

# INFORMATION PACKET

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Friday, October 11, 2019



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We are CASPER

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

## The Grid

A working draft of Council Meeting Agendas

**October 15, 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      N = Item is not on Consent</b>					
Pre-Meeting: Distribution of October 1 & 8 Executive Session Minutes					
Pre-Meeting: Casper Script Art Trademarking					
Pre-Meeting: Former Plains Furniture Property Sale					
Pre-Meeting: Christmas Parade Permit					
Approval of October 1 Regular, October 8 Special, and October 1 & 8 Executive Session Minutes					
Establish November 5, 2019 as Public Hearing Date for Consideration of an Ordinance Approving a Plat Creating the Dewald Divide Addition, a Subdivision Agreement, and a Zone Change of said Addition to C-2 (General Business), R-4 (High Density Residential) and ED (Educational District).	C				
Establish November 5, 2019 as Public Hearing Date for Consideration of an Appeal of the Planning and Zoning Commission's Decision to Deny a Zone Change of a 2.8-acre portion of Tract 4, North Platte River Park Addition, Generally Located at the Corner of Events Drive and North Poplar Street, North of Wilkins Way, From PH (Park Historic) to C-4 (Highway Business).	C				
Establish November 5, 2019 as the Public Hearing Date for a New Restaurant Liquor License No. 43 for Ludovico, Located at 3095 Talon Drive Suite 1.	C				
Public Hearing: Zone Change of 1.65-acres, Generally Located at the Northwest Corner of SW Wyoming Blvd and South Coffman Avenue, Described as Tract A, Garden Creek Square Addition, From Planned Unit Development (PUD) to General Business (C-2).		N	N		
Public Hearing: Sale and Terms of the Sale and Transfer of Ownership of the Real Property, Generally known as the "Former Plains Furniture Property" and More Particularly Described as: Lots 16, 17, 18, 19, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, and 33 of Block 1 of the City of Casper Addition, Casper, Natrona County, Wyoming.		N		N	
Public Hearing: Transfer of Location for Retail Liquor License No. 19 Ridley's Family Market, Inc, d/b/a Ridley's Family Market, Located at 1375 CY Ave, to Ridley's Family Market, Inc, d/b/a Ridley's Family Market, Located at 3037 CY Ave.		N			N
Amending Chapter 12.32 of the Casper Municipal Code Regarding Trees and Shrubs - 3rd Reading Ordinance			N		
Amending the Casper Municipal Code to Establish a Code of Ethics - 3rd Reading Ordinance			N		
Amending Chapter 10.72 - Article I - Parades of the Casper Municipal Code. - 2nd Reading			N		

## The Grid

A working draft of Council Meeting Agendas

<b>October 15, 2019 (continued)</b>	<b>Councilmembers Absent:</b>			
Amending the Horizontal Datum References in the Casper Municipal Code from NAD83(86) Wyoming State Plan East Central Zone, US Survey Feet to NAD83(2011) Wyoming State Plane East Central Zone, US Survey Feet. (EY). 1st Reading			N	
Authorizing a Water Line Easement Agreement from Natrona County School District No. 1 for Installation of Water Lines Across Private Property.				C
Authorizing a Contract for Professional Services with Engineering Design Associates in the Amount of \$25,750, for the Aquatics and Recreation Center HVAC Improvements Project.				C
Authorizing a Memorandum of Understanding with the Natrona County Travel and Tourism Council for Joint Ownership of Intellectual Property.				C
Rejecting Bids for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation Project.				C
Authorizing the Discharge of \$17,503.58 of Uncollectible Accounts Receivable Balances, Aged Between the Dates of April 1, 2014 and June 30, 2014, Including a More Recent Bankruptcy.				C

**October 22, 2019**      **Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Wayfinding Sign Concept Presentation (Lobby) (Liz Becher - MEMO DUE)	Direction Requested	30 min	4:35
Downtown Parking Study (Further Discussion) (Liz Becher - MEMO DUE)	Direction Requested	40 min	5:05
Historic Preservation Strategic Plan - Final Presentation (Liz Becher - MEMO DUE)	Information Only	15 min	5:45
Agenda Setting		20 min	6:00
Legislative Review		10 min	6:20
Council Around the Table		10 min	6:30
Approximate Ending Time:			6:40

**October 29, 2019**      **Councilmembers Absent: (Cathey possibly)**

<b>Special Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Results of Police Station Assessment	Direction Requested	45 min	4:30
Fire Admin/Headquarters Station #1	Direction Requested	45 min	5:15
*No Additional Agenda Items*			
Approximate Ending Time:			6:00

## The Grid

A working draft of Council Meeting Agendas

**November 5, 2019**
**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinance</b>	<b>Resolution</b>	<b>Minute Action</b>
C = Item is on Consent		N = Item is not on Consent			
Pre-Meeting: Johnson Group Bar and Grill Proposal					
Pre-Meeting: Golf Pro RFP Draft					
Pre-Meeting: Request to set aside two (2) Bar and Grill Liquor Licenses					
Public Hearing: Approving a Plat Creating the Dewald Divide Addition, a Subdivision Agreement, and a Zone Change of said Addition to C-2 (General Business), R-4 (High Density Residential) and ED (Educational District).		N			
Public Hearing: Appeal of the Planning and Zoning Commission's Decision to Deny a Zone Change of a 2.8-acre portion of Tract 4, North Platte River Park Addition, Generally Located at the Corner of Events Drive and North Poplar Street, North of Wilkins Way, From PH (Park Historic) to C-4 (Highway Business).		N			
Public Hearing: New Restaurant Liquor License No. 43 for Ludovico, Located at 3095 Talon Drive Suite 1.		N			
Amending Chapter 10.72 - Article I - Parades of the Casper Municipal Code. - 3rd Reading			N		
Zone Change of 1.65-acres, Generally Located at the Northwest Corner of SW Wyoming Blvd and South Coffman Avenue, Described as Tract A, Garden Creek Square Addition, From Planned Unit Development (PUD) to General Business (C-2). 2nd reading			N		
Amending the Horizontal Datum References, by Ordinance. 2nd Reading			N		
MOU with the Friends of Hogadon Regarding Hogadon Night Skiing				C	
Bureau of Justice Assistance Grant - Police (tentative title)				C	

**November 12, 2019**
**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Legislative Agenda	Move Forward for Approval	30 min	4:35
Towing Resolutions	Direction Requested	20 min	5:05
LAD Request for Jade & Arrowhead	Direction Requested	20 min	5:25
Sign Code Revisions	Direction Requested	60 min	5:45
Agenda Setting		20 min	6:45
Legislative Review		10 min	7:05
Council Around the Table		10 min	7:15
Approximate Ending Time:			7:25

# The Grid

A working draft of Council Meeting Agendas

**November 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>
C = Item is on Consent                      N = Item is not on Consent					
Approving a Plat Creating the Dewald Divide Addition, a Subdivision Agreement, and a Zone Change of said Addition to C-2 (General Business), R-4 (High Density Residential) and ED (Educational District). 2nd reading		N			
Zone Change of 1.65-acres, Generally Located at the Northwest Corner of SW Wyoming Blvd and South Coffman Avenue, Described as Tract A, Garden Creek Square Addition, From Planned Unit Development (PUD) to General Business (C-2). 3rd reading			N		
Amending the Horizontal Datum References, by Ordinance. 3rd Reading			N		

**November 26, 2019**                      **Councilmembers Absent:**

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

## Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Property Code Revisions		40 min	After January 2020
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Dog Parks	November 26, 2019		
Property Tax Structure/Revisions			
Leash Laws			
Meadowlark Park	Spring 2020		
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Postponed

## Staff Suggested Items

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Neighborhood/Infrastructure Redevelopment (Goal 1)			
Council Participation on Boards			Before January 2020
Financial Guidelines - Phase 3	November 26, 2019		
City SAFE Project - Part 2	November 26, 2019		
Council Tour of Baler Building/MRF Expansion			

### Future Council Meeting Items

February 18, 2020 Mr. Robert Hildebrand - 100 year celebration
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### Retreat Items

Economic Development and City Building Strategy
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FOR MORE INFORMATION CONTACT

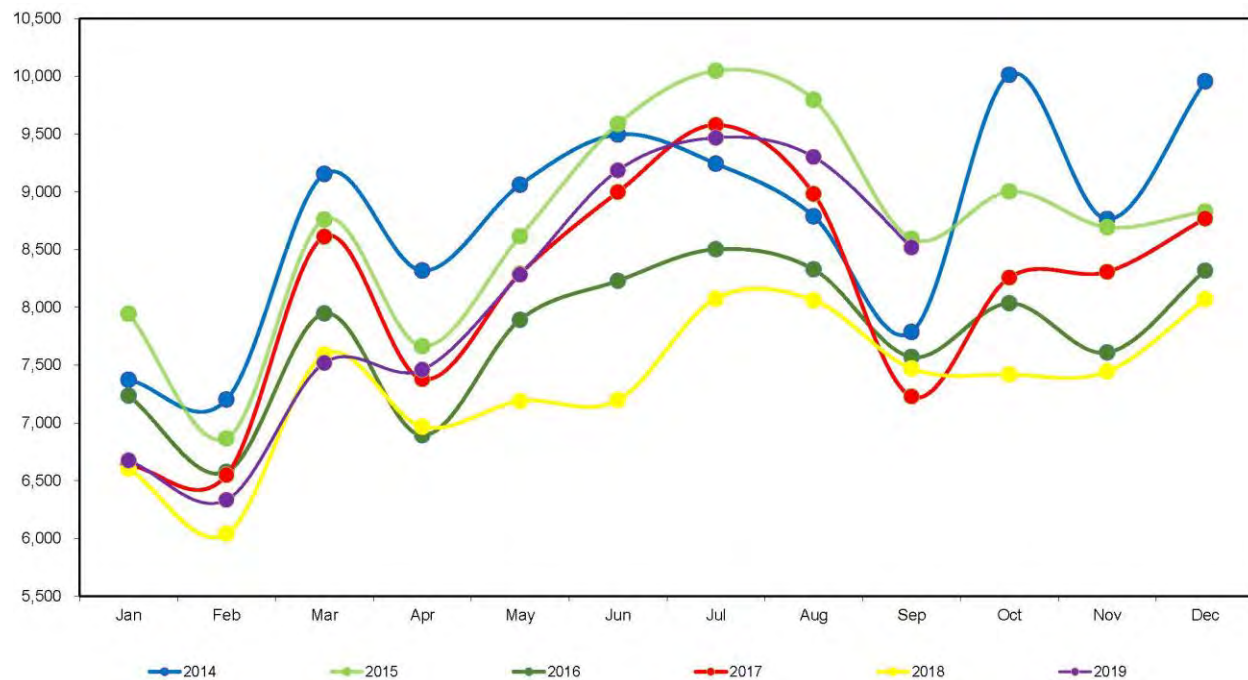
Glenn S. Januska
Airport Director
Casper / Natrona County International Airport
8500 Airport Parkway
Casper, WY 82604
(307) 472-6688 ext. 12 • gjanuska@iflycasper.com
www.iflycasper.com
www.facebook.com/CNCIA

FOR IMMEDIATE RELEASE
October 9, 2019

CASPER / NATRONA COUNTY INTERNATIONAL AIRPORT
RECORDS A 22.8% INCREASE IN PASSENGERS IN SEPTEMBER

CASPER, WY – Casper / Natrona County International Airport announced that 8,518 enplaned passengers (passengers getting on aircraft) used the Airport in September, a 22.8% increase compared to September of 2018. To date, the Airport is showing a 11.6% increase compared to the same period in 2018.

“With the exception of September 2015 where we recorded 8,594 passengers, the last time we saw a September with more passengers was 1984,” said Glenn Januska. “We continue to implement plans for increased passenger usage, including the terminal building parking lot renovation and improvement, and an expansion and renovation of the gate holding area (beyond screening) which is currently under design and will be under construction next year.”





**AMOCO REUSE AGREEMENT  
JOINT POWERS BOARD**

2435 King Blvd, Suite 249  
Casper, WY 82604  
(307) 472-5591

[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD  
MEETING MINUTES**

6:00 pm Wednesday, September 11, 2019  
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Reed Merschat, Ben Schrader, Bob Chynoweth, Jerad Stack, Doug Follick, Terry Lane, and Brook Kaufman

Excused Absences: Jim Belcher and Bob Hopkins

Others Present: Brendan La Chance (Oil City News), Morgan Hughes (Casper Star Tribune), Matt Reams (Three Crowns), and Renee Hahn (ARAJPB)

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

**1. Minutes from the Annual City and County Meeting on August 14, 2019 and the Regular Meeting on August 14, 2019**

No corrections were made to either the Annual City and County Meeting or the regular meeting on August 14<sup>th</sup> Minutes.

A motion was made by Mr. Stack and seconded by Mr. Follick to approve the Annual City and County Meeting Minutes from August 14<sup>th</sup>.

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

A motion was made by Mr. Chynoweth and seconded by Mr. Schrader to approve the Regular Meeting Minutes from August 14<sup>th</sup>.

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

(Copy of both sets of Minutes on file.)

**2. Treasurer's Report**

Details on investment accounts were given by Mr. Chynoweth. He reviewed the vouchers listed on the Treasurer's Report as of September 11, 2019. He mentioned that the bill from Skogen and Cometto pertained to the audit. He then discussed the investments as of the end of August. A motion was made by Mr. Chynoweth and seconded by Mr. Follick to approve the reports and authorize payment of all vouchers listed on the Treasurer's Report. There being no further discussion, the Board proceeded to vote on the Treasurer's Report. The motion carried with all members in attendance voting aye.

- Investment & Financial – Mr. Chynoweth explained the cash situation in the Davidson Fund. He stated “there was currently \$160,788.80 dollars in the cash account. There are two securities that will be maturing very soon. One is maturing September 12, 2019 and the other October 24, 2019. The investors at Davidson Fund will rebuild the cash account prior to reinvesting.”



### 3. Committee Reports

- Architectural Review – Mr. Stack stated “There was nothing to report.”
- Platte River Commons - Ms. Hahn updated on the art being placed along the trail. Ms. Hahn informed the Board that there have been nine pieces of art submitted. The committee will meet on the 19<sup>th</sup> to select three pieces to be placed on the trail. “We have received wonderful pieces to choose.”
- Three Crowns - Mr. Follick informed the Board that April and May were losses due to weather, though June, July and August are surpassing budget. Revenue still remains lower than budget but expenses are very controlled. Rounds are currently down by 1,700 compared to last year. Mr. Reams explained the first year is always a learning experience. He expects growth next year with both using experience and marketing. Mr. Reams is unsure if the history on season passes is accurate without a tool to identify and measure it. Mr. Reams is currently researching Visage golf carts to replace the Club Cars on-site. He recognizes they have many benefits including GPS mechanism to stop carts from traveling in off-site areas. He is also is studying the buyout versus leasing and gas versus batteries. Visage will supply sponsors and scorecards at no cost involved to the golf course.

Mr. Follick would like the Board to be aware that we had two breaks in the irrigation system this year. The system is currently 14 years old and normally lasts 20-40 years. If the system would be replaced today the costs is approximately two million dollars. Mr. Reams stated “The values have not been maintained correctly and currently are not working individually. “You have to shut-off the entire system instead of sections.” He will be supplying costs to correct this matter.

- Refined Properties - Mr. Stack stated “The buyers with the Purchase Agreement on Phase Four, Lot 1 have asked for a 60-day extension. They are currently awaiting WDEQ’s decision on the remediation required.

He also informed the Board the draft from the Field House Feasibility Study will be completed at the end of September.

He informed all attendees that BP has hired a third party to begin to survey the Platte River Commons legal description. With this information, ARAJPB is able to identify the boundaries for future sales and use.

#### Executive Session

A motion was made by Mr. Stack and seconded by Mr. Follick to enter into Executive Session to discuss real estate matters.

Mr. Reams, Ms. Hughes, and Mr. LaChance exited the meeting at 6:41 p.m.

A motion was made by Mr. Stack and seconded by Ms. Kaufman to exit Executive Session.

Upon the completion of the Executive Session at 7:03 p.m. Ms. Hahn asked the others to return to the meeting, but all had already left the building.

- Executive Committee - Mr. Merschatt reviewed all the upcoming meetings.

### 4. Interaction with City and County Representatives – Specific Issues and Concerns

Ms. Kaufman, County Representative reported the county had doubled the amount of building permits normally issued in the month of July. The County is also in search of a new Parks Director.

### 5. Other

Mr. Stack gave an update on the Verizon Tower to be installed on the Innovation Building’s roof. They are anticipating bringing in another fiber optic line into the building. He will have more information next month.

### 6. Future Meetings/Agenda

September 19<sup>th</sup> - Three Crown’s Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

October 9<sup>th</sup> - Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

October 17<sup>th</sup> -Three Crown's Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

November 13<sup>th</sup> - Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

November 21<sup>st</sup> -Three Crown's Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

7. **Public Comment**

None.

8. **Good of the Order**

None.

9. **Adjournment**

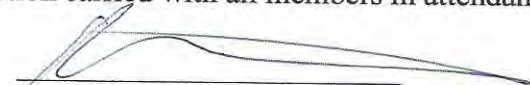
There being no further action by the Board, a motion was made by Mr. Stack and seconded by Mr. Lane to adjourn the meeting at 7:16 p.m. The motion carried with all members in attendance voting aye.


10/9/19

Date

10/9/19

Date

  
\_\_\_\_\_  
Board Officer

  
\_\_\_\_\_  
Presiding Officer



State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 September 2019 Report



Type of Permit	Number of Permits	Fees	Valuations
New-Sign	1	\$104.00	\$3,000.00
Rem-Commercial	11	\$7,899.61	\$754,345.00
Rep-Re-Roof	49	\$7,070.00	\$292,640.33
Add-Other	5	\$4,548.87	\$332,586.00
Rem-Residential	3	\$612.00	\$34,033.00
Rem- Basement	5	\$1,609.00	\$120,750.00
Rem-Bathroom	2	\$426.00	\$24,577.00
Add-Deck	4	\$1,008.00	\$66,400.00
Rep-Res Misc	9	\$1,254.00	\$54,694.88
New-Residential	13	\$30,958.60	\$4,223,850.00
New-Multi-Family	2	\$3,098.80	\$351,560.00
Rem-Kitchen	1	\$274.00	\$18,000.00
Add-Garage	2	\$584.00	\$44,000.00
New-Fence	1	\$70.00	\$750.00
Rep-Deck	3	\$442.00	\$19,650.00
New-Twin Home	2	\$3,171.60	\$364,350.00
New-Storage Bldg	1	\$184.00	\$10,000.00
Add-Commercial	1	\$1,159.95	\$75,000.00
	115	\$64,474.43	\$6,790,186.21

Electrical Permits Issued	Fees Invoiced
84	\$11,936.80

Mechanical Permits Issued	Fees Invoiced
59	\$10,033.00

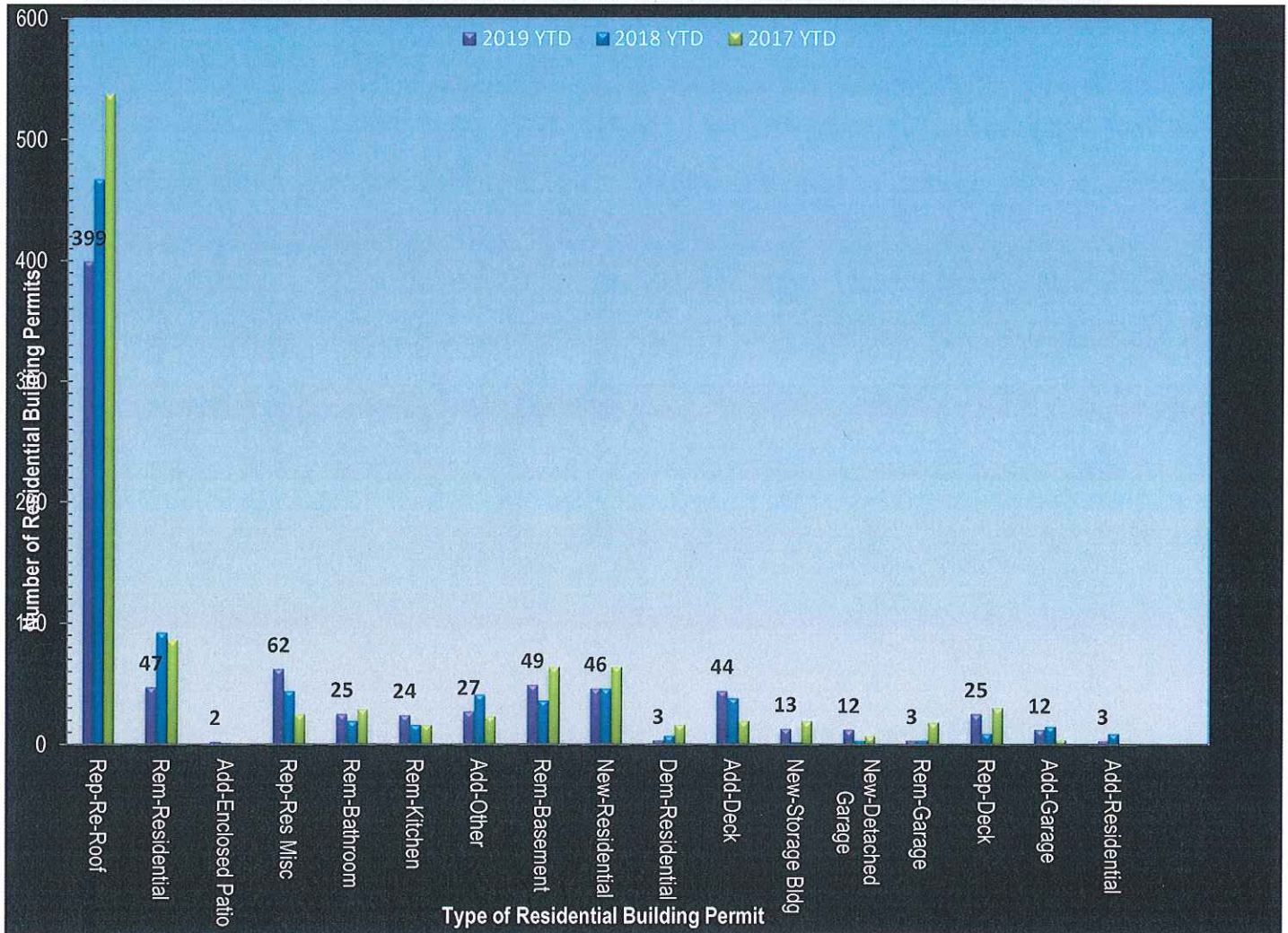
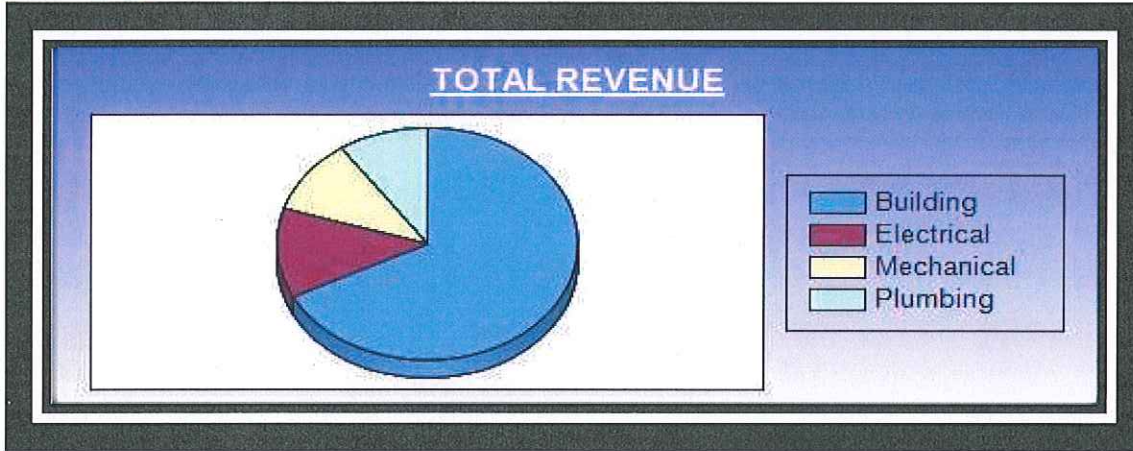
Plumbing Permits Issued	Fees Invoiced
101	\$9,181.00

Single Family Houses YTD			September Single Family Houses		
2018		46	2018		1
2019		46	2019		13



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 September 2019 Report





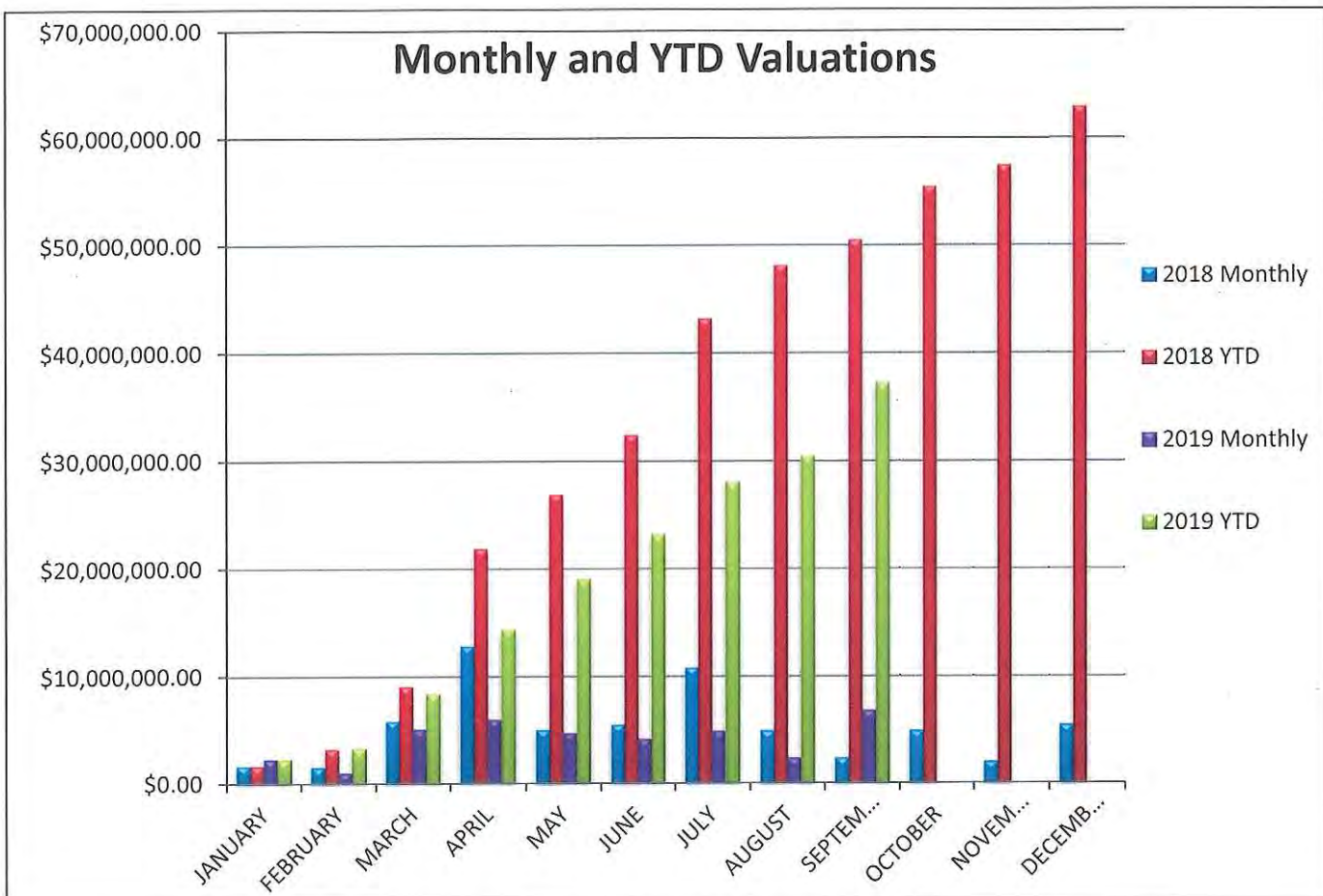
State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 September 2019 Report



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,282,162.88	\$2,282,162.88
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,318,471.36
MARCH	\$5,836,851.00	\$9,049,868.15	\$5,072,606.25	\$8,391,077.61
APRIL	\$12,821,244.41	\$21,871,112.56	\$5,948,987.11	\$14,340,064.72
MAY	\$4,985,808.62	\$26,856,921.18	\$4,696,267.67	\$19,036,332.39
JUNE	\$5,525,644.37	\$32,382,565.55	\$4,152,642.58	\$23,188,974.97
JULY	\$10,827,919.90	\$43,210,485.45	\$4,876,893.38	\$28,065,868.35
AUGUST	\$4,916,015.14	\$48,126,500.59	\$2,360,633.06	\$30,426,501.41
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$6,790,186.21	\$37,216,687.62
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$0.00	\$0.00
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$0.00	\$0.00
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$0.00	\$0.00
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$37,216,687.62</u>	<u>\$37,216,687.62</u>

**LARGE VALUATIONS:**

September 2019 - No new projects over \$1,000,000





State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264



**Building Department**  
**Fees Collected**  
**September 2019 Report**

BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 49,045.00
ELECTRICAL PERMITS	\$ 13,205.80
MECHANICAL PERMITS	\$ 10,592.00
PLUMBING PERMITS	\$ 9,991.00
ELECTRICAL LICENSES	\$ 640.00
PLUMBING LICENSES	\$ -
MOBILE HOME LICENSES	\$ 175.00
MECHANICAL LICENSES	\$ 53.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 600.00
SIGN PERMITS	\$ 449.50
C-CAN PERMITS	\$ 50.00
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 5,842.67
PLANNING FEES	\$ 1,400.00
<b>Totals:</b>	<b>\$ 92,043.97</b>

**MONTHLY INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
165	179	131	47

CONSULTS	PLAN REVIEW	FIRE
25	37	0

**YTD INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1467	1453	1144	458

CONSULTS	PLAN REVIEW	FIRE
153	288	0

2019 Monthly Inspections  
September 2019

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff	2	0	103	32	0	0	0	137
Justin Scott	102	0	0	0	24	0	0	126
Shawn Barrett	2	89	0	0	3	0	14	108
Dan Elston	59	0	28	14	10	0	11	122
Russ Lutz	0	90	0	1	0	0	0	91
								0
<b>Monthly Total</b>	<b>165</b>	<b>179</b>	<b>131</b>	<b>47</b>	<b>37</b>	<b>0</b>	<b>25</b>	<b>584</b>
<b>YTD Totals</b>	<b>1467</b>	<b>1453</b>	<b>1144</b>	<b>458</b>	<b>288</b>	<b>0</b>	<b>153</b>	<b>4963</b>



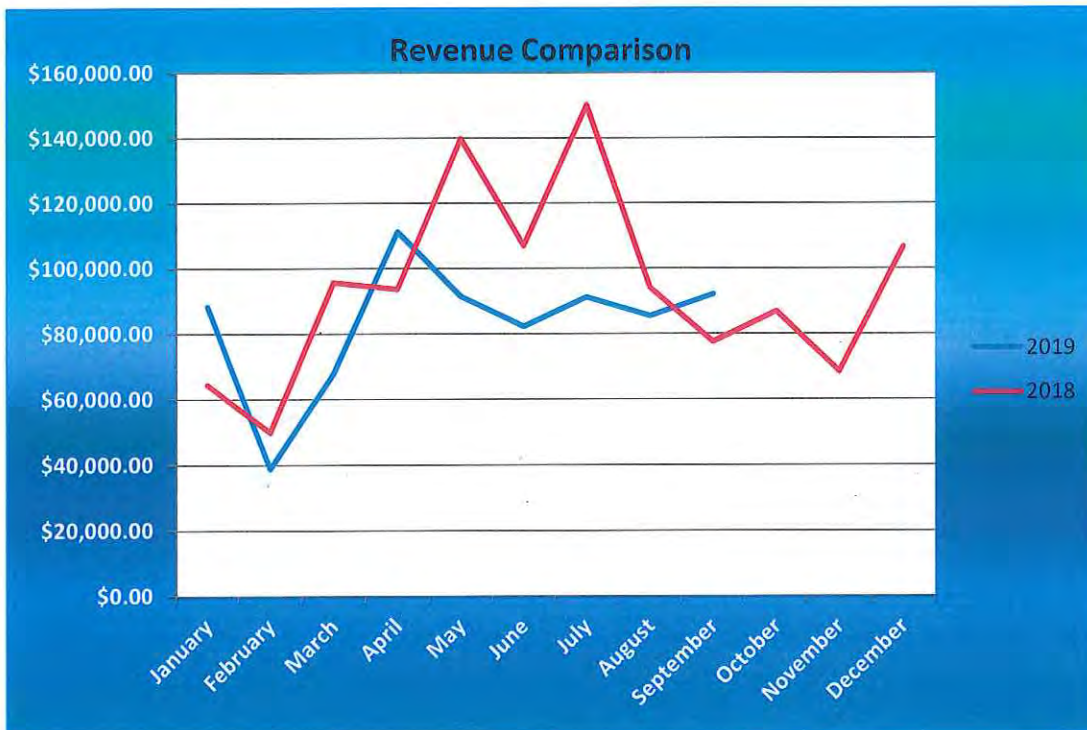
COMMUNITY DEVELOPMENT DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264



Building Department
Revenue Collected
September 2019 Report

Table with 3 columns: Month, TOTAL REVENUE FOR 2018, TOTAL REVENUE FOR 2019. Rows list months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official



17.76.020 - Permitted uses.

Except as otherwise provided, no new building, structure, or land use shall be permitted in the C-4 district, except:

1. Animal shelters, animal clinics, and animal boarding and treatment centers;
2. Assembly of devices or instruments, or packaging of products from previously prepared materials;
3. Automobile parks;
4. Automobile sales and repair areas and shops;
5. Automobile service stations, automobile service centers, and public garages;
6. Bed and breakfast;
7. Bed and breakfast homestay;
8. Bed and breakfast inn;
9. Builders' supply yards;
10. Churches;
11. Clubs and lodges;
12. Commercial dairies (excluding dairy farms);
13. Commercial laundries;
14. Convenience establishment, high volume;
15. Dance studios;
16. Day-care, adult;
17. Child care center;
18. Family child care center - zoning review;
19. Family child care home;
20. Family child care home - zoning review;
21. Drive-in/through facilities such as restaurants, package liquors, branch banks, etc.;
22. Farm implement sales and service;
23. Frozen food lockers;
24. Greenhouses;
25. Grocery stores;
26. Group homes;
27. Heliports;
28. Homes for the homeless (emergency shelters);
29. Hotels, motels;
30. Kennels;
31. Manufactured home (mobile) sales;
32. Medical laboratories, clinics, health spas, rehabilitation centers, real estate brokers, insurance agents, and public health facilities;

33. Nurseries;
34. Offices, general and professional;
35. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities;
36. Pawn shops;
37. Personal service shops;
38. Pet supplies;
39. Plumbing, welding, electrical supply, service shops, and fabrication shops;
40. Printing and newspaper houses;
41. Public utility and public service installations and facilities, including repair and storage facilities;
42. Radio and television stations, including transmitting and receiving towers;
43. Recreation centers, restaurants, cafes, coffee shops, and retail business;
44. Retail businesses;
45. Sale barns;
46. Trade or business schools;
47. Transportation depots;
48. Truck/car stops;
49. Warehouses, indoor and outdoor storage.
50. Sexually oriented businesses, pursuant to all regulations set forth in Section 9.24.110 of the municipal code;
51. Neighborhood assembly uses;
52. Regional assembly uses;
53. Branch community facilities;
54. Neighborhood grocery.

(Ord. 27-01 § 22, 2001; Ord. 13-99 § 1 (part), 1999; Ord. 14-98 § 22, 1998; Ord. 15-93 (part), 1993; Ord. 5-91 (part), 1991)

(Ord. No. 8-10, § 1, 4-6-2010; Ord. No. 12-11, § 1(B), (C), 3-21-2011; Ord. No. 16-11, §§ 2(D), 4(A), 4-19-2011)

## **Casper's Council for People with Disabilities**

MINUTES from Meeting Held on Thursday, September 26, 2019 at 3:00 PM  
Downstairs Meeting Room  
City Hall, 200 North David Street, Casper

Attendees (Signed Roster Attached), Voting Members: Mary Price, Vice-Chair; Zulima Lopez, Treasurer; Renate Pullen, Secretary; Austin Berlin, Maria (Masha) Flinn, Nikki Green, Linda Jones, Arthur Leroy Pauly, Jr., Steven McNichols, Michelle Onstott, John Wall, Bonnie Wilson

Liaisons, Alternates & Guests: Matthew Kowalski, Eric Distad, Cat Burns

1. Introductions/Roster Sign-in
2. Vice-Chair, Mary Price, chaired the meeting due to the Chairperson's absence.
3. Minutes from August 22, 2019 Meeting – A motion was made by John Wall and seconded by Nikki Green and approved by the voting members to accept the minutes from the previous meeting.
4. It was noted that Matthew Kowalski is serving as the County Liaison, and Danielle Krucke will be the Alternate.
5. Committee assignments were finalized with a Motion made by Zulima Lopez, and seconded by John Wall and approved by the voting members:
  - a. Quality of Life (QOL) Committee: Mary Price, Chairperson
    - i. Members include: Zulima, Matt, Steven
  - b. Public Relations (PR) Committee: John Wall, Chairperson
    - i. Members include: Austin, Maria (Masha), Mary
  - c. Events Committee: Nikki Green, Chairperson
    - i. Members include: Luan, Renate, Michelle, Bonnie
  - d. Fundraising Committee: Linda Jones, Chairperson
    - i. Members include: Art, Michelle, Mary
6. Strategic Planning discussion took place and decisions made as to the common priorities for each Committee to focus on prior to the next meeting.
  - a. Mary let the Council know that the next Friends of CATC meeting is scheduled for October 25<sup>th</sup>. She is also working with John Jones, Executive Director of CATC, on a petition advocating for federal & state funding for public transportation. Both John Wall & Art Pauly stated they would assist Mary with this petition. A

- motion was made by Mary & seconded by John to have public transportation expansion and operating times be a focus for the Quality of Life Committee.
- b. Art posed the question of whether fundraising done by this Council can be tax-deductible. Bonnie added that this is a very involved process, and would involve the City of Casper. A motion was made by John and seconded by Masha to have Zulima look into this further with the City and then present findings to the Fundraising Committee.
  - c. Zulima did remind everyone that any committee member, per the by-laws, can issue a receipt on behalf of the Council.
  - d. A priority identified by Nikki was police training on how to handle situations with people with disabilities. Bonnie discussed Crisis Intervention Training (CIT) that is currently provided to the Police Department, Sheriff's Department, Hospital staff and Library staff, so it was decided this is already being addressed.
  - e. Art mentioned the need to have a common list or place to go for resources for the disabled. He will email out what he has collected to the Council. Mary noted that Community Health Centers are now providing Uber service for pick up and drop off for those needing the service.
  - f. Eric discussed the need for more visibility on public boards for those with disabilities. A motion was made by John and seconded by Masha and approved by the voting members to have the Public Relations Committee focus on increasing public awareness of the disability population and disability advocacy through public events, projects and equal representation on community boards and committees. A motion was made by Renate and seconded by Austin and approved by the voting members to have the Public Relations Committee focus on education to businesses and the community regarding ADA supports and accommodations for the disabled population including encouragement for the adoption of universal design.
  - g. It was noted by Matt that the Townsend Building personnel are looking into alternatives to the rule of not allowing cell phones inside the building which could include cell phone lockers. Matt also discussed the library entrance and noted that the accessible entrance is on the south side of the building near the main parking area.
  - h. Art discussed the statistics of the number of disabled individuals not being accurately recorded by the census. Art discussed this with a census agent and they are considering a different question, "Do you consider yourself disabled?" to be able to more accurately reflect the disabled population.
  - i. The Events Committee would like to look into events possibly during March, 2020 celebrating Disability Awareness Month and then on July 26, 2020 celebrating the 30<sup>th</sup> anniversary of the signing of the ADA. A motion was made by Renate and seconded by Nikki and approved by the Council to have the Events Committee explore some ideas around these dates and report back to the Council at the next meeting on October 24<sup>th</sup>.

