Individual during meetings and other functions which conduct official City business or serve to benefit the City of Casper are reimbursable to the Individual.
- Reasonable expenses, including food and beverage (except alcohol), associated with commemorating a dedication or an unveiling that is recognized as serving an official public purpose are legitimate City expenses.
- Expenditure of public funds incurred by Individuals that are reasonably necessary to attract potential business or events to the community will be reimbursed provided such expenditures are approved in advance by the Council or the City Manager and provided such reimbursement does not include reimbursement for the purchase of alcohol and provided requests for reimbursement are accompanied by the documentation required.
- Expenditure of public funds reasonably necessary to conduct City business and purposes.
 - Allowable or reimbursable non-travel expenditures necessary to conduct City business and purposes are:
 - Purchases of goods necessary to conduct City business that similar items are **not** available from City inventories of goods or through purchasing arrangements, i.e. technology, office supplies, vehicle and equipment supplies, etc.
 - Any expenditure not listed in the Policy but was approved in advance by the Council (for the City Council) or by the City Manager (for City employees and other Individuals).

Reimbursable Expenses for Potential Job “Candidates”

As authorized by the City Manager, reasonable expenses of candidates for City positions are reimbursable when such candidates are invited in writing to visit Casper for personal interviews. Such invitation shall specify the current pay amount and the requirement that other expenses be documented and turned over to the recruiting official who will prepare the reimbursement claim. The written invitation for interview and arrangements for transportation and lodging will be made at the direction of the City Manager, or as he/she may delegate. Claims will be submitted on a white AP payment voucher by the Department involved. A copy of the interview invitation and detailed vendor invoices for the expenses incurred will be used as the customary supporting documents. The travel expenditure guidelines will be applied to recruiting claims. Other incidental expenses are limited to transportation by shuttle vehicle to and from Natrona County International Airport and necessary telephone calls to Individuals.

Reimbursable Expenses for Others

“Non-employees” or non-compensated volunteers, advisory and board committee members, and others who are participating in City business but are not on the City’s payroll may be reimbursed for expenses as follows:

- Transportation, lodging, meals and Miscellaneous Travel Expenses

- Coffee utensils and other light refreshments at meetings involving volunteers and other non-employees are authorized City expenditures.
- Incidental consumption of refreshments (except alcohol) by Individuals at meetings involving non-employees is allowed.

Credit Cards

If employees opt to not have a P-Card, it is expected that the expenses will be incurred by the employee and reimbursed based on the policies outlined in this section. The City will not extend cash advances for travel purposes other than as allowed in this policy. Those who sign out credit cards should understand that they will *be personally liable for the expenses accrued on the P-Cards to the extent that those expenses are not appropriate City expenses.*

APPROVAL - FAILURE TO ABIDE

Approval Process

All claims for Travel/Training reimbursement shall be submitted for reimbursement using the Travel Expense/Reimbursement form along with a White AP payment voucher. This includes travel and subsistence expenses, except for incidental and minor costs authorized in this policy or in the petty cash policy.

Other claims for reimbursement shall be submitted on a White AP payment voucher.

Special approvals required by this policy shall be obtained by Individuals in advance from the City Manager or his/her designee; which approvals shall be in advance of the event and by separate memo, which identifies the policy exception being authorized and the reasons for the exception. Claims may include the reimbursable costs of other City officials or employees who would be entitled in their own right to claim business expenses.

All purchases and employee reimbursement claims must be authorized by the following.

Purchases Made By	Approver		Optional Approver
	Travel & Employee Reimbursement	Non-Travel & Non-Employee Reimbursement	
Council Member	Mayor	Mayor	Vice Mayor
Mayor	Vice Mayor	Vice Mayor	Other Council Member
City Manager	Mayor	None (1)	Vice Mayor
City Attorney	Mayor	None (1)	Vice Mayor
Municipal Judges	Mayor	None (1)	Vice Mayor
Assistant City Manager	City Manager	None (1)	Mayor
Department Head	City Manager	None (1)	Assistant City Manager
Division Head	Department Head	None (1) (2)	Assistant City Manager
All Other Staff	Division Head	Division Head	Department Head/Assistant City Manager
All Others	Department	NA (2)	Department

	Head/City Manager		Head/Assistant City Manager
1 – The City’s Internal Auditing Program provides sufficient testing and review to eliminate necessity of additional level of approval; May require electronic approval in Central Financial System and P-card System by proxy (typically a Department Head)			
2 –The number of Non-travel and Non-employee purchases made by a Division Head should be minimal because of the high employee cost of purchasing			
3 – Non-employees should rarely, or never purchase on behalf of the City			

Failure to Abide

Any failure on the City employee’s part to abide by the directives issued in this policy may be subject to disciplinary action and/or personal obligation to pay the unapproved expenses.

Claims that are rejected by the Administrative Services Director shall be referred back to the appropriate Department Head for review and disposition. Should a dispute arise, the claim and related documentation shall be submitted to the City Manager for review and final disposition. Department Head claims shall be referred to the City Manager for review and disposition.

Policy Number: E.18
Effective Date:

EVENT SPONSORSHIP / FINANCIAL SUPPORT

PURPOSE

The purpose of this policy is to identify and provide guidelines regarding:

- The City's authorized expenditures of public funds for sponsorship of fundraising event.
- Delineation of valid expenses made for public or municipal purposes, including attracting potential businesses or events to the Community.

EVENT SPONSORSHIP AND FINANCIAL SUPPORT

Support or sponsorship of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, corporation, committee or organization.

Expenditure of public funds on a privately sponsored event requires:

1. The existence of a recognizable public or municipal purpose that relates to the purpose for the City's existence.
2. Proper authorization from the City Council for such public sponsorship.

The City does not pay for tables or blocks of tickets at events.

Individuals or entities may pursue funding for events by submitting applications for the annual Community Promotion and In-Kind funding programs or any available funding program available through the City.