

# INFORMATION PACKET

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Friday, December 7, 2018



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

**The Grid**  
A working draft of Council Meeting Agendas

**December 11, 2018** Councilmembers Absent: **Walsh**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Public Services Rate Model Update (Andrew Beamer)	Information Only	20 min	4:30
Water Main Tap Fee (Andrew Beamer)	Direction Requested	20 min	4:50
Liquor License Ordinance	Move Forward for Approval	60 min	5:10
Council Leadership Straw Poll	Move Forward for Approval	10 min	6:10
Agenda Review		20 min	6:20
Legislative Update		10 min	6:40
Council Around the Table		20 min	6:50
Approximate Ending Time			7:10

**December 11, 2018** Councilmembers Absent: **Walsh**

<b>Special Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Approving a Contract for Professional Services with Thomas F. Duchen & Associates, Inc., d/b/a River Oaks Communications Corporation for a Cost Study and Ordinance Updating.				C	
Executive Session - Real Property Transaction					
Executive Session - Personnel					

**December 18, 2018** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Pre-Meeting: Distribution of December 4 & 11 Executive Session Minutes					
Pre-Meeting: Introduction of Appointees - Contractor's Licensing and Appeals Board, Planning & Zoning Commission, Historic Preservation Commission, & OYD Advisory Committee					
Pre-Meeting: Procedural Explanation of Appeal of Planning and Zoning Commission's Decision to Deny a Conditional Use Permit for an Off-premise Sign (billboard) in a C-2 (General Business) Zoning District, on Lot 4, Block 159, Casper Addition, Located at 1329 South Poplar Street for Applicants David DeWald and Lamar Advertising.					
Approval of December 4 Council Meeting Minutes, December 4 Executive Session Minutes, December 11 Special Session Minutes & December 11 Executive Session Minutes (may need to approve at Jan. 8 meeting?)					
Establish January 8, 2019 as the Public Hearing Date for CATC Route Modifications	C				
Establish January 8, 2019 as the Public Hearing Date for Animal Care Ordinance.	C				
Establish January 8, 2019 as the Public Hearing Date for Liquor License Ordinance.	C				

**The Grid**  
A working draft of Council Meeting Agendas

**December 18, 2018**

**Councilmembers Absent:**

**Continued**

Public Hearing for Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the State Office Building Addition Complies with W.S. 15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the State Office Building Addition.	N			
Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets.	N			
Authorization of Submission of a Wyoming Business Council Grant, in an Amount up to \$500,000, for the First Street Reach of the North Platte River Restoration - Poplar Street Bridge to BNSF Bridge Project.	N			
Ordinance to Vacate Portions of South Oak Street, South Elm Street, West 8th street, West 9th Street, West 10th Street, Two Alleys Located in Block 84, Casper Addition, an Alley Located in Block 92, Casper Addition, and a Portion of an Alley Located in Block 93, Casper Addition. 3rd reading			N	
New Distillery Satellite Tasting Room Ordinance of the Casper Municipal Code - 2nd Reading			N	
Authorizing a Procurement Agreement with Municipal Treatment Equipment, Inc., in the Amount of \$21,550, for One (1) Storage Tank Mixer for use at the Valley Hills Water Storage Tank.				C
Authorizing an Amendment to the Lease Agreement between the City of Casper and Gary Marsh, Inc., to Extend the Golf Pro Lease to April 1, 2019.				C
Adopting Customer Service Fees for the City of Casper Public Services Department, Public Utilities				C
Authorizing a Contract for Outside City Water Service with John E. and Karen L. Woods.				C
Authorizing a Contract with Communication Technologies, Inc., in the Amount of \$XXX,XXX, for Installation of GETAC Video Solution.				C
Authorizing a Contract with PCN Strategies, Inc., in the Amount of \$XXX,XXX, for GETAC Tablet.				C
Authorizing the Release of Liens.				C
Authorizing the Mayor to Sign the FY18 Casper Historic Preservation Commission Annual Report.				C
Re-Appointing of Members to the Contractor’s Licensing and Appeals Board.				C
Appointing Terry Wingerter, and Chuck Davis, and Re-Appointing Susan Frank and Fred Feth to the Planning and Zoning Commission for Three-Year Terms, Expiring December 31, 2022.				C
Appointing Carrie Merrill and Cynthia Grieve to the Casper Historical Preservation Commission with Terms Expiring December 31, 2022.				C
Appointing of Property Owners Representatives to the Old Yellowstone District Advisory Committee.				C
Authorizing the Discharge of \$126,766.63 of Uncollectible Local Assessment District Accounts Receivable Balances, Including Interest and Late Fees, in Accordance with W.S. 15-6-426.				C

**The Grid**  
A working draft of Council Meeting Agendas

**January 8, 2019**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	C = Item is on Consent	N = Item is <u>not</u> on Consent			
Election of Mayor and Vice-President					
Appeal of Planning and Zoning Commission’s Decision to Deny a Conditional Use Permit for an off-premise sign (billboard) in a C-2 (General Business) zoning district, on Lot 4, Block 159, Casper Addition, located at 1329 South Poplar Street for Applicants David DeWald and Lamar Advertising. Public Hearing		N			
CATC Route Modifications		N			
Animal Care Ordinance - First Reading		N			
Liquor License Ordinance - First Reading		N			
New Distillery Satellite Tasting Room Ordinance of the Casper Municipal Code - 3rd Reading			N		
Authorizing Change Order No. 1 with Dan Hart Patrol Service, LLC, in the Amount of \$115,516.97 and a Time Extension of Thirty-Eight (38) days, for the Casper Balefill Closure Earthworks Project.					C
Authorizing a Contract for Professional Services with Strata, Inc., in the Amount of \$23,262, for the 2019 Geotech for Capital Projects.					C
Authorizing Change Order No. 1 with 71 Construction for a Time Extension of 188 Days, for the K Street Improvements Phase 1 Project.					C
Designating Official Bank & Newspaper.					C
Receipt of Conflict of Interest Disclosures.					C

**January 15, 2019**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Cedar Springs Wind Energy Project Overview (Consultant: Nextera Energy Resources)	Information Only	15 min	4:30
CATC Route Modification Update (Aaron Kloke)	Direction Requested	20 min	4:45
Abandoned Vehicle Revisions (Chief McPheeters, Will Chambers)	Move Forward for Approval	20 min	5:25
Community Promotions (Fleur Tremel)	Move Forward for Approval	20 min	5:45
Agenda Review		20 min	6:05
Legislative Update		10 min	6:25
Council Around the Table		20 min	6:35
Approximate Ending Time			6:55



**The Grid**  
A working draft of Council Meeting Agendas

**February 12, 2019** Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Restricted Parking Areas (John Henley)	Direction Requested	20 min	4:30
Island Annexation	Direction Requested	20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

**February 19, 2019** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Annual Renewal of Liquor Licenses.		N			

**February 26, 2019** Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Plains RFP	Direction Requested	20 min	4:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

<b>Upcoming Work Session Agenda Items</b>
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
Property Code Revisions (after January 2019)
Parking on the Parkways (after January 2019)
Sign Code Revisions
David Street Station 501(c)(3)
Sidewalk Cafés
Historic Preservation & Building Codes (example - Marvin Piel's property)

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**50% of Fiscal Year 2019 has Lapsed**