- j. Cat discussed the use of Wyoming Relay Service for anyone with a speech impediment as it can be very difficult especially when calling 911. She reported it can take for 20-25 minutes for emergency services to arrive.
- k. Zulima discussed having ways of communicating to the public including alternatives to computers as a focus of the Public Relations Committee. A motion was made by Zulima and seconded by Masha and approved by the Council to have this as a PR Committee priority.

In summary, the following priorities were approved by the Council as assigned to each committee:

- QOL Committee –
  - o Public transportation expansion and operating times
- Public Relations (PR) Committee –
  - o Focus on increasing public awareness of the disability population and disability advocacy through public events, projects and equal representation on community boards and committees
  - o Explore ways of communicating to the public about this Council including alternatives to computers, as not everyone has access to or uses computers, email, social media, etc.
  - o Focus on providing or coordinating education to businesses and the community regarding ADA supports and accommodations for the disabled population including encouragement for the adoption of universal design.
- Events Committee –
  - o Look into events possibly during March, 2020 celebrating Disability Awareness Month and then on July 26, 2020 celebrating the 30<sup>th</sup> anniversary of the signing of the ADA.
- Fundraising Committee –
  - o After further information is gathered from the City & provided by Zulima, look into the non-profit status for the Council to be able to have the fundraising be tax-deductible.

The meeting adjourned at 4:05 PM.

The next meeting will be held on Thursday, October 24, 2019 at 3 PM at City Hall.

Minutes taken by: Renate Pullen, Secretary



**Central Wyoming Regional Water System  
Joint Powers Board**

1500 SW Wyoming Boulevard  
Casper, Wyoming 82604  
(307) 265-6063 • Fax (307) 265-6058

**Board  
Members:**

H. H. King, Jr.,  
Chairman

Larry Keffer,  
Vice-Chairman

Ken Waters,  
Secretary

Paul Bertoglio,  
Treasurer

Steve Cathey

Steve Freel

Mike Huber

Charlie Powell

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday**

**October 15, 2019**

**11:30 a.m.**

**Regional Water Treatment Plant  
Joint Powers Board Conference Room  
1500 SW Wyoming Boulevard**

1. Announcements
2. Approve Minutes – September 17, 2019 \*
3. Approve Vouchers – October 2019 \*
4. Approve Financial Report – September 2019 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Consider Water Transmission Line Easement with Kelley and Nikki Faylor, 11749 West Poison Spider Road \*
  - i) Consider Voucher 8076 in the amount of \$2,145 \*
  - b) Consider Agreement with Engineering Associates for the Well Rehabilitation Project No. 19-045 in the amount of \$62,350 \*
  - c) Consider Purchase of a Dewatering Pump from Intermountain Motor Sales in the amount of \$13,611.08 \*
  - d) Other
9. Executive Session – Discuss Potential Litigation
10. Chairman's Report

**Next Meeting: Regular JPB Meeting – November 19, 2019**

***\*Indicates Attachment***



**CENTRAL WYOMING REGIONAL WATER SYSTEM  
JOINT POWERS BOARD**

**MEETING PROCEEDINGS**

September 17, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, September 17, 2019 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio, and Board Member Powell. Board Members Cathey, Freel, and Huber were absent.

**City of Casper –** Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

**33 Mile Road Improvement & Service District –**

**Mile-Hi Improvement and Service District –**

**Central Wyoming Groundwater Guardian Team (CWGG) –**

**Others —** Charlie Chapin – Williams, Porter, Day & Neville, P.C.

The Board meeting was called to order at 11:30 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the August 20, 2019 meeting. A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the minutes from the August 20, 2019 meeting. Motion put and carried.
3. Mr. Martin informed the Board that two additional vouchers were added to the voucher listing: voucher 8065 for Wyoming.com for the annual RWS Website Domain Hosting in the amount of \$60; and voucher 8066 for West Plains Engineering, Inc. for the WTP Raw Water Building MCC Replacement Project in the amount of \$8,100. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the September 2019 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the September 2019 voucher list to include voucher numbers 8056 through 8066 in the amount of \$561,066.18. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for August 2019 was 622 MG, which is 14 MG over the five year average of 608 MG. Mr. Martin stated that year to date production is 1.31 BG compared to the five year average of 1.26 BG. Mr. Martin stated that FY20 is starting out to be a good year for water sales.

Mr. Martin stated that Water Revenue for August was \$1,200,491.

Mr. Martin stated that the City Finance Department is still working on closing out the last fiscal year and getting ready for the annual audit. Mr. Martin stated that there have been some technical difficulties with the new financial software this month so the financial report is not ready. Mr. Martin stated that he hoped things will be back on track next month.

Chairman King asked for a motion to approve the August 2019 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the August 2019 Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. Schroeder for the Operations Update.

Mr. Schroeder stated that the Instrumentation and Controls Technician resigned last week. Mr. Schroeder stated that this is a very important position at the WTP and he is hoping to have the position filled by the end of November.

Mr. Schroeder stated that water demand has been dropping off over the past week or so and is currently at 14 MGD, which is down from 29 MGD.

Mr. Schroeder stated that staff is working on winterizing the wells. Mr. Schroeder stated that all 29 wells must have the thermostats and heaters checked and repaired before winter hits.



Mr. Schroeder stated that staff is preparing for the EPA Sanitary Survey. Mr. Schroeder stated that he has not yet been notified when it will take place, but everything should be ready when EPA arrives.

Mr. Schroeder stated that things are slowing down and it has been quiet.

The time was turned over to Mr. Conner to give the Transmission System Update.

Mr. Conner stated that chloramine residuals are starting to drop and nitrification is starting to be seen out in the system.

Mr. Conner stated that the system flushing that was discussed last month will be starting today. Mr. Conner stated that staff will be flushing RWS waterlines heading out to Pioneer, Poison Spider, the Airport, and up north. Mr. Conner stated that staff has been in contact with the other systems operators so they can flush their systems at the same time. Mr. Conner stated that staff will also be flushing the City system.

Mr. Conner stated that the Wardwell Tank was cleaned last week and the roof was replaced. Mr. Conner stated that the contractor should be back on site this week to do the cathodic protection and skirting. Mr. Conner showed a video of the roof being replaced. He stated that it didn't take very long to remove the roof and put the new one on as the new roof was built off site. Chairman King asked if the new roof looked more stable than the old roof. Mr. Martin stated that he noticed that there was some extra bracing on the roof sections.

Mr. Connor stated that staff is still waiting on a check valve for one pump at the Wardwell Booster.

Mr. Conner stated that mowing at the booster and tank sites was done this past week.

6. There was no Public Comment.
7. There was no Old Business.
  - a. There was no Other Old Business.
8. In New Business:
  - a. Mr. Martin stated that occasionally the wholesale water entities come forward to request enlargement of their district. Mr. Martin stated that Pioneer Water and Sewer District has submitted the following three petitions for enlargement:
    - Kelly and Nikki Faylor – 11749 W Poison Spider Road – 72.45 Acres – Contiguous to Pioneer. The Board discussed this parcel previously regarding an easement and one tap.
    - Philip and Lori Johnson – 7600 Poison Spider Road – 13.8 Acres – Contiguous to Pioneer, but not requesting a tap at this time.

- Donaldo Hermosillo and Brenda Guzman – 7808 Poison Spider Road – 176.31 Acres – Contiguous to Pioneer, requesting one ¾-inch tap.

Mr. Martin stated that all three petitions have been approved by the Pioneer Water and Sewer District Board and have been sent to the Natrona County Commissioners for approval. Mr. Martin recommended approval of the enlargement request for Pioneer Water and Sewer District.

Treasurer Bertoglio asked if any of the people requesting annexation to Pioneer inquired with Lakeview or Mile-Hi. Mr. Martin stated that one of the property owners did inquire with Mile-Hi, but Mile-Hi was not interested in enlarging their district.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve the three petitions for enlargement for Pioneer Water and Sewer District as discussed. Motion put and carried.

- b. Mr. Martin asked the Board to reference the agreement with Don's Mobile Carpet, Inc. for the replacement of 3,240 square feet of carpeting and 600 linear feet of 4-inch cove base in the WTP Administration areas. Mr. Martin stated that the existing flooring is 20+ years old, the high traffic areas are extremely worn, and the staining cannot be removed.

Mr. Martin stated that the existing flooring will be replaced using carpet tiles as opposed to the traditional carpet rolls. Mr. Martin stated that additionally, 900 square feet of extra tiles will be purchased so high traffic areas can be replaced as needed.

Mr. Martin stated that two quotes were received: Don's Mobile Carpet, Inc. - \$18,050.40; and Carpet One Commercial Flooring - \$21,437.60. Mr. Martin recommended approval of the agreement with Don's Mobile Carpet, Inc.

Chairman King asked if the carpet was going to be replaced in the conference room as well. Mr. Martin stated that the carpet in both the small and large conference rooms, the offices, lobby, hallways, and entry ways will be replaced.

A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the agreement with Don's Mobile Carpet, Inc. for the replacement of the carpet in the WTP Administration areas in the amount of \$18,050.40. Motion put and carried.

- c. There was no Other New Business.

9. In the Chairman's Report, Chairman King asked Mr. Chapin if he has heard anything further from the Town of Mills regarding moving the waterline. Mr. Chapin stated that he has not heard from them.

Chairman King stated that the next regular meeting will be held on October 15, 2019.

A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to adjourn the meeting at 11:50 a.m. Motion put and carried.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**Central Wyoming Regional Water System  
Joint Powers Board**

**UNAPPROVED VOUCHER LISTING  
October 9, 2019**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8067	City of Casper	Operations Reimbursement – Sept19	\$373,245.99
8068	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#26	\$1,869.09
8069	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#27	\$5,959.83
8070	CEPI	Surveying Services for Pioneer Water Line Easement	\$758.50
8071	Riley Industrial Services, Inc.	Capital Expense – 2.6MG Tank Recoating Project No. 18-093 PP#2	\$69,066.84
8072	Wyoming Financial Insurance	Property Insurance – Boiler & Machinery Premium 2019-2020	\$92,448.00
8073	ITC Electrical Technologies	Capital Expense – LOX Heater Electrical Work	\$2,655.77
8074	City of Casper	Loan Payment	\$127,960.40
8075	HDR Engineering, Inc.	Capital Expense – Wardwell Tank Repairs	\$14,207.59
		<b>Total</b>	<b>\$688,172.01</b>

\*

City of Casper  
 Business Services - Finance Division  
 200 N. David  
 Casper, WY 82601  
 adminsvcs@cityofcasperwy.com  
 (307)235-8400

**INVOICE &  
 STATEMENT OF ACCOUNT**

8067

**CUSTOMER:** CENTRAL WYO. REGIONAL WATER SYSTEM JPB  
 1500 SW WYOMING BLVD.  
 CASPER, WY, 82604

DATE: 10/3/2019

CUSTOMER ACCOUNT#: 2784

**ACCOUNT SUMMARY**

**Invoices Due Upon Receipt**

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
09/30/2019	178596	SEPTEMBER 2019 OPERATIONS REIMBURSEMENT	CURRENT	\$373,245.99

September 2017 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$81,764.06
9020.00	Chemical Charge - O&M		\$179,393.67
9030.00	Utilities - O&M		\$109,195.20
9040.00	Supplies - O&M		-\$1,364.34
9060.00	Training - O&M		\$0.00
9070.00	Major Maint, Repair, Replc - O&M		\$2,038.65
9080.00	Testing & Lab Services - O&M		\$1,873.50
9090.00	Other Reimbursable Costs - O&M		\$0.00
6025.10	Capital		\$345.25
	<b>80-404000-5819 Invoice Total</b>		<b>\$373,245.99</b>

NEW CHARGES	
PREVIOUS BALANCE	\$373,245.99
<b>TOTAL AMOUNT DUE</b>	<b>\$373,245.99</b>

*Delinquent accounts over \$50.00 will be charged an interest penalty of 1.5% per month. Sending payment to cover delinquent invoices (invoice older than 30 days) will prevent further action with the City of Casper collection effort and possible refusal of all city services. Direct all questions about your statement to (307) 235-8400. Please disregard if full payment has been sent.*

**Make all checks payable to City of Casper and include this remittance stub with the invoices you are paying to ensure proper processing.**

**Mail Payments To:**

City of Casper  
 200 N David St  
 Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$373,245.99

AMOUNT ENCLOSED: \$373,245.99

Pay Invoice(s): 178596

*If invoice(s) are/is not listed monies received will be posted to the oldest invoice on the account.*

City of Casper Wyoming  
Expenditure Reimbursement Request  
September 30, 2019

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Accrued Leave	Personnel	9/19/2019		85.32	9/19/19 Payroll
ALSCO - Pcard	Laundry	08/28/2019	LCAS1290054,1292828	127.62	Mats, Mops, Towels
APWA - Pcard	Dues and Subscriptions	08/14/2019	4632	180.00	APWA MEMBERSHIP RENEWAL
ATLAS OFFICE PRODUCT	Materials & Supplies	08/28/2019	51480-0	47.00	Office supply - Flash Drives
ATLAS OFFICE PRODUCT	Materials & Supplies	08/28/2019	51947-0	28.94	Office supply
ATLAS OFFICE PRODUCT	Materials & Supplies	08/28/2019	51947-1	91.61	Office Supply - Insect Spray
ATLAS OFFICE PRODUCT	Materials & Supplies	09/11/2019	52308-0	44.96	Office Supplies - Batteries
ATLAS OFFICE PRODUCT	Materials & Supplies	09/11/2019	52308-1	31.64	Cleaning Supplies - Carpet Cleaner
BACKFLOW APPARATUS & BLACK HILLS ENERGY	Equipment Maintenance	09/11/2019	921264	1,700.00	Backflow Preventor for Equipment
	Natural Gas	09/17/2019	RIN0029852	793.37	Natural Gas
BRENNTAG PACIFIC, IN	Materials & Supplies	08/30/2019	BPI973115	11,456.57	Chemicals- Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	08/30/2019	BPI973113	10,701.70	Chemical-Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	08/30/2019	BPI973114	10,886.36	Chemicals-Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/06/2019	BPI974796	10,491.82	Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/06/2019	BPI974795	11,224.12	Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/06/2019	BPI974794	10,306.31	Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/09/2019	BPI977702	11,458.85	Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/09/2019	BPI977701	11,243.09	Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/17/2019	BPI979564	13,289.90	Chemical- Ammonia
BRENNTAG PACIFIC, IN	Materials & Supplies	09/17/2019	BPI978376	10,089.11	Chemicals- Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/23/2019	BPI981543	11,231.20	Chemicals-Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/27/2019	BPI982365	11,214.15	Ferric
BRENNTAG PACIFIC, IN	Materials & Supplies	09/27/2019	BPI982366	10,602.88	Ferric
Casper Star-Tribune - Pcard	Advertising	09/11/2019	58496	43.54	Legal Ad - RWSJPB Meeting
CITY OF CASPER	Refuse Collection	09/17/2019	RIN0029853	119.50	Sanitation
CITY OF CASPER	Refuse Collection	09/17/2019	4361/177887	15.00	Balefill - Site Garbage
CITY OF CASPER	Refuse Collection	09/18/2019	4361/177913	15.00	Balefill - Site Garbage
CITY OF CASPER	Sewer	09/17/2019	RIN0029853	24.56	Sewer
Coastal Chemical - Pcard	Materials & Supplies	09/11/2019	0119823	54.72	Vehicle fuel
Coastal Chemical - Pcard	Materials & Supplies	09/11/2019	0119906	96.99	Vehicle fuel
Consolidated Electrical - Pcard	Materials & Supplies	08/14/2019	0970-628812	94.44	Light Bulbs for Buildings
Consolidated Electrical - Pcard	Materials & Supplies	08/28/2019	0970-629188	60.00	Light bulbs for buildings
Consolidated Electrical - Pcard	Materials & Supplies	09/11/2019	0970-631826	90.00	Light Bulbs
Doorways, Inc. - Pcard	Materials & Supplies	09/11/2019	898498	683.34	Padlocks
DPC INDUSTRIES, INC.	Materials & Supplies	09/06/2019	737003669-19	6,912.19	NaHypo
DPC INDUSTRIES, INC.	Materials & Supplies	09/06/2019	737003667-19	7,027.19	NaHypo
DPC INDUSTRIES, INC.	Materials & Supplies	09/09/2019	737003769-19	6,870.23	Na HyPo
DPC INDUSTRIES, INC.	Materials & Supplies	09/09/2019	737003770-19	6,828.28	Na Hypo
Energy Laboratories - Pcard	Lab Testing	08/28/2019	256145	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	08/28/2019	257578 254454	248.00	Lab Test TAS and TSS
Energy Laboratories - Pcard	Lab Testing	08/28/2019	259674	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	08/28/2019	259384	44.00	Lab Test Wardwell Tank BCT
Energy Laboratories - Pcard	Lab Testing	09/11/2019	260638	22.00	Lab Test BCT
Energy Laboratories - Pcard	Lab Testing	09/11/2019	261232	231.00	Lab Test Aerobic Spore

City of Casper Wyoming  
 Expenditure Reimbursement Request  
 September 30, 2019

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Energy Laboratories - Pcard	Lab Testing	09/11/2019	262191	57.00	Lab Test Well Mix
Energy Laboratories - Pcard	Lab Testing	09/11/2019	263796	84.00	Lab Test TOC/ALK
Energy Laboratories - Pcard	Lab Testing	09/11/2019	263508	17.00	Lab Test NPDES
Energy Laboratories - Pcard	Lab Testing	09/11/2019	263501	231.00	Aerobic Spore Testing
FERGUSON ENTERPRISES	Materials & Supplies	09/11/2019	CC816930	4.90	Decant pump parts
GRAINGER, INC.	Materials & Supplies	08/28/2019	1360337579	85.87	Safety Signage
GRAINGER, INC.	Materials & Supplies	08/28/2019	6443338515	30.27	Safety signs
GRAINGER, INC.	Materials & Supplies	08/28/2019	6443656559	10.27	Safety signs
GRAINGER, INC.	Materials & Supplies	09/11/2019	1360337579-4	12.99	Safety signs
Health Insurance	Health Insurance	9/5/2019		7,036.53	Health Insurance
Health Insurance	Health Insurance	9/19/2019		7,036.53	Health Insurance
Inland Truck - Pcard	Equipment Maintenance	09/11/2019	IN-427088	315.31	Fork Lift Annual Maint
Jersey Mike's - Pcard	Materials & Supplies	09/11/2019	232356	159.30	JPB Lunch
Other Insurance	Other Insurance	9/5/2019		307.41	Other Insurance Benefits
Payroll	Personnel	9/5/2019		33,150.50	9/5/19 Payroll
Payroll	Personnel	9/19/2019		34,147.77	9/19/19 Payroll
P-CARD VENDORS	Materials & Supplies	09/11/2019	020696	28.97	Ball hitch for truck
Rocky Mountain Air - Pcard	Materials & Supplies	08/14/2019	30075548	3,533.43	Chemicals Oxygen
Rocky Mountain Air - Pcard	Materials & Supplies	08/28/2019	30081956	4,026.29	Chemical Liquid Oxygen
Rocky Mountain Air - Pcard	Materials & Supplies	09/11/2019	30084252	-4,026.29	Credit issued for Invoice #300 due to tax
ROCKY MOUNTAIN POWER	Electricity	09/27/2019	RIN0029864	97,617.29	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	09/27/2019	RIN0029864	10,585.35	Electricity - Tanks, Boosters, Meters
Stace Ryden	Clothing Allowance	9/9/2019	RIN0029846	100.00	Uniform Jeans
STOTZ EQUIPMENT	Materials & Supplies	09/11/2019	5305	124.68	Weed Eater and Concrete Saw Parts
Sutherlands - Pcard	Materials & Supplies	09/11/2019	044807	38.97	Bathroom Repair
Sutherlands -Pcard	Materials & Supplies	08/28/2019	005112	3.99	Tool
The UPS Store - Pcard	Lab Testing	07/12/2019	4327	303.74	Lab Sample Shipping Fee
TYLER TECHNOLOGIES I	Materials & Supplies	09/17/2019	045-273921	41.41	Gems S028911 - Tyler Conversion
TYLER TECHNOLOGIES I	Materials & Supplies	9/17/2019	045-271884	58.95	Gems S028911 - Tyler Conversion
TYLER TECHNOLOGIES I	Materials & Supplies	9/17/2019	045-272942	133.14	Gems S028911 - Tyler Conversion
TYLER TECHNOLOGIES I	Materials & Supplies	9/17/2019	045-272493	40.00	Gems S028911 - Tyler Conversion
TYLER TECHNOLOGIES I	Materials & Supplies	9/17/2019	045-272266	13.42	Gems S028911 - Tyler Conversion
TYLER TECHNOLOGIES I	Materials & Supplies	9/17/2019	045-274934	58.33	Gems S028911 - Tyler Conversion
UPS - Pcard	Equipment Maintenance	09/11/2019	0008F045W379	23.34	Shipping fees equipment return
UPS - Pcard	Lab Testing	09/11/2019	008F045W369	173.76	Lab Sample Shipping Fees
Verizon Wireless - Pcard	Communication	07/23/2019	9833239229 / 3489	25.13	Operator Cell Phone
WARDWELL WATER & SEWER DISTRICT	Materials & Supplies	09/06/2019	RIN0029844	168.30	Booster/Irrigation
Xerox - Pcard	Materials & Supplies	09/11/2019	097988357	218.64	Copier Lease
<b>Total</b>				<b>\$373,245.99</b>	

Central Wyoming Regional Water System

Gallons Produced  
Water Rates Billed

Fiscal Year 2018-2019

Entity	Gallons of Water Produced				Year-to-Date	Water Rates Billed			
	9/30/2019	8/31/2019	7/31/2019	Year-to-Date		9/30/2019	8/31/2019	7/31/2019	Year-to-Date
Salt Creek JPB	3,453,167.347	5,137,603.061	6,543,140.816	15,133,911.224	\$ 6,664.61	\$ 9,915.57	\$ 12,628.26	\$ 29,208.45	
Wardwell W&S	29,568,138.776	35,608,590.816	35,250,247.959	100,426,977.551	\$ 57,066.51	\$ 68,724.58	\$ 68,032.98	\$ 193,824.07	
Pioneer	6,291,189.796	7,698,387.755	8,113,820.408	22,103,397.959	\$ 12,142.00	\$ 14,857.89	\$ 15,659.67	\$ 42,659.56	
Poison Spider	1,372,857.143	1,797,346.939	1,758,571.429	4,928,775.510	\$ 2,649.61	\$ 3,468.88	\$ 3,394.04	\$ 9,512.54	
33 Mile Road	979,489.796	1,027,448.980	1,196,224.490	3,203,163.265	\$ 1,890.42	\$ 1,982.98	\$ 2,308.71	\$ 6,182.11	
Sandy Lake	1,723,878.571	1,811,189.796	2,272,014.286	5,807,082.653	\$ 3,327.09	\$ 3,495.60	\$ 4,384.99	\$ 11,207.67	
Lakeview	579,789.796	866,826.531	999,478.571	2,446,094.898	\$ 1,118.99	\$ 1,672.98	\$ 1,928.99	\$ 4,720.96	
Mile-Hi	867,248.980	871,733.673	1,172,442.857	2,911,425.510	\$ 1,673.79	\$ 1,682.45	\$ 2,262.81	\$ 5,619.05	
City of Casper	467,197,249.796	568,137,374.449	635,485,546.184	1,670,820,170.429	\$ 901,690.69	\$ 1,096,505.13	\$ 1,226,487.10	\$ 3,224,682.93	
Regional Water	(1,658,000.000)	(940,310.000)	(468,000.000)	(3,066,310.000)	\$ (3,540.89)	\$ (1,814.80)	\$ (903.24)	\$ (6,258.93)	
<b>TOTAL</b>	<b>510,375,010.000</b>	<b>622,016,192.000</b>	<b>692,323,487.000</b>	<b>1,824,714,689.000</b>	<b>\$984,682.82</b>	<b>\$1,200,491.25</b>	<b>\$1,336,184.33</b>	<b>\$3,521,358.40</b>	

TOTAL PRIOR YEAR (FY2019) GALLONS PRODUCED:

3,361,736,483.000

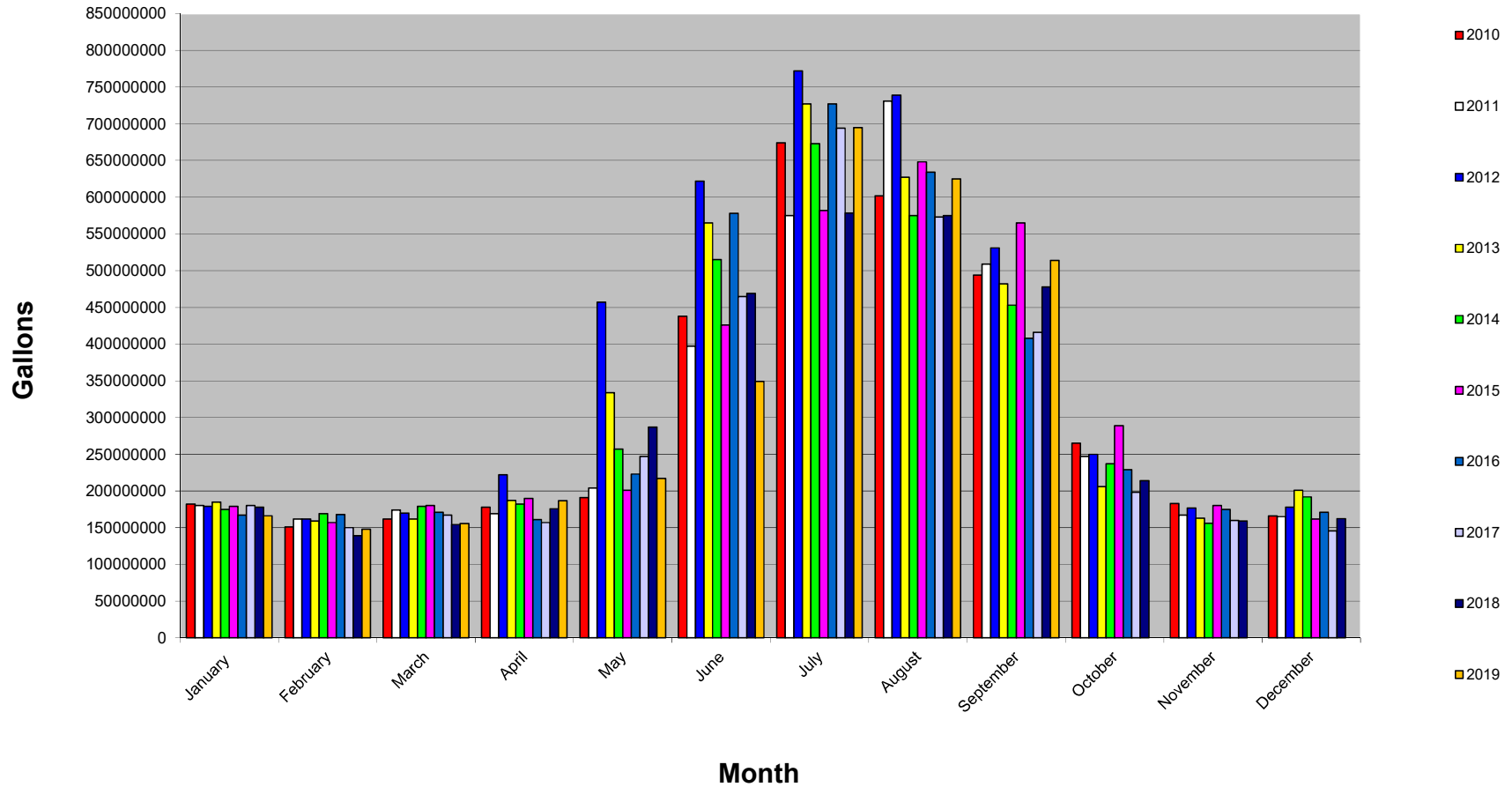
TOTAL PRIOR YEAR (FY2019) BILLING:

\$ 6,193,755.45

\*Total water produced does not equate to total water billed due to credit given.



# WTP PRODUCTION



**WTP Operations Budget Comparison As Of 9/30/19**

FUND	ORG	OBJECT	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
202	2020002	6001	Salaries and Wages - FT	\$692,968.81	\$0.00	\$692,968.81	\$188,110.99	\$504,857.82	27.15
202	2020002	6002	Salaries and Wages - PT/Season	\$20,835.36	\$0.00	\$20,835.36	\$5,496.50	\$15,338.86	26.38
202	2020002	6004	Overtime	\$14,000.00	\$0.00	\$14,000.00	\$2,209.13	\$11,790.87	15.78
202	2020002	6005	Standby Pay	\$12,000.00	\$0.00	\$12,000.00	\$2,848.27	\$9,151.73	23.74
202	2020002	6007	Accrued Leave	\$6,000.00	\$0.00	\$6,000.00	\$85.32	\$5,914.68	1.42
202	2020002	6009	Supplemental Pay	\$11,200.00	\$0.00	\$11,200.00	\$16,346.80	(\$5,146.80)	145.95
202	2020002	6010	Other Employee Withholdings	\$2,464.00	\$0.00	\$2,464.00	\$0.00	\$2,464.00	0.00
202	2020002	6020	FICA/MC Contributions	\$58,767.62	\$0.00	\$58,767.62	\$15,782.61	\$42,985.01	26.86
202	2020002	6030	Retirement Contributions	\$64,304.73	\$0.00	\$64,304.73	\$17,134.01	\$47,170.72	26.65
202	2020002	6032	Disability Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
202	2020002	6040	Worker's Compensation	\$20,287.71	\$0.00	\$20,287.71	\$0.00	\$20,287.71	0.00
202	2020002	6051	Health Insurance	\$172,926.21	\$0.00	\$172,926.21	\$48,408.29	\$124,517.92	27.99
202	2020002	6054	Other Insurance	\$3,535.21	\$0.00	\$3,535.21	\$1,206.24	\$2,328.97	34.12
202	2020002	6080	Other Employee Compensation	\$6,856.00	\$0.00	\$6,856.00	\$1,830.00	\$5,026.00	26.69
202	2020002	6101	General Supplies and Materials	\$846,676.82	\$13,062.57	\$846,676.82	\$470,419.28	\$363,194.97	57.10
202	2020002	6103	Postage and Printing	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00	0.00
202	2020002	6111	Electricity	\$731,340.00	\$0.00	\$731,340.00	\$208,322.72	\$523,017.28	28.49
202	2020002	6112	Natural Gas	\$50,000.00	\$0.00	\$50,000.00	\$2,793.96	\$47,206.04	5.59
202	2020002	6113	Gas/Fuel	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
202	2020002	6150	Maint/Repair (non contract)	\$50,000.00	\$0.00	\$50,000.00	\$11,785.41	\$38,214.59	23.57
202	2020002	6160	Uniform Expense	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
202	2020002	6210	Professional Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	0.00
202	2020002	6230	Maintenance Agreements	\$31,049.00	\$0.00	\$31,049.00	\$13,069.69	\$17,979.31	42.09
202	2020002	6240	Testing	\$42,000.00	\$0.00	\$42,000.00	\$8,849.64	\$33,150.36	21.07
202	2020002	6251	Laundry/Towel	\$2,500.00	\$0.00	\$2,500.00	\$436.11	\$2,063.89	17.44
202	2020002	6256	Internal Services	\$101,404.00	\$0.00	\$101,404.00	\$0.00	\$101,404.00	0.00
202	2020002	6601	Tranfers Out	\$10,715.00	\$0.00	\$10,715.00	\$0.00	\$10,715.00	0.00
202	2020002	6720	Travel/Training	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	0.00
202	2020002	6731	Communication	\$2,200.00	\$0.00	\$2,200.00	\$25.13	\$2,174.87	1.14
202	2020002	6733	Refuse Collection	\$40,000.00	\$0.00	\$40,000.00	\$508.50	\$39,491.50	1.27
202	2020002	6734	Sewer	\$300.00	\$0.00	\$300.00	\$73.68	\$226.32	24.56
202	2020002	6780	Insurance/Bonds	\$22,098.82	\$0.00	\$22,098.82	\$0.00	\$22,098.82	0.00
202	2020002	6791	Advertising/Promotion	\$800.00	\$0.00	\$800.00	\$130.62	\$669.38	16.33
202	2020002	6793	Dues and Subscriptions	\$1,200.00	\$0.00	\$1,200.00	\$180.00	\$1,020.00	15.00
<b>WTP Operations Totals</b>				<b>\$3,040,179.29</b>	<b>\$13,062.57</b>	<b>\$3,040,179.29</b>	<b>\$1,016,052.90</b>	<b>\$2,011,063.82</b>	<b>33.42</b>

**Boosters & Tanks**

FUND	ORG	OBJECT	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
202	2020033	6101	General Supplies and Materials	\$22,000.00	\$0.00	\$22,000.00	\$1,095.77	\$20,904.23	4.98
202	2020033	6111	Electricity	\$123,420.00	\$0.00	\$123,420.00	\$29,082.62	\$94,337.38	23.56
202	2020033	6210	Professional Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
202	2020033	6256	Internal Services	\$169,097.00	\$0.00	\$169,097.00	\$0.00	\$169,097.00	0.00
<b>Booster &amp; Tanks Totals</b>				<b>\$316,517.00</b>	<b>\$0.00</b>	<b>\$316,517.00</b>	<b>\$30,178.39</b>	<b>\$286,338.61</b>	<b>9.53</b>

**Groundwater Guardian**

FUND	ORG	OBJECT	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
202	2020034	6101	General Supplies and Materials	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	0.00
202	2020034	6103	Postage and Printing	\$200.00	\$0.00	\$200.00	\$22.00	\$178.00	11.00
202	2020034	6240	Testing	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	0.00
202	2020034	6791	Advertising/Promotion	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	0.00
<b>Groundwater Guardian Totals</b>				<b>\$5,300.00</b>	<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$22.00</b>	<b>\$5,278.00</b>	<b>0.42</b>

RWS Agency Budget Comparison As Of 9/30/19

FUND	ORG	Object	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
300	300	4220	State Grants	(\$1,300,000.00)	\$0.00	(\$1,300,000.00)	\$0.00	(\$1,300,000.00)	0.00
300	300	4501	Interest Earned	(\$70,000.00)	\$0.00	(\$70,000.00)	(\$30,327.63)	(\$39,672.37)	43.33
300	300	4503	Gain on Sale of Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	4504	Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	4505	Misc. Revenue	(\$50.00)	\$0.00	(\$50.00)	(\$622.79)	\$572.79	1,245.58
300	300	4601	Water Utility Charges	(\$7,106,511.00)	\$0.00	(\$7,106,511.00)	(\$2,537,016.52)	(\$4,569,494.48)	35.70
300	300	4650	System Development Charges	(\$245,000.00)	\$0.00	(\$245,000.00)	(\$41,119.00)	(\$203,881.00)	16.78
<b>RWS Agency Revenue Totals</b>				<b>(\$8,721,561.00)</b>	<b>\$0.00</b>	<b>(\$8,721,561.00)</b>	<b>(\$2,609,085.94)</b>	<b>(\$6,112,475.06)</b>	<b>29.92%</b>
300	300	6210	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6212	Legal Services	\$30,000.00	\$0.00	\$30,000.00	\$1,199.50	\$28,800.50	4.00
300	300	6213	Investment Services	\$1,500.00	\$0.00	\$1,500.00	\$45.00	\$1,455.00	3.00
300	300	6214	Consulting Services	\$15,000.00	\$0.00	\$15,000.00	\$830.00	\$14,170.00	5.53
300	300	6215	Acctg/Audit Services	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	0.00
300	300	6255	Other Contractual	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	0.00
300	300	6257	Reimbursable Contract Exp.	\$3,349,603.00	\$0.00	\$3,349,603.00	\$1,036,322.56	\$2,313,280.44	30.94
300	300	6303	Buildings - New	\$463,544.66	\$181,544.66	\$463,544.66	\$0.00	\$282,000.00	39.16
300	300	6305	Improvements Other Than Bldgs	\$4,583,437.83	\$3,254,535.40	\$4,583,437.83	\$308,597.46	\$1,020,304.97	77.74
300	300	6307	Intanibles - New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6311	Light Equipment - New	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
300	300	6312	Light Equipment - Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6320	Technology - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6321	Technology - Replacement	\$6,000.00	\$0.00	\$6,000.00	\$879.65	\$5,120.35	14.66
300	300	6501	Principal	\$2,086,798.00	\$0.00	\$2,086,798.00	\$464,634.85	\$1,622,163.15	22.27
300	300	6510	Interest	\$483,778.00	\$0.00	\$483,778.00	\$91,008.38	\$392,769.62	18.81
300	300	6720	Travel/Training	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
300	300	6780	Insurance/Bonds	\$97,544.00	\$0.00	\$97,544.00	\$21,373.28	\$76,170.72	21.91
300	300	9100	Revenue Control	\$0.00	\$0.00	\$0.00	(\$2,609,085.94)	\$0.00	0.00
300	300	9110	Estimated Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9200	Expenditure Control	\$0.00	\$0.00	\$0.00	\$1,924,890.68	\$0.00	0.00
300	300	9210	Appropriations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9300	Encumbrances	\$0.00	\$0.00	\$0.00	\$3,436,080.06	\$0.00	0.00
300	300	9400	ACI Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9500	Fund Balance - Unreserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9510	Budgetary FB - Unreserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9520	FB Reserve For Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9530	Budgetary FB Reserve - Encumb	\$0.00	\$0.00	\$0.00	(\$3,436,080.06)	\$0.00	0.00
<b>RWS Agency Expense Totals</b>				<b>\$11,164,205.49</b>	<b>\$3,436,080.06</b>	<b>\$11,164,205.49</b>	<b>\$1,240,695.42</b>	<b>\$5,803,234.75</b>	<b>11.11%</b>

October 9, 2019

**MEMO TO:** H. H. King Jr., Chairman,  
Members, Central Wyoming Regional Water System Joint Powers Board

**FROM:** Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Public Utilities Manager

**SUBJECT:** Accepting a 20-foot Right of Way easement from Kelley and Nikki Faylor in the amount of \$2,145.00

Meeting Type & Date

Regular Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) Meeting Scheduled for October 15, 2019.

Action Type

Authorization

Recommendation

That the JPB, by motion, accept a Right of Way easement from Kelley and Nikki Faylor in the amount of \$2,145.00.

Summary

Kelley and Nikki Faylor are owners of property located within the N1/2SE1/4 of Section 2, Township 33 North, Range 81 West of the 6th P.M. with an address of 11749 W. Poison Spider Road in Natrona County.

The CWRWS owns and maintains a 10-inch water main that crosses the Faylor property. Easement documents were drawn up many years ago but were never formalized. This agreement would provide the CWRWS with a 20-foot wide, 1,921.38-foot long waterline easement across the Faylor property. In exchange for the easement, the JPB will pay the Faylor's \$2,145.00. This is the amount required for the CWRWS portion of the system investment charges and a physical tap fee for a 3/4" water service to the Faylor property. The Faylor's will be a customer of the Pioneer Water and Sewer District as their property was recently annexed into that District.

Financial Considerations

Funding will be from the CWRWS FY20 Budget

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

Easement with Exhibits

## RIGHT OF WAY EASEMENT AGREEMENT

### KNOW ALL PERSONS BY THESE PRESENTS:

**THIS RIGHT-OF-WAY EASEMENT AGREEMENT** is made and effective as of the \_\_\_\_ day of October, 2019, by and between **KELLEY FAYLOR** and **NIKKI FAYLOR**, husband and wife, and owners of certain real property situate within Natrona County, Wyoming, more particularly described in Exhibit "A" attached hereto, residing at 11749 W. Poison Spider Rd., Casper, Natrona County, Wyoming, hereafter jointly referred to as "**GRANTORS**," and **CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD**, A Wyoming Joint Powers Board, with its principal place of office at 1500 SW Wyoming Blvd., Casper, Natrona County, Wyoming, 82604, hereafter referred to as "**GRANTEE**," Through execution hereof, the parties hereto jointly and individually acknowledge, consent, and agree to the following terms and conditions:

1. In consideration of the payment of Ten Dollars (\$10.00) in hand paid, and the receipt of other good and valuable consideration, which shall include Grantee paying to the Grantors the sum of Two Thousand, One Hundred Forty-Five Dollars (\$2,145.00) for this Easement upon the date of execution hereof, and Grantors hereby grant, sell, and convey to Grantee, its successors in interest, and assigns, a Right-of-Way Easement across certain lands owned by Grantors, and more particularly described in the attached *Exhibit A*, which Exhibit is incorporated herein by reference, and hereafter described as the "Property." The Right-of-Way Easement is granted for the purposes of laying, constructing, maintaining, operating and replacing a water line, together with the fixtures and appurtenances thereto, for the transportation of water on, in, over, and across the Property within Natrona County, State of Wyoming.

2. The easement granted hereunder, and the term hereof, shall constitute a *Perpetual Easement*, which shall run with the land, and shall be binding upon and inure to the parties, their heirs, successors, and assigns.

3. At all times, Grantee shall have the right of ingress and egress to and from, and the right to be upon the Property contained within the easement for any and all lawful purposes deemed necessary and/or appropriate by Grantee in order to lay, construct, maintain, operate, and replace the water line and the fixtures and appurtenances thereto.

4. Following construction/maintenance/removal of the water line, and the fixtures and appurtenances thereto, Grantee shall, at its cost, restore and reclaim all areas disturbed upon the Property, by Grantee, to its original condition.

5. Grantee, at its cost, shall take reasonable safety measures to reduce the risk of

damage and personal injury to and upon the Property.

6. Grantors hereby reserve unto themselves the right to use the Property in any manner, which does not in any way interfere/inhibit with the rights granted to Grantee hereunder; subject however, to the condition Grantors shall not construct any permanent and/or temporary structures, landscaping, monuments, and/or appurtenances upon and/or over the Property. Any improvements, structures, or landscaping etc. constructed upon and/or over the easement property are subject to removal in the event Grantee shall be required to remove and/or dismantle such items for purposes of inspection, repair, maintenance, or removal of the water line. Grantee shall bear no responsibility for the costs of repair, removal, and/or replacement of the prohibited items.

7. Grantors additionally hereby reserve unto themselves the right to grant such other easements, rights of way, rights and privileges in, on, under, or across the Property to such persons and for such purposes as Grantors may elect; subject however, to the condition such additional rights granted by Grantors shall not, whether directly or indirectly, interfere, affect, and/or inhibit in any manner, Grantee's exercise of its rights hereunder.

8. As a condition of this Right-of-Way Easement Agreement, Grantee will provide a 3/4-inch physical tap on the existing 10-inch water main. Grantor shall provide all taping materials and provide, install, own, and maintain a meter pit and water service line upon the property. Grantors agree to pay all applicable tap fees and system investment charges to Grantee for this new water service and physical tap on the water main.

9. Grantee does not, through entry into this Right-of-Way Easement, waive any rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes § 1-39-101 *et seq.* Concurrently, Grantee reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

10. This Instrument, and any subsequent amendments, shall be recorded in the real property records of the County Clerk and Ex Officio Registrar of Deeds in and for Natrona County, Wyoming.

11. This agreement contains the entire agreement between the parties, incorporates all written or oral agreements between the parties entered into prior to the execution hereof, and may not be modified in any manner except by an instrument in writing, signed by all parties hereto.

12. This agreement shall be construed and governed by the laws of the State of Wyoming.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED AS TO FORM:

GRANTOR:

GRANTEE: Central Wyoming Regional Water System Joint Powers Board

  
\_\_\_\_\_  
Kelley Faylor  
Owner

\_\_\_\_\_  
H. H. King, Jr.  
Chairman

GRANTOR:

Attest:

  
\_\_\_\_\_  
Nikki Faylor  
Owner

\_\_\_\_\_  
Kenneth L. Waters  
Secretary

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as Chairman of the Central Wyoming Regional Water System Joint Powers Board.

(Seal)

\_\_\_\_\_  
(Signature of notarial officer)

My Commission Expires:

STATE OF WYOMING )  
 ) ss.  
COUNTY OF NATRONA )

This instrument was acknowledged before me on this 7<sup>th</sup> day of October, 2019, by Kelley Faylor as owner of 11749 West Poison Spider Road, Casper, Wyoming.

(Seal)



  
\_\_\_\_\_  
(Signature of notarial officer)

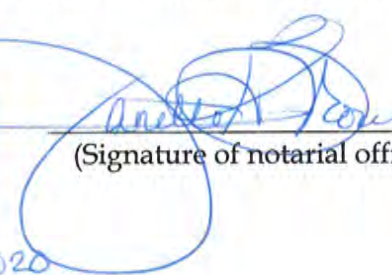
My Commission Expires: August 30, 2020

STATE OF WYOMING )  
 ) ss.  
COUNTY OF NATRONA )

This instrument was acknowledged before me on this 7<sup>th</sup> day of October, 2019, by Nikki Faylor as owner of 11749 West Poison Spider Road, Casper, Wyoming.

(Seal)



  
\_\_\_\_\_  
(Signature of notarial officer)

My Commission Expires: August 30, 2020





**EXHIBIT "A"**  
**KELLEY & NIKKI FAYLOR**  
**20' WIDE WATER LINE EASEMENT**

A twenty foot (20') wide strip of land designated as a water line easement situate within the N½SE¼ of Section 2, T.33N., R.81W., 6<sup>th</sup> P.M., Natrona County, Wyoming, as shown on Exhibit B attached hereto and by this reference made a part hereof, being ten feet on each side of the following described center line:

Commencing at the south 1/16 corner common to Sections 1 and 2, T.33N., R.81W., monumented by a brass cap;

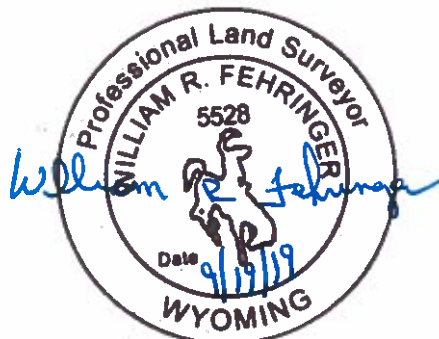
Thence N31°46'33"W, a distance of 439.91 feet to the Point of Beginning, located on the east line of the Faylor parcel as described in Instrument No. 1064666;

Thence S84°15'36"W, a distance of 1921.38 feet to the Point of Termination, located on the east line of Poison Spider Road.

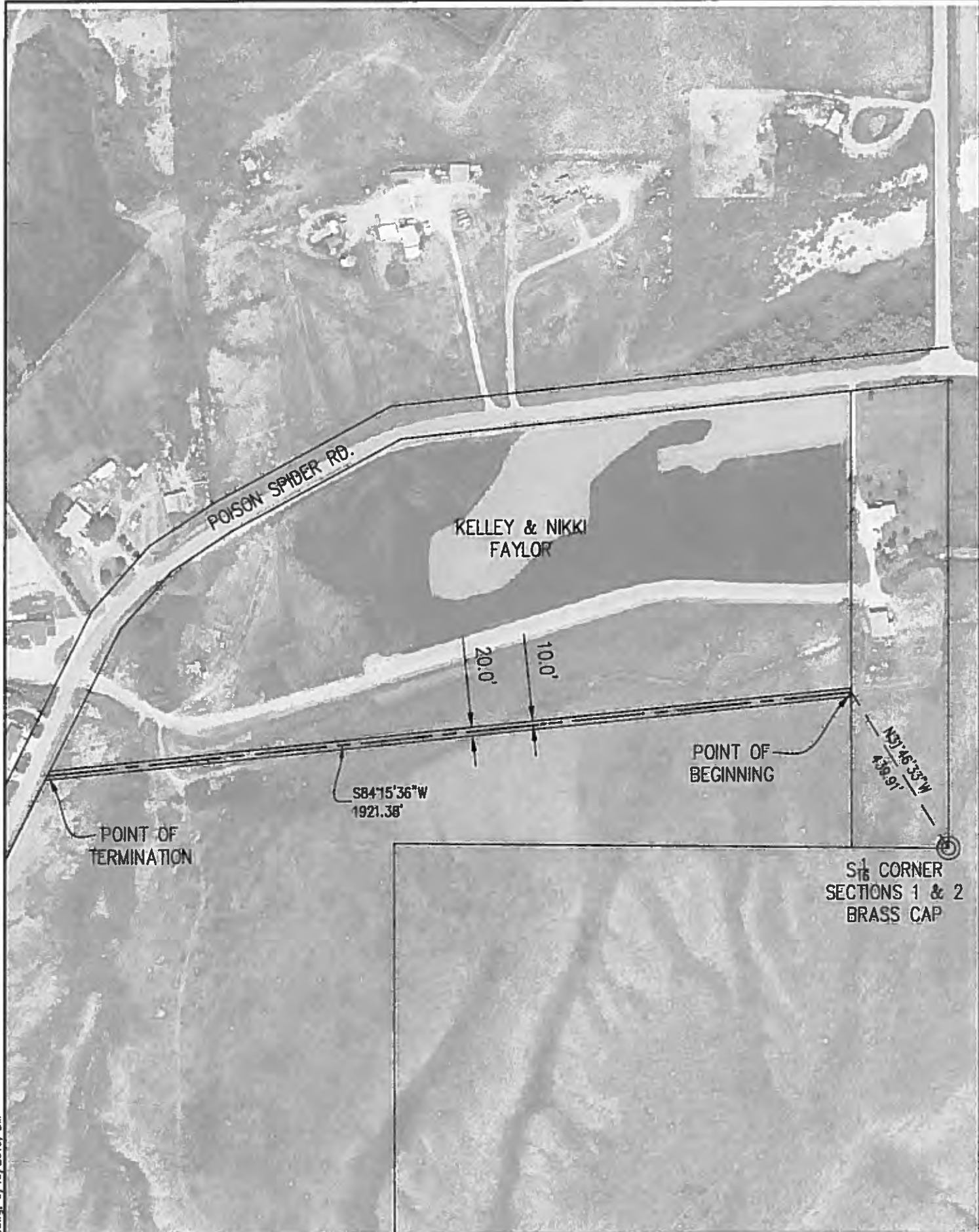
The above described strip of land contains 0.88 acres, (38,427.66 S.F.), more or less, and is subject to any other rights-of-way and/or easements, reservations and encumbrances which have been legally acquired.

Bearing Basis: Wyoming State Plane Coordinate System – East Central Zone.

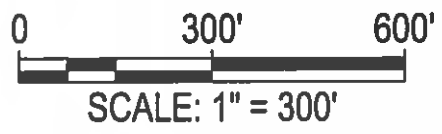
I hereby certify that this description was prepared by me from notes taken during an actual survey made under my direct supervision in September, 2019, and that on the basis of my information, knowledge and belief as a Professional Land Surveyor this description is true and correct.



MODIFICATION IN ANY WAY OF THE FOREGOING DESCRIPTION IS STRICTLY PROHIBITED. I HAVE CAREFULLY REVIEWED THIS INFORMATION AND CERTIFY IT TO BE ACCURATE ON THE BASIS OF MY KNOWLEDGE AND BELIEF. ANY CHANGE, ADDITION OR DELETION OF ANY PART OF THIS DESCRIPTION WILL ACT TO VOID ANY WARRANTY OR RESPONSIBILITY, EXPRESSED OR IMPLIED, THAT I HAVE TOWARD THE SUBJECT PROPERTY.



M:\Land 2019\Surveying\19-219 Pioneer Water Easement\Pioneer Water Easement.dwg, 9/19/2019, Bill



Civil Engineering Professionals, Inc.  
 6080 Enterprise Drive, Casper, WY 82609  
 Phone 307.266.4346 Fax 307.266.0103  
 www.cepi-casper.com

**EXHIBIT B**  
**20' WIDE WATER LINE EASEMENT**  
 Kelley & Nikki Faylor  
 N $\frac{1}{2}$ SE $\frac{1}{4}$  Section 2, T.33N., R.81W., 6th P.M.  
 Natrona County, Wyoming  
 September, 2019  
 W.O. 19-219

# Central Wyoming Regional Water System Joint Powers Board

1500 SW Wyoming Boulevard  
Casper, Wyoming 82604  
(307) 265-6063  
Fax (307) 265-6058

VOUCHER NO. 8076

**VENDOR NAME AND ADDRESS:**

**KELLEY & NIKKI FAYLOR**  
*111 W 2nd St  
Casper, Wyo  
82601*

**APPROVED:**

CENTRAL WYOMING REGIONAL WATER SYSTEM  
JOINT POWERS BOARD

\_\_\_\_\_  
Chairman Date \_\_\_\_\_

\_\_\_\_\_  
City of Casper Representative Date \_\_\_\_\_

THE REGIONAL WATER SYSTEM IS TAX EXEMPT. DO NOT INCLUDE STATE OR FEDERAL TAXES ON YOUR BILL.

DATE	INVOICE #	DESCRIPTION	AMOUNT
10/3/2019		Right of Way Easement at 11749 West Poison Spider Road	\$2,145.00

DISTRIBUTION OF CHARGES		
ACCOUNT #	AMOUNT	
6040.10	\$2,145.00	
300-6214		

**VENDOR CERTIFICATION**

I do solemnly swear that the within account is just and correct, and that no part of the same has been paid by the Central Wyoming Regional Water System Joint Powers Board or by any individual.

**PLEASE SIGN AND DATE**

**Signature:** \_\_\_\_\_  
*[Handwritten Signature]*

**Date:** 10-7-19

October 15, 2019

**MEMO TO:** H.H. King Jr., Chairman  
Members, Central Wyoming Regional Water System Joint Powers Board

**FROM:** Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Assistant Public Utilities Manager  
Andrew Colling, Engineering Technician

**SUBJECT:** Authorizing an Agreement with Engineering Associates, in the amount of \$62,350 for the Well Rehab, Project No. 19-045.

**Meeting Type & Date**

CWRWS Joint Powers Board Meeting  
October 15, 2019

**Recommendation**

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize an Agreement with Engineering Associates, for the Well Rehab, Project No. 19-045, in the amount of \$62,350.

**Summary**

The Central Wyoming Regional Water System Joint Powers Board is desirous of rehabilitating Casper well #22 and Morad well #5.

The project consists of providing engineering services to include technical assistance and direction to perform the rehabilitation effort as well as performing the rehabilitation operations utilizing a subcontractor.

**Financial Considerations**

Funding for this project is included in the RWS Improvements Other Than Buildings.

**Oversight/Project Responsibility**

Andrew Colling, Engineering Technician, Public Services

**Attachments**

Agreement  
Proposal

# CONTRACT FOR PROFESSIONAL SERVICES

## PART I - AGREEMENT

This Contract for Professional Services (“Contract”) is entered into on this \_\_\_\_ day of October, 2019 by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board, 1500 SW Wyoming Boulevard, Casper, Wyoming, 82604 (“Board”).
2. Engineering Associates, 605 Plaza Court, Laramie, Wyoming 82073 (“Consultant”).

Throughout this document, the Board and the Consultant may be collectively referred to as the “parties.”

### RECITALS

A. The Central Wyoming Regional Water System Joint Powers Board is undertaking certain activities necessary to rehabilitate Casper Well No. 22 and Morad Well No. 5, located in the Central Wyoming Regional Water System Well Field, with this rehabilitation identified as Casper City Engineering Project No. 19-045.

B. The project requires professional services for providing technical assistance, coordination, reporting, and with the assistance of a well rehabilitation specialist subcontractor, for performing actual well rehabilitation procedures.

C. The Consultant represents that it is ready, willing, and able to provide the professional services to Board as required by this Contract.

D. The Owner desires to retain the Consultant for such services.

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

1. SCOPE OF SERVICES:

The Consultant shall perform the services as detailed in their proposal dated September 24, 2019 and attached as Exhibit ‘A’.

2. TIME OF PERFORMANCE:

The services of the Consultant are to commence on the date of approval of this Contract for Professional Services by the Central Wyoming Regional Water System Joint Powers Board, expected October 15, 2019. The Project shall be undertaken and completed within a period that may reasonably be required for execution of well rehabilitation

services and associated report preparation and submittal. **All services related to the Project shall be completed by April 30, 2020.**

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Consultant shall be compensated for services performed in accordance with paragraph 1, not to exceed sum of Sixty-Two Thousand Three Hundred Fifty and 00/100 Dollars (\$62,350).

4. METHOD OF PAYMENT:

Payment will be made following receipt of an itemized invoice from the Consultant for services rendered in conformance with the Contract, and following approval by the Board. Consultant shall submit an invoice for payment specifying that it has performed the services rendered under this Contract, in conformance with the Contract, and it is entitled to receive the amount requested under the terms of the Contract.

If amounts owed by the Consultant to the Board for any goods, services, licenses, permits or any other items or purpose remain unpaid beyond the Board's general credit policy, those amounts may be deducted from the payment being made by the Board to the Consultant pursuant to this Contract.

5. TERMS AND CONDITIONS:

This Contract is subject to and incorporates the provisions attached hereto as PART II -- GENERAL TERMS AND CONDITIONS.

6. EXTENT OF CONTRACT:

This Contract represents the entire and integrated Agreement between the Board and the Consultant, and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended only by written instrument signed by both the Board's and the Consultant's authorized representatives.

The Board and the Consultant each individually represent that they have the requisite authority to execute this Contract and perform the services described in this Contract.

*"This portion of this page has been left blank intentionally."*

**IN WITNESS WHEREOF**, the undersigned duly authorized representatives of the parties have executed this Contract as of the day and year above.

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

CENTRAL WYOMING REGIONAL WATER  
SYSTEM JOINT POWERS BOARD  
A Joint Powers Board

\_\_\_\_\_  
Ken Waters  
Secretary

\_\_\_\_\_  
H.H. King, Jr.  
Chairman

WITNESS:

CONSULTANT:  
Engineering Associates

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## CONTRACT FOR PROFESSIONAL SERVICES

### PART II - GENERAL TERMS AND CONDITIONS

#### 1. TERMINATION OF CONTRACT:

1.1 The Board may terminate this Contract anytime by providing thirty (30) days written notice to Consultant of intent to terminate said Contract. In such event, all finished or unfinished documents, data, studies and reports prepared by the Consultant under this Contract shall, at the option of the Board, become its property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

1.2 Notwithstanding the above, the Consultant shall not be relieved of liability to the Board for damages sustained by the Board, by virtue of termination of the Contract by Consultant, or any breach of the Contract by the Consultant, and the Board may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the Board from the Consultant are determined.

#### 2. CHANGES:

The Board may, from time to time, request changes in the scope of the services of the Contract. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon between the Board and the Consultant, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Consultant's compensation unless approved by Resolution adopted by Board.

#### 3. ASSIGNABILITY:

The Consultant shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the Board: provided, however, that claims for money due or to become due the Consultant from the Board under this Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer shall be furnished to the Board within five (5) business days of any assignment or transfer.

#### 4. AUDIT:

The Board or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.



5. EQUAL EMPLOYMENT OPPORTUNITY:

In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Consultant shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices required by the government setting forth the provisions of this nondiscrimination clause. The Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

6. OWNER OF PROJECT MATERIALS:

All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, and reports prepared by the Consultant under this Contract shall be considered the property of the Board, and upon completion of the services to be performed, they will be turned over to the Board provided that, in any case, the Consultant may, at no additional expense to the Board, make and retain such additional copies thereof as Consultant desires for its own use; and provided further, that in no event may any of the documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, or other reports retained by the Consultant be released to any person, agency, corporation, or organization without the written consent of the Board.

7. FINDINGS CONFIDENTIAL:

All reports, information, data, etc., given to or prepared, or assembled by the Consultant under this Contract are confidential and shall not be made available to any individual or organization by the Consultant without the prior written consent of the Board.

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Consultant shall also comply with all applicable laws, ordinances, and codes of the local, state, or federal governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

The Consultant represents that it has, or will secure, all personnel required in performing the services under this Contract. Such personnel shall not be employees of the Board. All of the services required shall be performed by the Consultant, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by Consultant shall be employed in conformity with applicable local, state or federal laws.

10. SUBCONSULTANT:

The Consultant shall not employ any sub consultant to perform any services in the scope of this project, unless the sub consultant is approved in writing by the Board. Any approved sub consultant shall be paid by the Consultant.

The labor to be performed by the Contractor under this agreement may require the Contractor to comply with the Wyoming Preference Act of 1971, as amended, W. S. § 16 – 6 – 201 et seq. It is the legal responsibility of the Contractor to determine whether the identified Act is applicable to the Contractor while performing the services/labor detailed herein. If the Contractor determines that the identified Act is applicable, the Contractor then becomes legally obligated to comply with the identified Act in all regards while providing labor upon the project herein described.

All questions relating to compliance of the Contractor under the Act should be addressed by the Contractor to:

State of Wyoming Department of Workforce Services  
Casper Workforce Center  
851 Werner Court, Suite 120  
Casper, WY 82601  
Phone #: 307 – 234 – 4591  
Fax #: 307 – 266 – 1238  
[www.Wyomingworkforce.org](http://www.Wyomingworkforce.org)

Through execution of this contract, the Contractor certifies that if the identified Act is applicable to this project, Contractor has met, and will continue to meet all obligations incumbent upon it as set forth under the identified Act throughout the term of the project identified herein.

11. INSURANCE AND INDEMNIFICATION:

A. **Prior to** the commencement of work, Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work

hereunder by the Consultant, its sub consultants, agents, representatives, or employees.

*B. Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of Wyoming with Statutory Limits.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.

*C. Higher Limits.* If the Consultant maintains higher limits than required under this Agreement, then the Board shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Board.

*D. Other Insurance Provisions*

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. *Additional Insured Status*

The Board, its officers, elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

2. *Primary Coverage*

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the Board, its officers, elected and appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Board, its officers, elected and appointed officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. *Notice of Cancellation*

Each insurance policy required above shall state that coverage shall not be canceled, materially changed, or reduced, except with notice to the Board. Such notice to the Board shall be provided in a commercially reasonable time.

4. *Waiver of Subrogation*

Consultant hereby grants to Board a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Board by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Board has received a waiver of subrogation endorsement from the insurer.

5. *Deductibles and Self-Insured Retentions*

Consultant has two options regarding deductibles and self-insured retentions:

- a. Option 1: Any deductibles or self-insured retentions must be declared to and approved by the Board. Unless otherwise approved by the Board in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the Board, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the Board may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- b. Option 2: Consultant shall carry insurance with terms that require its insurance company to pay the full value of a covered claim from the first

dollar of coverage, even if the Consultant is unable to pay any deductible or self-insured retention amount(s) required by the insurance policy. Consultant shall provide a written endorsement from its insurance carrier that such insurance coverage is in place, and shall keep such coverage in place during the term of this Contract and any subsequent time period required for claims made policies.

6. *Acceptability of Insurers*

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed to in writing by the Board.

7. *Claims Made Policies*

If any of the required policies provide coverage on a claims-made basis:

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work*. However, Consultant's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.
- c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

8. *Verification of Coverage*

Consultant shall furnish the Board with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Board before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Board reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. *Sub consultants*

Consultant shall require and verify that all sub consultants maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the Board is an additional insured on insurance required from sub consultants.

10. *Special Risks or Circumstances*

Board reserves the right to reasonably modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

- E. Consultant agrees to indemnify the Board, the Board's employees, elected officials, appointed officials, agents, and volunteers, and all additional insured and hold them harmless from all liability for damages to property or injury to or death to persons, including all reasonable costs, expenses, and attorney's fees incurred related thereto, to the extent arising from negligence, fault or willful and wanton conduct of the Consultant and any sub consultant thereof.

12. INTENT:

Consultant represents that it has read and agrees to the terms of this Contract and further agrees that it is the intent of the parties that Consultant shall perform all of the services for the compensation set forth in this Contract. Consultant also agrees that it is the specific intent of the parties, and a material condition of this Contract, that it shall not be entitled to compensation for other services rendered unless specifically authorized by the Board by Resolution of its governing body. Consultant agrees that it has carefully examined the Scope of Services, and that the compensation is adequate for performance of this Contract.

13. WYOMING GOVERNMENTAL CLAIMS ACT:

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

14. NO THIRD PARTY BENEFICIARY RIGHTS:

The parties to this Contract do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.



September 24, 2019

City of Casper  
Engineering  
200 North David  
Casper, WY 82601-1553

Attn: Mr. Andrew Colling

Re: Proposal to Rehabilitate the Casper Well No. 22 and the Morad Well No. 5

Gentlemen:

We are pleased to submit this proposal to rehabilitate the Casper No. 22 and Morad No. 5 Wells. We successfully performed similar rehabilitation work in 1996, 2005, 2007 and 2013 on other wells. As with the previous rehabilitation efforts, we plan to use Watson Well from Laramie to assist us with the project. The following is a scope of services for the work to be conducted during the rehabilitation of the wells.

The production from the Casper No. 22 and Morad No. 5 Wells has fallen off over recent years and is believed to be due to encrustation with calcium carbonate and other precipitates. The work involved with this project will include chemically treating of the well followed by surging and bailing to remove the encrusted and any fine material that may be trapped outside of the well screens. The wells will then be re-tested to substantiate the success of the rehabilitation effort.

#### Services To Be Provided by the Engineer

The Engineer shall provide the technical assistance and direction to perform the rehabilitation effort. The Engineer shall provide the necessary planning and direction for the Owner so that work can be completed in a timely and efficient manner, and procure the services of a subcontract to perform the actual rehabilitation of the wells, and shall provide onsite direction. The Engineer, through his subcontractor, shall provide all tools, chemicals, temporary piping, pumps, pump service rigs, drilling rigs, man power and incidentals necessary to rehabilitate the two wells.

#### Services To Be Provided by the Owner

The Owner shall provide access to the sites and provide all dirt work necessary to situate the drilling rig over the wells for the rehabilitation effort. The Owner shall provide electricians to disconnect all power from the buildings and the wells and re-connect the power after the rehabilitation effort is complete. The Owner will also disconnect the necessary piping and reconnect the piping after the rehabilitation effort is complete. The Owner will provide water required for the re-development effort.

City of Casper  
2019 Well Rehabilitation Proposal

Page 1



### Scope of Work

After disconnection of the power from the City, the Engineer through his subcontractor, will remove the building over the wells and the pump, motor and well head. If necessary, temporary piping will be installed so that water is not discharged into the basement portion of the wells. If necessary, timbers will be installed to help support the drill rig, which will be situated over the basements at these facilities. After rigging up over the wells, the wells will be re-developed by surging, bailing, jetting, and chemical treatment to breakdown the encrustation.

Upon completion of re-development of the wells, a generator, flow measuring equipment and temporary piping will be moved on site and a test pump capable of producing at least 400 gallons per minute will be installed in the wells. Each well will be pump tested for approximately 8 hours to determine its production characteristics and to evaluate the effectiveness of the rehabilitation effort. Upon completion of the rehabilitation effort, the existing pumps will be installed in the wells and the well houses will be re-installed.

### Estimated Costs

We propose to perform the project at the attached hourly rates and will submit a single invoice at the completion of the project. We will invoice you for the actual number hours spent on rehabilitation and testing of the wells. The following is a summary of the estimated costs:

Mob/Demob of drilling rig and support equipment	\$ 7,500.00
Rig Time – 32 hours @ \$420.00/hour	\$13,440.00
Remove/reinstall buildings (incl. pumps)–2 @ \$2,200.00	\$ 4,400.00
Jetting tool and Surge block rental	\$ 1,500.00
Chemical NW120 – (2) 55 gal. @ \$2,975.00	\$ 5,950.00
Freight on chemical	\$ 1,000.00
Mob/Demob for pump testing	\$ 1,850.00
Furnish, Install, and Remove Test Pump 2 @ \$2,000.00	\$ 4,000.00
Test Pumping – 16 hours @ \$200.00/hour	\$ 3,200.00
Per Diem - \$125.00/man/day @ 6 days	\$ 2,250.00
<b>Total</b>	<b>\$45,090.00</b>
Mark Up (10 Percent)	\$ 4,510.00
Engineering	\$12,750.00
<b>Total</b>	<b>\$62,350.00</b>





As with the previous rehabilitation efforts, a summary report will be prepared at the conclusion of the project describing the rehabilitation activities and containing the pump test data. We anticipate we will mobilize to the project in early or mid-March and it will take about two and half weeks to complete. We will invoice the City or Joint Powers Board once at the conclusion of the project. If you have any questions please give me a call at (307) 742-9220 or email me at John.Wetstein@EAengineers.com. If you find this proposal acceptable, please execute a copy and return one to us - this will serve as our contract.

Respectfully submitted,  
**Engineering Associates**

John Wetstein

Reviewed and accepted by; \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

October 9, 2019

**MEMO TO:** H. H. King Jr., Chairman,  
Members, Central Wyoming Regional Water System Joint Powers Board

**FROM:** Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Public Utilities Manager  
Brian Schroeder, Water Treatment Plant Manager

**SUBJECT:** Authorizing the Purchase of a Dewatering Pump from Intermountain Motor Sales in the Amount of \$13,611.08

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for October 15, 2019.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize the purchase of a Homa submersible dewatering pump, model AMX646-360 21.5P/C from Intermountain Motor Sales in the Amount of Thirteen Thousand Six Hundred Eleven Dollars and Eight Cents (\$13,611.08).

Summary

The dewatering pump at the Water Treatment Plant (WTP) is a critical pump that pumps equipment water from the south chemical building, settled water, the ozone contactors, and the main plant to the filter backwash water lagoons.

On Monday, September 30, 2019, WTP staff discovered the dewatering pump wet well was overflowing. The pump was pulled out and sent to Intermountain Motor Sales for diagnosis. It was discovered that the pump needed seals, bearings, and a new cord. This pump is being repaired and will be placed back into service.

The dewatering wet well does not contain a second or redundant pump, thereby creating the need to have a pump in inventory at all times. This new pump is being purchased to maintain that backup in inventory.

Two companies were able to quote the replacement pump. The quotes were as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Intermountain Motor Sales	Casper, WY	\$13,611.08
DXP	Casper, WY	\$16,803.00

The low quote for supplying the pump is Intermountain Motor Sales Casper, Wyoming.

Financial Considerations

Funding for this project will be from the FY20 RWS Capital Budget.

Oversight/Project Responsibility

The agreement will be administered by Brian Schroeder, Water Treatment Plant Manager.

Attachments

Intermountain Motor Sales Quote No. 4104 Revised



Jim Stout, Inside Sales  
 jim@imscasper.com  
 307-472-0854

**QUOTE**

4104  
 REVISED

**Quoted To:**

Date: October 7, 2019

Central Wyoming Regional Water  
 Attn: Matt M.  
 Casper, WY

Phone

MPN	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	AMX646-360 21.5P/C	1	\$12,189.84	\$12,189.84
7321181	Guide Claw for rail system (assuming HOMA rail system is currently installed) Optional.	1	\$ 421.24	\$ 421.24

Note:

- [1] Sales Tax is not included in quote and will be charged when applicable
- [2] Quote is valid for 45 days
- [3] Submittals are available with a signed Proposal / PO. final acceptance is contingent on Engineer's approval of submittals
- [4] Freight is not included but will be billed at time of invoicing (unless otherwise specified)
- [5] Quote given is for equipment only. Installation labor or additional materials needed at installation are not included in this quote. (unless otherwise specified)

<b>SUBTOTAL</b>	\$12,611.08
<b>FREIGHT</b>	\$1,000.00
<b>TOTAL</b>	<b>\$13,611.08</b>

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank You For Your Business!**



COMMUNITY DEVELOPMENT  
DEPARTMENT

## CITY OF CASPER

200 North David Street  
Casper, WY 82601-1862  
Phone: (307) 235-8241  
Fax: (307) 235-8362  
[www.casperwy.gov](http://www.casperwy.gov)

Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official *DE*  
Craig Collins, AICP, City Planner

Subject: July/August Commercial Development Report

Date: 09-26-2019

### Permitting Update:

For the months of July/August, 7 building permits for single family homes were issued. To date 33 building permits have been issued for single family homes compared to 45 for the same period last year. The Building Division issued 266 building, 216 Electrical, 162 Mechanical and 187 Plumbing permits with fees totaling \$176,511.43. The total permit revenue from January through August is \$655,912.91 which is down \$138,090.73 for the same period last year.

Overall, the Building Division's value of construction for July/August was \$7,237,526.44 which is down \$8,506,408.60 for the same period last year and down \$17,699,999.18 for the total January through August period last year. As stated in the previous report a single project or a few significant projects can change the value of construction on a month to month basis, this will be noted later in this report.

### Inspection Update:

The Building Department completed 411 building, 412 electrical, 317 plumbing, 145 mechanical, 35 grey slip/consult inspections and 76 plan reviews for the months of July/August.

### Commercial Construction Update:

Below is a breakdown of the commercial projects that are in progress:

- Boyd Ave. Church Gym (2225 CY Ave.) interior Mechanical, Electrical, Plumbing rough in is in process, volunteer help has left and exterior finishes are pending.
- Senior Living Homes (Fairgrounds Addition) The proposed apartment building will not be constructed and the remaining lots will be used for twin homes.
- Casper Bale Fill Addition (1886 Station Rd.) Interior finishes in process, nearing completion.