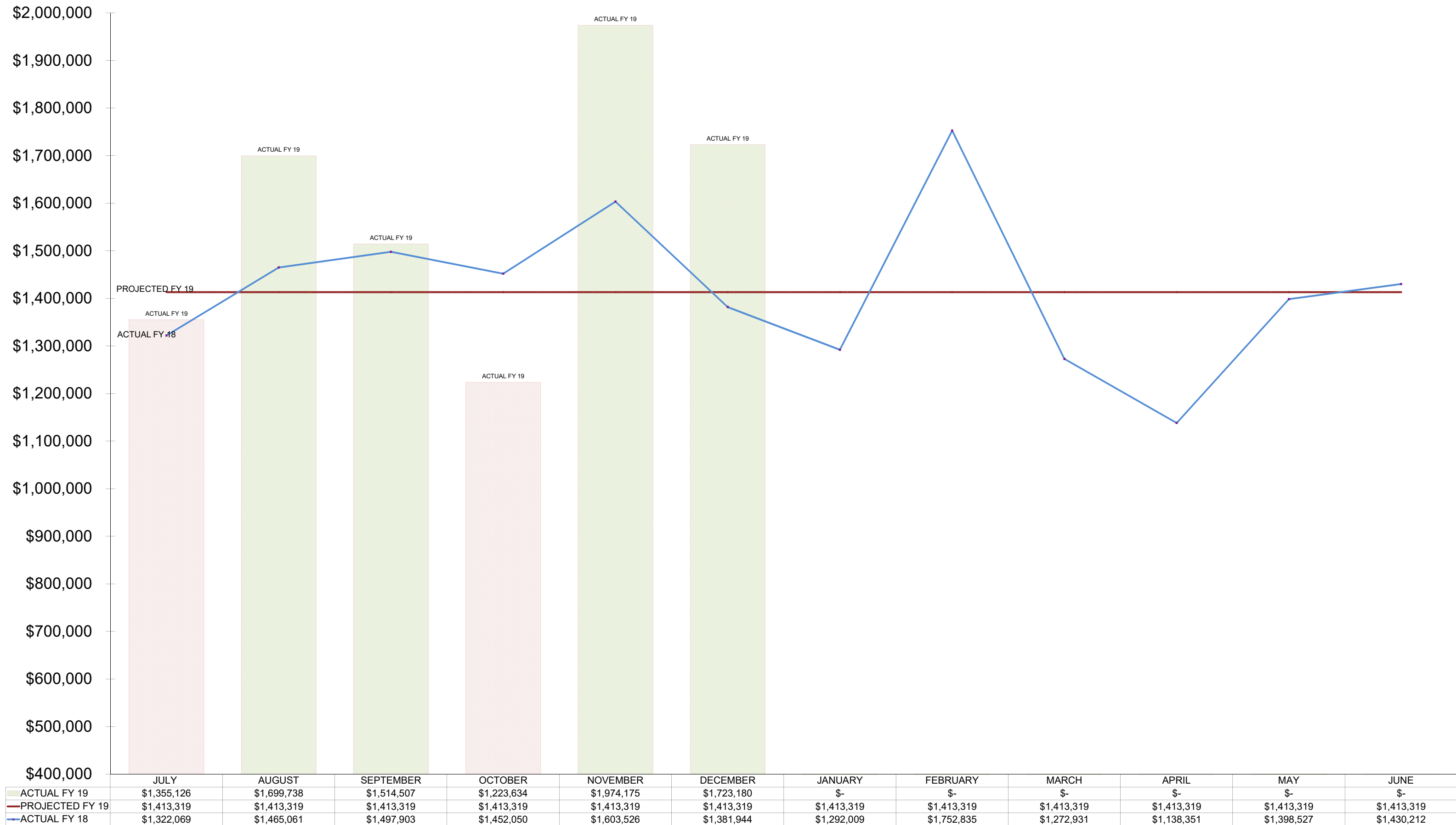
FY19 we are currently at 50% of the budget year.

General Fund is up 13.12% from projected year to date which is at 55.96% of budget.

1%15 is up 11.52% from projected year to date which is at 82.54% of budget.

<b>State Shared Sales Tax</b>					
	<b>Date</b>	<b>Amount</b>	<b>Amount</b>	<b>Actual-Budget</b>	<b>Percent of Annual</b>
	<b>Received</b>	<b>Received</b>	<b>Budgeted</b>		<b>Budget</b>
<b>FY 2019 General Fund</b>	7/11/2018	\$ 1,355,126	\$ 1,392,677	\$ (37,551)	7.99%
	8/10/2018	1,699,738	1,192,521	507,217	18.01%
	9/7/2018	1,514,507	1,567,449	(52,942)	26.94%
	10/4/2018	1,223,634	1,390,021	(166,387)	34.16%
	11/5/2018	1,974,175	1,424,556	549,619	45.80%
	December	1,723,180	1,422,263	300,918	55.96%
	January		1,295,497		
	February		1,650,435		
	March		1,391,568		
	April		1,331,060		
	May		1,320,528		
	June		1,581,253		
	<b>Total FY 2019</b>	<b>\$ 9,490,360</b>	<b>\$ 16,959,827</b>	<b>\$ 1,100,873</b>	
<b>FY 2019 1%15</b>	<b>Optional One Cent 15% Tax</b>				
	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%
	8/10/2018	1,420,883	1,015,060	405,823	26.70%
	9/7/2018	1,270,238	1,334,193	(63,955)	39.87%
	10/4/2018	1,034,782	1,183,169	(148,387)	50.59%
	11/5/2018	1,646,134	1,212,564	433,570	67.65%
	December	1,435,793	1,210,613	225,180	82.54%
	January		1,102,712		
	February		1,404,830		
	<b>Total FY 2019</b>	<b>\$ 7,963,488</b>	<b>\$ 9,648,571</b>	<b>\$ 822,459</b>	
<b>FY 2019 1%16</b>	<b>Optional One Cent 16% Tax</b>				
	March		1,184,486		
	April		1,132,982		
	May		1,124,017		
	June		1,345,943		
<b>Total FY 2019</b>	<b>\$ -</b>	<b>\$ 4,787,429</b>	<b>\$ -</b>		
<b>Total</b>	<b>\$ 17,453,848</b>	<b>\$ 31,395,827</b>	<b>\$ 1,923,332</b>		

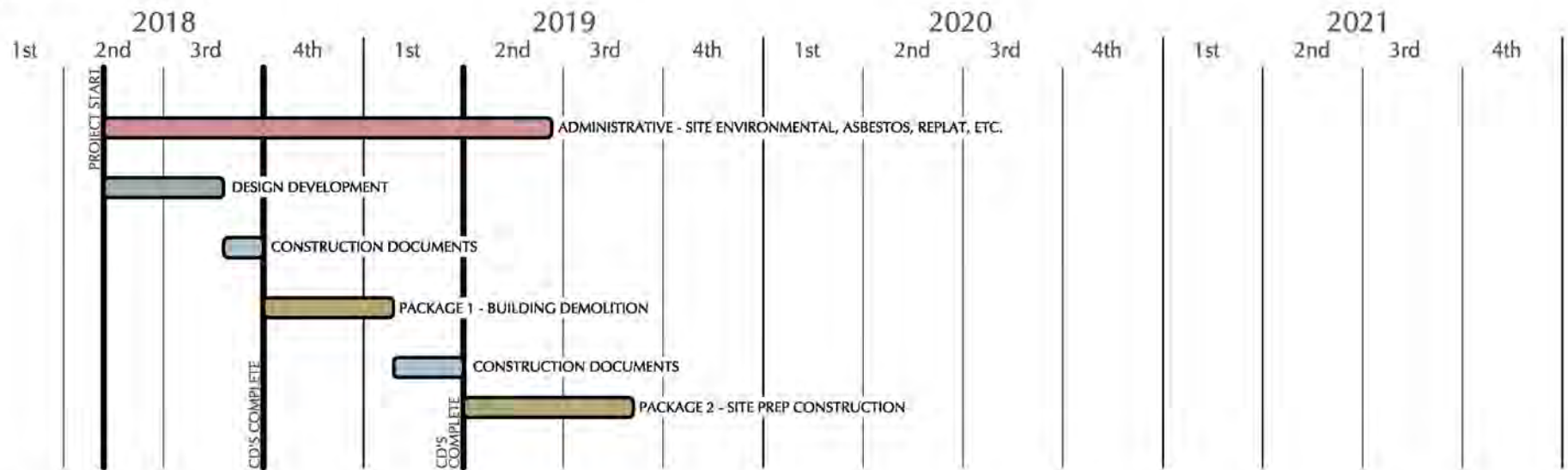
# Sales Tax FY 2019 Versus Projection and Prior Year