- WMC Hybrid O.R. (1233 E. 2<sup>nd</sup> ST.) Interior finishes in process
- Greiner Ford remodel (3333 CY Ave.) Site work at entry in process
- Advanced Wall Systems Storage Buildings (1037 Foster Rd.) 4 buildings in various stages of construction
- Wash and Glow Car Wash (4055 Plaza Dr.) Exterior sheathing and site work in process.
- U-Haul (725 Bryan Stock Trail) North half of project complete, paving storage building framing on south half in process.
- Taco Bell (86 SE WY. BLVD.) Interior finishes and site work in process, anticipate Oct. opening.
- The "Hall on Ash" (355 S. Ash ST.) Received T.C.O. for event, site work exterior finishes to be completed.
- Air Innovations remodel (5000 CY Ave) interior drywall in process. This is old CY True Value Hardware Store, purchased by Air Innovations.
- Target Store remodel (401 SE WY BLVD) in process

#### Projects Completed:

- Clarion Inn (123 W. E ST.) Received T.C.O. on August 30<sup>th</sup> for 1<sup>st</sup> floor, kitchen, Old Town, 2<sup>nd</sup> floor and banquet rooms at a later date.
- Sleep Number (4841 E. 2<sup>nd</sup> St.) Received C.O. on August 28<sup>th</sup>
- Masterson Place (310 S. Washington) Received C.O. on July 7<sup>th</sup>

#### New Plans Submitted for approval:

- State Office Building ( W. Collins)
- The Fort Addition (500 W. F St ) Pool table room

#### Note:

As noted in the previous report, the State Office Building was submitted for plan review in August. The plan review was completed and the project bid on September 17<sup>th</sup>. There is an apparent successful low bidder at this time who has contacted the Building Department concerning starting construction. At this time the apparent General Contractor is a Wyoming contractor, and the apparent major subcontractors are Casper contractors. With the value of this project estimated at \$35,000,000.00, it will bring the total value of construction ahead of last year.



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, October 9, 2019  
11:30AM – 12:30PM  
AGENDA

- I. Establish Quorum and Call Meeting to Order T.Schenk
- II. Public Comments
- III. City Report C.Powell
- IV. Approval of September 2019 Board Minutes T.Schenk
- V. Financials (DDA, PG, David Street Station)
  - A) September 2019 Reports N.Grooms
  - B) October 2019 Payments N.Grooms
  - C) Motion to Approve Financials
- VI. Director's Report K.Hawley
  - A) Winter at DSS
  - B) Board Member Discussion
  - C) Exec Committee Member
    - a. Tim, Nick, Pete, (VP)
  - D) Sub-Committee Reboot
    - a. Fundraising
      - i. Year-end campaign
      - ii. Sponsorship
    - b. Marketing
    - c. Infrastructure
    - d. Leadership
- VII. Committee Reports
- VIII. Executive Session (if needed)
- VIX. Action Items
  
- X. Adjourn

Next Meeting November 13, 2019

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

**Downtown Development Authority**

**Board Meeting Minutes**

**9/11/19**

**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Nicholas Grooms, Shawn Houck, Will Reese, Charlie Powell, Critter Murray, Tim Schenk, Pete Fazio, Tony Hagar, Ryan McIntyre

**Staff:** Kevin Hawley, Jackie Landess, Julie Schmitt

**Guests:** Craig Collins, Brendan LaChance

**II. Public Comments:** - N/A

**III. City Report:**

**A. Charlie Powell:**

- Working on Opportunity Zones- competitive process getting fund managers interested in projects to invest communities.
- Exploring federal grants to help complete Mid-West Ave.

**B. Craig Collins:** Good turnout at Way Finding booth at the Farmers Market, coming back with preliminary designs

**IV. Approval of July 2019 Board Meeting Minutes**

*Motion, Second, Passed (Nicholas Grooms, Critter Murray) (All Approved)*

**V. Approval of 2019 Public Budget Hearing Minutes**

*Motion, Second, Passed (Will Reese, Nick Grooms) (All Approved)*

**VI. Financials** – Nicholas Grooms

- Purchase of a new computer and external backup
- Hinge has done a great job growing our brand; moving forward marketing will be taking place internally, which will help reduce expenses

**Approval of August/Sept 2019 DDA, DSS & Parking Garage Financial Reports & Payments**

*Motion, Second, Passed (Pete Fazio, Will Reese) (All Approved)*

**VII. Director's Report - Kevin Hawley**

- Charter Spectrum reached out to provide free Wi-Fi at DSS
- Went to Douglas to show movie as part of sponsorship with Memorial Hospital of Converse County
- Employee Updates: Opening in Maintenance Dpt., promoted Julie to Marketing Manager, Intern Abby is going to return as Event Coordinator in the summer
- Working on Staffing
- Looking healthy on balance, but large invoices coming in the next few months.
  - Renting Chillers (looking to purchase one in the future)
  - Purchasing Dasher Boards
  - Multi-Use Tractor (as potential Zamboni for ice rink)
- Fundraising – We do well with event sponsorships but struggle paying for staff, utilities and maintenance
  - Charlie recommended exploring TIF again. Discussion.



- Donation Lock Box
- Active rooftop as rental for special events
- Create exclusivity as part of events

**Board Engagement**

- Filling spaces for two open board positions (need one from Downtown)
- Need to fill Vice-Chairman position on executive committee
- change to monthly meetings
- revision or strategic plan for DDA
- look at new projects and set new plan
- suggested establishing standing committees/work groups
  - Fundraising strategy
  - downtown mission
  - board committee recruitment

**Strategic Planning Meeting**

- circulate previous strategic plan to board
- Find facilitator (Community Builders, Align, or Elevate Wyoming)
- Shawn willing to coordinate Strategic Planning Session

**Monthly Board Meeting**

- Have financials every other month

**VIII. Committee Reports** – No Reports

- A.) **Executive Committee** – Tim Schenk
- B.) **MARCOM Committee** – Shawn Houck
- C.) **David Street Station** – Jackie Landess
- D.) **Finance Committee** – Nick Grooms
- E.) **Infrastructure** – Tim Schenk
- F.) **Governance** – Will Reese

**Comments: N/A**

**Motion to adjourn at approximately:** 12:45 pm

*Motion, Second, Passed (Shawn Houck, Tony Hagar) (Approved)*

**Action Items: N/A**

Approved by:

Secretary’s Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Board Member’s Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Casper Downtown Development Authority  
**Balance Sheet**

As of September 30, 2019

Sep 30, 19

Balance

**ASSETS**

Current Assets

Checking/Savings

CHECKING 11,464.21

NOW Acct 202,419.74

Total Checking/Savings 213,883.95

Other Current Assets

Due from Parking Garage -11,475.18

Total Other Current Assets -11,475.18

Total Current Assets 202,408.77

**TOTAL ASSETS 202,408.77**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 3,785.74

Total Other Current Liabilities 3,785.74

Total Current Liabilities 3,785.74

Total Liabilities 3,785.74

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -162,966.25

Net Income -20,735.16

Total Equity 198,623.03

**TOTAL LIABILITIES & EQUITY 202,408.77**

Casper Downtown Development Authority

Profit & Loss

September 2019

Sep 19

DA P&L

Ordinary Income/Expense

Income

ACCT. INTEREST 11.84

ASSESSMENTS 4,813.64

Total Income 4,825.48

Expense

ADMINISTRATIVE

Administrative Services 84.40

Director's Salary 6,250.02

Social Security 899.73

Unemployment Insurance 18.91

Cell Phone Reimbursement 75.00

Total ADMINISTRATIVE 7,328.06

MARKETING-COMMUNICATIONS

Sponsorships/PR 34.60

MARKETING-COMMUNICATIONS - Other 1,007.87

Total MARKETING-COMMUNICATIONS 1,042.47

OPERATIONS

Dues/Subscriptions 361.47

Office Automation 139.89

Music Service 50.00

Office Equipment 1,192.50

Office Rent 2,650.00

Total OPERATIONS 4,393.86

Payroll Expenses 5,511.00

Total Expense 18,275.39

Net Ordinary Income -13,449.91

Other Income/Expense

Other Expense

Bank Service Charge 0.82

Total Other Expense 0.82

Net Other Income -0.82

Net Income -13,450.73

**Casper Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July through September 2019

DDA - Budget	TOTAL						
	Jul 19	Aug 19	Sep 19	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
DSS Fund Transfer	0.00	42,000.00	0.00	42,000.00			
Donation - Adopt A Planter	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
ACCT. INTEREST	28.69	14.20	11.84	54.73	250.00	-195.27	21.89%
ASSESSMENTS	369.68	626.22	4,813.64	5,809.54	165,000.00	-159,190.46	3.52%
Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>398.37</b>	<b>42,640.42</b>	<b>4,825.48</b>	<b>47,864.27</b>	<b>167,250.00</b>	<b>-119,385.73</b>	<b>28.62%</b>
<b>Expense</b>							
<b>ADMINISTRATIVE</b>							
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Administrative Services	0.00	0.00	84.40	84.40	0.00	84.40	100.0%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary							
Performance Incentives	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	0.00	-9,800.00	9,800.00	0.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	18,750.06	75,000.00	-56,249.94	25.0%
<b>Total Director's Salary</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>18,750.06</b>	<b>71,600.00</b>	<b>-52,849.94</b>	<b>26.19%</b>
Social Security	1,134.04	1,194.72	899.73	3,228.49	9,000.00	-5,771.51	35.87%
Unemployment Insurance	47.97	48.93	18.91	115.81	0.00	115.81	100.0%
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Cell Phone Reimbursement	75.00	75.00	75.00	225.00	900.00	-675.00	25.0%
<b>Total ADMINISTRATIVE</b>	<b>7,507.03</b>	<b>7,568.67</b>	<b>7,328.06</b>	<b>22,403.76</b>	<b>81,500.00</b>	<b>-59,096.24</b>	<b>27.49%</b>
<b>MARKETING-COMMUNICATIONS</b>							
Media Expenditures	134.86	0.00	0.00	134.86	16,000.00	-15,865.14	0.84%
Other Projects	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
PR - Director	0.00	41.39	0.00	41.39	3,000.00	-2,958.61	1.38%
Recognition Awards	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	800.00	0.00	34.60	834.60	7,500.00	-6,665.40	11.13%
Strategic Plan	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
<b>MARKETING-COMMUNICATIONS - Ot</b>	<b>3,505.58</b>	<b>3,800.25</b>	<b>1,007.87</b>	<b>8,313.70</b>	<b>0.00</b>	<b>8,313.70</b>	<b>100.0%</b>
<b>Total MARKETING-COMMUNICATIONS</b>	<b>4,440.44</b>	<b>3,841.64</b>	<b>1,042.47</b>	<b>9,324.55</b>	<b>35,000.00</b>	<b>-25,675.45</b>	<b>26.64%</b>
<b>OPERATIONS</b>							
Employee Development	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	375.00	0.00	375.00	2,500.00	-2,125.00	15.0%
Board Mtg. Expense	95.48	23.88	0.00	119.36	500.00	-380.64	23.87%
Conference Registration	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	497.97	0.00	361.47	859.44	1,200.00	-340.56	71.62%
Planters	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
Graffiti	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Office Automation	129.89	159.39	139.89	429.17	3,000.00	-2,570.83	14.31%
Music Service	50.00	50.00	50.00	150.00	600.00	-450.00	25.0%
Office Equipment	307.35	0.00	1,192.50	1,499.85	3,500.00	-2,000.15	42.85%
Office Rent	2,650.00	2,650.00	2,650.00	7,950.00	31,800.00	-23,850.00	25.0%
Office Supplies	276.05	0.00	0.00	276.05	3,000.00	-2,723.95	9.2%
Pigeon Control	0.00	1,483.46	0.00	1,483.46	5,000.00	-3,516.54	29.67%
Postage	0.00	0.00	0.00	0.00	800.00	-800.00	0.0%
Travel	255.05	0.00	0.00	255.05	5,000.00	-4,744.95	5.1%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	-7,200.00	7,200.00	0.0%
<b>OPERATIONS - Other</b>	<b>2.30</b>	<b>0.00</b>	<b>0.00</b>	<b>2.30</b>			
<b>Total OPERATIONS</b>	<b>4,264.09</b>	<b>4,741.73</b>	<b>4,393.86</b>	<b>13,399.68</b>	<b>71,600.00</b>	<b>-58,200.32</b>	<b>18.72%</b>
Payroll Expenses	8,573.84	9,367.72	5,511.00	23,452.56			
<b>Total Expense</b>	<b>24,785.40</b>	<b>25,519.76</b>	<b>18,275.39</b>	<b>68,580.55</b>	<b>188,100.00</b>	<b>-119,519.45</b>	<b>36.46%</b>
<b>Net Ordinary Income</b>	<b>-24,387.03</b>	<b>17,120.66</b>	<b>-13,449.91</b>	<b>-20,716.28</b>	<b>-20,850.00</b>	<b>133.72</b>	<b>99.36%</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
Bank Service Charge	0.00	18.06	0.82	18.88			
<b>Total Other Expense</b>	<b>0.00</b>	<b>18.06</b>	<b>0.82</b>	<b>18.88</b>			
<b>Net Other Income</b>	<b>0.00</b>	<b>-18.06</b>	<b>-0.82</b>	<b>-18.88</b>			
<b>Net Income</b>	<b>-24,387.03</b>	<b>17,102.60</b>	<b>-13,450.73</b>	<b>-20,735.16</b>	<b>-20,850.00</b>	<b>114.84</b>	<b>99.45%</b>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
 September 2019

DDA - Sept Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Liability Check	09/03/2019		IRS USA TAXPYMNT	83-0286881	0.00	0.00
Paycheck	09/06/2019		Abbey Kersenbrock		-462.84	-462.84
Paycheck	09/06/2019		Aydan Bullard		-237.73	-700.57
Paycheck	09/06/2019		Dylan Smith		-215.33	-915.90
Paycheck	09/06/2019		Kade R Taheri		-240.04	-1,155.94
Bill Pmt -Check	09/09/2019	5928	Charter Communications		-139.89	-1,295.83
Bill Pmt -Check	09/09/2019	5929	COMPUTER LOGIC	New computer for KH	-1,192.50	-2,488.33
Bill Pmt -Check	09/09/2019	5931	MOOD		-50.00	-2,538.33
Bill Pmt -Check	09/09/2019	5932	Walsh Property Management	September	-2,650.00	-5,188.33
Bill Pmt -Check	09/09/2019	5933	FIB - MASTERCARD		-473.76	-5,662.09
Bill Pmt -Check	09/09/2019	5934	Town Square Media	Townsquare	-931.00	-6,593.09
Deposit	09/12/2019			Deposit	4,813.64	-1,779.45
Check	09/12/2019		Parking Garage	DDA to PG to help Offset EFTPS payments for D	-8,000.00	-9,779.45
Paycheck	09/15/2019		Kevin Hawley		-2,623.45	-12,402.90
Paycheck	09/15/2019		Julie Schmitt		-1,454.12	-13,857.02
Paycheck	09/20/2019		Aydan Bullard		-126.52	-13,983.54
Paycheck	09/20/2019		Dylan Smith		-310.53	-14,294.07
Paycheck	09/20/2019		Kati Mooney		-56.80	-14,350.87
Paycheck	09/20/2019		Kade R Taheri		-128.36	-14,479.23
Bill Pmt -Check	09/26/2019	5935	WYOMING DEPARTMENT OF WORKFORCE SVCS.		-84.40	-14,563.63
Paycheck	09/30/2019		Kevin Hawley		-2,623.44	-17,187.07
Paycheck	09/30/2019		Julie Schmitt		-1,454.13	-18,641.20
Deposit	09/30/2019			Interest	1.25	-18,639.95
Total CHECKING					-18,639.95	-18,639.95
<b>NOW Acct</b>						
Deposit	09/30/2019			Interest	10.59	10.59
Total NOW Acct					10.59	10.59
<b>TOTAL</b>					<b>-18,629.36</b>	<b>-18,629.36</b>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
 October 2019

DDA - Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Liability Check	10/02/2019		IRS USA TAXPYMNT	83-0286881	-4,337.00	-4,337.00
Paycheck	10/04/2019		Aydan Bullard		-64.64	-4,401.64
Paycheck	10/04/2019		Dylan Smith		-197.02	-4,598.66
Paycheck	10/04/2019		Kati Mooney		-113.59	-4,712.25
Bill Pmt -Check	10/07/2019	5936	CASPER STAR TRIBUNE	Casper DDA board position	-109.50	-4,821.75
Bill Pmt -Check	10/07/2019	5937	FIB - MASTERCARD	KH	-106.21	-4,927.96
Bill Pmt -Check	10/07/2019	5938	Hinge Studio	invoice 1330	-1,012.50	-5,940.46
Bill Pmt -Check	10/07/2019	5939	Jeremy Miller Media	Downtown Video - Nighttime	-500.00	-6,440.46
Bill Pmt -Check	10/07/2019	5940	MOOD		-50.00	-6,490.46
Bill Pmt -Check	10/07/2019	5941	Walsh Property Management	October Rent	-2,650.00	-9,140.46
Total CHECKING					<u>-9,140.46</u>	<u>-9,140.46</u>
<b>TOTAL</b>					<b><u>-9,140.46</u></b>	<b><u>-9,140.46</u></b>

8:46 AM  
10/08/19  
Cash Basis

# Downtown Development Authority Parking Garage Balance Sheet

As of September 30, 2019  
Sep 30, 19

PG - Blance

## ASSETS

### Current Assets

#### Checking/Savings

FIB - Parking Garage 6,588.92

Total Checking/Savings 6,588.92

#### Accounts Receivable

Accounts Receivable 5.00

Total Accounts Receivable 5.00

#### Other Current Assets

Undeposited Funds 240.00

Total Other Current Assets 240.00

Total Current Assets 6,833.92

**TOTAL ASSETS 6,833.92**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

Due to DDA -11,826.92

Payroll Liabilities 307.96

Total Other Current Liabilities -11,518.96

Total Current Liabilities -11,518.96

Total Liabilities -11,518.96

### Equity

Unrestricted Net Assets 21,251.65

Net Income -2,898.77

Total Equity 18,352.88

**TOTAL LIABILITIES & EQUITY 6,833.92**

**Downtown Development Authority Parking Garage**

**Profit & Loss**

September 2019

	PG - P&L	<u>Sep 19</u>
<b>Income</b>		
<b>Parking Fees</b>		
Parking Garage		5,178.00
1st & Center		915.00
Daily Parking		378.00
<b>Total Parking Fees</b>		<u>6,471.00</u>
Interest Income		0.48
<b>Total Income</b>		<u>6,471.48</u>
<b>Gross Profit</b>		<u>6,471.48</u>
<b>Expense</b>		
Bank Service Charges		4.53
<b>Administrative</b>		
<b>Office Staff</b>		
Administrative Office		4,333.34
<b>Total Office Staff</b>		<u>4,333.34</u>
<b>Garage Staff Payroll Expense</b>		
Payroll Expense		2,186.70
Payroll Taxes - FICA & Medicare		498.77
Payroll Expenses - WC/SUTA/FUTA		65.01
<b>Total Garage Staff Payroll Expense</b>		<u>2,750.48</u>
<b>Total Administrative</b>		<u>7,083.82</u>
<b>OPERATIONS</b>		
Bank Fees		170.80
Office Automation		12.99
Utilities		1,219.96
Equip. & Supplies		139.76
Insurance ( Liability)		1,908.00
Parking Structure Rent		363.00
<b>Total OPERATIONS</b>		<u>3,814.51</u>
<b>Total Expense</b>		<u>10,902.86</u>
<b>Net Income</b>		<u><u>-4,431.38</u></u>



**Downtown Development Authority Parking Garage  
Profit & Loss Budget vs. Actual  
July through September 2019**

PG - Budget	TOTAL						
	Jul 19	Aug 19	Sep 19	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>							
Returned Check Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Parking Fees</b>							
Parking Garage	8,251.50	6,998.50	5,178.00	20,428.00	100,000.00	-79,572.00	20.43%
1st & Center	1,117.00	2,525.00	915.00	4,557.00	23,000.00	-18,443.00	19.81%
Daily Parking	664.00	858.00	378.00	1,900.00	6,000.00	-4,100.00	31.67%
Parking Fees - Other	0.00	15.00	0.00	15.00	0.00	15.00	100.0%
<b>Total Parking Fees</b>	<b>10,032.50</b>	<b>10,396.50</b>	<b>6,471.00</b>	<b>26,900.00</b>	<b>129,000.00</b>	<b>-102,100.00</b>	<b>20.85%</b>
<b>Validation Incentive Program</b>							
Parking Validations	0.00	102.50	0.00	102.50	500.00	-397.50	20.5%
<b>Total Validation Incentive Program</b>	<b>0.00</b>	<b>102.50</b>	<b>0.00</b>	<b>102.50</b>	<b>500.00</b>	<b>-397.50</b>	<b>20.5%</b>
Commission ( Vending Machines)	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
Interest Income	1.50	0.72	0.48	2.70	20.00	-17.30	13.5%
<b>Total Income</b>	<b>10,034.00</b>	<b>10,499.72</b>	<b>6,471.48</b>	<b>27,005.20</b>	<b>129,720.00</b>	<b>-102,714.80</b>	<b>20.82%</b>
<b>Gross Profit</b>	<b>10,034.00</b>	<b>10,499.72</b>	<b>6,471.48</b>	<b>27,005.20</b>	<b>129,720.00</b>	<b>-102,714.80</b>	<b>20.82%</b>
<b>Expense</b>							
Bank Service Charges	0.00	0.00	4.53	4.53	0.00	4.53	100.0%
<b>Administrative</b>							
<b>Office Staff</b>							
Exec. Director - Alloc. from DDA	0.00	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
Administrative Office	4,333.34	4,333.34	4,333.34	13,000.02	52,000.00	-38,999.98	25.0%
<b>Total Office Staff</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>13,000.02</b>	<b>61,800.00</b>	<b>-48,799.98</b>	<b>21.04%</b>
<b>Garage Staff Payroll Expense</b>							
Payroll Expense	2,161.60	2,282.17	2,186.70	6,630.47	32,000.00	-25,369.53	20.72%
Staff Incentives	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	496.86	506.09	498.77	1,501.72	6,500.00	-4,998.28	23.1%
Payroll Expenses - WC/SUTA/FUTA	69.67	274.16	65.01	408.84	2,000.00	-1,591.16	20.44%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
<b>Total Garage Staff Payroll Expense</b>	<b>2,728.13</b>	<b>3,062.42</b>	<b>2,750.48</b>	<b>8,541.03</b>	<b>45,100.00</b>	<b>-36,558.97</b>	<b>18.94%</b>
<b>Total Administrative</b>	<b>7,061.47</b>	<b>7,395.76</b>	<b>7,083.82</b>	<b>21,541.05</b>	<b>106,900.00</b>	<b>-85,358.95</b>	<b>20.15%</b>
<b>OPERATIONS</b>							
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
City Profit Sharing	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Software Subscriptions	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
Accounting and Legal	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	222.10	228.85	170.80	621.75	1,800.00	-1,178.25	34.54%
Bad Debt	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Office Automation	180.64	374.10	12.99	567.73	2,000.00	-1,432.27	28.39%
Utilities	1,223.38	1,312.32	1,219.96	3,755.66	17,000.00	-13,244.34	22.09%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>Equip. &amp; Supplies</b>							
Office	0.00	42.29	0.00	42.29	0.00	42.29	100.0%
Parking Garage	0.00	213.14	0.00	213.14	0.00	213.14	100.0%
Equip. & Supplies - Other	21.06	0.00	139.76	160.82	1,750.00	-1,589.18	9.19%
<b>Total Equip. &amp; Supplies</b>	<b>21.06</b>	<b>255.43</b>	<b>139.76</b>	<b>416.25</b>	<b>1,750.00</b>	<b>-1,333.75</b>	<b>23.79%</b>
Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance ( Liability)	0.00	0.00	1,908.00	1,908.00	2,500.00	-592.00	76.32%
Parking Structure Rent	363.00	363.00	363.00	1,089.00	3,993.00	-2,904.00	27.27%
DDA Oper Costs - Allocated	0.00	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
<b>Total OPERATIONS</b>	<b>2,010.18</b>	<b>2,533.70</b>	<b>3,814.51</b>	<b>8,358.39</b>	<b>48,543.00</b>	<b>-40,184.61</b>	<b>17.22%</b>
<b>Total Expense</b>	<b>9,071.65</b>	<b>9,929.46</b>	<b>10,902.86</b>	<b>29,903.97</b>	<b>155,443.00</b>	<b>-125,539.03</b>	<b>19.24%</b>
<b>Net Income</b>	<b>962.35</b>	<b>570.26</b>	<b>-4,431.38</b>	<b>-2,898.77</b>	<b>-25,723.00</b>	<b>22,824.23</b>	<b>11.27%</b>

**Downtown Development Authority Parking Garage  
 Transaction Detail by Account  
 September 2019**

Pg - Sept Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>						
Deposit	09/02/2019			Deposit	3,980.00	3,980.00
Deposit	09/03/2019			Deposit	130.00	4,110.00
Deposit	09/03/2019			Deposit	429.00	4,539.00
Liability Check	09/03/2019		United States Treasury	83-0286881	-5,140.68	-601.68
Bill Pmt -Check	09/05/2019	1618	The Cincinnati Insurance Company	Acct # 1000487122	-1,908.00	-2,509.68
Paycheck	09/06/2019		Sharon A Elsberry		-592.92	-3,102.60
Paycheck	09/06/2019		Tevin C Reams		-347.45	-3,450.05
Deposit	09/09/2019			Deposit	757.00	-2,693.05
Bill Pmt -Check	09/09/2019	1619	Century Link		-1.40	-2,694.45
Bill Pmt -Check	09/09/2019	1620	Charter		-11.59	-2,706.04
Bill Pmt -Check	09/09/2019	1621	City of Casper Business Services	Sept Rent	-363.00	-3,069.04
Bill Pmt -Check	09/09/2019	1622	Mastercard		-144.29	-3,213.33
Bill Pmt -Check	09/09/2019	1623	Rocky Mountain Power		-1,127.22	-4,340.55
Bill Pmt -Check	09/09/2019	1624	City of Casper Water and Sewer		-92.74	-4,433.29
Deposit	09/13/2019			Deposit	288.00	-4,145.29
Deposit	09/13/2019			Deposit	8,000.00	3,854.71
Paycheck	09/15/2019		Jaclyn A Landess		-1,815.93	2,038.78
Deposit	09/17/2019			Deposit	248.00	2,286.78
Paycheck	09/20/2019		Sharon A Elsberry		-555.97	1,730.81
Paycheck	09/20/2019		Tevin C Reams		-356.08	1,374.73
Deposit	09/26/2019			Deposit	672.00	2,046.73
Paycheck	09/30/2019		Jaclyn A Landess		-1,815.92	230.81
Check	09/30/2019			Service Charge	-170.80	60.01
Deposit	09/30/2019			Interest	0.48	60.49
Total FIB - Parking Garage					60.49	60.49
<b>TOTAL</b>					<b>60.49</b>	<b>60.49</b>

**Downtown Development Authority Parking Garage  
 Transaction Detail by Account  
 October 2019**

PG - Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>						
Deposit	10/01/2019			Deposit	4,155.00	4,155.00
Deposit	10/01/2019			Deposit	240.00	4,395.00
Liability Check	10/02/2019		United States Treasury	83-0286881	0.00	4,395.00
Deposit	10/02/2019			Deposit	120.00	4,515.00
Paycheck	10/04/2019		Sharon A Elsberry		-591.07	3,923.93
Paycheck	10/04/2019		Tevin C Reams		-382.24	3,541.69
Deposit	10/04/2019			Deposit	1,880.00	5,421.69
Bill Pmt -Check	10/07/2019	1625	AMBI	Stamps	-114.00	5,307.69
Bill Pmt -Check	10/07/2019	1626	Century Link		-87.10	5,220.59
Bill Pmt -Check	10/07/2019	1627	Charter		-104.94	5,115.65
Bill Pmt -Check	10/07/2019	1628	City of Casper Business Services	Oct Rent	-363.00	4,752.65
Bill Pmt -Check	10/07/2019	1629	Mastercard		-360.79	4,391.86
Bill Pmt -Check	10/07/2019	1630	Rocky Mountain Power		-1,209.84	3,182.02
Total FIB - Parking Garage					<u>3,182.02</u>	<u>3,182.02</u>
<b>TOTAL</b>					<u><b>3,182.02</b></u>	<u><b>3,182.02</b></u>

## Downtown Development Authority Parking Garage A/R Aging Summary

As of October 8, 2019

PG - Aging	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
All Star Transportation	0.00	0.00	0.00	0.00	126.00	126.00
C85@ The Branding Iron	0.00	200.00	0.00	0.00	0.00	200.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Edra Phillips	0.00	35.00	0.00	0.00	0.00	35.00
Gene George Associates	0.00	70.00	0.00	0.00	0.00	70.00
Heather Wells	0.00	0.00	0.00	0.00	135.00	135.00
James MacKearney	0.00	0.00	0.00	0.00	0.00	0.00
Janice Barratt	0.00	0.00	0.00	35.00	0.00	35.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	0.00	35.00	35.00	35.00	70.00	175.00
Lowell Lund	0.00	35.00	-35.00	0.00	0.00	0.00
Main Street Corporation	0.00	180.00	0.00	0.00	0.00	180.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Nicole Miller	0.00	0.00	0.00	0.00	385.00	385.00
Nona Goodrich	0.00	43.00	0.00	0.00	0.00	43.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Rocky Mountain Real Estate						
Rocky Mountain Real Estate-1	0.00	218.00	0.00	0.00	0.00	218.00
Total Rocky Mountain Real Estate	0.00	218.00	0.00	0.00	0.00	218.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rea	0.00	43.00	0.00	0.00	0.00	43.00
Tom Rogers	0.00	35.00	35.00	0.00	0.00	70.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Tristen Schroeder	0.00	35.00	35.00	0.00	0.00	70.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>929.00</u></b>	<b><u>70.00</u></b>	<b><u>70.00</u></b>	<b><u>2,970.00</u></b>	<b><u>4,039.00</u></b>

# Downtown Development Authority Balance Sheet

As of September 30, 2019

DSS- Balance	Sep 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Plaza Checking	160,152.14
Special Events	31,993.60
Total Checking/Savings	192,145.74
Accounts Receivable	
Accounts Receivable	20,700.00
Total Accounts Receivable	20,700.00
Total Current Assets	212,845.74
<b>TOTAL ASSETS</b>	<b>212,845.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	232,934.28
Net Income	-20,088.54
Total Equity	212,845.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>212,845.74</b>

**Downtown Development Authority**  
**Profit & Loss**  
 September 2019

DSS- P&L	<u>Sep 19</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	10.11
Direct Public Support	6,503.00
Other Types of Income	
Miscellaneous Revenue	<u>925.00</u>
Total Other Types of Income	925.00
Program Income	
Beverage Sales	4,620.10
Event Sponsorship	47,000.00
Facility Rental	8,550.00
Friends of Station	170.00
Partners In Progress	6,500.00
TIPS Training	120.00
Vendor Fees	<u>600.00</u>
Total Program Income	<u>67,560.10</u>
Total Income	<u>74,998.21</u>
Gross Profit	74,998.21
Expense	
Contract Services	1,550.00
Facilities and Equipment	
Equip Rental and Maintenance	1,007.43
FF&E	275.99
Rent, Parking, Utilities	
Ash Street	590.45
DSS	<u>897.36</u>
Total Rent, Parking, Utilities	<u>1,487.81</u>
Total Facilities and Equipment	2,771.23
Marketing	
Advertising/Media	1,651.70
Marketing - Other	<u>922.55</u>
Total Marketing	2,574.25
Operations	
Bank Fees	90.93
Books, Subscriptions, Reference	262.87
Entertainment/Talent	1,500.00
Event Expense	
A/V	9,850.00
Bands	2,000.00
Insurance	21,753.34
Security	3,808.75
Event Expense - Other	<u>6,451.96</u>
Total Event Expense	43,864.05
Service Charge	5.04
Supplies	797.16
Utilities	<u>1,060.89</u>
Total Operations	<u>47,580.94</u>
Total Expense	<u>54,476.42</u>
Net Ordinary Income	<u>20,521.79</u>
Net Income	<u><u>20,521.79</u></u>

Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July through September 2019

DSS- Budget	TOTAL						
	Jul 19	Aug 19	Sep 19	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Income							
ACCT. INTEREST	29.39	15.88	10.11	55.38	0.00	55.38	100.0%
Direct Public Support							
Operational Grants	6,979.00	0.00	0.00	6,979.00	65,000.00	-58,021.00	10.74%
Direct Public Support - Other	0.00	0.00	6,503.00	6,503.00	0.00	6,503.00	100.0%
Total Direct Public Support	6,979.00	0.00	6,503.00	13,482.00	65,000.00	-51,518.00	20.74%
Investments							
Endowment	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Total Investments	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Other Types of Income							
Miscellaneous Revenue	925.00	925.00	925.00	2,775.00	0.00	2,775.00	100.0%
Other Types of Income - Other	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Total Other Types of Income	925.00	925.00	925.00	2,775.00	20,000.00	-17,225.00	13.88%
Program Income							
Beverage Sales	10,931.11	24,695.58	4,620.10	40,246.79	40,000.00	246.79	100.62%
Event Sponsorship	39,500.00	0.00	47,000.00	86,500.00	130,000.00	-43,500.00	66.54%
Facility Rental	13,095.16	0.00	8,550.00	21,645.16	20,000.00	1,645.16	108.23%
Friends of Station							
Giving Tuesday 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Treedition 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Friends of Station - Other	60.00	60.00	170.00	290.00	30,000.00	-29,710.00	0.97%
Total Friends of Station	60.00	60.00	170.00	290.00	30,000.00	-29,710.00	0.97%
Ice Skating Fees	0.00	0.00	0.00	0.00	60,000.00	-60,000.00	0.0%
Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Partners in Progress	1,000.00	0.00	6,500.00	7,500.00	140,000.00	-132,500.00	5.36%
Program Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TIPS Training	0.00	0.00	120.00	120.00			
Vendor Fees	1,550.00	2,845.67	600.00	4,995.67	0.00	4,995.67	100.0%
Total Program Income	66,136.27	27,601.25	67,560.10	161,297.62	420,000.00	-258,702.38	38.4%
Total Income	74,069.66	28,542.13	74,998.21	177,610.00	537,000.00	-359,390.00	33.07%
	74,069.66	28,542.13	74,998.21	177,610.00	537,000.00	-359,390.00	33.07%
Expense							
Contract Services							
Accounting Fees	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Construction Expense	488.04	524.94	0.00	1,012.98	0.00	1,012.98	100.0%
Event Help (Contract)	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Legal Fees	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Contract Services - Other	1,500.00	1,753.00	1,550.00	4,803.00	27,000.00	-22,197.00	17.79%
Total Contract Services	1,988.04	2,277.94	1,550.00	5,815.98	58,000.00	-52,184.02	10.03%
Facilities and Equipment							
Building Repairs/Maint	58.00	1,600.00	0.00	1,658.00	10,000.00	-8,342.00	16.58%
Equip Rental and Maintenance	585.63	485.63	1,007.43	2,078.69	40,000.00	-37,921.31	5.2%
FF&E	189.83	0.00	275.99	465.82	60,000.00	-59,534.18	0.78%
Landscaping, Repairs/Maint.	105.63	0.00	0.00	105.63	10,000.00	-9,894.37	1.06%
Property Insurance	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Rent, Parking, Utilities							
Ash Street	188.83	3,955.71	590.45	4,734.99	36,000.00	-31,265.01	13.15%
DSS	118.08	3,370.65	897.36	4,386.09	24,000.00	-19,613.91	18.28%
Rent, Parking, Utilities - Other	2,041.78	0.00	0.00	2,041.78	0.00	2,041.78	100.0%
Total Rent, Parking, Utilities	2,348.69	7,326.36	1,487.81	11,162.86	60,000.00	-48,837.14	18.61%
Facilities and Equipment - Other	0.00	119.58	0.00	119.58	10,000.00	-9,880.42	1.2%
Total Facilities and Equipment	3,287.78	9,531.57	2,771.23	15,590.58	210,000.00	-194,409.42	7.42%
Marketing							
Advertising/Media	1,076.73	2,104.26	1,651.70	4,832.69	30,000.00	-25,167.31	16.11%
Fundraising Expense	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Website	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Marketing - Other	6,741.05	12,060.70	922.55	19,724.30	0.00	19,724.30	100.0%
Total Marketing	7,817.78	14,164.96	2,574.25	24,556.99	42,500.00	-17,943.01	57.78%
Operations							
Bank Fees	0.00	158.43	90.93	249.36			
Books, Subscriptions, Reference	260.03	613.40	262.87	1,136.30	0.00	1,136.30	100.0%
Entertainment/Talent	1,700.00	1,700.00	1,500.00	4,900.00	0.00	4,900.00	100.0%
Equip/Supplies	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Event Expense							
A/V	3,650.00	5,750.00	9,850.00	19,250.00	25,000.00	-5,750.00	77.0%
Bands	2,500.00	10,750.00	2,000.00	15,250.00			
Insurance	499.20	1,861.14	21,753.34	24,113.68	0.00	24,113.68	100.0%
Security	3,562.50	5,193.75	3,808.75	12,565.00	40,000.00	-27,435.00	31.41%
Event Expense - Other	4,484.12	10,975.61	6,451.96	21,911.69	121,500.00	-99,588.31	18.03%
Total Event Expense	14,695.82	34,530.50	43,864.05	93,090.37	186,500.00	-93,409.63	49.91%
Office Automation	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Postage, Mailing Service	0.00	127.80	0.00	127.80	2,500.00	-2,372.20	5.11%
Service Charge	8.28	3.81	5.04	17.13	0.00	17.13	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Supplies	4,404.18	3,686.10	797.16	8,887.44	0.00	8,887.44	100.0%
Utilities	0.00	0.00	1,060.89	1,060.89			
Operations - Other	0.00	265.70	0.00	265.70	0.00	265.70	100.0%
Total Operations	21,068.31	41,085.74	47,580.94	109,734.99	200,900.00	-91,165.01	54.62%
Other Types of Expenses							
Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Other Types of Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	42,000.00	0.00	42,000.00			
Travel and Meetings							
Conference, Convention, Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Travel and Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	34,161.91	109,060.21	54,476.42	197,698.54	511,400.00	-313,701.46	38.66%
	39,907.75	-80,518.08	20,521.79	-20,088.54	25,600.00	-45,688.54	-78.47%
Net Income	39,907.75	-80,518.08	20,521.79	-20,088.54	25,600.00	-45,688.54	-78.47%

**Downtown Development Authority  
Transaction Detail by Account  
September 2019**

DSS- Sept Trans

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Plaza Checking</b>							
Deposit	09/04/2019			Deposit	Friends of Station	10.00	10.00
Bill Pmt -Check	09/05/2019	1794	CSU Producer Resources INC	Acct #3000487707	Accounts Payable	-14,174.18	-14,164.18
Bill Pmt -Check	09/05/2019	1795	The Cincinnati Insurance Company	Account # 1000488034	Accounts Payable	-7,024.00	-21,188.18
Bill Pmt -Check	09/05/2019	1796	Los Traviesos	Fiesta WYO 2019	Accounts Payable	-2,000.00	-23,188.18
Deposit	09/05/2019			Deposit	Beverage Sales	17.74	-23,170.44
Deposit	09/05/2019			Deposit	Beverage Sales	324.00	-22,846.44
Deposit	09/05/2019			Deposit	-SPLIT-	1,100.00	-21,746.44
Deposit	09/06/2019			Deposit	Friends of Station	100.00	-21,646.44
Deposit	09/09/2019			Deposit	Beverage Sales	252.53	-21,393.91
Deposit	09/09/2019			Deposit	Beverage Sales	720.39	-20,673.52
Deposit	09/09/2019			Deposit	Friends of Station	20.00	-20,653.52
Deposit	09/09/2019			Deposit	Undeposited Funds	36,503.00	15,849.48
Deposit	09/09/2019			Deposit	-SPLIT-	2,545.00	18,394.48
Bill Pmt -Check	09/09/2019	1797	Ahern Rentals	Scissorlift	Accounts Payable	-485.63	17,908.85
Bill Pmt -Check	09/09/2019	1798	AMBI Mail & Marketing		Accounts Payable	-88.00	17,820.85
Bill Pmt -Check	09/09/2019	1799	Bar D Signs	Install Partners in Progress	Accounts Payable	-1,445.00	16,375.85
Bill Pmt -Check	09/09/2019	1800	Brent Phillips	August 2019 Sound	Accounts Payable	-6,850.00	9,525.85
Bill Pmt -Check	09/09/2019	1801	Charter Communications	Acct #1113376090119	Accounts Payable	-79.97	9,445.88
Bill Pmt -Check	09/09/2019	1802	Cowdin Cleaning	August 2019	Accounts Payable	-1,550.00	7,895.88
Bill Pmt -Check	09/09/2019	1803	Extreme Event Productions	Trackless Train Fall fest 2019	Accounts Payable	-950.00	6,945.88
Bill Pmt -Check	09/09/2019	1804	Hood's Equipment & Sprinkler	Equipment	Accounts Payable	-275.99	6,669.89
Bill Pmt -Check	09/09/2019	1805	Lau Angelitas Unidas Y Las Rayos Del Sol	Fiesta WYO 2019	Accounts Payable	-500.00	6,169.89
Bill Pmt -Check	09/09/2019	1806	Mariachi 307 East High School	FiestaWYO 2019	Accounts Payable	-1,000.00	5,169.89
Bill Pmt -Check	09/09/2019	1807	Secure Gunz LLC		Accounts Payable	-2,983.75	2,186.14
Bill Pmt -Check	09/09/2019	1808	Western Distributing	Fiesta WYO, Artwalk, & Chancey	Accounts Payable	-2,644.50	-458.36
Bill Pmt -Check	09/09/2019	1809	Black Hills Energy	David St	Accounts Payable	-32.62	-490.98
Bill Pmt -Check	09/09/2019	1810	Mastercard		Accounts Payable	-2,963.48	-3,454.46
Bill Pmt -Check	09/09/2019	1811	The Lyric		Accounts Payable	-200.00	-3,654.46
Bill Pmt -Check	09/09/2019	1812	Black Hills Energy	Ash	Accounts Payable	-74.48	-3,728.94
Bill Pmt -Check	09/09/2019	1813	City of Casper - Water Services	DSS	Accounts Payable	-47.74	-3,776.68
Bill Pmt -Check	09/09/2019	1814	Mastercard	JL	Accounts Payable	-1,600.16	-5,376.84
Bill Pmt -Check	09/09/2019	1815	City of Casper - Water Services	DSS	Accounts Payable	-392.70	-5,769.54
Bill Pmt -Check	09/09/2019	1816	City of Casper - Water Services	ash	Accounts Payable	-515.97	-6,285.51
Bill Pmt -Check	09/09/2019	1817	City of Casper - Water Services	DSS	Accounts Payable	-344.33	-6,629.84
Deposit	09/10/2019			Deposit	Undeposited Funds	700.00	-5,929.84
Deposit	09/13/2019			Deposit	-SPLIT-	2,525.00	-3,404.84
Deposit	09/16/2019			Deposit	-SPLIT-	4,350.00	945.16
Deposit	09/16/2019			Deposit	-SPLIT-	20.00	965.16
Deposit	09/17/2019			Deposit	Friends of Station	20.00	985.16
Deposit	09/19/2019			Deposit	-SPLIT-	10,000.00	10,985.16
Deposit	09/23/2019			Deposit	Beverage Sales	170.90	11,156.06
Deposit	09/23/2019			Deposit	Beverage Sales	48.54	11,204.60
Deposit	09/24/2019			Deposit	-SPLIT-	2,812.00	14,016.60
Deposit	09/26/2019			Deposit	TIPS Training	120.00	14,136.60
Deposit	09/30/2019			Deposit	-SPLIT-	429.00	14,565.60
Check	09/30/2019			Service Charge	Service Charge	-5.04	14,560.56
Deposit	09/30/2019			Interest	ACCT. INTEREST	8.23	14,568.79
Total Plaza Checking						14,568.79	14,568.79
<b>TOTAL</b>						<b>14,568.79</b>	<b>14,568.79</b>



## Downtown Development Authority Transaction Detail by Account

October 2019

DSS - Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Bill Pmt -Check	10/07/2019	1818	Mastercard		-1,899.25	-1,899.25
Bill Pmt -Check	10/07/2019	1819	Rocky Mountain Power		-1,615.32	-3,514.57
Bill Pmt -Check	10/07/2019	1820	Ahern Rentals	19629398-013	-485.63	-4,000.20
Bill Pmt -Check	10/07/2019	1821	Alliance Electric	8847	-417.50	-4,417.70
Bill Pmt -Check	10/07/2019	1822	Atlas Reproductions	Sign	-25.20	-4,442.90
Bill Pmt -Check	10/07/2019	1823	Black Hills Energy		-1.81	-4,444.71
Bill Pmt -Check	10/07/2019	1824	Brent Phillips		-2,875.00	-7,319.71
Bill Pmt -Check	10/07/2019	1825	Charter Communications		-79.97	-7,399.68
Bill Pmt -Check	10/07/2019	1826	Cowdin Cleaning		-1,500.00	-8,899.68
Bill Pmt -Check	10/07/2019	1827	Hawkins Inc		-417.37	-9,317.05
Bill Pmt -Check	10/07/2019	1828	Hinge Studio	Marketing	-6,612.50	-15,929.55
Bill Pmt -Check	10/07/2019	1829	Jeremy Miller Media	Chancey Williams video	-500.00	-16,429.55
Bill Pmt -Check	10/07/2019	1830	Mastercard	KH	-1,458.03	-17,887.58
Bill Pmt -Check	10/07/2019	1831	MCF LLC	TV Storage	-450.00	-18,337.58
Bill Pmt -Check	10/07/2019	1832	Rocky Mountain Power	DSS	-1,127.47	-19,465.05
Bill Pmt -Check	10/07/2019	1833	Secure Gunz LLC	Security	-2,925.00	-22,390.05
Bill Pmt -Check	10/07/2019	1834	The Lyric	Oct storage	-100.00	-22,490.05
Bill Pmt -Check	10/07/2019	1835	Western Distributing	UW Game on 9/21	-114.30	-22,604.35
Bill Pmt -Check	10/07/2019	1836	Bar D Signs		-910.00	-23,514.35
Total Plaza Checking					-23,514.35	-23,514.35
<b>TOTAL</b>					<b>-23,514.35</b>	<b>-23,514.35</b>

# MAYOR: CASPER NOT ALONE IN FACING DOWNTOWN PARKING CONGESTION

By [Brendan LaChance](#) on October 10, 2019



CASPER, Wyo. — Casper Mayor Charlie Powell says that multiple communities face downtown parking congestion issues just like in Casper.

He says that the trend within these communities is to turn to parking meters to address their congestion issues.

Powell pointed to a book titled “The High Cost of Free Parking” by Donald Shoup as a good source of information on the negative impact congestion has on a community’s downtown.

Ensuring that parking spaces see turnover at a decent clip is the challenge municipalities face, Powell says. Once people have it in mind that it is difficult to find a parking space downtown, they may abandon visiting the city center altogether.

“The goal is to create the perception that if I drive downtown, there’s a pretty good chance that I find a space,” Powell told the Downtown Development Authority Board of Directors at their Wednesday, Oct. 9 meeting.

The city council began to discuss the possibility of [bringing parking meters back to Casper's downtown](#) during a September work session.

City Planner Craig Collins told the DDA that parking meters were just one aspect of the city's proposals to improve the rate of parking turnover downtown. He and Community Development Director Liz Becher pointed to a [2018 Urban Center Parking Plan](#) as the document guiding the city's planning.

That document sets out a number of objectives in addition to parking meters. Those include encouraging more use of the downtown parking garage, improving parking enforcement and better communicating the importance of downtown parking to the community.

The DDA manages the downtown parking garage. Executive Director Kevin Hawley said that whatever the city decides to do to address downtown parking, nothing will change unless rules are enforced.

Powell and Becher said that parking meters would make it much easier and more cost effective to monitor parking downtown. The mayor said that keeping track of whether a car has been parked in a spot too long is time and labor intensive under the current system since a parking official has to physically go check and document that a vehicle has exceeded the downtown 2 hour limits.

"The average car violates the two hour limit," he added. "It is extremely difficult to enforce. It's a virtual impossibility."

"It is so much easier to enforce with the meters."

He emphasized that the parking meter plan is meant to be "revenue neutral." By this, Powell means that revenue from parking meters would be meant to pay for parking infrastructure and parking enforcement officials.

"Revenue from the meters can pay for someone to check," he said, adding that the projected revenue wouldn't be enough to pay for other other things the city wants to do.

Becher said that the proposal is to put parking meters in places to enforce rules on Center, Wolcott David and Second Street. That zone would stretch from Midwest Avenue to First Street, though could potentially stretch up to Collins Drive along David Street.

The city council will again discuss parking downtown on Oct. 22, according to Becher. She urged the DDA to draft a letter to highlight the importance of a healthy turnover of downtown parking.



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**Police Headquarters and  
Fire-EMS Administration**  
Casper, Wyoming

September 11, 2019

**Phase 1 Feasibility Studies and Space Needs Assessment**  
**Volume 2 - Fire-EMS**



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# INTRODUCTION

A Request for Proposals (RFP) was issued October 10, 2018 by the City of Casper. The RFP outlined the objectives of the Study as well as the general parameters of the Study including the envisioned timeline for undertaking and completing the Study. The work of this Study is considered Phase I of what is envisioned as a multi-phase scope of work to Study, Recommend and Act on recommendations. Upon completion of Phase I scope of services and depending on the availability and timing of funds and schedule, it is intended to proceed with the subsequent phases which will include pre-design, design construction documents and construction administration of the solution agreed upon under Phase I for either or one department.

Police Facilities Design Group (PFDG), in partnership with Williams Spurgeon Kuhl & Freshnock Architects, Inc. (WSKF), was retained by the City of Casper to complete a study. The Study encompassed both the existing Police Department Facilities as well as the existing Fire-EMS Department Headquarters and Fire-EMS Station 1. PFDG is to complete the assessment of the Police Department and WSKF is to complete the assessment of the Fire-EMS Department. The objective of the Study was to determine; 1) Physical Conditions of each facility, 2) Assess the operational effectiveness and efficiency of each facility and 3) Feasibility of the current facilities for future use and operations. The Study of both Departments is considered a joint and collaborative assessment of the respective Departments by the respective firms.

Generally, the considerations for each Department was; 1) remain in the municipal campus setting and provide additions/remodels to current locations and 2) relocate the departments to new sites within proximities appropriate for the utmost functionality. Additionally, the study and assessment are to include security related features and needs specific to provide effective Law Enforcement and Fire-EMS operations with adaptability for the future.

The Casper Fire-EMS Department is organized into two primary divisions: 1) Operations/Training and 2) Community Risk Reduction. Currently, operations are conducted out five Fire Stations spread throughout the City with a minimum staffing of 18 personnel on duty each day. Five Engine companies, one Truck, one Rescue and one Command Vehicle are in service all day, every day to the citizens and visitors of the City of Casper. In addition to the structure fire responses, Casper Fire-EMS fire engines respond to medical emergencies and non-emergencies, various rescue incidents as well as hazardous material incidents. The Operations Division firefighters are also involved with teaching fire safety in Casper's schools, inspections of numerous Casper area businesses, as well as many other calls for public service.

The training and personnel division provides for the education and wellness of all firefighters within the organization. This division is responsible for hiring, promotional testing, and disciplinary action. Training responsibilities are coordinated through a training captain.

The Community Risk Reduction division is responsible for fire and life safety inspections as well as public education efforts. Currently, there are three community risk reduction officers working in this division.

The Fire-EMS Department current operations occupies approximately 59,830 SF within seven (7) separate buildings as follows:

Administration/Training/Community Risk Reduction...	3,600 SF
Station 1.....	10,605 SF
Station 2.....	8,890 SF
Station 3.....	12,200 SF
Station 5.....	9,086 SF
Station 6.....	12,250 SF
Storage.....	3,200 SF

The study Tasks included: 1) Operational & Physical Evaluation of Current Conditions and Space Needs Assessment (for HQ and Station 1), 2) Feasibility Study (to remain at the current locations or to relocate to another location), 3) Opinion of Probable Costs – Anticipated Budgets, 4) Anticipated Schedule and Phasing, and 5) Formal Presentation.

The following contents of the study provide the information relative to each of the Tasks outlined above.



## EXECUTIVE SUMMARY

The existing Fire Administration Facility contains approximately 7,000 SF of which the Fire Department occupies approximately 3,600 SF on the 2<sup>nd</sup> floor, shares approximately 3,400 SF on the 1st floor and 3<sup>rd</sup> floor with the Police Department. The space needs assessment recommends approximately 14,000 SF of space for the current and future space needs. The spaces that are particularly lacking include: 1) Training Space, 2) Community Risk Space, 3) Meeting Spaces, 4) Storage Space and 5) Locker Space. Additionally, the Training Space would need to be supported by adequate indoor apparatus parking space (space for on-duty personnel to park apparatus during training classes).

The existing Station 1 provides approximately 11,300 SF of space for the 6 to 10 personnel who operate from this location daily. The space needs assessment recommends approximately 24,200 SF of space for the current and future space needs for up to 16 daily operations personnel. The spaces that are particularly lacking include: 1) Gender Neutral Bunk Rooms for minimum of 16, 2) Single-Occupant Use Shower/Toilets (min. ratio of 1 per 3 personnel), 3) Effective Travel/Access Between Bunk Rooms and Apparatus Bays, 4) Adequate Fitness Space for 12 Personnel, 5) Adequate Living Quarter Space for 16 Personnel, 6) Appropriate Decon-Protocol Space for Event Decontamination, 7) Adequate Building/Space Security Systems and 8) Adequate Space for Daily Equipment Checks & Servicing.

The combined space needs of the Fire HQ and Station 1 are approximately 38,000 SF. The site area requirement associated with this space is approximately 3.25A. The site space requirements include: 1) Parking for HQ, 2) Parking for Station 1, 3) Adequate Drive/Circulation for Apparatus, 4) Adequate Aprons for Apparatus, 5) Adequate Private Outdoor Space for Station 1, and 6) Adequate & Accessible Public Parking for HQ & Station 1.

The anticipated cost for replacement of HQ and Station 1 are:

FIRE-EMS ADMINISTRATION &  
STATION 1  
SEPTEMBER 11, 2019

Fire HQ	\$ 5,829,100 (low)	\$ 6,183,575 (high)
Station 1	\$ 7,664,260 (low)	\$ 8,129,055 (high)
<b>Total</b>	<b>\$13,493,360 (low)</b>	<b>\$14,312,630 (high)</b>

Contingency (20%)	\$ 2,700,000 (low)	\$ 2,875,000 (high)
<b>Total w/Contingency</b>	<b>\$16,200,000 (low)</b>	<b>\$17,200,000 (high)</b>

The above cost summary represents the “hard cost” (construction cost) for the proposed facilities. There will be “soft cost” associated with the proposed facilities as well. The anticipated soft costs include:

Land Purchase	TBD
Geotechnical Investigation	\$ 10,000
Construction Testing/Inspections	\$ 20,000
Furniture/Fixtures/Equipment-HQ	\$150,000
Furniture/Fixtures/Equipment- Station 1	\$125,000
Building Permit	\$ 50,000
Design Fees	\$1,620,000 to \$1,720,000
<b>Total Soft Cost</b>	<b>\$1,975,000 to \$2,075,000*</b>

\*Excludes Land Purchase Cost

<b>Total Hard+Soft Cost</b>	<b>\$18,175,000 (low)</b>	<b>\$19,275,000 (high)</b>
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The anticipated schedule for these facilities is highly dependent on the desired approach to the development. If the approach is to development both facilities simultaneously on a single site, the design and construction can likely be completed in 2 to 3 years. If the approach is to phase the design and construction of both facilities, design and construction can likely be completed in 3 to 5 years (assuming design for each facility is not completed simultaneously and both facilities are located on new sites). If the approach is to phase the design and construction of both facilities with the existing Station 1 site repurposed for Fire HQ, the timeline would likely be from 3 to 6 years (again, assuming design for each facility is not completed simultaneously and the Station is located on a new site and HQ is located on Station 1’s current site).

WILLIAMS SPURGEON KUHL FRESHNOCK ARCHITECTS

## STUDY PROCESS

The study was completed over a 4-month time period. The study “kickoff” began in April 2019 and the final design review meeting was completed in August 2019. During this time period, the FD and WSKF held four planning and design meetings. The meetings were completed separately with Fire Administration and Firefighters of Station 1. The meetings with firefighters involved the crew on duty on the day of the meeting resulting in the opportunity for different crews to have input on the planning and assessment of Station 1.

Additionally, WSKF completed one meeting with the City Manager in order to provide a status report as well as an opportunity to discuss the anticipated outcomes and the anticipated study report. Feedback from the City Manager has been incorporated into the overall study. In particular, the City Manager wanted to assure that the study incorporated an assessment of the conditions of Station 1 as well as the incorporation of a budget contingency. Both requests have been incorporated into the study.

The study process began with discussions with both Administration and Station 1 crews regarding space needs for each respective facility. As a result of these focused discussions, WSKF was able to prepare the Space Needs Assessment spreadsheets that can be found elsewhere in this study. Only the final spreadsheets are presented in this study for the collective use of the Fire Administration as well as Station 1 Firefighters.

In order to develop some sense of the required site area for a combined Fire Administration and Station 1, the combined space needs program was used to assess possible site locations. As the locations are hypothetical, the particular site assessments are not presented herein. However, it was confirmed that the minimum site area for a combined location for Administration and Station 1 is in the order of 3.25A. Understanding that this is the minimum area, possible sites with more area would be a

recommendation, but not a requirement. There are many criteria that are to be used when assessing possible sites for the combined location. Most critical to this assessment is the need for Station 1 to remain within a defined geographical service area for Station 1 service area. The current location would be a possible location if adequate site area could be obtained. However, there are other sites with the geographical limitations that would also fulfill the site requirements for Station 1. Other assessment criteria would include: 1) Site access that provides for drive-thru apparatus bays, 2) Site area that provides for adequate apparatus turning and maneuvering space, 3) Site geometry that provides a minimum of 50 to 60 foot front and rear apparatus aprons, 4) Site area and geometry that provides for distinct parking for Administration and Station personnel as well as distinct parking for Staff and Public, 5) Sites with adequate utility infrastructure to service the needs of a Fire Station; namely water, and 6) Site access to streets that provide for response times within the limitations established by the Fire Department response parameters.

In order to confirm the site area requirement, preliminary (box diagram) design was completed for both Fire Administration and Station 1. Not only was this effort valuable to confirm site parameters but this also provides some preliminary insights into possible functional relationships between the two facilities but also the functional requirements and relationships within each facility. At least two rounds of design assessment were completed for Fire Administration and Station 1 which proved to both confirm design assumptions and challenge envisioned design configurations. The final preliminary design for Fire Administration and Station 1 can be found elsewhere in this study. While these designs have been refined from the original concept they are, nonetheless, still in need for further refinement and development. Readers are cautioned to be aware of the preliminary nature of the design as they appear more developed than such is in reality.

# SPACE NEEDS ASSESSMENT

The space needs assessment of the Fire Administration and Fire Station 1 was completed independent of each facility. This section of the study will present the final space needs as determined for each facility. To the extent it is possible, any shared spaces between the two facilities have been incorporated into one or the other facility to assure economies of space needs. The following is narrative and incorporated spreadsheets present the current planning for the respective facilities.

## Fire Administration

The space needs for Fire Administration are provided for the following five areas: 1) Lobby, Administration & Support Services, 2) Community Risk Reduction, 3) Training, 4) Support Spaces and 5) Site. For each of the five areas, a subtotal for the area with grossing factor and wall factor is presented with the final gross square footage. The square footage listed for the line items within each of the five areas are to be considered net square footage. Please note the following terms/definitions:

**Grossing Factor** – a percentage added to the net square footage to account for minor space needs (i.e. janitor closets,

corridors, etc.) excluded from the listed spaces

**Wall Factor** – a percentage added to the net square footage and Grossing Factor to account for interior and exterior wall areas (i.e. stud wall area, exterior masonry wall area, etc.) excluded from the listed spaces

**Net Square Footage** – this is the area contained within the interior finish surface of a room or area (i.e. length and width of room enclosed with walls or implied walls) excluded from the listed spaces

**Gross Square Footage** – this is the area contained within the outside face of the exterior walls of the building such that if you were to draw a line around the exterior of the building all area within this line would be considered the gross area of the building

Refer to the following pages for a review of the Space Needs for Fire Administration;

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
A-1	Vestibule	call station for after hours use, map w/ map lights, auto dialer w/ video to dispatch (exterior), station doorbell	8	18	144	airlock for energy efficiency & to reduce drafts; visible from reception; capable of being secured to prevent entry into lobby; provide phone/intercom
A-2	Lobby	waiting for 4 people; display space for pictorial history and memorabilia	18	35	630	adjacent to Admin. Assist. 1
<b>SPACES BELOW THIS LINE ARE SECURED w/ ACCESS CONTROL</b>						
A-3	Restroom	single occupancy restroom	7.5	8	60	staff use, ADA compliant
A-4	Restroom	single occupancy restroom	7.5	8	60	staff use, ADA compliant
A-5	Fire Truck Showroom	overhead door w/ exterior access, display cases for other items	18	38	684	
A-6	Administrative Assistant 1	service security window/counter for transactions with a pass-thru tray	9	10	90	adjacent to lobby space, can be an open office space
A-7	Administrative Assistant 2	community risk reduction	9	10	90	near Admin. Assistant 1, can be an open office space
A-8	Fire Administrative Assistant		10	12	120	adjacent to Fire Chief & Deputies
A-9	Fire Chief Waiting Area		5	10	50	adjacent to Fire Admin. Assist.
A-10	Office Manager (future)		10.5	17	179	coat closet/cabinet
A-11	Workroom	copier, printer, paper storage, knox box safe	8	12	96	
A-12	Public Educ. Supplies Storage	steel shelving	10	20	200	
A-13	Fire Chief	meeting space for 4	16	17	272	coat closet/cabinet
A-14	Deputy Chief 1		14	16	224	coat closet/cabinet
A-15	Deputy Chief 2		14	16	224	coat closet/cabinet
A-16	Deputy Chief 3		14	16	224	coat closet/cabinet
A-17	Large Conference Room	accessible to all, conference table for 15 + 5, video conferencing capability	16	31	496	
A-18	Small Conference Room	accessible to all, conference table for 8-10, video conferencing capability	16	23	368	
A-19	Training Officer/Captain	produce videos in office, green wall, design for sound control	12	15	180	small training events
A-20	Battalion Chief		12	15	180	adjacent to CRR, coat closet/cabinet
A-21	EMS Manager	2 visitor chairs	12	15	180	
A-22	EMS Accounting/Reports	3 workstations	12	15	180	
A-23	Women's Locker Room	8 lockers	15.5	17	264	
A-24	Women's Locker Room Vestibule	private entry into locker room	6	7	42	
A-25	Women's Locker Restroom	2 individual toilets/shower units	12	15	180	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

A-26	Men's Locker Room	14 lockers	15.5	23	357	
A-27	Men's Locker Room Vestibule	private entry into locker room	6	7	42	
A-28	Men's Locker Restroom	1 toilet, 1 urinal, 2 showers	14.5	15	218	
					Vestibule, Admin., & Support Subtotal	6,032
					Grossing Factor (25%)	1,508
					Wall Factor (3%)	226
					<b>Vestibule, Admin, Support Spaces Total</b>	<b>7,766</b>

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
B-1	Community Risk Reduction 1		12	15	180	coat closet/cabinet
B-2	Community Risk Reduction 2		12	15	180	coat closet/cabinet
B-3	Community Risk Reduction 3		12	15	180	coat closet/cabinet
B-4	Community Risk Reduction 4		12	15	180	coat closet/cabinet
B-5	Community Risk Reduction 5		12	15	180	coat closet/cabinet
B-6	Plans Review Room	complete reviews of plans, large format plotter, layout tables/counters	11	18	198	
B-7	Plans Storage	double the amount of current storage, flat file storage design	12	18	216	
B-8	Digital Plans Meeting Room	hold up to 10 people, wall-mounted monitor, min. 72"	12	20	240	
					Vestibule, Admin., & Support Subtotal	1,554
					Grossing Factor (25%)	389
					Wall Factor (3%)	58
					<b>Community Risk Reduction Total</b>	<b>2,001</b>

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

**C. TRAINING**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
C-1	Training Room	Seating for 50 w/ tables and chairs, floor boxes - power and data, monitors and walltalkers, storm shelter?	38	39	1482	adjacent to the lobby/public restrooms; ceiling mount projection screen; projection white board, wall mount TV monitors; tall storage cabinets
C-2	Training Room Storage		8	10	80	Additional chair & table storage
C-3	Storm Shelter Restroom	as req'd by ICC 500	7.5	8	60	
C-4	Storm Shelter Mechanical	as req'd by ICC 500	8.5	10.5	89	
C-5	Kitchenette	Sink, dishwasher, microwave, refrigerator, service counter into training room	10	18	180	
Training & Support Subtotal					1,891	
Grossing Factor (25%)					473	
Wall Factor (3%)					71	
<b>Training Total</b>					<b>2,435</b>	

**D. SUPPORT SPACES**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
D-1	Public Restrooms	3 toilets in Women's/2 urinals & 1 toilet in Men's, 2 sinks in each restroom	18	23	414	
D-2	Archive Storage	400-500 sf	16	23.5	376	
D-3	Breakroom	full size refrigerator w/ ice maker, microwave, sink, coffee maker, oven, table for 6 people	13	18	234	
D-4	Electrical		8	8	64	electrical service panels
D-5	Technology		8.5	9.5	81	space for bldg. technology services as well as telephone service, IT server, VoIP phones, individual heating/cooling, single rack, dispatch entry, access control hub, meet w/ City IT to determine needs (city scope vs. contractor scope), 2 racks - computer server and radio/PA equipment
D-6	Mechanical		8	8	64	
D-7	Water/Sprinkler Service		8	8	64	domestic hot water/recirculating pump, fire protection service entry, backflow preventer, etc.
D-8	Janitor/Storage		6	7	42	floor sink & storage space for vacuum, mop bucket, mop, broom, & cleaning supplies
Training & Support Subtotal					1,339	
Grossing Factor (25%)					335	
Wall Factor (3%)					50	
<b>Support Spaces Total</b>					<b>1,724</b>	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

E. SITE				
RM. NO.	AREA NAME	DESIGN REQUIREMENTS	AREA SIZE	NOTES
E-1	Public Parking	25-30 parking spaces	12,800	
E-2	Apparatus/Bus Parking	3 parking spaces	1,800	15 x 40
E-3	Staff Parking	20 parking spaces	6,600	10' w. min.
E-4	Firefighter Memorial		400	
E-5	Emergency Generator		500	
E-6	Site Drives/Paving		0	zoning/landscaping requirements
Site Subtotal			22,186	
Grossing Factor (200%)			44,371	
<b>Site Total</b>			<b>66,557</b>	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
 PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

<b>DESIGN / SPACE NEEDS SUMMARY</b>	
A. Lobby, Administration & Support Services	7,766
B. Community Risk Reduction	2,001
C. Training	2,435
D. Support Spaces	1,724
<b>BUILDING TOTAL</b>	<b>13,926</b>

<b>ACTUAL FLOOR PLAN AREAS</b>	
<b>ACTUAL ROOM TOTAL</b>	
<b>ACTUAL GROSSING AND WALL AREA</b>	
<b>ACTUAL BUILDING TOTAL</b>	<b>14,179</b>

<b>CASPER, WY BUILDING CODES</b>	<i>as of 6/5/19</i>
2018 International Building Code with Amendments	
2018 International Plumbing Code with Amendments	
2018 International Mechanical Code with Amendments	
2018 International Fuel Gas Code with Amendments	
2018 International Energy Conservation with Amendments (as reference only)	
2018 International Fire Code with Amendments	
2017 National Electrical Code with Amendments	
2017 ANSI ICC A117.1 Accessibility Standard	



## Fire Station 1

The space needs for Fire Station 1 are provided for the following four areas: 1) Entry & Support Spaces, 2) Apparatus Bays, 3) Living Quarters, and 4) Site. For each of the four areas, a subtotal for the area with grossing factor and wall factor is presented with the final gross square footage. The square footage listed for the line items within each of the four areas are

to be considered net square footage. Please refer to Fire Administration for definitions of terms used.

Refer to the following pages for a review of the Space Needs for Fire Station 1;

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

**A. ENTRY & SUPPORT SPACES**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
A-1	Vestibule	locked interior and exterior door, push button to lock ext. door from the inside, push to talk (no phone)	8	8	64	map w/ map lights, airlock for energy efficiency & to reduce drafts <b>BUILDING ACCESS CONTROL:</b> Gallagher Access Controls for exterior door access (key pads where each employee can be assigned individual codes)
<b>SPACES BELOW THIS LINE ARE SECURED w/ ACCESS CONTROL</b>						
A-2	Public Restroom	single occupancy use	7.5	8	60	ADA compliant
A-3	Mechanical Room		8	8	64	
A-4	Electrical Room	three phase power	8	8	64	exterior access preferred
A-5	Janitor Closet	30" shelving for dry goods, housekeeping supplies, floor sink	6	7	42	space for mop bucket, mop, broom, and cleaning supplies
A-6	IT Closet	server rack, telephone, etc.	8	8	64	exterior access for IT staff
A-7	Water/Sprinkler Service	fire protection – fully sprinkled, water conditioning, lawn irrigation	8	8	64	domestic hot water/recirculating pump, fire protection service entry, backflow preventer, etc.
Vestibule, Admin., & Support Subtotal					422	
Grossing Factor (25%)					106	
Wall Factor (3%)					16	
<b>Vestibule, Admin, Support Spaces Total</b>					<b>543</b>	

**B. APPARATUS BAYS**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
B-1	Apparatus Bays	6 - 18' x 90' bays w/ 14'x14' overhead doors, 22' high ceiling, double deep drive-thru bays, exhaust system: direct capture, radiant flooring + 15' apron, water fill - 2" line at ceiling overhead line w/ drops to each truck, 2- 3' walkways	114	90	10,260	ability to tip the cab on aerial, bollard protection at front & rear of bays; floor sloped to continuous trench drains; electrical and compressed air supply for vehicles, provide a hydrant at the station
B-2	Apparatus Bay Vestibule 1	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and the living quarters/office area
B-3	Apparatus Bay Vestibule 2	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and the living quarters/office area

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

B-4	Apparatus Bay Vestibule 3	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and the living quarters/office area
B-5	Apparatus Bay Vestibule 4	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and administration
B-6	Apparatus Bay Vestibule 5	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and administration
B-7	Hose/Rack Storage	2 or 3 - 2'x6' hose racks on rollers, floor drain	7	11	77	clean hose manually, first cleaning on scene, 50' & 100' hose, synthetic hose
B-8	Hose Drying/Training Tower		12	12	144	locate adj. to wash bay; min. tower height 32', 50' hose length
B-9	Work Shop	no welding	8	12	96	general maintenance
B-10	Staff Restroom	sink, toilet, urinal	7.5	8	60	
B-11	Decon		4.75	7	33	Post-Event Shower/Eye-Wash
B-12	Gear Wash Room	extractor (3'wx3'lx68" h), washer, and electric dryer, dry w/ 2 forced air racks (3'Wx8'L) + 1 future, truck wash system, utility sink, exhaust fan	13	21	273	two sets of gear per person
B-13	Gear Storage	48 lockers (3 shifts of 15 ea. + 3 extra) dedicated exhaust and fresh air make-up	22	24	528	
B-14	Janitor Closet		6	6	36	
B-15	SCBA Unit / Air Compressor	tire fill, cuffs for exhaust system, 150 psi	10	10	100	
B-16	SCBA Fill Station		10	10	100	adjacent to SCBA/Air Compressor room; SCBA breathing air filling machine; no oxygen fill, workbench for cleaning/repairing SCBA tanks; base/upper cabinet storage; explosion-proof environment; no bottle storage (all on trucks)
B-17	EMS Storage	sink, drug storage - vending machine,	10	20	200	accessible off of the bay or common hallway between bay & living quarters, climate controlled
B-18	Oxygen Tank Rack		8	8	64	
B-19	Watch/Report Office	6 workstations	10	20	200	locate for visibility to bays; wall/tack board space for maps/hanging clipboards; counter space for "control head" radio consoles; dedicated fax machine; base cabinets for paper/report forms; OH door controls
B-20	Mezzanine Space		12	80	960	ability for training, space above apparatus bay support spaces

Apparatus Bays & Support Subtotal	13,446
Grossing Factor (15%)	2,017
Wall Factor (3%)	464
<b>Apparatus Bay Total</b>	<b>15,927</b>

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
 PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

<b>EQUIPMENT LIST</b>						
<b>NO.</b>	<b>APPARATUS</b>	<b>Connections: Air &amp; Power</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b>RADIUS: curb-to-curb/wall-to-wall</b>
E1	Bay 1: Engine (48,500 lbs.)	power: one to ea. apparatus, driver's side, 10' back from overhead door	31'-7"	10'-4"	9'-9"	C2C: 61' circle = 30'.5" radius bumper extends 6.5' past the front wheel
E2	Bay 2: Ambulance (future)		-	-	-	
E3	Bay 3: Rescue (27,180 lbs.)	bumper to plug-in distance is 10'-8"	31'-7"	9'-5"	10'-1"	C2C: 63' circle = 31'.5" radius bumper extends ___' past the front wheel
E4	Bay 4: Aerial (68,340 lbs.)	bucket to plug-in distance is 12'-0"	47'-7"	10'-4"	12'-4"	W2W: RH Turn = 42.71' / LH Turn = 40.58' C2C: RH Turn = 38.68' / LH Turn = 36.40'
E5	Bay 5: BC Vehicle		19'-0"	8'-0"	-	
E6	Bay 6: Open		-	-	-	
E7	Fire Truck Showroom (Antique Engine)		20'-0"	6'-2"	6'-2"	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

C. LIVING QUARTERS						
RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
C-1	Kitchen	commercial reach-in refrigerator, 2 microwaves, coffee maker, ice-maker (60-80 lb unit), 3 lockable tall cabinets/pantries (1/shift), 2 commercial range/ovens, 2 dishwashers, garbage disposal, instant hot water at sink, single basin deep sink	17	25	425	near Dining & Day Room
C-2	Dining	sized to fit 16 people	12	25	300	open to kitchen area (no walls between kitchen and dining), able to see TV in Day Room from room
C-3	Day Room	12 loungers	21	29	609	living room type area; low lighting, no room separation necessary from kitchen/dining, in-floor power between loungers, USB plug-in an option
C-4	14 Bunk Rooms	long twin bunk, 4-24x24 lockers w/ bench & deep drawer, wall light, desk w/ light	10	12.5	1,750	
C-5	5 Shower/Toilet	vanity with base cabinet, toilet, & shower	8	12.5	500	
C-6	BC Office	3-24x24 lockers	14	16	224	
C-7	Battalion Chief Bunk	long twin bunk, 3-24x24 lockers w/ bench & deep drawer, wall light, desk w/ light	11	12.5	138	
C-8	Captain's Bunk		11	12.5	138	
C-9	BC-Captain Shower/Toilet	vanity with base cabinet, toilet, & shower	8	12.5	100	jack/jill style shared restroom
C-10	Captain's Office	3-24x24 lockers	12	16	192	
C-11	Sauna	6 people	6	7	42	
C-12	Personnel Detox Laundry	2 washers/dryers, folding counter, hang space, cabinets, cubbies for clean clothes	9	15	135	near Gear Wash
C-13	2 Detox Shower/Toilet	vanity with base cabinet, toilet, & shower	8	12.5	200	
C-14	Fitness	CrossFit and the following equipment: (2) Evolution Corner Multifunctional Trainer CXT-200, (2) NordicTrack X11i Incline Trainers (Treadmills), (2) Kettlebell sets (25/35/45/55), (2) Vulcan Strength Training Systems 385# bumper plates and Olympic bar set, (2) Rogue Fitness Rogue RE-3 Power rack with (2) Rogue adjustable 2.0 benches, (3) Concept 2 Rowers dumbbells	30	30	900	access to apparatus bays & outdoor area, provide acoustical separation from other living area spaces; shelving, wall-mounted TV, wall-mounted fan, size will be determined by the amount of and size of equipment, number of occupants in the room at one time: 12
C-15	Battery Charging Counter		3	6	18	
C-16	Personnel Bunk Laundry	2 washers/dryers, folding counter, hang space, cabinets, cubbies for clean clothes	9	15	135	

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**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

June 18, 2019  
 August 6, 2019

C-17	Janitor Closet	30" shelving for dry goods, housekeeping supplies, floor sink	6	7	42	space for vacuum, mop bucket, mop, broom, and cleaning supplies
C-18	Uniform Storage	25 uniforms class a uniforms (9') & department wide uniform storage (9')	10	10	100	
C-19	Storage		8	8	64	general storage
Living Quarters & Support Subtotal					6,011	
Grossing Factor (25%)					1,503	
Wall Factor (3%)					225	
<b>Living Quarters Total</b>					<b>7,739</b>	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

<b>D. SITE</b>				
<b>AREA</b>	<b>AREA NAME</b>	<b>DESIGN REQUIREMENTS</b>	<b>PROPOSED AREA</b>	<b>NOTES</b>
D-1	Public Parking	10 parking spaces	0	school bus tours (3 spaces planned for administration portion of the building)
D-2	Staff Parking	32 parking spaces, 10x20 w/ plug-ins	13,200	min. 10' x 20' spaces
D-3	Apparatus Bay Aprons	45-50' apron on front and back	10,800	
D-4	Outdoor Patio	covered patio	500	adjacent to kitchen/dining, gas grill and smoker
D-5	Emergency Generator	power full station, diesel and propane 2 1000 gallons	500	shelter space needed within the building
D-6	Site Drives/Paving		-	
D-7	Exterior Storage/Trash	small utility building to store lawn mower, gas, etc., potentially two dumpsters	225	
D-8	Hydrant Fill	rear apron, not metered	-	
D-9	Lawn/Green Space		-	
D-10	Monument Sign	scrolling message signage	-	
D-11	Flagpole	two flags, one pole	-	height will be sized to building/site
D-12	Stormwater Design	roof drainage underground	-	
Site Subtotal			25,225	
Grossing Factor (200%)			50,450	
<b>Site Total</b>			<b>75,675</b>	

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**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

June 18, 2019  
August 6, 2019

<b>DESIGN / SPACE NEEDS SUMMARY</b>	
A. LOBBY, ADMINISTRATION & SUPPORT SERVICES	543
B. APPARATUS BAYS	15,927
C. LIVING QUARTERS	7,739
<b>BUILDING TOTAL</b>	<b>24,210</b>

<b>ACTUAL ROOM TOTAL</b>		
<b>ACTUAL GROSSING AND WALL AREA</b>	1-story	2-story
<b>ACTUAL BUILDING TOTAL</b>	<b>24,307</b>	<b>23,853</b>



## Combined Fire Administration & Fire Station 1

The combined space needs for Fire Administration and Fire Station 1 are provided below.