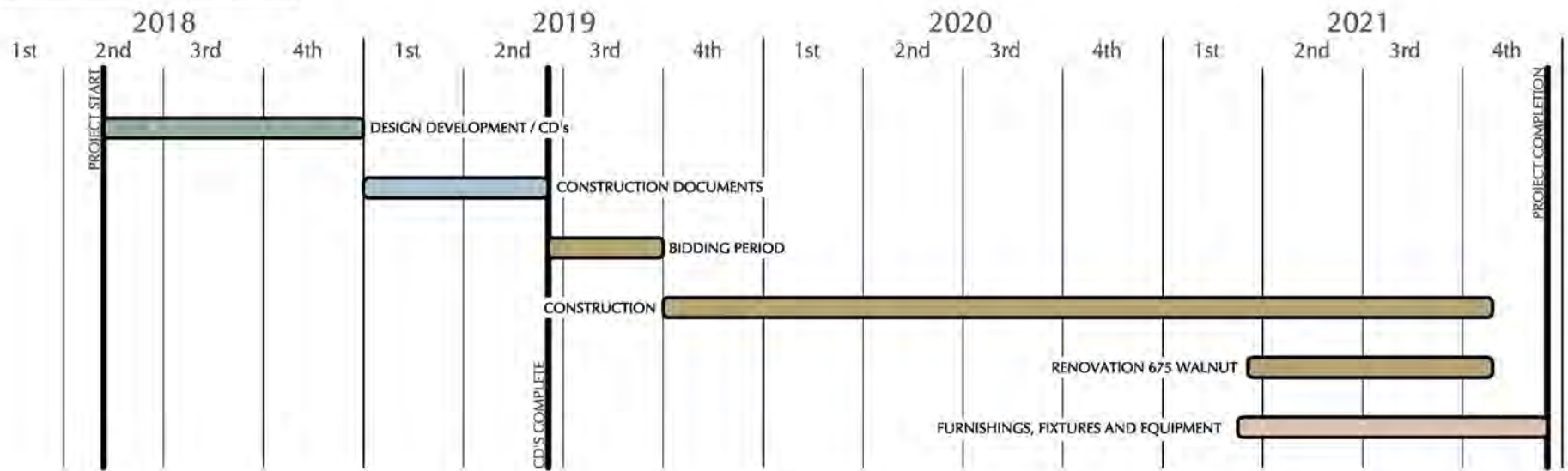
	ACTUAL FY 18	PROJECTED FY 19	ACTUAL FY 19
YTD TOTAL	\$ 8,722,553	\$ 8,479,914	\$ 9,490,360
YTD VARIANCE			\$ 1,010,446
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH		21.92%	\$309,862
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE		11.92%	\$1,010,446
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-SAME MONTH		24.69%	\$341,237
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE		8.80%	\$767,807



## PHASE 1 - SITE



## PHASE 2 - BUILDING



## Timeline for the State Office Building Annexation

<b>August 29, 2018</b>	Date that the City Clerk certified the petition for annexation. Clock starts on the day Clerk signs (30-180 days).
<b>September 20, 2018</b>	P&Z Commission meeting – Public Hearing
<b>October 16, 2018</b>	Establish date of Public Hearing for consideration of an Ordinance annexing, platting and zoning as <u>November 6, 2018</u> .  Establish public hearing on resolution accepting the annexation study for the <u>December 18, 2018</u> meeting.
<b>November 6, 2018</b>	Public Hearing and 1 <sup>st</sup> reading on Ordinance.
November 8, 2018	Send legal notice (annexation study/summary, map, etc.) to Casper Star Tribune). ( <i>November 27, 2018 is 15 <u>business</u> days before 3<sup>rd</sup> reading</i> ). (See Publish Dates below).
November 16 & 23, 2018	Publish Dates.....at least 15 <u>business</u> days before final hearing, publish notice (annex study/summary) twice in the newspaper, with map.
<i>Complete Annexation Study/Summary before November 16<sup>th</sup> Deadline (between 1<sup>st</sup> and 2<sup>nd</sup> reading).</i>	
November 16, 2018	20 <u>business</u> days before final Resolution. Send annexation study/summary to all utility companies and affected landowners. <b>(Must be sent before this date)</b> .
<b>November 20, 2018</b>	2 <sup>nd</sup> reading on Ordinance.  <i>Skip one Council meeting to allow time for the distribution of the annexation study/summary.</i>
<b>December 18, 2018</b>	Public Hearing for resolution finding facts on annexation study (W.S. 15-1-402). ( <i>Public hearing date was established on October 16th.</i> )  Final reading on Ordinance. ( <i>3<sup>rd</sup> Reading must be held, at the latest, by <b>February 12th, 2018</b> Council meeting to comply with 180-day maximum time limit</i> )
January 18, 2018	20 <u>business</u> days after the final reading of <i>Ordinance</i> ( <i>Assuming it occurs on December 18, 2018</i> ) the annexation becomes effective.
<b>February 25, 2018</b>	<b>180-day statutory deadline to complete the annexation.</b>

*Note: There is a 60-day appeal period before the annexation is final.*

**From:** Rick Kaysen [mailto:rkaysen@wyomuni.org]  
**Sent:** Tuesday, December 04, 2018 1:57 PM  
**Subject:** Governors Supplemental Budget and Local Governments

Briefly, Governor Mead submitted his final budget including recommendations for local governments:

- \$20 million available via consensus grant funds requiring local governments to cooperate prior to submittal requests
- \$5 million in additional direct distribution
- \$1.5 million for local governments to develop resource plans (available for counties)

As earlier communicated, WAM asked the governor to consider funding the consensus grant fund in the amount of \$25 million. This request was made to meet existing infrastructure needs which in turn may provide some relief to municipal general funds used for address infrastructure needs.

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I have had a couple inquires asking for some clarity on the recommendations as I noted earlier. Perhaps this may help—

The current biennial budget (FY2019 and FY2020) was approved in the 2018 Budget Session at \$105m with \$52.5m annually. Local governments (municipalities and counties) received \$52.5m for FY2019. The supplemental budget request is for FY2020 only--\$52.2m + \$5m = \$57.5m to be shared by 99 municipalities and 23 counties.

Consensus grants were removed during the Budget Session in 2016, meaning we have not had these funds for FYs 2017, 2018, 2019, and yes the Governor is recommending to start to replenish funds for infrastructure.

The resource planning is for counties only as there is a need to meet federal government requirements for counties.

I trust the above helps clarify, if not what else may be needed?

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
307-632-0398  
[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

*"Communities that don't matter, don't exist."*

**From:** Rick Kaysen [mailto:[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)]  
**Sent:** Friday, December 07, 2018 11:39 AM  
**Subject:** FW: Roundtable Information - General Services Administration MOBILE NOW Act

A follow-up to earlier communiques on the subject topic--

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
307-632-0398  
[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

*"Communities that don't matter, don't exist."*

**From:** Jennifer Campbell - M1AC-D <[jennie.campbell@gsa.gov](mailto:jennie.campbell@gsa.gov)>  
**Sent:** Friday, December 7, 2018 11:28 AM  
**To:** Jennifer Campbell - M1AC-D <[jennie.campbell@gsa.gov](mailto:jennie.campbell@gsa.gov)>  
**Cc:** Sonya Reinhardt - PCBL-C <[sonya.reinhardt@gsa.gov](mailto:sonya.reinhardt@gsa.gov)>; Rachel Sorrells - MG-C <[rachel.sorrells@gsa.gov](mailto:rachel.sorrells@gsa.gov)>  
**Subject:** Re: Roundtable Information - General Services Administration MOBILE NOW Act

Good Afternoon,

Attached please find the agenda and presentation for the MOBILE NOW Act roundtable on December 11th, from 1:00 - 4:30 pm EST.

We greatly appreciate your participation and look forward to hearing from you at the roundtable,  
Jennie

On Wed, Nov 28, 2018 at 2:18 PM Jennifer Campbell - M1AC-D <[jennie.campbell@gsa.gov](mailto:jennie.campbell@gsa.gov)> wrote:  
Good Afternoon,

My name is Jennie Campbell and I am serving as the project lead for Section 608(d) of the MOBILE NOW Act within the General Services Administration's (GSA) Office of Government-wide Policy. Section 608(d) of the MOBILE NOW Act (Title VI of the Consolidated Appropriations Act, 2018 [[P. L. 115-141](#)]) directs GSA **to study** (a) how to incentivize State and local governments to provide GSA with real property data for inclusion in the Federal Real Property Profile (FRPP) database; and (b) the feasibility of establishing or operating a database to which State and local governments can voluntarily submit this data. The Act also requires GSA to submit a report to Congress by March 22, 2019. Attached please find an excerpt of the Act for your reference.

In preparing the report, GSA must consult with State and local governments, or their representatives, to identify the most cost effective options for State and local governments to collect and provide real property data on assets that could support a communications facility

installation (e.g. broadband installation), including utilizing and leveraging State broadband initiatives and programs; and to make recommendations on ways the Federal Government can assist State and local governments in collecting and providing this data. At this point, GSA is not actually collecting any data, just conducting a study on the potential to collect and share/display data from State and local governments.

Through its research, GSA has identified you as a potential stakeholder that may be able to provide valuable insight and perspective on this initiative. **GSA will be hosting a roundtable on December 11, 2018 from 1 - 4:30 PM EST to gather feedback from local governments and would greatly appreciate your participation.** Feedback provided at this roundtable will help shape the final report and recommendations to Congress. If you are able to attend, please be on the lookout for a calendar invitation with further logistics that GSA will be sending as a follow up to this email. The invitation will also include information on how to participate virtually, the roundtable agenda, and presentation, which will provide further insight on the specific topics GSA is interested in hearing your thoughts on.