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CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS  
STATION NO. 1  
PHASE 1 FEASIBILITY STUDIES + SPACE  
NEEDS ASSESSMENT

Aug. 5, 2019

<b>A. TOTAL BUILDING</b>			
	PROPOSED AREA	ACTUAL	EXISTING BUILDING
STATION TOTAL	24,210	24,307	13,137
HEADQUARTERS TOTAL	13,925	14,179	6,883
<b>TOTAL</b>	<b>38,135</b>	<b>38,486</b>	<b>20,020</b>
		<i>difference</i>	<i>(351)</i>

<b>A. TOTAL SITE</b>		
	PROPOSED AREA	ACTUAL
STATION TOTAL	75,675	0
HEADQUARTERS TOTAL	66,557	0
<b>TOTAL</b>	<b>142,232</b>	<b>0</b>
	<i>(In acres)</i>	<i>3.26</i>

## PRELIMINARY FACILITY DESIGN

In order to affirm the design requirements for potential sites and to affirm the functional relationships between Fire Administration and Fire Station 1, preliminary (box diagram) design encompassing both facilities. This preliminary design is conceptual in nature and does not fully present design requirements as would be expected for the initial design requirements.

### Fire Administration & Fire Station 1

There are two options presented on the following pages for individual and comparative assessment. Each of the options has respective qualities and attributes that provide insights into their respective design requirements. For a discussion of each design option and the relative merits of each option, please see the following:

#### Option 1

This is a single-story design scheme with all spaces located at grade with independent access to each facility; Fire Administration and Station 1. The Fire Administration Facility is located to the left of the apparatus bays and Station 1 is located to the right of the apparatus bays. While the apparatus bays are used for reference of the respective facilities, in reality, the apparatus bays are functionally part of the Station 1 space requirements. However, the apparatus bay immediately adjacent to the Fire Administration Facility would be used by crews from other stations to park their apparatus while completing training in the Training Room contained with the Fire Administration Facility. Additionally, the Fitness Room located on the left side of the apparatus bays is also a Station 1 space programmed requirement. However, for the preliminary design purposes, this space is located separate from the Station 1 proper in order to achieve some of the functional requests for this space (providing

quick access to the apparatus bays while also providing access to the exterior without having to traverse through other spaces within the facility). For Fire Administration, there would be separate entrances for staff from the public entrance at the front (bottom side of the plan). Additionally, the public entrance would be afforded a secure point of access to the Lobby without compromising access to the other areas of the facility thus achieving of the shortcomings of the existing facility; lack of security and control of public access. There are several meeting spaces within the Fire Administration that provide for both ease of servicing the public as well as for internal use. As the requirement for meeting space needs to offer space for different number of attendees, there are a variety of sizes of meeting/conference rooms with Fire Administration. Lastly, the Community Risk Division within Fire Administration needs to be afforded convenient and accessible meeting space with Fire Administration. This portion of Fire Administration is located immediately adjacent to the Lobby near the front of the facility to accommodate this functional need. The current facility does not offer enough meeting space nor appropriate security means. The lack of space compromises both service to the public and places staff at risk.

Station 1 space (to the right of the apparatus bays) includes the needed space for up to 16 personnel (meeting current and future space needs at Station 1). Additionally, there is both staff and public entrances to the Station providing the necessary and needed security for the Station. With the apparatus bays sandwiched between the Fire Administration and Station 1 living quarters, immediate and quick access to the apparatus bays from the Station is inherently provided. The bunk room location at the center of the design, in particular, provides quick access from the bunk rooms to the apparatus bays to accommodate the desired short distance for quick response or "turnout" time for crews on duty. The living quarters are placed at the rear of the facility (top of the layout) to facility both privacy for crews as well as immediate access to staff parking envisioned to be located at the rear of the facility. Refer to the following page for Option 1:

STATION GF: 23,853 SF  
 ADMINISTRATION GF: 14,179 SF  
 TOTAL BUILDING GF: 38,032 SF

- STATION - ENTRY & SUPPORT SPACES
- STATION - APPARATUS BAYS
- STATION - LIVING QUARTERS
- HQ - LOBBY, ADMIN & SUPPORT SERVICES
- HQ - TRAINING
- HQ - COMMUNITY RISK REDUCTION



**Option 1 Preliminary Design, Fire-EMS Administration & Station 1**



**Option 1 – Fire-EMS Administration**

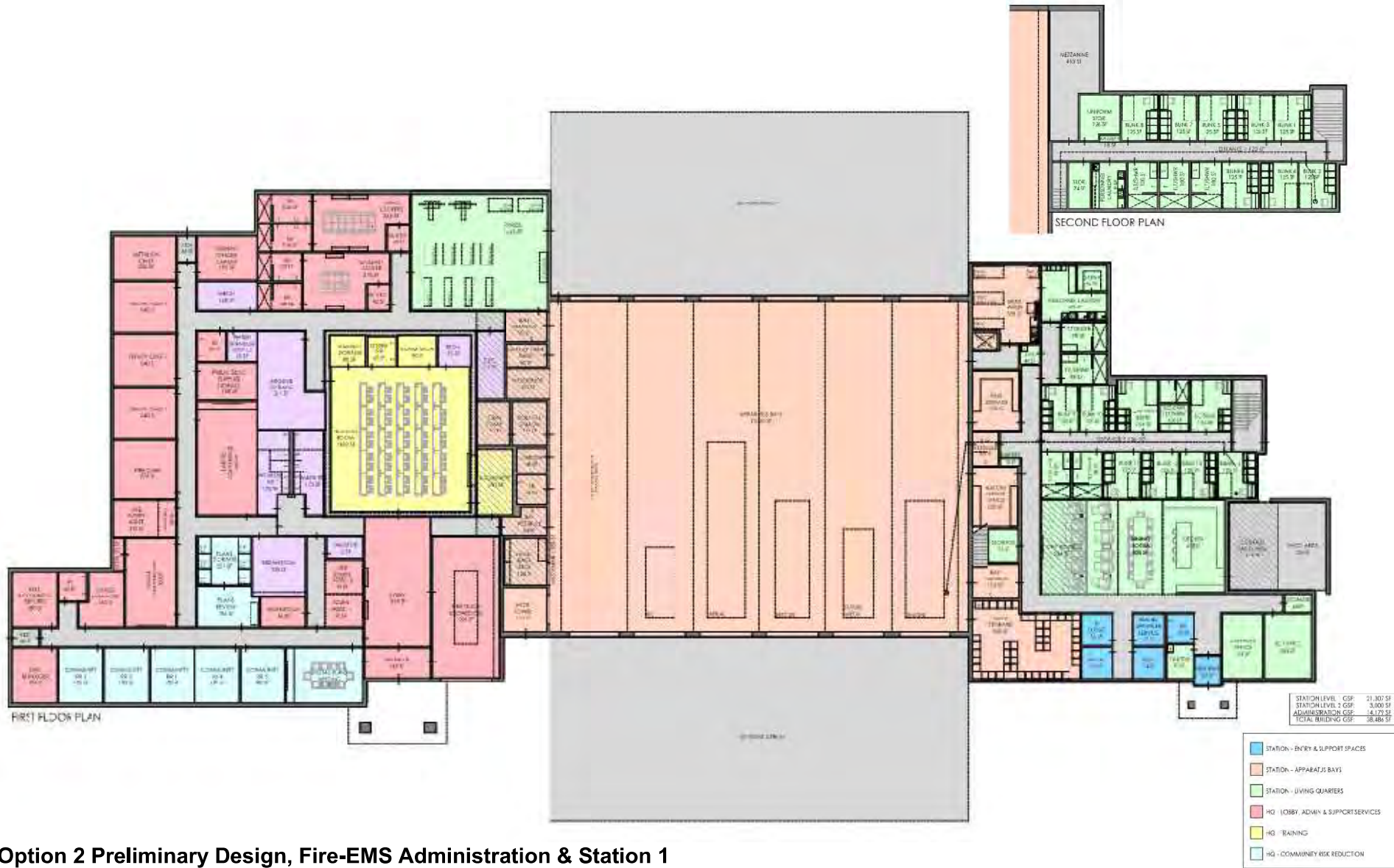


**Option 1 – Fire-EMS Station 1**

## Option 2

This is a two-story design scheme with most spaces located at grade except for a portion of the bunk rooms located on the second floor. As with Option 1, independent access to each facility; Fire Administration and Fire-EMS Station 1 is provided. Again, the Fire Administration Facility is located to the left of the apparatus bays and Fire-EMS Station 1 is located to the right of the apparatus bays. The Fire Administration and apparatus bay design are the same for Option 1 and Option 2.

Fire-EMS Station 1 space (to the right of the apparatus bays) provides similar spaces as Option 1 with the exception of bunk rooms located on the 1<sup>st</sup> and 2<sup>nd</sup> floors. The reason for locating bunkrooms on the two floors is to reduce travel distance from the bunk rooms to the apparatus bays. Refer to the following page for Option 2:



**Option 2 Preliminary Design, Fire-EMS Administration & Station 1**

## DESIGN REVIEW; OPTION 1 & 2

In review discussions with the Fire Department, there is a preference for design Option 1. The comments in favor of Option 1 include: 1) All personnel are located on one floor, 2) Firefighter injury concern with personnel using stairways (middle of the night use during response to an emergency call), 3) Location of Living Quarters near the front of the building resulting in compromise of personal space and potential security, and 4) Overall sense of lack of community with a 2-story design. It should be noted that the two-design approach was included for general understanding of how the two designs might compare and not to promote the two-story design over the single-story design.

## DESIGN FOCUS; DECON PROTOCOL

One of the key design objectives with current fire station design is the goal of “risk reduction” to firefighter health and wellness. Most any fire industry publication, today, contains current efforts to reduce the risk firefighters encounter as a result of performing their job functions and daily business operations. Efforts range from how to properly clean fire gear to personal hygiene after returning from a fire, EMS or hazardous waste event. Many of the events firefighters’ experience result in incremental exposure to contaminants that are, long-term, hazardous to their health and wellness.

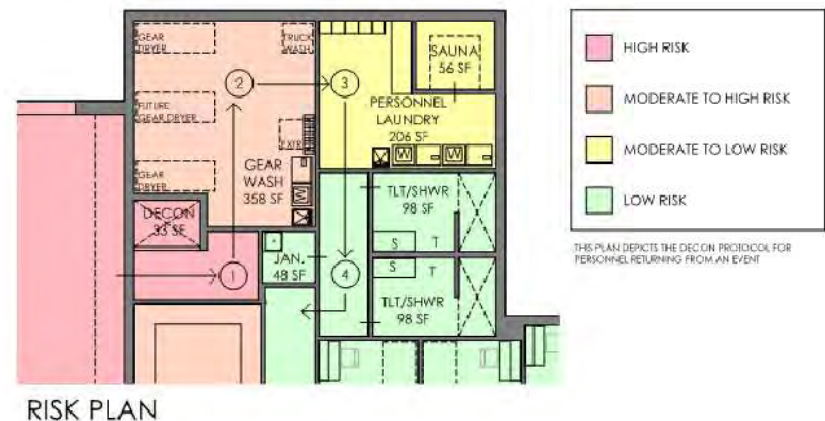
To this end, the proposed design includes decontamination protocol that attempts to mitigate these daily or regular exposures. The final design needs to work in partnership with other firefighter decontamination processes and protocols that begin at the scene of the event. This sort of effort is becoming commonplace for departments throughout the country.

The “Risk Plan” depicted on the adjacent column, is a floor plan enlargement that was included in Option 1 and 2. While this plan  
FIRE-EMS ADMINISTRATION &  
STATION 1  
SEPTEMBER 11, 2019

is viewed as a positive step towards creating a fire station atmosphere addressing firefighter risk reduction, this is a preliminary design that would be expected to further evolve over the next generations of design.

In review of this plan, there are numbers that denote the decontamination protocol process through the space. Generally, the protocol is to transition from hot, to cold decontamination. Each of these “zones” of decontamination provide for progressive reduction of contaminants and “risk reduction”. The zones are often referred to as red to yellow to green to reflect the corresponding stage of cleaning contaminants from everything from gear to the person themselves.

You will note, that the area of the plan below replicates the color corresponding with the decontamination. Each of the 1 through 4 numbered spaces contains equipment and supporting methodology cleaning steps. You will also note that the presented design is intended to have a flow and direction that does not involve the need to backtrack or duplicate cleaning processes. The design focus on decontamination extends to other spaces throughout the station as well.





## EXISTING STATION 1 ASSESSMENT

As the study recommendation is for the replacement of Station 1 with a new Station 1, it is important to understand the assessment and general conclusions as to “why” the existing station is not a candidate for renovation. This section of the study will focus on the assessment of Station 1.

As has been presented in the study, the space needs of Station 1 would require an addition of approximately 11,000 SF. The significant categories of space needs include:

- 1) Apparatus Bays (current station provides 4 bays with 3 being drive-thru while the recommendation is for 6, drive-thru bays)
- 2) Gender-Neutral Bunk Rooms (current design is dormitory style while proposed design is for single-occupant bunks thus allowing for gender-neutral design)
- 3) Living Quarters for a minimum of 10 – 12 personnel with space for future 16 personnel (current dining room/living room provides comfortable space 8 to 10 while proposed design provides ample living space for 16)
- 4) Health-Wellness environment throughout the station (current design provides for decontamination through use of the existing sauna while the proposed station includes event decon protocol space as well as containment of apparatus bay decontaminates from entering the living space as well as transition zones between apparatus bays and living quarters)
- 5) Fitness space for minimum of 10 – 12 personnel (current design provides approximately 400 SF while the proposed design provides approximately 1,200 SF or fitness space for 10 to 12 personnel)
- 6) Adequate and appropriate design for operational

support space (current design exposes fire gear to contaminants of the apparatus bays and locates the SCBA (self-contained breathing apparatus) equipment inside the apparatus bays while the proposed design provides for separate and distinct self-contained space for fire gear and isolates the SCBA from all apparatus bay contaminants)

These are a few of the assessed shortcomings or inadequacies of the existing Station 1. While it may be possible to accommodate some of the recommended design changes within the existing station, there will be a “tipping point” in the incremental improvement/investment of the existing station that will become a question as to when such investment does not make financial sense for the long-term use of the facility.

## CO-LOCATION; FIRE ADMINISTRATION – STATION 1

There has been discussion of whether there is a need or rationale for the co-location of Fire Administration and Station 1? It is important to present some of the discussion and considerations for either co-locating or separate locations. Some of the considerations are presented here:

- 1) Shared Uses – The recommended design includes “Training” space for fire-EMS personnel. The uses of this space include an array of training opportunities from classroom to tactical training uses
- 2) Training Room Support – In that training for personnel is normally scheduled for on-duty crews, there is a requirement for crews to temporarily “garage” apparatus during training classes as apparatus cannot be parked outside during freezing conditions
- 3) Operational Efficiency – As with most calls for service, there is a coordinated response that involves both

station and administration that a co-location would operational benefit such response

- 4) Utility Efficiency – As both Administration and Station facilities should be afforded emergency operational power, co-location would allow for a single source of power (one standby generator) for both uses
- 5) Site Efficiency – Administration and Station facilities require designated and secure/separated parking for both Department vehicles as well as personal vehicles. There is the potential for economy of space and parking use with co-location

- 6) Emergency Operations – During emergency events, both Administration and Station personnel are required to coordinate and operate as one unit. Co-location will facilitate this coordination and present more effective communication and response to such events

These are a few of the considerations for co-location of Fire Administration and Fire-EMS Station 1. While there will also be challenges to such co-location (i.e. adequate site area), the recommendation for co-location, it is believed, out-weigh the challenges for such.

# APPENDIX

# SPACE NEEDS – FIRE-EMS ADMINISTRATION

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
A-1	Vestibule	call station for after hours use, map w/ map lights, auto dialer w/ video to dispatch (exterior), station doorbell	8	18	144	airlock for energy efficiency & to reduce drafts; visible from reception; capable of being secured to prevent entry into lobby; provide phone/intercom
A-2	Lobby	waiting for 4 people; display space for pictorial history and memorabilia	18	35	630	adjacent to Admin. Assist. 1
<b>SPACES BELOW THIS LINE ARE SECURED w/ ACCESS CONTROL</b>						
A-3	Restroom	single occupancy restroom	7.5	8	60	staff use, ADA compliant
A-4	Restroom	single occupancy restroom	7.5	8	60	staff use, ADA compliant
A-5	Fire Truck Showroom	overhead door w/ exterior access, display cases for other items	18	38	684	
A-6	Administrative Assistant 1	service security window/counter for transactions with a pass-thru tray	9	10	90	adjacent to lobby space, can be an open office space
A-7	Administrative Assistant 2	community risk reduction	9	10	90	near Admin. Assistant 1, can be an open office space
A-8	Fire Administrative Assistant		10	12	120	adjacent to Fire Chief & Deputies
A-9	Fire Chief Waiting Area		5	10	50	adjacent to Fire Admin. Assist.
A-10	Office Manager (future)		10.5	17	179	coat closet/cabinet
A-11	Workroom	copier, printer, paper storage, knox box safe	8	12	96	
A-12	Public Educ. Supplies Storage	steel shelving	10	20	200	
A-13	Fire Chief	meeting space for 4	16	17	272	coat closet/cabinet
A-14	Deputy Chief 1		14	16	224	coat closet/cabinet
A-15	Deputy Chief 2		14	16	224	coat closet/cabinet
A-16	Deputy Chief 3		14	16	224	coat closet/cabinet
A-17	Large Conference Room	accessible to all, conference table for 15 + 5, video conferencing capability	16	31	496	
A-18	Small Conference Room	accessible to all, conference table for 8-10, video conferencing capability	16	23	368	
A-19	Training Officer/Captain	produce videos in office, green wall, design for sound control	12	15	180	small training events
A-20	Battalion Chief		12	15	180	adjacent to CRR, coat closet/cabinet
A-21	EMS Manager	2 visitor chairs	12	15	180	
A-22	EMS Accounting/Reports	3 workstations	12	15	180	
A-23	Women's Locker Room	8 lockers	15.5	17	264	
A-24	Women's Locker Room Vestibule	private entry into locker room	6	7	42	
A-25	Women's Locker Restroom	2 individual toilets/shower units	12	15	180	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

A-26	Men's Locker Room	14 lockers	15.5	23	357
A-27	Men's Locker Room Vestibule	private entry into locker room	6	7	42
A-28	Men's Locker Restroom	1 toilet, 1 urinal, 2 showers	14.5	15	218
Vestibule, Admin., & Support Subtotal					6,032
Grossing Factor (25%)					1,508
Wall Factor (3%)					226
<b>Vestibule, Admin, Support Spaces Total</b>					<b>7,766</b>

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
B-1	Community Risk Reduction 1		12	15	180	coat closet/cabinet
B-2	Community Risk Reduction 2		12	15	180	coat closet/cabinet
B-3	Community Risk Reduction 3		12	15	180	coat closet/cabinet
B-4	Community Risk Reduction 4		12	15	180	coat closet/cabinet
B-5	Community Risk Reduction 5		12	15	180	coat closet/cabinet
B-6	Plans Review Room	complete reviews of plans, large format plotter, layout tables/counters	11	18	198	
B-7	Plans Storage	double the amount of current storage, flat file storage design	12	18	216	
B-8	Digital Plans Meeting Room	hold up to 10 people, wall-mounted monitor, min. 72"	12	20	240	
Vestibule, Admin., & Support Subtotal					1,554	
Grossing Factor (25%)					389	
Wall Factor (3%)					58	
<b>Community Risk Reduction Total</b>					<b>2,001</b>	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
 PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

**C. TRAINING**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
C-1	Training Room	Seating for 50 w/ tables and chairs, floor boxes - power and data, monitors and walltalkers, storm shelter?	38	39	1482	adjacent to the lobby/public restrooms; ceiling mount projection screen; projection white board, wall mount TV monitors; tall storage cabinets
C-2	Training Room Storage		8	10	80	Additional chair & table storage
C-3	Storm Shelter Restroom	as req'd by ICC 500	7.5	8	60	
C-4	Storm Shelter Mechanical	as req'd by ICC 500	8.5	10.5	89	
C-5	Kitchenette	Sink, dishwasher, microwave, refrigerator, service counter into training room	10	18	180	
Training & Support Subtotal					1,891	
Grossing Factor (25%)					473	
Wall Factor (3%)					71	
<b>Training Total</b>					<b>2,435</b>	

**D. SUPPORT SPACES**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
D-1	Public Restrooms	3 toilets in Women's/2 urinals & 1 toilet in Men's, 2 sinks in each restroom	18	23	414	
D-2	Archive Storage	400-500 sf	16	23.5	376	
D-3	Breakroom	full size refrigerator w/ ice maker, microwave, sink, coffee maker, oven, table for 6 people	13	18	234	
D-4	Electrical		8	8	64	electrical service panels
D-5	Technology		8.5	9.5	81	space for bldg. technology services as well as telephone service, IT server, VoIP phones, individual heating/cooling, single rack, dispatch entry, access control hub, meet w/ City IT to determine needs (city scope vs. contractor scope), 2 racks - computer server and radio/PA equipment
D-6	Mechanical		8	8	64	
D-7	Water/Sprinkler Service		8	8	64	domestic hot water/recirculating pump, fire protection service entry, backflow preventer, etc.
D-8	Janitor/Storage		6	7	42	floor sink & storage space for vacuum, mop bucket, mop, broom, & cleaning supplies
Training & Support Subtotal					1,339	
Grossing Factor (25%)					335	
Wall Factor (3%)					50	
<b>Support Spaces Total</b>					<b>1,724</b>	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
 PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

<b>E. SITE</b>				
<b>RM. NO.</b>	<b>AREA NAME</b>	<b>DESIGN REQUIREMENTS</b>	<b>AREA SIZE</b>	<b>NOTES</b>
E-1	Public Parking	25-30 parking spaces	12,800	
E-2	Apparatus/Bus Parking	3 parking spaces	1,800	15 x 40
E-3	Staff Parking	20 parking spaces	6,600	10' w. min.
E-4	Firefighter Memorial		400	
E-5	Emergency Generator		500	
E-6	Site Drives/Paving		0	zoning/landscaping requirements
Site Subtotal			22,186	
Grossing Factor (200%)			44,371	
<b>Site Total</b>			<b>66,557</b>	



**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

**DESIGN / SPACE NEEDS SUMMARY**

A. Lobby, Administration & Support Services	7,766
B. Community Risk Reduction	2,001
C. Training	2,435
D. Support Spaces	1,724
<b>BUILDING TOTAL</b>	<b>13,926</b>

**ACTUAL FLOOR PLAN AREAS**

ACTUAL ROOM TOTAL	
ACTUAL GROSSING AND WALL AREA	
<b>ACTUAL BUILDING TOTAL</b>	<b>14,179</b>

**CASPER, WY BUILDING CODES** as of 6/5/19

2018 International Building Code with Amendments
2018 International Plumbing Code with Amendments
2018 International Mechanical Code with Amendments
2018 International Fuel Gas Code with Amendments
2018 International Energy Conservation with Amendments (as reference only)
2018 International Fire Code with Amendments
2017 National Electrical Code with Amendments
2017 ANSI ICC A117.1 Accessibility Standard

# SPACE NEEDS – FIRE-EMS STATION 1

**A. ENTRY & SUPPORT SPACES**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
A-1	Vestibule	locked interior and exterior door, push button to lock ext. door from the inside, push to talk (no phone)	8	8	64	map w/ map lights, airlock for energy efficiency & to reduce drafts <b>BUILDING ACCESS CONTROL:</b> Gallagher Access Controls for exterior door access (key pads where each employee can be assigned individual codes)
<b>SPACES BELOW THIS LINE ARE SECURED w/ ACCESS CONTROL</b>						
A-2	Public Restroom	single occupancy use	7.5	8	60	ADA compliant
A-3	Mechanical Room		8	8	64	
A-4	Electrical Room	three phase power	8	8	64	exterior access preferred
A-5	Janitor Closet	30" shelving for dry goods, housekeeping supplies, floor sink	6	7	42	space for mop bucket, mop, broom, and cleaning supplies
A-6	IT Closet	server rack, telephone, etc.	8	8	64	exterior access for IT staff
A-7	Water/Sprinkler Service	fire protection - fully sprinkled, water conditioning, lawn irrigation	8	8	64	domestic hot water/recirculating pump, fire protection service entry, backflow preventer, etc.
Vestibule, Admin., & Support Subtotal					422	
Grossing Factor (25%)					106	
Wall Factor (3%)					16	
<b>Vestibule, Admin, Support Spaces Total</b>					<b>543</b>	

**B. APPARATUS BAYS**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
B-1	Apparatus Bays	6 - 18' x 90' bays w/ 14'x14' overhead doors, 22' high ceiling, double deep drive-thru bays, exhaust system: direct capture, radiant flooring + 15' apron, water fill - 2" line at ceiling overhead line w/ drops to each truck, 2- 3' walkways	114	90	10,260	ability to tip the cab on aerial, bollard protection at front & rear of bays; floor sloped to continuous trench drains; electrical and compressed air supply for vehicles, provide a hydrant at the station
B-2	Apparatus Bay Vestibule 1	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and the living quarters/office area
B-3	Apparatus Bay Vestibule 2	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and the living quarters/office area

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

B-4	Apparatus Bay Vestibule 3	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and the living quarters/office area
B-5	Apparatus Bay Vestibule 4	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and administration
B-6	Apparatus Bay Vestibule 5	handwash sink & walk off carpet tile	7	9	63	space for air/containment control between the apparatus bays and administration
B-7	Hose/Rack Storage	2 or 3 - 2'x6' hose racks on rollers, floor drain	7	11	77	clean hose manually, first cleaning on scene, 50' & 100' hose, synthetic hose
B-8	Hose Drying/Training Tower		12	12	144	locate adj. to wash bay; min. tower height 32', 50' hose length
B-9	Work Shop	no welding	8	12	96	general maintenance
B-10	Staff Restroom	sink, toilet, urinal	7.5	8	60	
B-11	Decon		4.75	7	33	Post-Event Shower/Eye-Wash
B-12	Gear Wash Room	extractor (3'wx3'lx68"h), washer, and electric dryer, dry w/ 2 forced air racks (3'Wx8'L) + 1 future, truck wash system, utility sink, exhaust fan	13	21	273	two sets of gear per person
B-13	Gear Storage	48 lockers (3 shifts of 15 ea. + 3 extra) dedicated exhaust and fresh air make-up	22	24	528	
B-14	Janitor Closet		6	6	36	
B-15	SCBA Unit / Air Compressor	tire fill, cuffs for exhaust system, 150 psi	10	10	100	
B-16	SCBA Fill Station		10	10	100	adjacent to SCBA/Air Compressor room; SCBA breathing air filling machine; no oxygen fill, workbench for cleaning/repairing SCBA tanks; base/upper cabinet storage; explosion-proof environment; no bottle storage (all on trucks)
B-17	EMS Storage	sink, drug storage - vending machine,	10	20	200	accessible off of the bay or common hallway between bay & living quarters, climate controlled
B-18	Oxygen Tank Rack		8	8	64	
B-19	Watch/Report Office	6 workstations	10	20	200	locate for visibility to bays; wall/tack board space for maps/hanging clipboards; counter space for "control head" radio consoles; dedicated fax machine; base cabinets for paper/report forms; OH door controls
B-20	Mezzanine Space		12	80	960	ability for training, space above apparatus bay support spaces
Apparatus Bays & Support Subtotal					13,446	
Grossing Factor (15%)					2,017	
Wall Factor (3%)					464	
<b>Apparatus Bay Total</b>					<b>15,927</b>	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
 PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

<b>EQUIPMENT LIST</b>						
<b>NO.</b>	<b>APPARATUS</b>	<b>Connections: Air &amp; Power</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b>RADIUS: curb-to-curb/wall-to-wall</b>
E1	Bay 1: Engine (48,500 lbs.)	power: one to ea. apparatus, driver's side, 10' back from overhead door	31'-7"	10'-4"	9'-9"	C2C: 61' circle = 30'.5" radius bumper extends 6.5' past the front wheel
E2	Bay 2: Ambulance (future)		-	-	-	
E3	Bay 3: Rescue (27,180 lbs.)	bumper to plug-in distance is 10'-8"	31'-7"	9'-5"	10'-1"	C2C: 63' circle = 31'.5" radius bumper extends ___' past the front wheel
E4	Bay 4: Aerial (68,340 lbs.)	bucket to plug-in distance is 12'-0"	47'-7"	10'-4"	12'-4"	W2W: RH Turn = 42.71' / LH Turn = 40.58' C2C: RH Turn = 38.68' / LH Turn = 36.40'
E5	Bay 5: BC Vehicle		19'-0"	8'-0"	-	
E6	Bay 6: Open		-	-	-	
E7	Fire Truck Showroom (Antique Engine)		20'-0"	6'-2"	6'-2"	

**C. LIVING QUARTERS**

RM. NO.	ROOM NAME	DESIGN REQUIREMENTS	RM. WIDTH	RM. LENGTH	PROPOSED AREA	NOTES
C-1	Kitchen	commercial reach-in refrigerator, 2 microwaves, coffee maker, ice-maker (60-80 lb unit), 3 lockable tall cabinets/pantries (1/shift), 2 commercial range/ovens, 2 dishwashers, garbage disposal, instant hot water at sink, single basin deep sink	17	25	425	near Dining & Day Room
C-2	Dining	sized to fit 16 people	12	25	300	open to kitchen area (no walls between kitchen and dining), able to see TV in Day Room from room
C-3	Day Room	12 loungers	21	29	609	living room type area; low lighting, no room separation necessary from kitchen/dining, in-floor power between loungers, USB plug-in an option
C-4	14 Bunk Rooms	long twin bunk, 4-24x24 lockers w/ bench & deep drawer, wall light, desk w/ light	10	12.5	1,750	
C-5	5 Shower/Toilet	vanity with base cabinet, toilet, & shower	8	12.5	500	
C-6	BC Office	3-24x24 lockers	14	16	224	
C-7	Battalion Chief Bunk	long twin bunk, 3-24x24 lockers w/ bench & deep drawer, wall light, desk w/ light	11	12.5	138	
C-8	Captain's Bunk		11	12.5	138	
C-9	BC-Captain Shower/Toilet	vanity with base cabinet, toilet, & shower	8	12.5	100	jack/jill style shared restroom
C-10	Captain's Office	3-24x24 lockers	12	16	192	
C-11	Sauna	6 people	6	7	42	
C-12	Personnel Detox Laundry	2 washers/dryers, folding counter, hang space, cabinets, cubbies for clean clothes	9	15	135	near Gear Wash
C-13	2 Detox Shower/Toilet	vanity with base cabinet, toilet, & shower	8	12.5	200	
C-14	Fitness	CrossFit and the following equipment: (2) Evolution Corner Multifunctional Trainer CXT-200, (2) NordicTrack X11i Incline Trainers (Treadmills), (2) Kettlebell sets (25/35/45/55), (2) Vulcan Strength Training Systems 385# bumper plates and Olympic bar set, (2) Rogue Fitness Rogue RE-3 Power rack with (2) Rogue adjustable 2.0 benches, (3) Concept 2 Rowers dumbbells	30	30	900	access to <b>apparatus bays</b> & outdoor area, provide acoustical separation from other living area spaces; shelving, wall-mounted TV, wall-mounted fan, size will be determined by the amount of and size of equipment, number of occupants in the room at one time: 12
C-15	Battery Charging Counter		3	6	18	
C-16	Personnel <b>Bunk</b> Laundry	2 washers/dryers, folding counter, hang space, cabinets, cubbies for clean clothes	9	15	135	

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

C-17	Janitor Closet	30" shelving for dry goods, housekeeping supplies, floor sink	6	7	42	space for vacuum, mop bucket, mop, broom, and cleaning supplies
C-18	Uniform Storage	25 uniforms class a uniforms (9') & department wide uniform storage (9')	10	10	100	
C-19	Storage		8	8	64	general storage
					Living Quarters & Support Subtotal	6,011
					Grossing Factor (25%)	1,503
					Wall Factor (3%)	225
					<b>Living Quarters Total</b>	<b>7,739</b>

**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
 PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT

**D. SITE**

AREA	AREA NAME	DESIGN REQUIREMENTS	PROPOSED AREA	NOTES
D-1	Public Parking	10 parking spaces	0	school bus tours (3 spaces planned for administration portion of the building)
D-2	Staff Parking	32 parking spaces, 10x20 w/ plug-ins	13,200	min. 10' x 20' spaces
D-3	Apparatus Bay Aprons	45-50' apron on front and back	10,800	
D-4	Outdoor Patio	covered patio	500	adjacent to kitchen/dining, gas grill and smoker
D-5	Emergency Generator	power full station, diesel and propane 2 1000 gallons	500	shelter space needed within the building
D-6	Site Drives/Paving		-	
D-7	Exterior Storage/Trash	small utility building to store lawn mower, gas, etc., potentially two dumpsters	225	
D-8	Hydrant Fill	rear apron, not metered	-	
D-9	Lawn/Green Space		-	
D-10	Monument Sign	scrolling message signage	-	
D-11	Flagpole	two flags, one pole	-	height will be sized to building/site
D-12	Stormwater Design	roof drainage underground	-	

Site Subtotal	25,225
Grossing Factor (200%)	50,450
<b>Site Total</b>	<b>75,675</b>



**CASPER FIRE-EMS ADMINISTRATION + HEADQUARTERS STATION NO. 1**  
**PHASE 1 FEASIBILITY STUDIES + SPACE NEEDS ASSESSMENT**

**DESIGN / SPACE NEEDS SUMMARY**

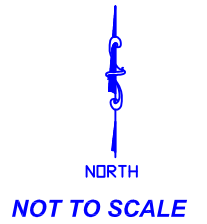
A. LOBBY, ADMINISTRATION & SUPPORT SERVICES	543
B. APPARATUS BAYS	15,927
C. LIVING QUARTERS	7,739
<b>BUILDING TOTAL</b>	<b>24,210</b>