If you are unable to attend the roundtable on December 11th, but are still interested in providing your feedback for inclusion in the report to Congress, please do not hesitate to contact me directly using the contact information below. Please also feel free to reach out if you have any other questions related to this initiative or know of any additional contacts that might be interested in attending the roundtable.

Thank you in advance for your participation!

Jennie

--

**Jennie Campbell**

General Services Administration

Office of Government-wide Policy

Office of Asset and Transportation Management

Real Property Policy Division

1800 F St., NW

Washington, DC 20405

Office 202-694-8131

[jennie.campbell@gsa.gov](mailto:jennie.campbell@gsa.gov)

**From:** Rick Kaysen [mailto:rkaysen@wyomuni.org]

**Sent:** Tuesday, December 04, 2018 10:43 AM

**Cc:** Earla Checchi <checchi@wyomuni.org>

**Subject:** GSA Roundtable Invitation MOBILE ACT, Tuesday, Dec 11, 2018m 1pm-4:30pm EST

I received the following electronic invite, and as you can see the guest/invitee list is hidden. I have **hilited** specifics for local governments. This may or may not be something you are interested in.

I will not be able to join as I will be in a Joint Appropriations Committee Meeting---

[more details »](#)

### **GSA Roundtable Invitation: MOBILE NOW Act**

**When** Tue Dec 11, 2018 1pm – 4:30pm Eastern Time - New York

**Where** 1800 F St NW, Washington, DC 20006, USA Room 4113 or Virtual ([map](#))

**Calendar** [rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)

**Who** (Guest list has been hidden at organizer's request)

Please join GSA on December 11, 2018 from 1 PM to 4:30 PM EST to provide your insight and perspective on the requirements of Section 608(d) of the MOBILE NOW Act. The Act requires GSA to study (a) how to incentivize State and local governments to provide GSA with real property data for inclusion in the Federal Real Property Profile (FRPP) database; and (b) the feasibility of establishing or operating a database to which State and local governments can voluntarily submit this data. The Act also requires GSA to submit a report to Congress by March 22, 2019.

The agenda and presentation for the roundtable will be sent prior to the meeting.

GSA will be hosting the roundtable in person at 1800 F St NW, Washington, DC 20006, USA Room 4113. Participants who are not Federal employees will need an escort to room 4113. Upon arrival at the main lobby, please contact Sonya Reinhardt at (860) 465-6559 to be escorted. Please allow approximately 30 minutes before the session to process through security.

If you are unable to attend in person, you may participate virtually using the following information:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/205338581>

You can also dial in using your phone.

United States: +1 (312) 757-3121

Access Code: 205-338-581

Joining from a video-conferencing room or system?

Dial: 67.217.95.2##205338581

Cisco devices: [205338581@67.217.95.2](tel:205338581@67.217.95.2)

First GoToMeeting? Let's do a quick system check:

<https://link.gotomeeting.com/system-check>

Going ([rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org))? **Yes - Maybe - No** [more options »](#)

**Rick Kaysen**, Executive Director

Wyoming Association of Municipalities

315 West 27th Street

Cheyenne, WY 82001

307-632-0398

[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)



# MOBILE NOW Act 608(d) Roundtable

**Location:** 1800 F Street NW, Washington, DC 20405, Room 4113

**Dial In:** +1 (312) 757-3121 **Passcode:** 205-338-581

**Date / Time:** December 11, 2018; 1 – 4:30 PM EST

<b>Time</b>	<b>Session</b>	<b>Presenter</b>
1:00pm – 1:30pm	Welcome & Introductions	Jennie Campbell
1:30pm – 2:00pm	Background	Jennie Campbell
2:00pm – 4:30pm	Facilitated Discussion	Jennie Campbell
2:00pm – 2:30pm	Limitations, Barriers or Challenges Related to Data Collection	
2:30pm – 2:45pm	Break	
2:45pm – 3:15pm	Incentives for Data Collection	
3:15pm – 3:45pm	Database Feasibility	
3:45pm – 4:15pm	Solutions & Recommendations	
4:15pm – 4:30pm	Next Steps	Jennie Campbell



U.S. General Services Administration

A photograph of a large, multi-story classical building with a prominent glass wing. The building is surrounded by lush green trees. A flagpole with the U.S. flag is visible on the right side of the building. The sky is blue with scattered white clouds.

# MOBILE NOW Act Section 608(d) Roundtable

December 2018



# MOBILE NOW Act Section 608(d) Overview

Section 608(d) of the MOBILE NOW Act requires GSA to **conduct State and local government outreach** “in consultation with” the:

- Chairman of the Commission (FCC)
- Assistant Secretary of Commerce for Communications and Information (NTIA)
- Undersecretary of Commerce for Standards and Technology (NIST)
- Director of OMB

GSA and the consultation group have been meeting on a bi-weekly basis to coordinate the project plan, action items, and outreach.



## MOBILE NOW Act Section 608(d) Requirements

Section 608(d) of the MOBILE NOW Act directs GSA to consult with State and local governments, or their representatives, to study:

(a) how to **incentivize** State and local governments to provide GSA with real property data on assets that could support a communications facility installation for inclusion in the Federal Real Property Profile (FRPP) database; and

(b) the **feasibility** of establishing or operating a database to which State and local governments can voluntarily submit this data.



## MOBILE NOW Act Section 608(d) Requirements - Continued

The law also requires GSA to submit a report to Congress on the findings of the study within one year of the date of the Act. In conducting the study and developing the report, Section 608(d) directs GSA to:

- (a) identify the most **cost-effective options** for State and local governments to provide real property data; and
  - Including utilizing and leveraging State broadband initiatives and programs
  
- (b) make **recommendations** on ways the Federal Government can assist State and local governments in collecting and providing this data.



# MOBILE NOW Act Section 608(d) Facilitated Discussion Agenda

1 *Limitations, Barriers or Challenges Related to Data Collection*

2 *Incentives for Data Collection*

3 *Database Feasibility*

4 *Solutions & Recommendations*

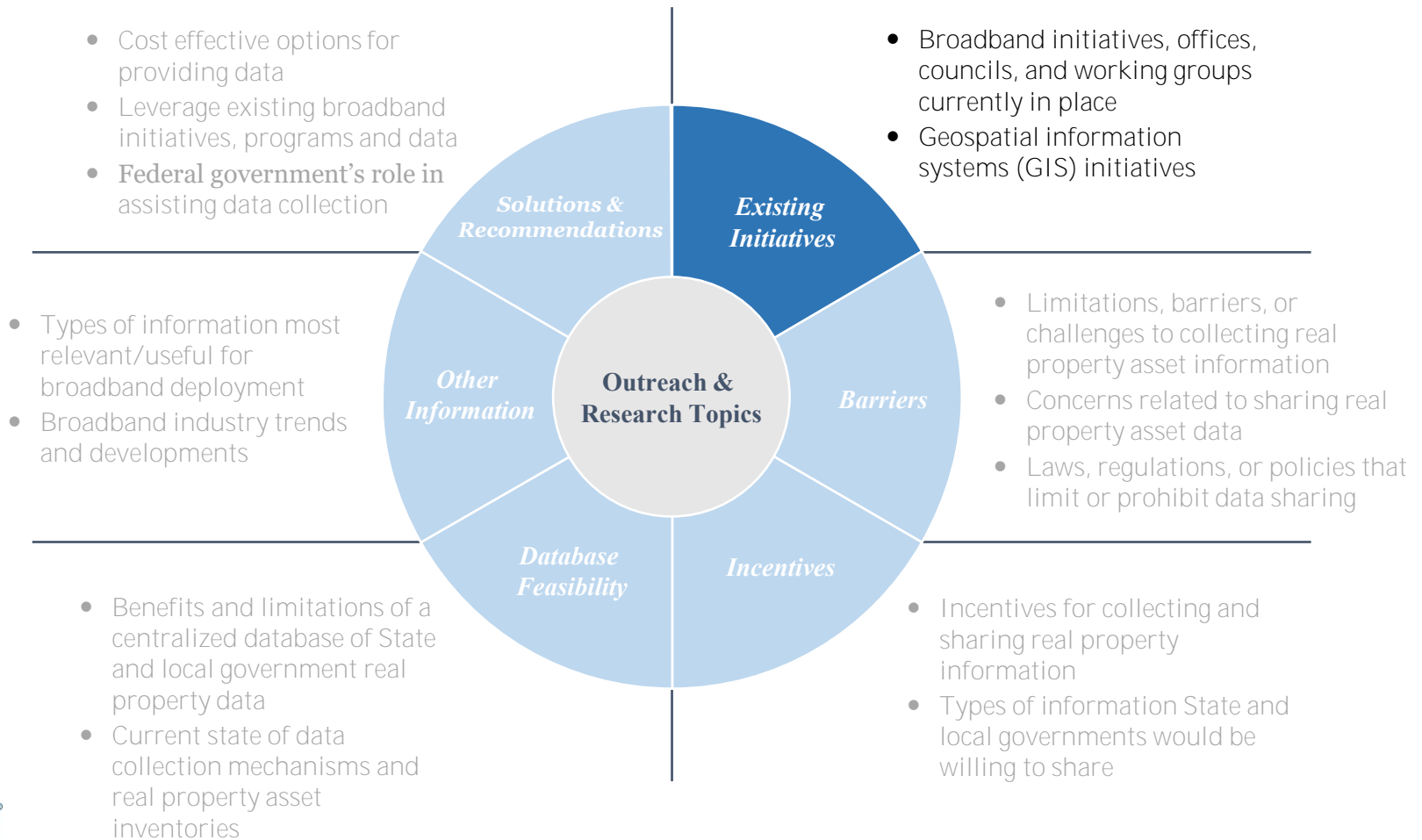


## MOBILE NOW Act Section 608(d) Facilitated Discussion

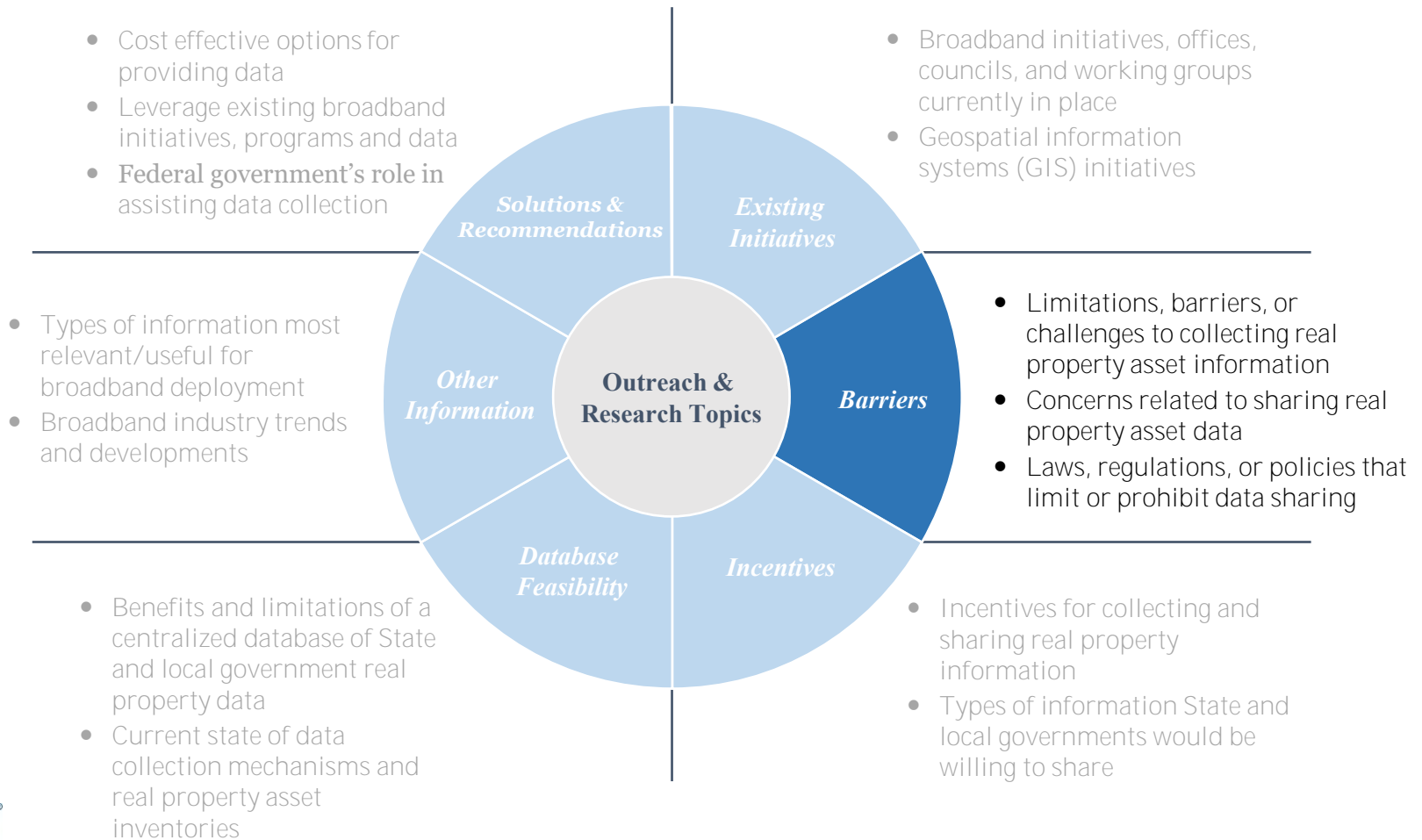
During this meeting, we need to be mindful of the effect of the Federal Advisory Committee Act, which governs how agencies may obtain advice or recommendations from a group that includes non-Federal parties. As GSA does not intend to create a FACA committee today, you each should be aware that you should only provide individual advice or input. We will not be voting or otherwise operating this meeting in a way that results in any advice or recommendations from you all as a group.



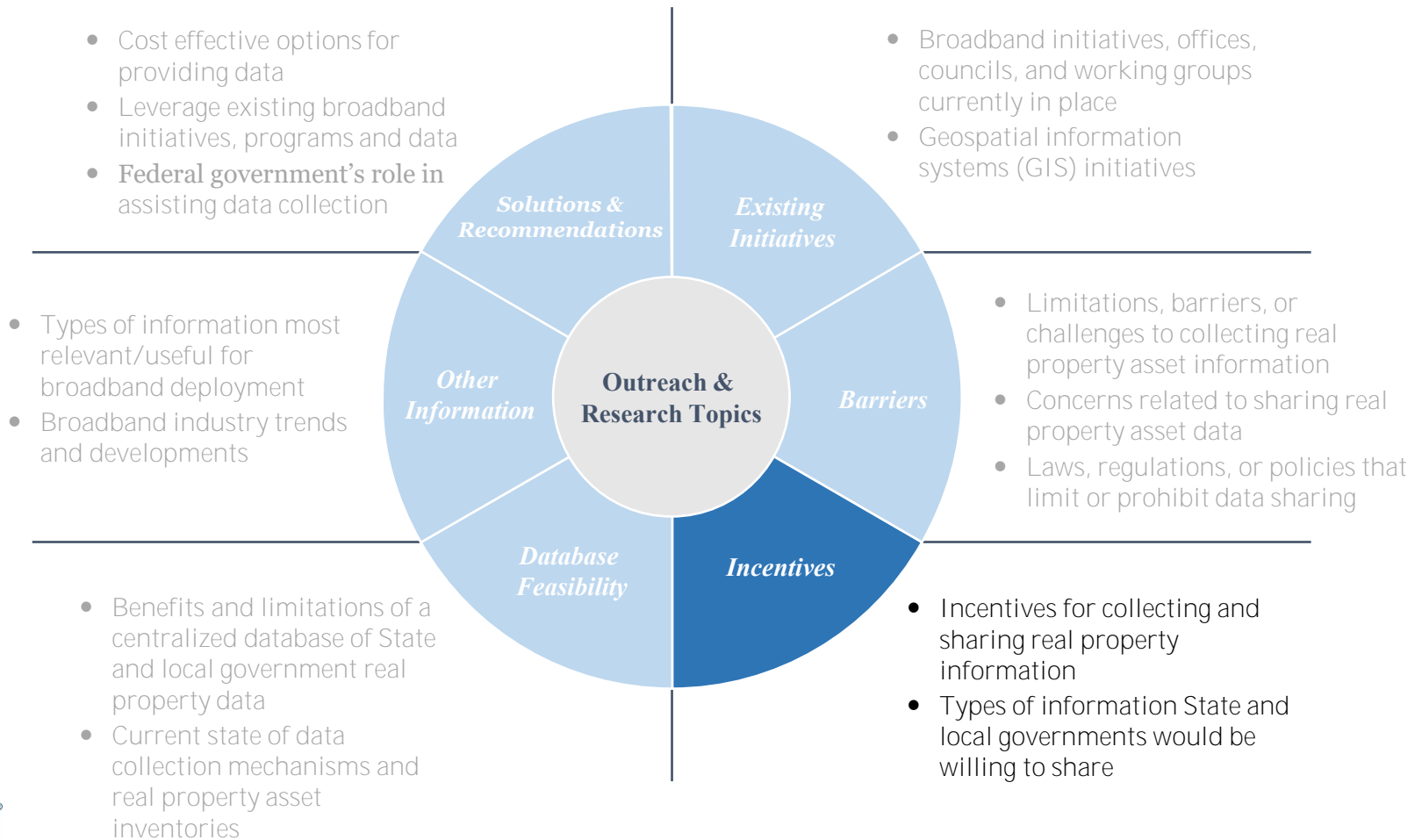
# MOBILE NOW Act Section 608(d) Facilitated Discussion