**ACTUAL ROOM TOTAL**

ACTUAL ROOM TOTAL	
ACTUAL GROSSING AND WALL AREA	1-story 2-story
<b>ACTUAL BUILDING TOTAL</b>	<b>24,307 23,853</b>

# FLOOR PLANS – FIRE-EMS ADMINISTRATION

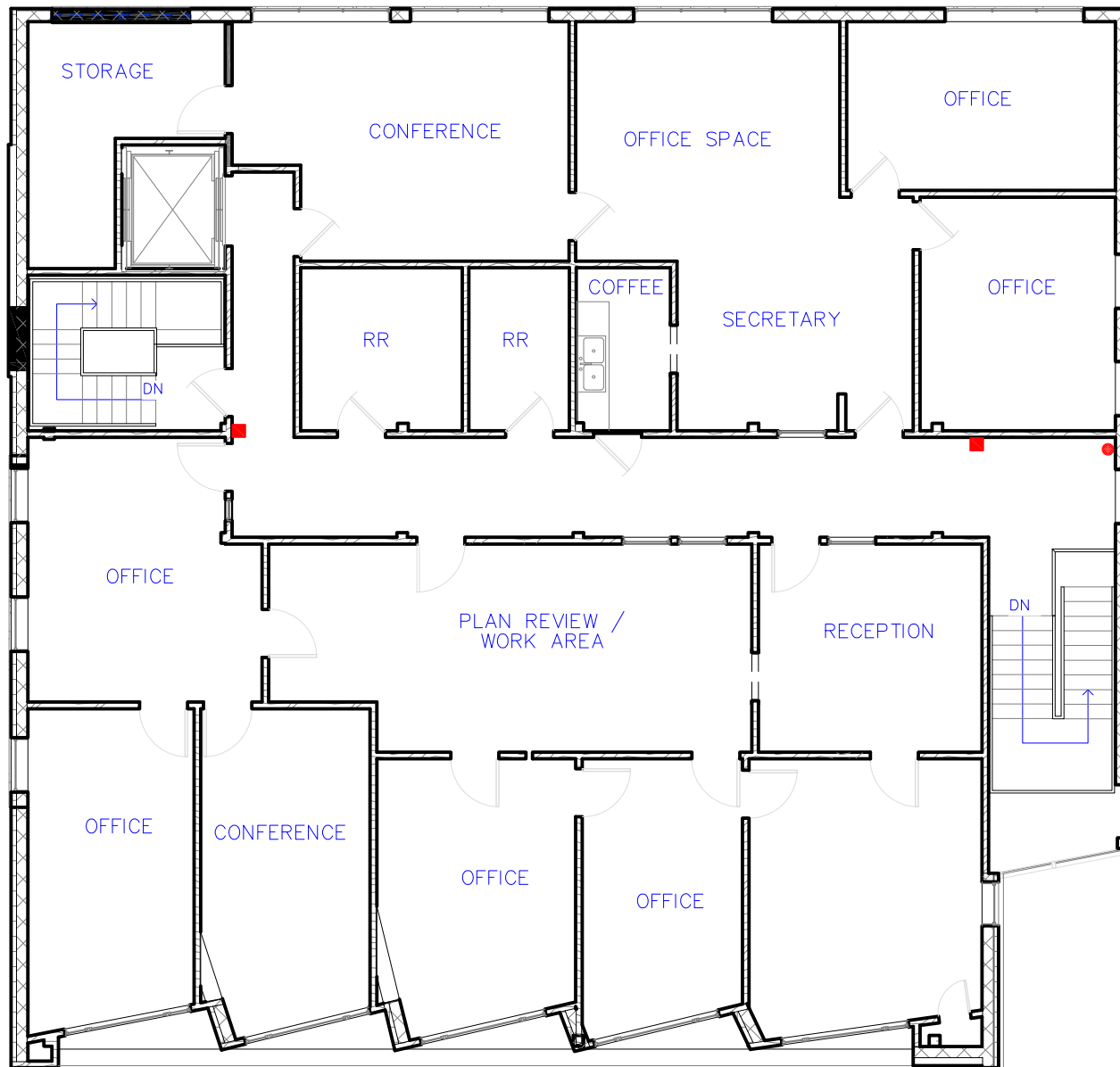
- FIRE EXTINGUISHERS
- FIRE ALARM PULL STATION



**CITY CENTER - MAIN FLOOR**

- FIRE EXTINGUISHERS
- FIRE ALARM PULL STATION

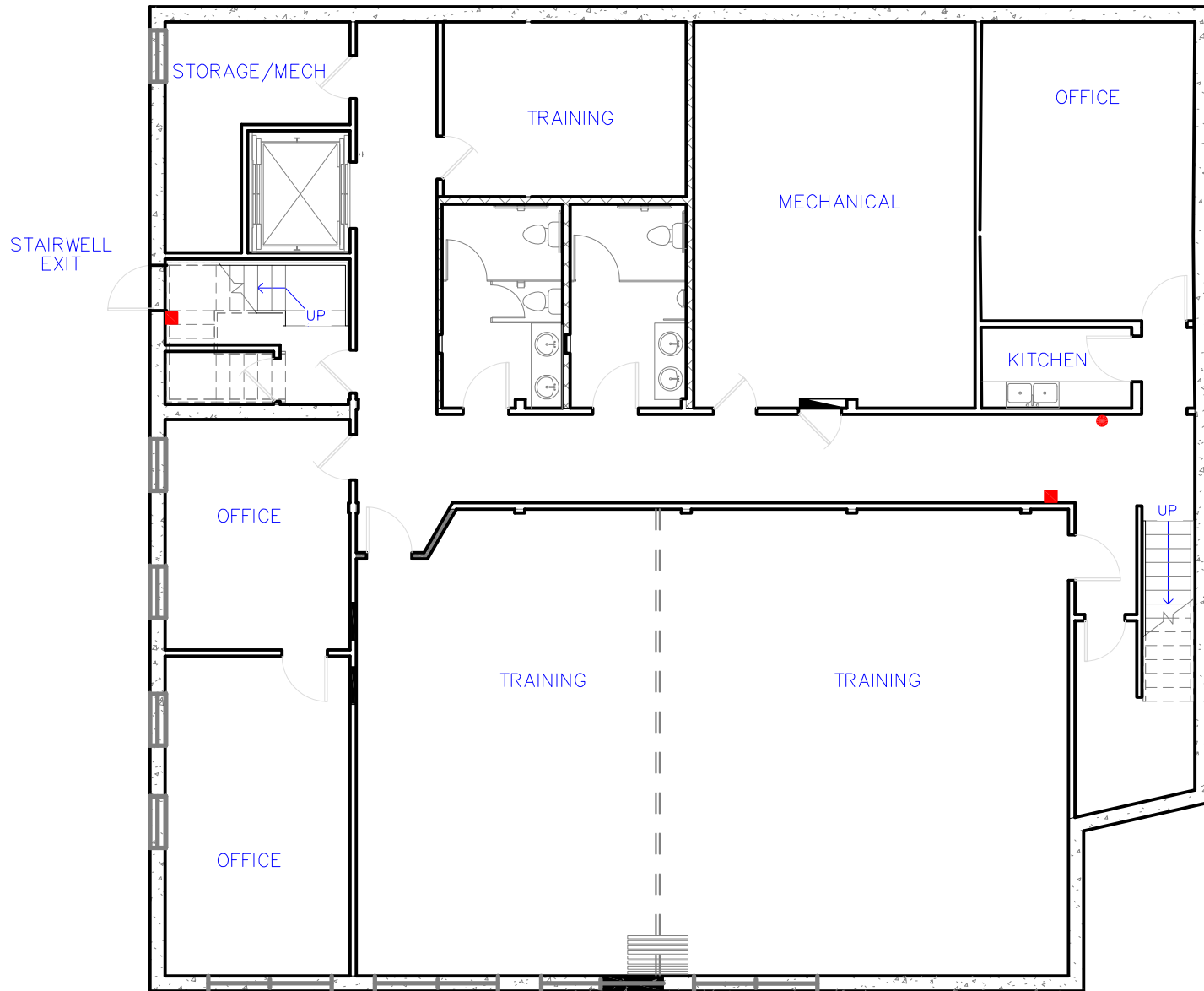
NORTH  
NOT TO SCALE



**CITY CENTER - 2ND FLOOR**

- FIRE EXTINGUISHERS
- FIRE ALARM PULL STATION

NORTH  
NOT TO SCALE



**CITY CENTER - BASEMENT**

# EXISTING FLOOR PLAN – FIRE-EMS STATION 1



PROJECT	NO. 1
CHECKED	DATE
REVISION	DATE
APPROVED	DATE
SIGNED	DATE

# FIRE STATION NO. 1

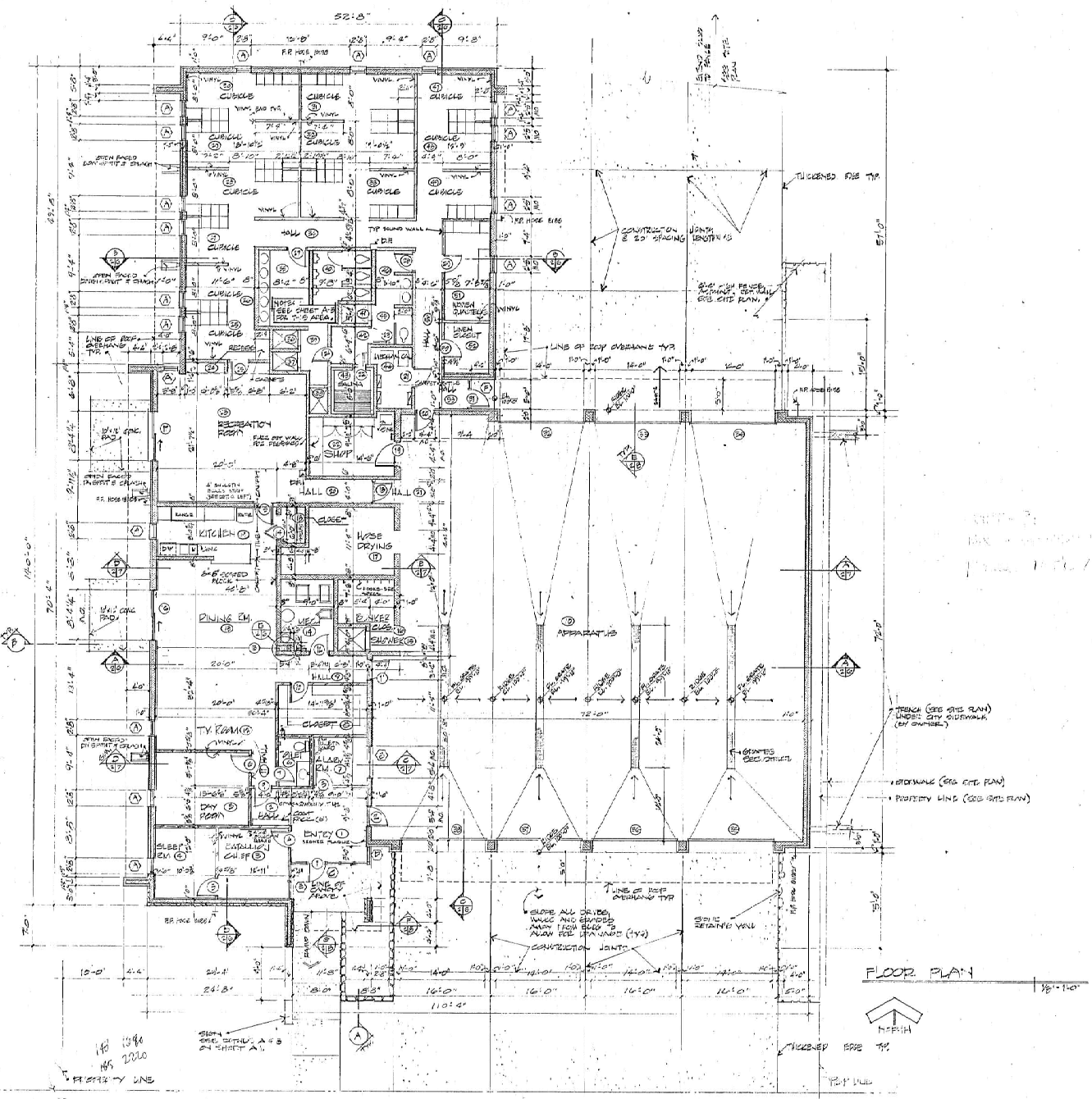
FOR THE CITY OF CHEYENNE WYOMING

PERRY FISHERMAN  
 ARCHITECTS  
 ASSOCIATED  
 1915 GRAND LANE  
 CHEYENNE, WYOMING 82001

FLOOR PLAN

SHEET NUMBER

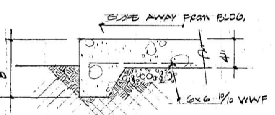
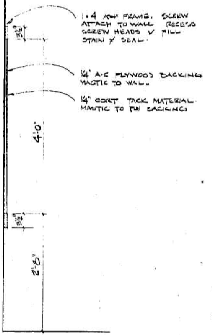
A-2  
OF 31



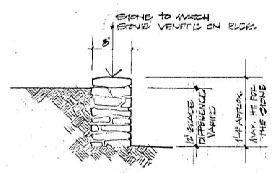
FLOOR PLAN



BULLETIN BOARD DETAIL  
14'-0"



(B) CONCRETE PAD DETAIL (TYP.)  
14'-0"



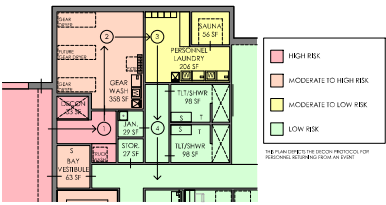
(A) STONE RETAINING WALL  
AS SHOWN ON NEIGHBORING SHEET

NO 1394  
 185 2200  
 PERRY FISHERMAN

SHOW SPEC DETAILS A & B ON SHEET A-1

# DESIGN – OPTION 1

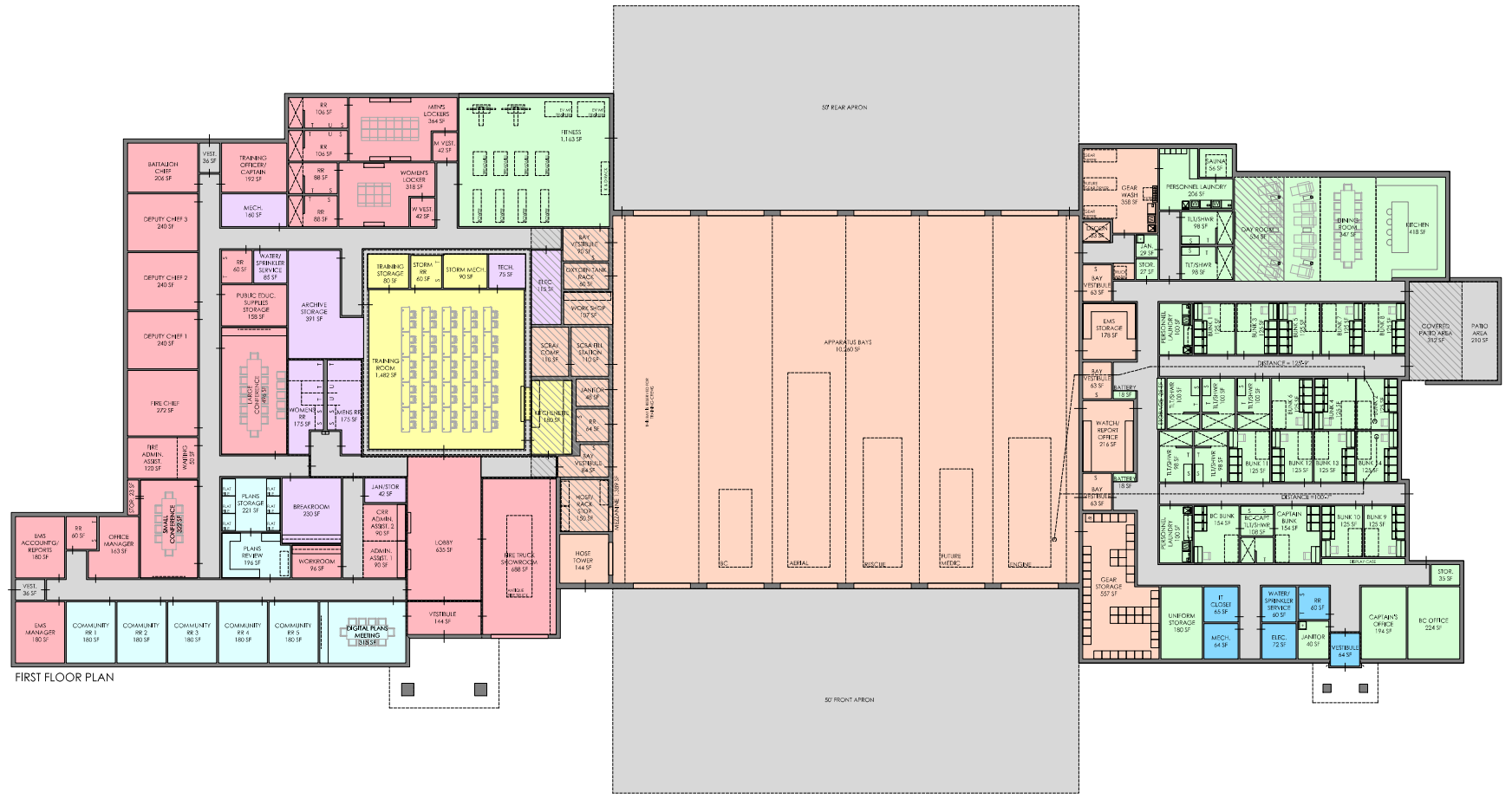




RISK PLAN

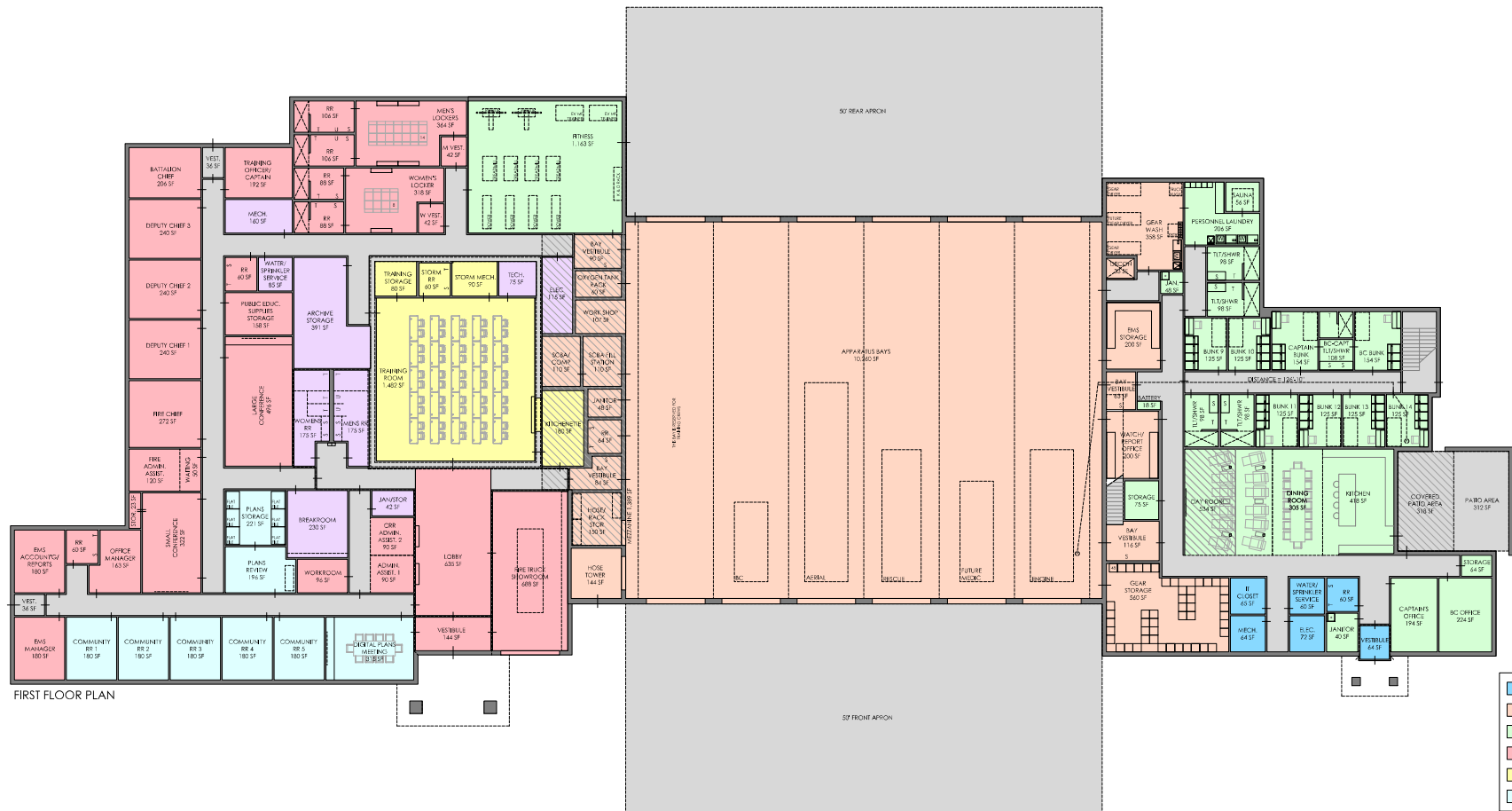
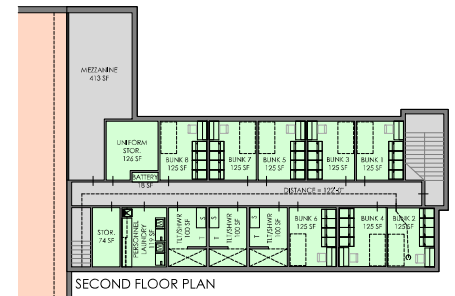
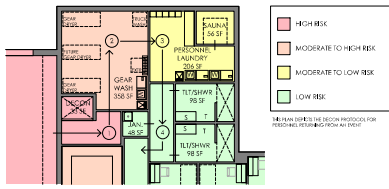
STATION GSF: 25,633 SF  
 ADMINISTRATION GSF: 23,172 SF  
 TOTAL BUILDING GSF: 38,002 SF

- STATION - ENTRY & SUPPORT SPACES
- STATION - APPARATUS BAYS
- STATION - LIVING QUARTERS
- HQ - LOBBY, ADMIN & SUPPORT SERVICES
- HQ - TRAINING
- HQ - COMMUNITY RISK REDUCTION



FIRST FLOOR PLAN

## DESIGN – OPTION 2



STATION LEVEL 1 CSF: 91,337 SF  
 STATION LEVEL 2 CSF: 3,000 SF  
 ADMIN LEVEL CSF: 14,179 SF  
**TOTAL BUILDING CSF: 108,546 SF**

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**16.67% of Fiscal Year 2020 has Lapsed**

Below is the optional Sales tax report for FY20 we are currently at 33.33% of the budget year.  
 General Fund is up 6.49% from projected year to date which is at 27.21% of budget.  
 1%16 is up 0.59% from projected year to date which is at 33.53% 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>Actual-Budget</b>	<b>Budget</b>
<b>FY 2020 General Fund</b>	7/5/2019	\$ 1,617,581	\$ 1,556,071	\$ 61,510	8.66%
	8/7/2019	1,752,563	1,556,071	196,492	18.05%
	9/6/2019	1,710,940	1,556,071	154,869	27.21%
	10/8/2019	1,547,459	1,556,071	(8,612)	35.50%
	Nov	-	1,556,071		
	Dec	-	1,556,071		
	Jan	-	1,556,071		
	Feb	-	1,556,071		
	Mar	-	1,556,071		
	Apr	-	1,556,071		
	May	-	1,556,071		
	June	-	1,556,071		
	<b>Total FY 2020</b>		<b>\$ 6,628,542</b>	<b>\$ 18,672,852</b>	<b>\$ 404,258</b>
<b>Optional 1% Tax</b>					
<b>FY 2020 1%16</b>	7/5/2019	\$ 1,348,645	\$ 1,379,092	(30,447)	8.15%
	8/7/2019	1,464,190	1,379,092	85,098	17.00%
	9/6/2019	1,432,890	1,379,092	53,799	25.66%
	10/8/2019	1,303,046	1,379,092	(76,046)	33.53%
	Nov	-	1,379,092		
	Dec	-	1,379,092		
	Jan	-	1,379,092		
	Feb	-	1,379,092		
	Mar	-	1,379,092		
	Apr	-	1,379,092		
	May	-	1,379,092		
	June	-	1,379,092		
	<b>Total FY 2020</b>		<b>\$ 5,548,771</b>	<b>\$ 16,549,101</b>	<b>\$ 32,404</b>
<b>Total</b>		<b>\$ 12,177,313</b>	<b>\$ 35,221,953</b>	<b>\$ 436,662</b>	

## Sales Tax FY 2020 Versus Projection and Prior Year



	ACTUAL FY 19	PROJECTED FY 20	ACTUAL FY 20
YTD TOTAL	\$ 5,793,004	\$ 6,224,284	\$ 6,626,542
YTD VARIANCE			\$ 404,258
			<b>% Difference</b>
CHANGE FROM FY20 PROJECTED TO FY19 ACTUAL-SAME MONTH			-0.55%
CHANGE FROM FY20 PROJECTED TO FY19 ACTUAL-YEAR TO DATE			6.49%
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-SAME MONTH			26.46%
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-YEAR TO DATE			14.42%
			<b>In Dollars</b>
CHANGE FROM FY20 PROJECTED TO FY19 ACTUAL-SAME MONTH			-\$8,612
CHANGE FROM FY20 PROJECTED TO FY19 ACTUAL-YEAR TO DATE			\$404,258
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-SAME MONTH			\$323,825
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-YEAR TO DATE			\$835,538

Serving Routt County, Colorado

## Howelsen ski pass might get you 3 days at a Wyoming resort this winter

**Steamboat Springs considering reciprocity agreement with Hogadon Basin Ski Area near Casper, Wyoming**

News | October 7, 2019



[Eleanor C. Hasenbeck](#)

Courtesy city of Steamboat Springs

To reach Eleanor Hasenbeck, call 970-871-4210, email [ehasenbeck@SteamboatPilot.com](mailto:ehasenbeck@SteamboatPilot.com) or follow her on Twitter [@elHasenbeck](https://twitter.com/elHasenbeck).

**Skiers, big and small, hit the slopes during the Sunday Funday event at Howelsen Hill Ski Area in this file photo from March 3.**

*Eleanor C. Hasenbeck*

STEAMBOAT SPRINGS — A season pass to Howelsen Hill Ski Area might soon get you three days of skiing at Hogadon Basin Ski Area south of Casper, Wyoming.

The city of Steamboat Springs is considering a reciprocity agreement with the city of Casper, which owns Hogadon, that would allow Howelsen pass holders to ski a weekend in Wyoming and Hogadon pass holders to ski a weekend at Howelsen.

Howelsen is scheduled to open Nov. 30 weather permitting.

Howelsen Hill and Rodeo Manager Brad Setter said city staff in Casper approached him about the idea.

“I thought it was a great idea,” Setter said. “It sounded like a win-win to me. If any folks come down here to ski, they’re staying in town, getting a room, eating at the restaurants, so there’s sales tax money to be generated, even if they’re getting a free ticket to Howelsen. We’re giving

them away on Sundays anyhow, so any increase in use at Howelsen is a good thing in my mind. If council likes the idea, hopefully, we'll get some folks to come down and ski.”



Steamboat Springs City Council will weigh in on the idea at its Tuesday, Oct. 8, meeting.

“If they say ‘go for it,’ I will go forth, and if they say they’re not interested in that, then I will no longer pursue it,” Setter said.

Hogadon already has similar agreements in place with [16 other ski areas](#) in Wyoming, Colorado, Utah and New Mexico. Because this agreement is between Steamboat and Casper, Howelsen pass holders would only be able to use the reciprocity agreement to ski three days at Hogadon. Setter said if this reciprocity agreement goes forward and is successful, he would be open to expanding the program to agreements with other ski areas.

“If this is something that works out well for us and we like it, I would be interested in expanding it much like (Hogadon) did, so it’s a possibility for the future,” Setter said.

The city plans to offer 15 Ski Free Sundays at Howelsen this season.

For those who want to save on multiple days of skiing, Howelsen Hill season passes can be purchased online and are available now at [steamboatsprings.net/ski](http://steamboatsprings.net/ski). Passes are available for Alpine skiing, Nordic skiing or both.

Passes can also be purchased in person at the Howelsen Lodge concession stand starting Nov. 5.

“Get your pass early, especially if you have kids in the (Steamboat Springs) Winter Sports Club,” Setter said. “Don’t wait until the first day the lifts are spinning because there will be a long line that day.”

**From:** Casper Young Marines [mailto:cmyoungmarines@gmail.com]  
**Sent:** Wednesday, October 9, 2019 1:44 PM  
**Subject:** Young Marine Ball Invitation - Oct. 16



Hello,

It's that time of year where we celebrate the Young Marines birthday. This year we are celebrating the 60th anniversary of the Young Marines program. Casper Mountain is currently the only unit in Wyoming and we're doing great things!

We would be honored if you could please join us for our birthday ball & auction next Wednesday evening. Feel free to share this invitation with your colleagues as well.

What: Casper Mountain Young Marines Birthday Ball & Auction

When: Wednesday, October 16, 2019

Doors open: 5:30PM

Ceremony: 6:00PM

Cost: \$15 adults, \$10 children 12 and under

Online Tickets: <https://www.squareup.com/store/cmym> or REPLY to this email with headcount and pay for tickets at the door.

Also, we are getting ready for **Red Ribbon Week (Oct. 23-31)** in which we remember DEA Agent Enrique Camarena and help our community pledge to live a healthy, drug-free life. If you'd like our Young Marines to provide a presentation, posters, red ribbons, pledge cards, etc. please let me know. **Our unit Red Ribbon Week motto is:** Racing toward a healthy, drug-free Casper.

Thanks,

**Juliann Harvey**

CMYM Unit Commander

CO Regiment Executive Officer

Cell: 720-244-1335

**Casper  
Mountain  
Young Marines**  
307-343-4762



*Happy Birthday*

**60<sup>th</sup>**  
**Young Marines**  
*Anniversary 1959-2019*



**CASPER MOUNTAIN**  
**Young Marines**

# BIRTHDAY BALL AND AUCTION

**October 16, 2019**

*at the Casper Elks Lodge Ballroom*

**Doors open for bidding: 5:30PM | Ceremony: 6PM**

*The annual Young Marines Birthday Ball  
includes a ceremony, dinner and benefit auction.*

**Adults: \$15 - Kids (12 and under): \$10**  
**Public Welcome - Smoke/Alcohol Free Environment**

Get Tickets Online

[www.squareup.com/store/CMYM](http://www.squareup.com/store/CMYM)



# ☆The Pet Gazette☆

Brought to you by: **Metro Animal Shelter**

October 2019

## Trick or Treat



Halloween is coming! A few reminders to keep everyone safe...this can be a scary night for your pets. They don't understand why the doorbell is ringing so much, or what these strange, little things are standing on their porch. If you invite trick or treaters to your house, it is a good idea to put your pet in a back bedroom where they can't escape out the front door or worse, hurt one of the kids. You can turn on the tv for them, maybe fill an activity toy with peanut butter...provide them something else to do besides worry about the front door.

It only takes a few seconds for a dog to find and ravage a bowl of chocolate – don't forget to keep it up high out of your dog's reach. Our pets don't always know what is best for them...they need us to watch out for them.



Don't forget Muggles...our Pawgwarts/Hairy Pawter adoption promotion is still going on until the end of October. You can adopt your very own Familiar! Test your odds at the Cauldron of Chance for an adoption discount.



The entire month of October is Adopt A Shelter Dog Month...If you choose to adopt from a Shelter rather than buying a dog, you are helping to break the cycle of pet overpopulation.

In this country, over three million dogs will enter a Shelter every year. Three million. Only 19% of those dogs see their owners come for them...48% of those dogs will be adopted. That leaves approximately 670,000 dogs that are euthanized every single year in our country. We can do better than that.

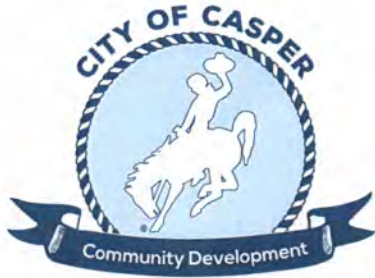
If you are looking for a specific breed of dog, no problem! Search for specific breed rescue groups. These folks often pull dogs from shelters and place them into homes. Helping a rescue group is usually helping a shelter. As always, thank you to everyone who supports Shelters!

## FEATURE CREATURE!!



This is Juliet. She was brought here in July and was adopted shortly after. Juliet was brought back to the Shelter the end of September because she had reportedly been abandoned. Juliet showed up with a cherry eye (basically a prolapsed eyelid)...Rescue Rangers sponsored her eye surgery, had her spayed and got her a rabies vaccine. Juliet is only about a year old, has a lot of energy and just needs to learn her manners. She's a good-looking girl ready for a fresh start! If you'd like to meet her, please come to the Shelter – it is hard to see her tail in the pictures; she does have one - it is just always wagging!





City of Casper  
200 N. David Street  
Casper, WY 82601-1862  
Phone: (307) 235-8241  
Fax: (307) 235-8362

October 8, 2019

Dear Poplar Street Property Owners:

We wanted follow up on some of the questions that were raised in our meeting on September 12<sup>th</sup>, 2019 regarding the potential annexation of multiple properties along South Poplar Street. In addition, we also wanted to express our sincere appreciation to those of you who have taken the time to be involved, and who have reached out after the meeting for further discussion. As always, if anyone would like to talk, I am available by phone at (307)-235-7579 or by E-mail at [ccollins@casperwy.gov](mailto:ccollins@casperwy.gov).

Zoning – The question was raised as to whether AG (Urban Agriculture) zoning would be appropriate for the properties in question, given the semi-rural nature of the area and the prevalence of livestock on some of the parcels. After reviewing the AG (Urban Agriculture) zoning regulations, staff supports the zoning of the property as AG (Urban Agriculture). An information sheet on the AG (Urban Agriculture) zoning regulations is included with this letter for your reference.

Non-conforming existing land uses – One concern centered around the ability to continue to keep horses, cattle and other “livestock” that have been historically permitted under County zoning. Should the AG (Urban Agriculture) zoning be approved for these properties, the keeping of “livestock” will be a legal, permitted use by right. In that keeping livestock would be considered to be legal and conforming, property owners would be able to increase the number kept, or introduce livestock where none previously existed.

The other concern that was expressed was about whether multiple dwelling units would be allowed on a single parcel. There are no single-family zoning districts in the City that allow for multiple dwelling units on a single parcel, including the proposed AG (Urban Agriculture) district. If a property currently has multiple dwelling units on a single parcel, we need to know about it so that we can “grandfather” the accessory dwelling unit(s) as being legal, and as legitimate uses of the property upon annexation. If there are no accessory dwelling units located on the property at the time of annexation, then none will be permitted moving forward, unless the City Council were to approve a change to the Municipal Code to allow it. One option that may allow for a second dwelling unit on a property would be to split the parcel into two or more lots. There would be a financial cost incurred by you to process a lot split. If this is something that you are interested in moving forward, I am happy to work with you to see how we can accommodate your wishes.

Firearms – A question was raised about the City’s restriction on discharging weapons in the City limits for “snake control.” There is a process in the City Code to allow the Police Chief to waive the restriction on discharging weapons in the City limits, in certain circumstances. I have spoken to the City’s Police Chief, Keith McPheeters, about the situation in your area, and he is willing to entertain your requests. For more information, please contact the Police Department at (307)235-8469.

South Poplar Street Maintenance – There are no immediate plans for the City to take over the maintenance of South Poplar Street from the State Department of Transportation. If WYDOT asked the City to consider it in the future, we certainly would; however, that request has not yet been made.

Sewer – We asked the Public Utilities Department to identify the locations of existing sewer mains in the area, and they provided the map/picture below. As we discussed at the neighborhood meeting, the requirement to hook up to City sewer is a decision made by the Health Department, not the City. Their decision as to whether a property is required to hook to public sewer is not based on whether or not the property is located within the City limits, but on a number of other factors, the primary one being proximity to existing public sewer mains. Typically, if a septic system fails, and the property is within 300’ of a sewer line, the Health Department will require the property owner to connect to it. The City has no current plans, or funds available for extending the sewer main farther south on South Poplar than where it currently terminates. Any extension of private sewer service lines or public mains that may someday be required by the Health Department would be at the property owners’ cost, regardless of whether or not the properties are part of the City of Casper.



If there is anything that we've forgotten to address, please let me know. The State-mandated annexation report/study is in process, and will be mailed to each of you by certified mail in the near future.

Respectfully,

A handwritten signature in blue ink, appearing to read "Craig Collins", with a long horizontal flourish extending to the right.

Craig Collins, AICP  
City Planner

Enc. - AG (Urban Agriculture) zoning district information sheet

Cc: Casper City Council  
J. Carter Napier, City Manager  
Liz Becher, Community Development Director



## Chapter 17.24 – AG URBAN AGRICULTURE

### 17.24.010 – Purpose.

The purpose of the AG district is to establish and preserve areas for semi-rural, low density residential, and related or compatible uses. It is also the intent to provide within this zone, an adequate amount of space for livestock and poultry, as is essential to meet appropriate health standards.

### 17.24.020 – Permitted uses.

In an AG district, no building, structure, or other land use shall be permitted or used except for the following:

1. The keeping and raising of food animals and pleasure animals; and the cultivation of gardens, orchards, and crops;
2. Conventional site-built single-family dwellings and manufactured homes with siding material consisting of wood or wood products, stucco, brick, rock, or horizontal lap wood, steel or vinyl siding;
3. Bed and breakfast;
4. Day-care, adult;
5. Family child care center – zoning review;
6. Family child care home;
7. Family child care home – zoning review;
8. Greenhouses and nurseries;
9. Reserved;
10. Parks, playgrounds, historical sites, golf courses, and other recreational facilities;
11. Tree farms, commercial;
12. Neighborhood assembly uses;
13. Group Home;
14. Church.

### 17.24.030 – Conditional uses.

The following shall be permitted as conditional uses within an AG district:

- A. Mortuaries;
- B. Reserved;
- C. Kennels;
- D. Lighted recreational facilities;
- E. Personal service shops;
- F. Public utility and public service installations and facilities, excluding business offices and repair and storage facilities;
- G. Riding academies;
- H. Stables;

- I. Other agricultural and nonagricultural uses compatible with this district and as approved by the commission, with the exception of gaming/gambling uses as defined in this title;
- J. Branch community facilities.

**17.24.040 – Minimum standards.**

A. Lot Area.

- 1. Single-family dwellings, where public water and sewer are not provided, two acres;
- 2. Single-family dwellings, where public water and sewer are provided, one acre;

B. Yard requirements.

- 1. Front and rear yard, thirty feet;
- 2. Side yard, thirty feet;

C. Space Requirements for Livestock. The following tables are minimum standards for dry lot confinement and pasture for various classifications of livestock:

- 1. Beef cattle: soil surfaced open shed floor area (dirt floor preferred), three hundred square feet for each cow or steer,
- 2. Horses, soil surfaced open shed floor area, dirt floor, three hundred square feet for each horse,
- 3. Chickens, controlled environment, two and one-half square feet for each chicken,
- 4. Sheep, lot soil, twenty-five square feet of open lot for each sheep,
- 5. Hogs, unsurfaced lot, one hundred square feet for each hog.