# MOBILE NOW Act Section 608(d) Facilitated Discussion

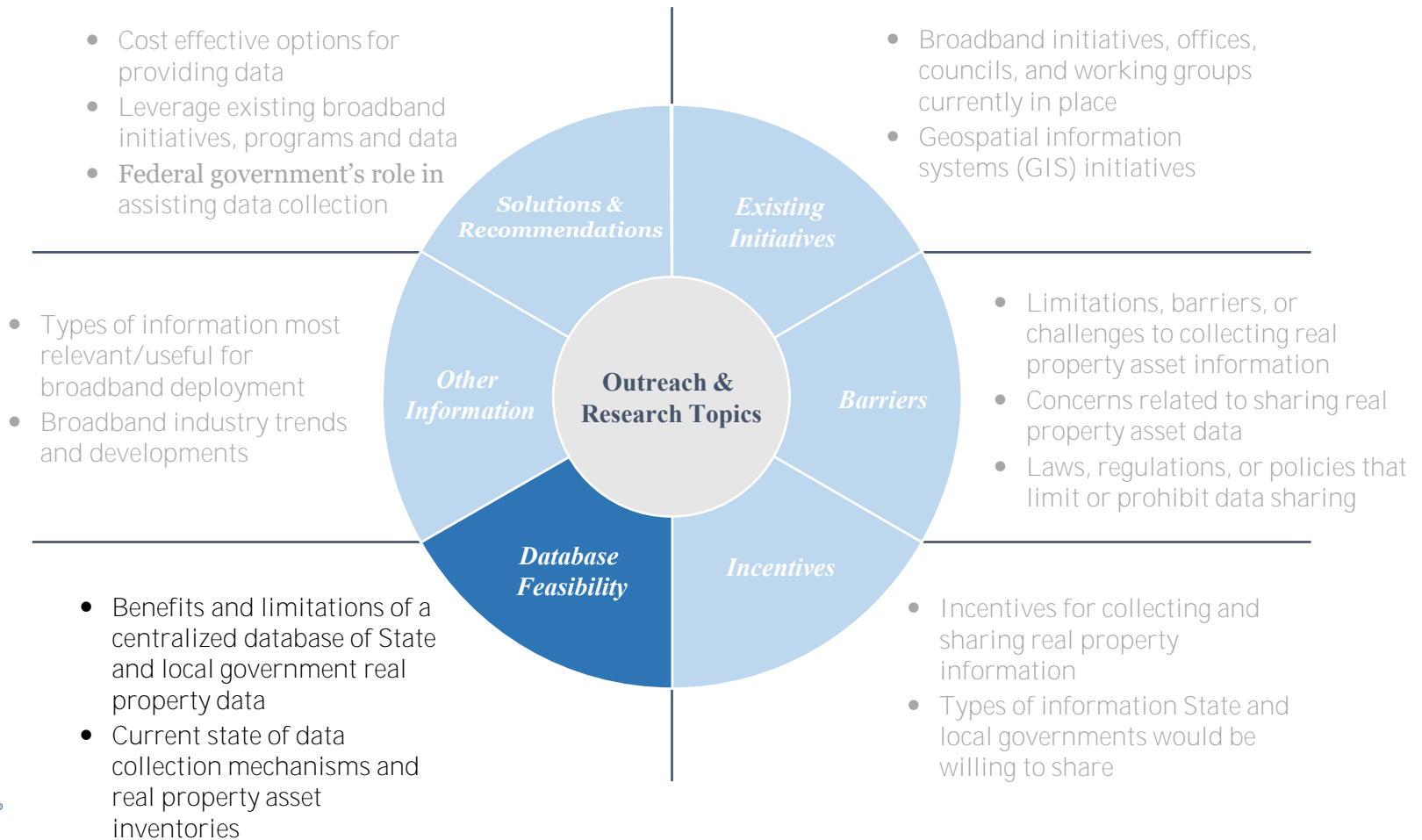


# MOBILE NOW Act Section 608(d) Facilitated Discussion

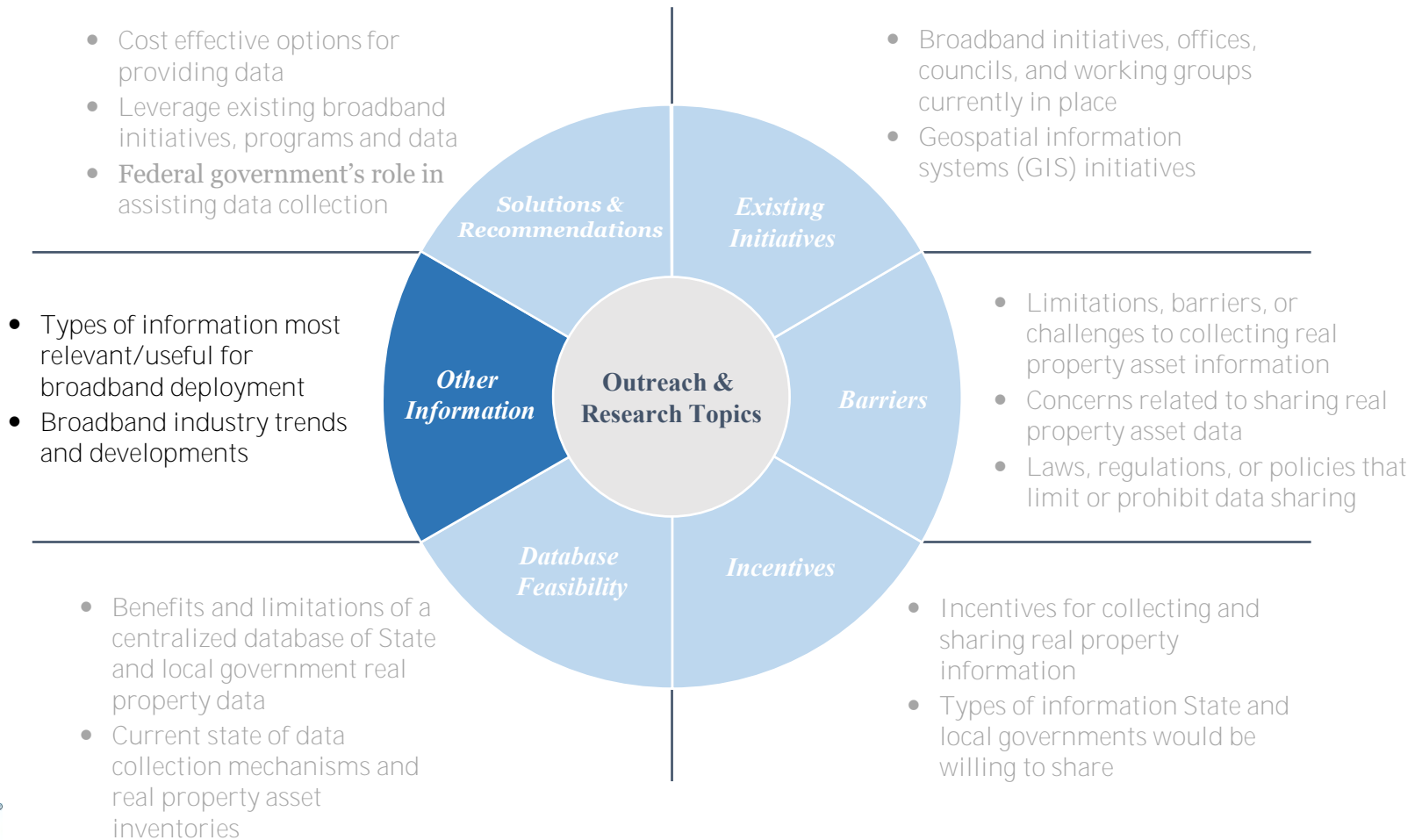




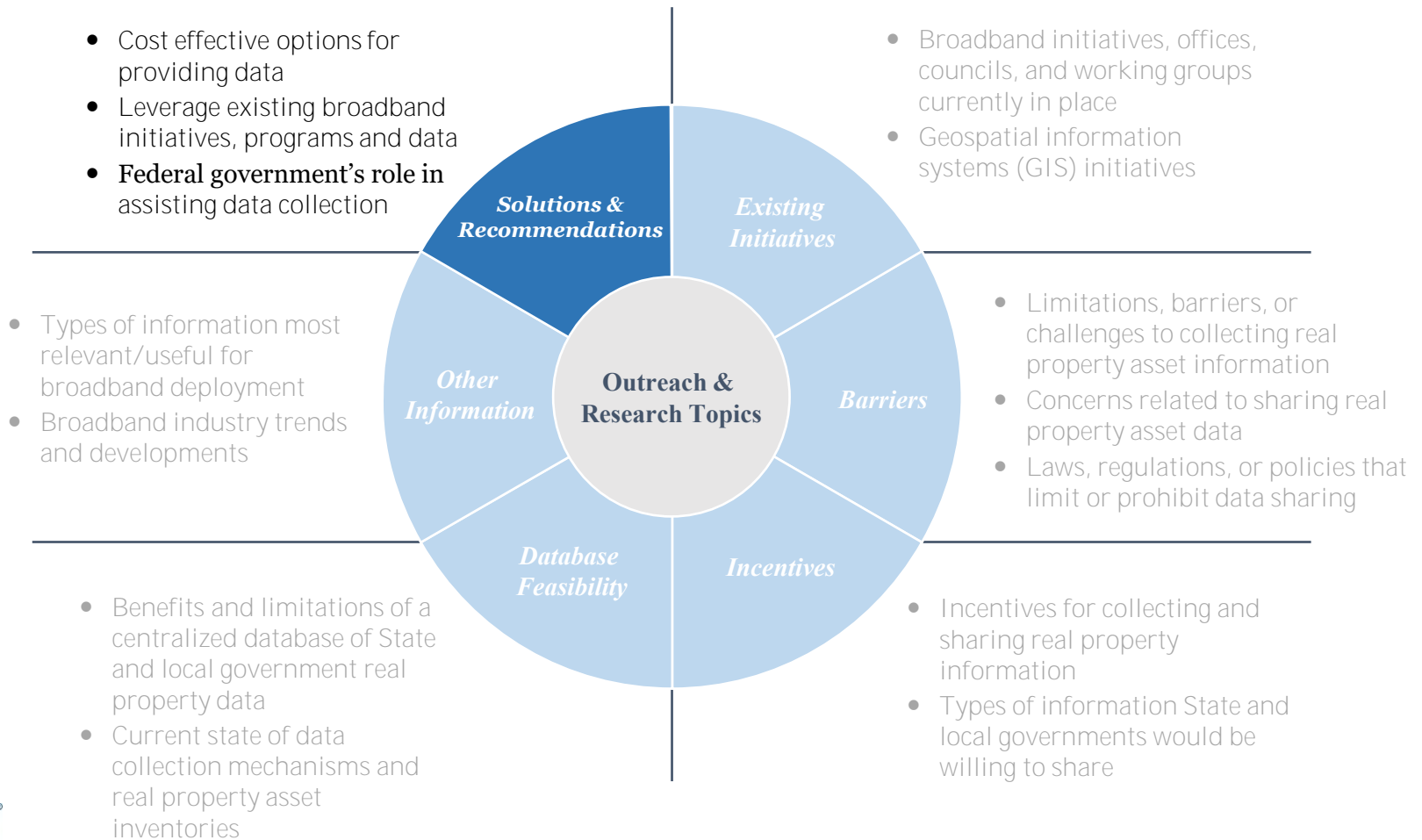
# MOBILE NOW Act Section 608(d) Facilitated Discussion



# MOBILE NOW Act Section 608(d) Facilitated Discussion



# MOBILE NOW Act Section 608(d) Facilitated Discussion



# MOBILE NOW Act Section 608(d)

## Potential Recommendations TO DATE

- Database Options:
  - Implement a voluntary program that provides a data schema to those state and local governments that want to be included in a database
  - **Matching service similar to GSA's Automated Advanced Acquisition Program (AAAP)**
  - Leverage existing National Address Database
- Alternative to Database Development:
  - Establish a central repository of resources and contact information rather than a database



# MOBILE NOW Act Section 608(d)

## Next Steps

- If you are interested in providing additional insight on this initiative, know of additional contacts that might have feedback, or would like to discuss the project further, please contact Jennie directly using the contact information below.
- Please note that the draft report will be finalized by January 2019 for internal review; **all feedback must be received by no later than December 14<sup>th</sup>.**

Jennie Campbell

Office: 202-694-8131

Email: [jennie.campbell@gsa.gov](mailto:jennie.campbell@gsa.gov)



**From:** Rick Kaysen [mailto:rkaysen@wyomuni.org]  
**Sent:** Sunday, December 02, 2018 3:26 PM  
**Subject:** Synopsis of FCC Order

Below is a 2-page synopsis sharing information on the FCC's Order for small wireless facilities that goes into effect in mid-January. This was prepared by a consultant that WAM has utilized regarding broadband services and small wireless facilities. I trust the information is of benefit.

Please share as applicable with t your teams—enjoy the coming week.

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
307-632-0398  
[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

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## **MEMBERS ALERT-- FCC ORDER ON SMALL WIRELESS FACILITIES**

The FCC's Order on small wireless facilities (SWFs) is set to go into effect in mid-January. The Order applies to your community and Rights-Of-Way. The Order adversely impacts your control and caps fees on what you can charge the wireless service providers.

Here are some of the pertinent considerations:

### ***What are SWFs?***

Each antenna is not more than 3 cubic feet in volume; pre-existing and new associated equipment is not more than 28 cubic feet in volume; the facilities are on structures 50 feet or less in height (including the antennas) or on structures no more than 10% taller than adjacent structures or they do not extend existing structures to a height of more than 50 feet or more than 10%, whichever is greater.

### ***Fees***

- \$500 for an application, in or outside the ROW, that can include 5 SWFs; \$100 for each supplemental SWF; or \$1,000 for a new pole involving SWFs
- \$270 per year per SWF in the ROW

One provider is already taking the position that those FCC figures are not automatic. In any case, be prepared to do a Cost Study if you want higher fees.

For small wireless facilities in the ROW, you need to determine a reasonable approximation of your costs, the costs must be reasonable and you must not discriminate among providers.

## ***Aesthetic (Stealth) Guidelines***

Your requirements must be (i) reasonable; (ii) not more burdensome than what you would require for other types of infrastructure deployment; (iii) objective; and (iv) published in advance.

## ***Shot Clocks***

This is the time frame within which you need to act on providers' applications. This is the total amount of time you have to review the application, process permits, do zoning approval and negotiate Agreements with the wireless services provider for use of the ROW and municipal poles. As of mid-January there will be 5 different shot clocks.

- 1) **Eligible Facilities Request** -- A 60 day shot clock commences when the application is filed. A local government must approve a request for modification of an existing tower or base station that does not result in a substantial change to the physical dimensions of the tower or base station. This involves collocation, removal or replacement of transmission equipment. The City has 30 days to notify the applicant of an incomplete application which then tolls the shot clock. When the applicant resubmits, the shot clock runs again and the City has 10 days to notify the applicant of incompleteness (only with regard to missing information or documents in the original filing). If the City fails to timely act (accounting for any tolling), the application will be "deemed granted" after expiration of the 60-day period, when the applicant so notifies the City in writing. This is the only shot clock with a "deemed granted" remedy.
- 2) **Small Wireless Facilities - Collocation on Existing Structures** -- There is a 60 day shot clock for acting on an application for installing small wireless facilities on existing structures (for example, poles). The City only has 10 days to notify the applicant of an incomplete application. When the applicant resubmits, a new 60 day shot clock begins. The City then has 10 days to notify the applicant of an incomplete filing; thereafter tolling provisions apply. Failure on the part of the City to make a timely decision results in a presumptive violation of Federal law.
- 3) **Small Wireless Facilities - New Structures** -- There is a 90 day shot clock for acting on an application for installing small wireless facilities on a new structure (for example, a new pole). The City only has 10 days to notify the applicant of an incomplete application. When the applicant resubmits, a new 90 day shot clock begins. The City then has 10 days to notify the applicant of an incomplete filing; thereafter tolling provisions apply. Failure on the part of the City to make a timely decision results in a presumptive violation of Federal law.
- 4) **Collocation for Other Than Small Wireless Facilities** -- There is a 90 day shot clock for acting on an application for the placement of larger wireless facilities on an existing structure. The City has 30 days to notify the applicant of an incomplete application and the shot clock tolls until resubmission. After resubmission, the City has 10 days to notify the applicant of incompleteness and the shot clock tolls

again. Failure to act within 90 days (accounting for tolling) allows the applicant to pursue judicial relief.

- 5) **New Site or Towers - Deployment on a new structure--** There is a 150 day shot clock for acting on an application for new sites (for example, macrocell towers). The City has 30 days to notify the applicant of an incomplete application and the shot clock tolls until resubmission. After resubmission, the City has 10 days to notify the applicant of incompleteness and the shot clock tolls again. Failure to act within 150 days (accounting for tolling) allows the applicant to pursue judicial relief.

### ***Summary***

If all of this seems complicated, it is. Further information is available from Bob Duchen - Vice President of River Oaks Communications Corporation at 303-721-0653 or [bduchen@rivoaks.com](mailto:bduchen@rivoaks.com). The Company works on behalf of cities and counties throughout the country to provide guidance and assistance on these matters.



**From:** Earla Checchi [mailto:checchi@wyomuni.org]  
**Sent:** Wednesday, December 05, 2018 8:14 AM  
**Subject:** Energy Lease Program RFP

Good Morning,

We are extending the Energy Lease Program RFP another week. The new deadline is December 14 at 5pm. If you have an energy efficiency project that needs to be done, apply for the Zero Interest lease.

The Wyoming Association of Municipalities/Wyoming County Commission Association (WAM-WCCA) Energy Lease Program Joint Oversight Board is issuing a request for proposal for the 2019 Energy Lease Program Awards. Cities, towns, and counties are encouraged to apply for leases to increase energy efficiency. Zero interest leases between \$2,500 and \$100,000 will be awarded for projects that will increase the energy efficiency of public facilities, or other projects consistent with the State Energy Conservation Plan (contact WAM for a copy). Attached please find a Request for Proposal soliciting local government lease applications.

If you have any questions, please let me know.

Regards,  
Earla

Earla Checchi  
Wyoming Association of Municipalities  
315 W. 27 Street  
Cheyenne, WY 82001  
307.632.0398  
[www.wyomuni.org](http://www.wyomuni.org)  
[www.facebook.com/wyomuni](https://www.facebook.com/wyomuni)

[Click here](#) to register early for the 2019 WAM Winter Conference



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## MEMORANDUM

**TO:** All Mayors, County Commission Chairpersons, Municipal Clerks,  
and County Clerks (All Municipal and County Clerks: Please distribute to  
Mayors and County Commission Chairpersons)

**FROM:** Rick Kaysen, WAM Executive Director, and  
Pete Obermueller, WCCA Executive Director

**DATE:** July 1, 2018

**SUBJECT:** WAM-WCCA Energy Lease Program Request for Proposals

The Wyoming Association of Municipalities/Wyoming County Commission Association (WAM-WCCA) Energy Lease Program Joint Oversight Board is issuing a request for proposal for the 2019 Energy Lease Program Awards. Cities, towns, and counties are encouraged to apply for leases to increase energy efficiency. Zero interest leases between \$2,500 and \$100,000 will be awarded for projects that will increase the energy efficiency of public facilities, or other projects consistent with the State Energy Conservation Plan (contact WAM for a copy). Attached please find a Request for Proposal soliciting local government lease applications.

The WAM-WCCA Energy Lease Program is overseen by a Joint Oversight Board which consists of three county and three municipal officials appointed by the Presidents of WCCA and WAM. All leases will be for a period of two years, amortized over ten years, and each lease can be renewed up to four times. For example, a lease to replace an inefficient furnace, costing \$10,000, could be a two-year lease with \$1,000 annual payments and a balloon payment at the end of the term for \$8,000. The lease, however, could be renewed four times with a corresponding reduction in the balloon payment. Equal quarterly payments are required.

Applications must be received at the WAM Office no later than 5:00 p.m. on December 14, 2018. Lease applicants should use the attached WAM-WCCA Energy Lease Program application cover sheet. The Joint Oversight Board will review all applications for consistency with the State Energy Conservation Plan before consideration. Any application not consistent with the State Energy Conservation Plan will be returned to the applicant with an opportunity to revise the application. The Joint Oversight Board will meet in January 2019 to review applications. Awardees will have 90 days to accept the lease award. Funds will be available to the awardees on or after July 1, 2019 and must be requested by June 30, 2020.



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The total amount of lease money available for award on July 1, 2019, is expected to be approximately \$450,000.

Potential lease applicants should carefully read the attached Request for Proposal. For further information, please contact Earla Checchi at the WAM Office, call 307-632-0398 or email [checchi@wyomuni.org](mailto:checchi@wyomuni.org).

**WAM-WCCA Joint Oversight Board:**

Commissioner, Jim Willox, Converse County  
Commissioner, Rob Hendry, Natrona County  
Commissioner, Troy Thompson, Laramie County  
Facility Maintenance Manager, Scott Stevensen, City of Laramie  
Council Member Hailey Morton-Levinson, Town of Jackson  
Clerk/Treasurer Lynette Strecker, City of Torrington





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## **REQUEST FOR PROPOSALS (RFP)**

### **WAM-WCCA ENERGY LEASE PROGRAM**

The WAM-WCCA Energy Lease Program is soliciting Proposals (Lease Applications) for funding of zero interest (0%) leases for projects authorized under the State Energy Conservation Plan (SECP), including energy efficiency improvements to existing, or new public buildings. **The improvements must show a monetary savings, and, if possible, a BTU savings. The BTU savings should have documentation verifying this savings.**

Capitalization for the WAM-WCCA Energy Lease Program comes from a Petroleum Violation Escrow Account grant originally awarded to WAM and WCCA by former Governor Mike Sullivan on May 28, 1991.

Leases under the WAM-WCCA Energy Lease Program shall be in amounts of not less than \$2,500, not more than \$100,000. Leases will be amortized over no more than a ten (10) year period with four equal payments per year.

Lease Applications shall be no longer than three pages. Each lease application shall contain the following information, at a minimum: name of city, town, or county submitting the lease application; name, address, and phone number of the contact person; signature of the mayor or county commission chairman, as applicable; and a general description of the project.

A city, town, or county may submit applications for more than one project. However, each project should be submitted under a separate lease application. If a city, town, or county submits more than one application for this award period, the city, town, or county must **prioritize their project applications**. The total lease outstanding balance for any one city, town, or county shall not exceed \$150,000.

Lease applications will only be accepted from cities, towns, and counties. The city, town, and county submitting a lease application shall be held responsible for full re-payment of any lease award received.

Lease applications must be received at the office of the Wyoming Association of Municipalities (WAM) no later than 5:00 p.m. December 8, 2017. Lease applications can be mailed to the WAM Office at 315 W. 27<sup>th</sup> Street, Cheyenne, WY 82001, faxed to 307-632-1942, or emailed to [checchi@wyomuni.org](mailto:checchi@wyomuni.org).

Lease awards will be determined by the Joint Oversight Board of the WAM-WCCA Energy Lease Program at their meeting in January 2018. Award letters will be mailed out shortly thereafter. Grantees shall accept or deny lease awards in writing within 90 days of award notification, or they shall lose the lease award. Email notification is acceptable. Lease funds will be available on or after July 1, 2018. Awards must be requested by June 30, 2019.

Interested cities, towns, and counties may contact Earla Checchi (307) 632.0398 at the WAM office for more information.





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**LEASE APPLICATION COVER SHEET**

**WAM-WCCA ENERGY LEASE PROGRAM**

*NOTE: This cover sheet should be the first page of each application for a WAM-WCCA Energy Lease. A separate cover sheet and supporting documents showing the energy savings should be submitted for each project.*

**Please Print or Type**

Title of Project: \_\_\_\_\_

\_\_\_\_\_

Name of City/Town/County: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (307) \_\_\_\_\_

Amount of Lease Requested: \$ \_\_\_\_\_

On behalf of the City/Town/County of \_\_\_\_\_, I hereby agree that all of the information submitted is correct to the best of my knowledge, and that this application is being submitted with the consent of the governing body.

\_\_\_\_\_  
Mayor/Chairman of Board of County Commissioners

\_\_\_\_\_  
Date