City of Casper  
**City Hall Facility**  
**Project S.A.F.E.**



# PROJECT S.A.F.E.

- **S**ECURE
- **A**TTRACTIVE
- **F**UNCTIONAL
- **E**FFICIENT



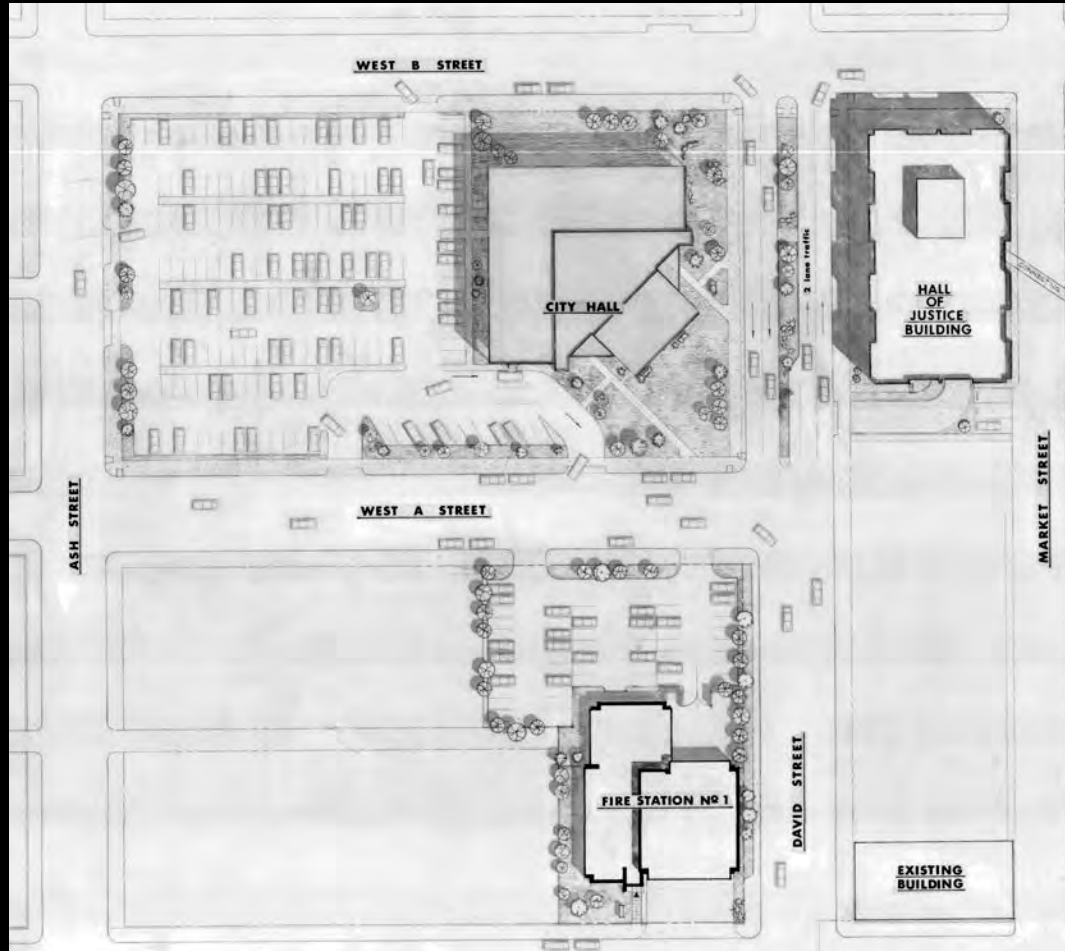
# PROGRAMMING

MEET WITH EACH DEPARTMENT

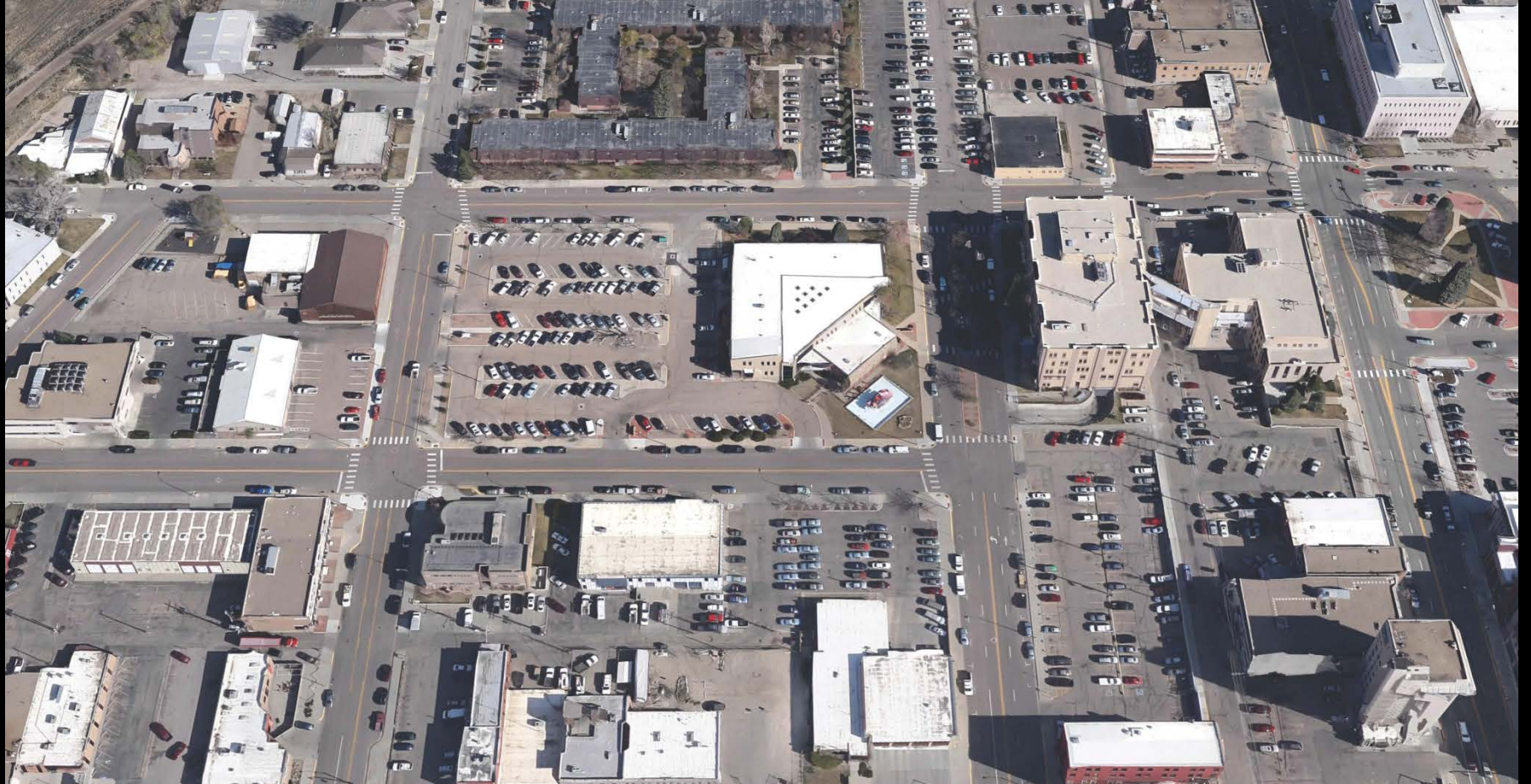
- AREA – SQUARE FOOTAGE
- FUTURE EXPANSION NEEDS
- ADJACENCIES



# ORIGINAL SITE



# CURRENT SITE



# FIRST FLOOR

## CURRENT

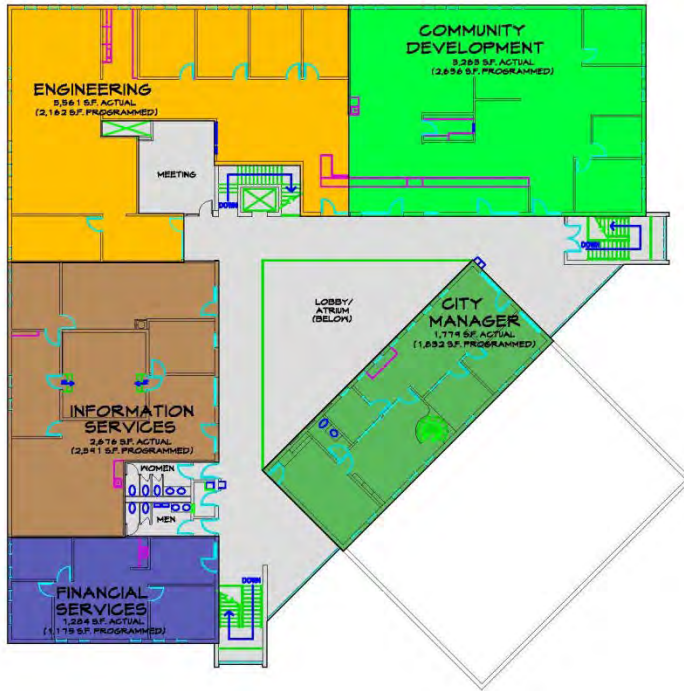
## PROPOSED



# SECOND FLOOR

## CURRENT

## PROPOSED



# City of Casper Police Department 2019 Traffic Accident Report Summary

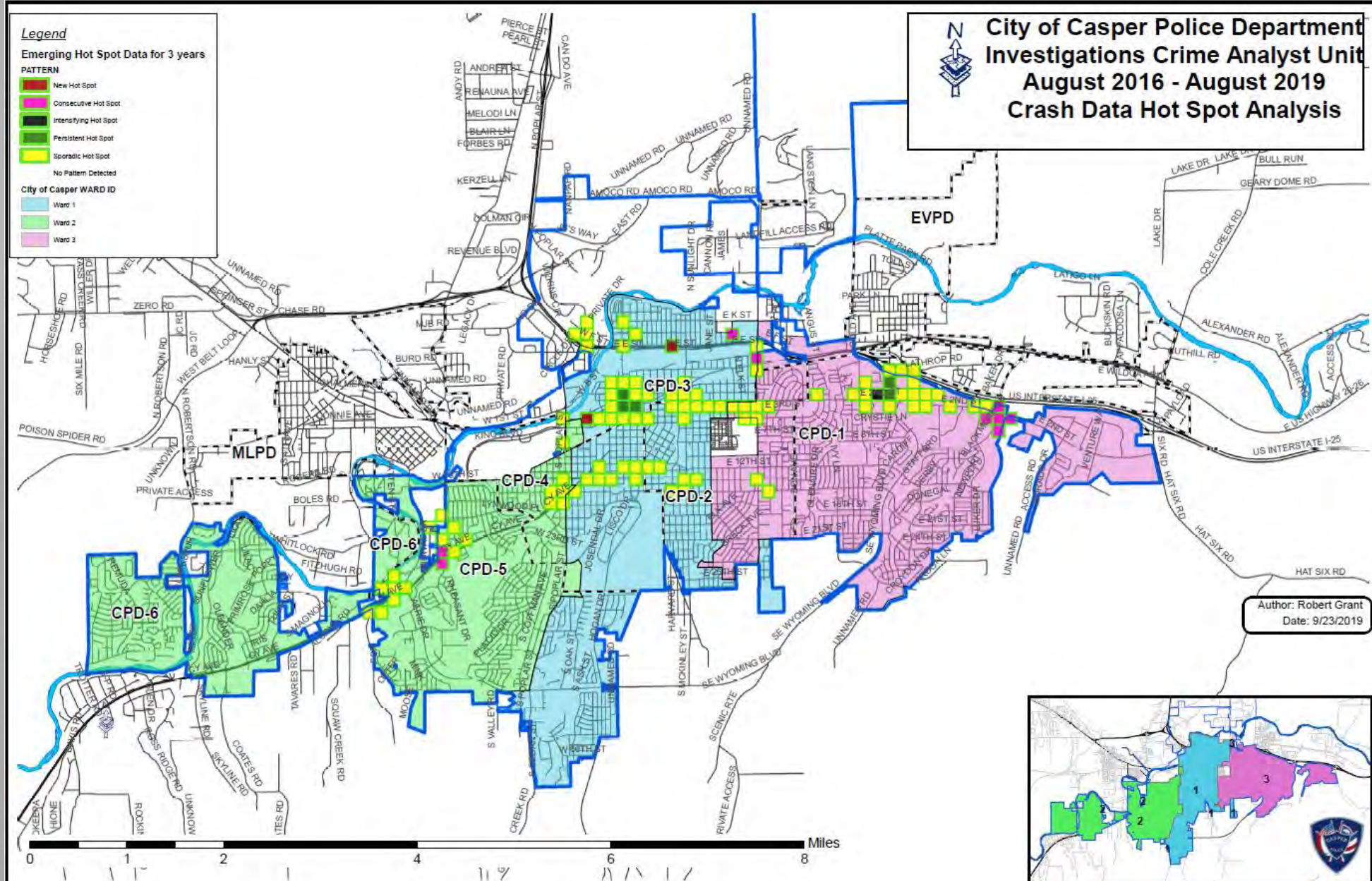






# CITY OF CASPER

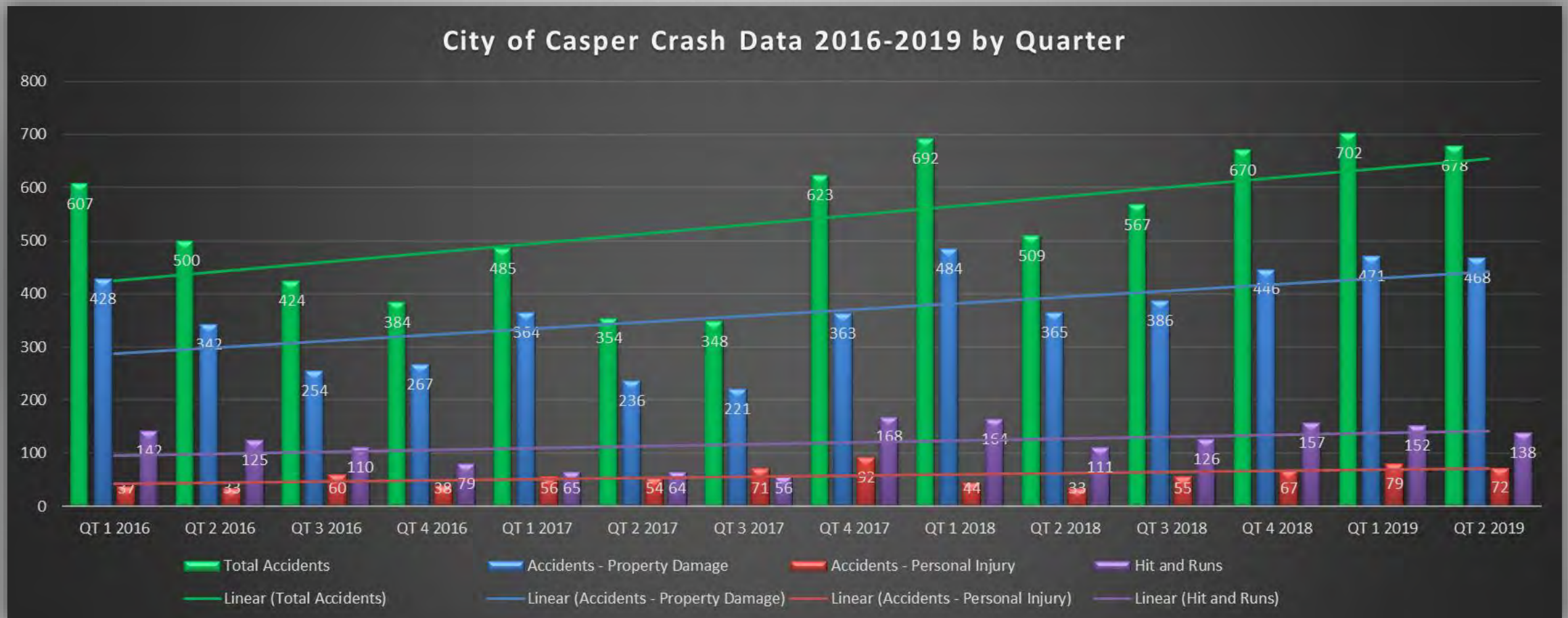
## 2016 - 2019 EMERGING HOT SPOT TRAFFIC CRASH MAP



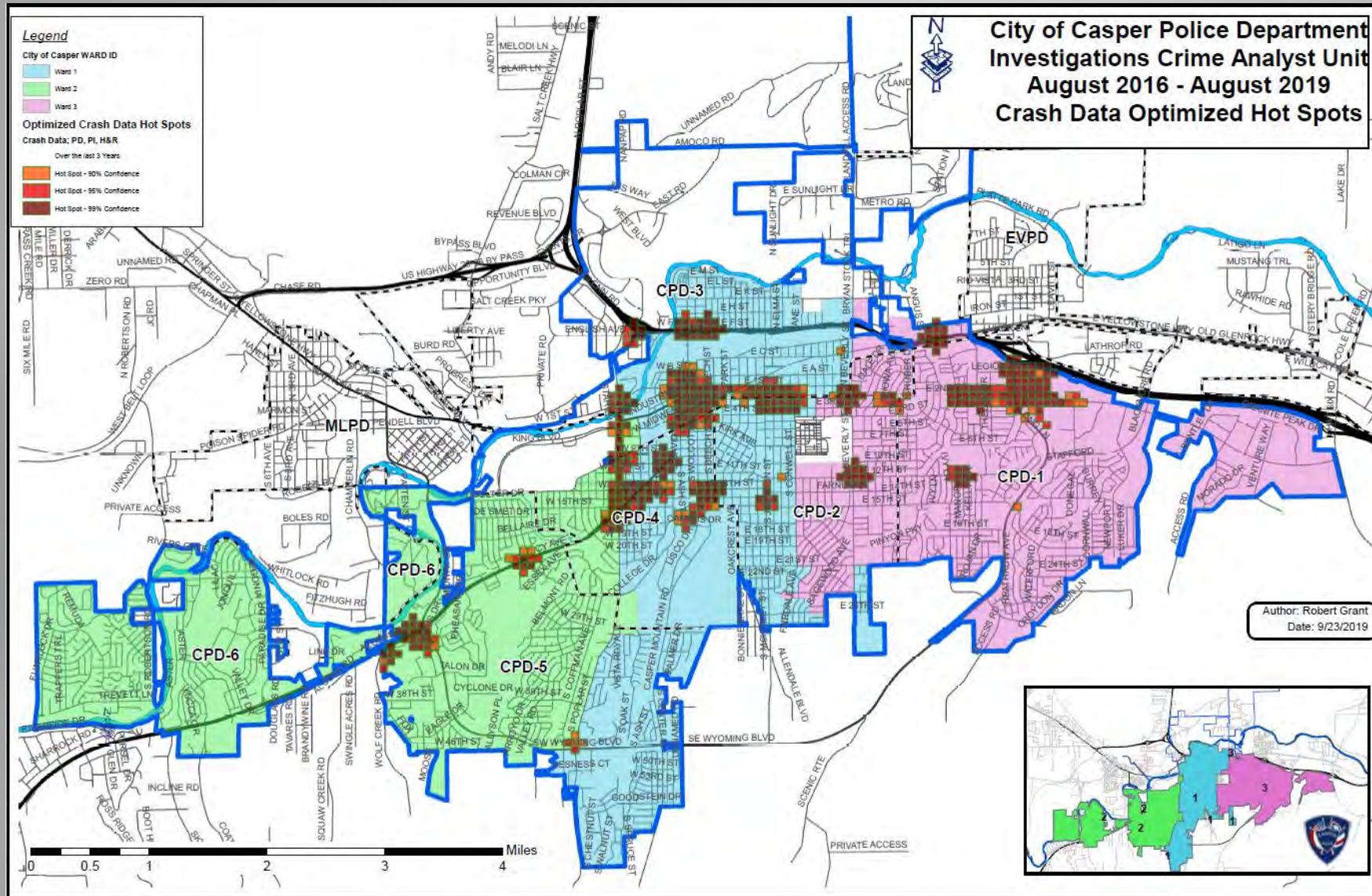
# City of Casper Crash Data; Accident Property Damage, Accident Injury & Hit and Runs

From August of 2018 to August of 2019

- 145 Accidents Involving Running Red Lights
- 44 Accidents Involving running Stop Signs



# City of Casper Crash Data; Accident Property Damage, Accident Injury, Hit and Runs

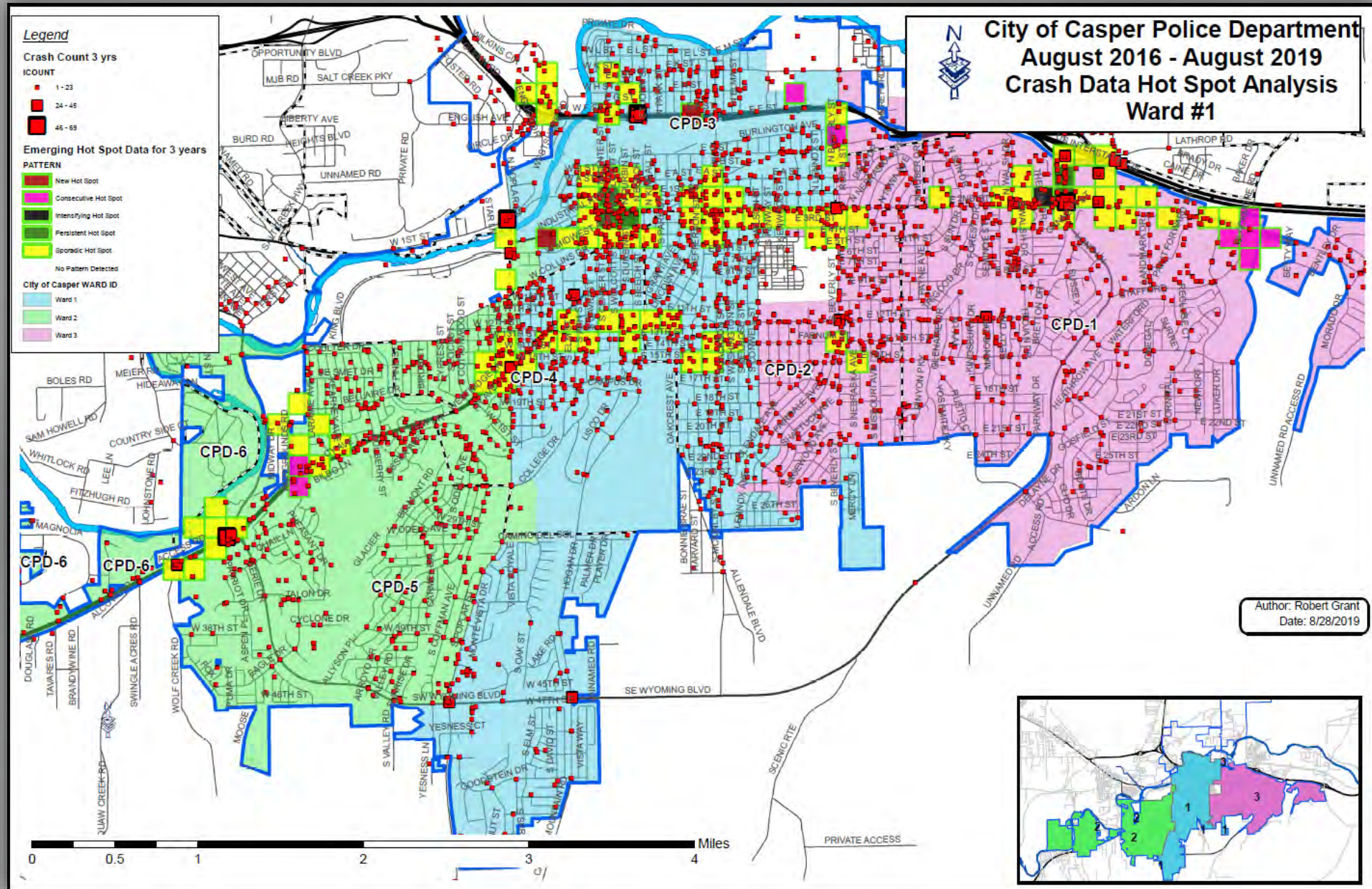


**Optimized Hot Spot Analysis** contains incident point data, the tool will aggregate the incidents into weighted features. Using the distribution of characteristics of your input data. Similar to the way that the automatic setting on a digital camera will use lighting and subject to determine an appropriate aperture, shutter speed, and focus, the Optimized Hot Spot Analysis tool interrogates your data to obtain the settings that will yield optimal hot spot results. If, for example, the Input Features dataset

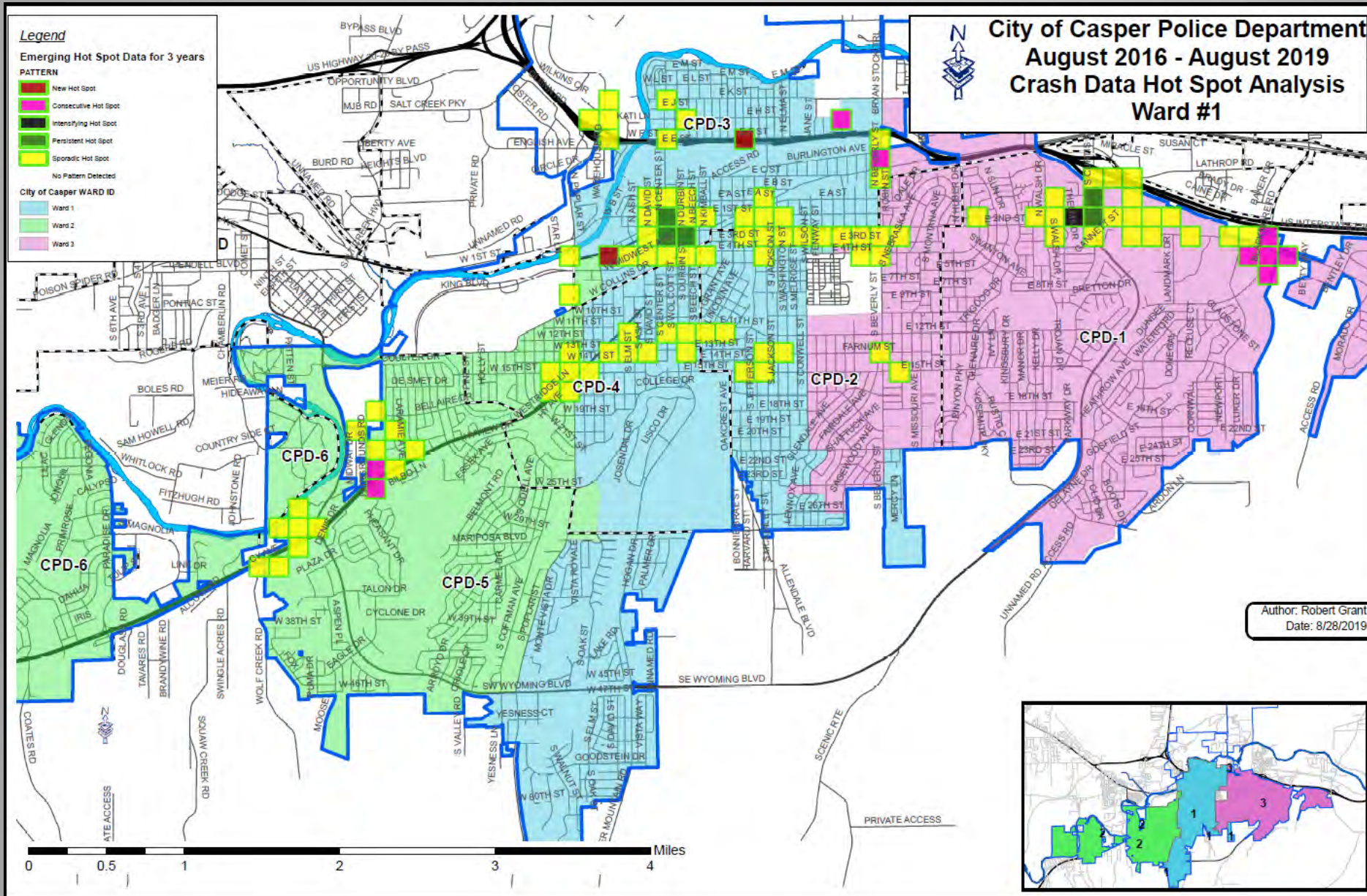
contains incident point data, the tool will aggregate the incidents into weighted features. Using the distribution of characteristics of your input data. Similar to the way that the automatic setting on a digital camera will use lighting and subject to determine an appropriate aperture, shutter speed, and focus, the Optimized Hot Spot Analysis tool interrogates your data to obtain the settings that will yield optimal hot spot results. If, for example, the Input Features dataset

contains incident point data, the tool will aggregate the incidents into weighted features. Using the distribution of characteristics of your input data. Similar to the way that the automatic setting on a digital camera will use lighting and subject to determine an appropriate aperture, shutter speed, and focus, the Optimized Hot Spot Analysis tool interrogates your data to obtain the settings that will yield optimal hot spot results. If, for example, the Input Features dataset

# City of Casper Ward 1 Crash Pin Map; Accident Property Damage, Accident Injury & Hit and Runs



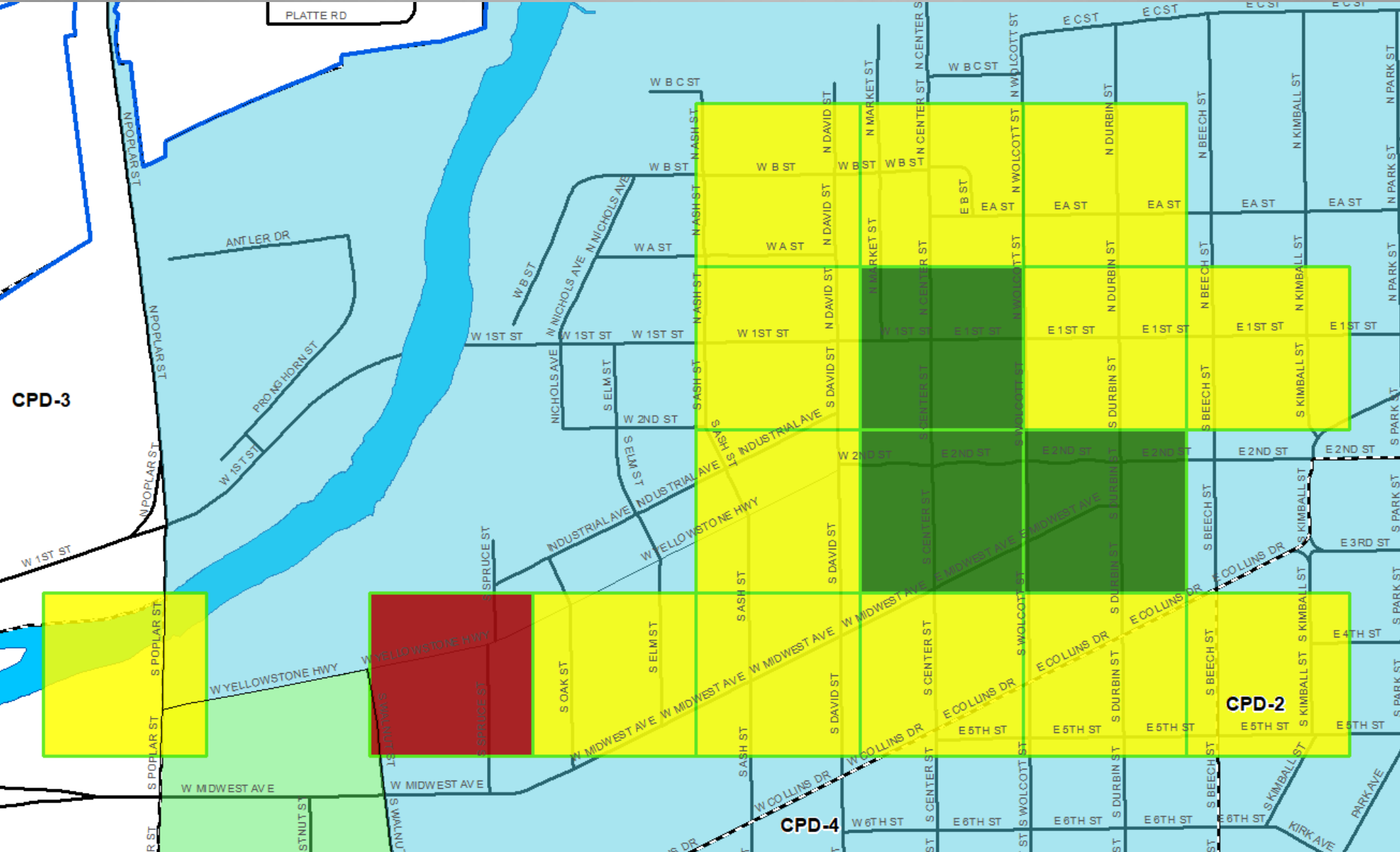
# City of Casper City of Casper Ward 1



## Ward 1 Crash Data

- **New Hot Spots**  
Consecutive Yellowstone and Walnut to Spruce as well as the area around the on and off ramps for I-25 from Glenarm to Jefferson in North Casper
- **Hot Spots**  
Barbara st, & Helen st  
Beverly from E Yellowstone to Burlington ave.
- **Intensifying Hot Spots** are None for Ward 1
- **Persistent Hot spots**  
Center st from Midwest ave to West A st
- **Sporadic Hot Spots** are in Yellow

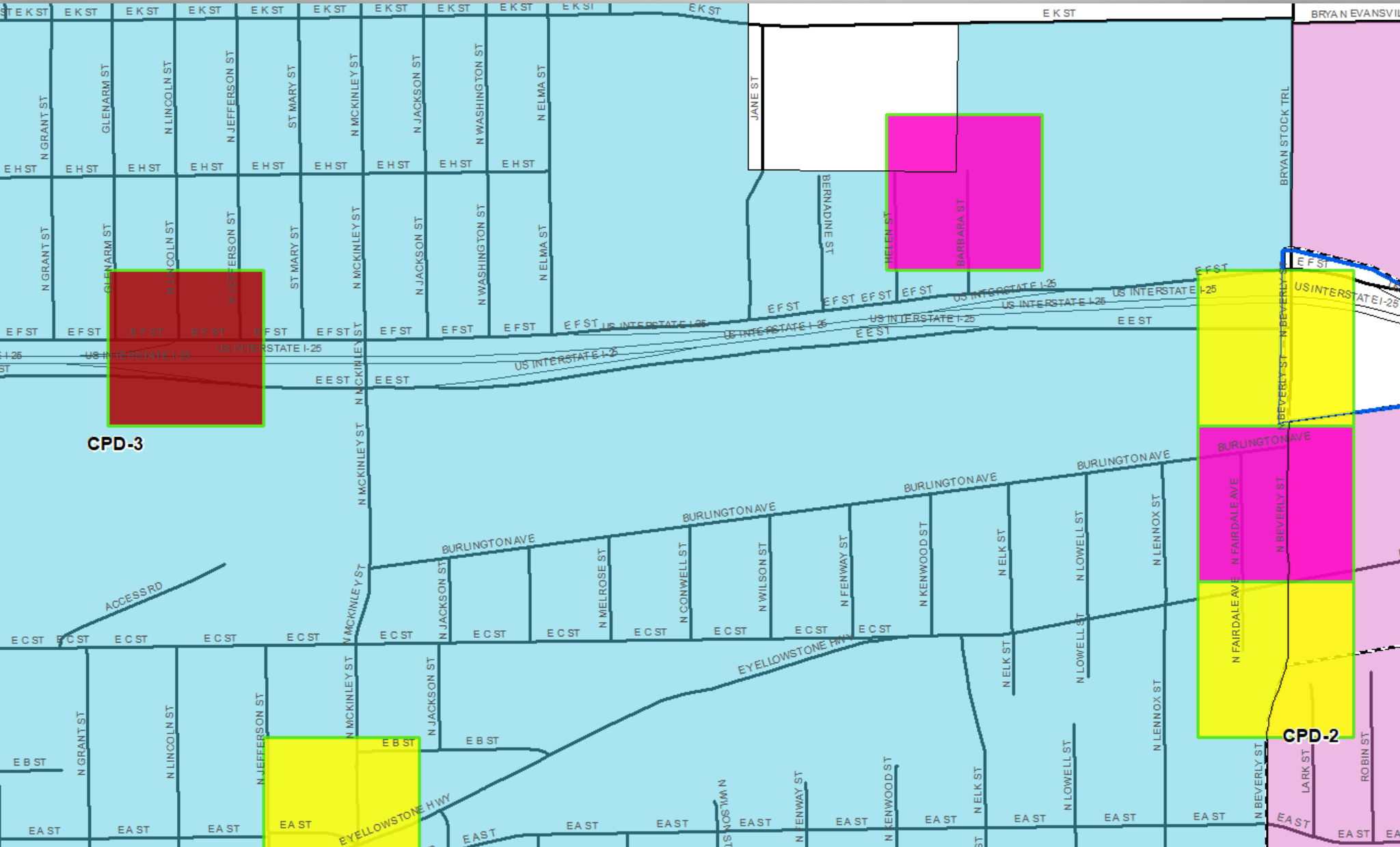
# City of Casper Ward 1 Down Town Area & Yellowstone District



## Ward 1 Crash Data

- **New Hot Spots**  
Yellowstone and Walnut to Spruce
- **Persistent Hot spots**  
Center st & Wolcott st, from Midwest ave to West A st
- **Sporadic Hot Spots are in Yellow**

# City of Casper Ward 1 North Casper to Beverly






## Ward 1 Crash Data

- **New Hot Spots**  
East F st from Jefferson st to Glenarm st
- **Persistent Hot spots**  
Center st & Wolcott st, from Midwest ave to West A st
- **Consecutive Hot Spots**  
Barbara st, & Helen st
- **Consecutive Hot Spots**  
Beverly from E Yellowstone to Burlington ave.
- **Sporadic Hot Spots are in Yellow**

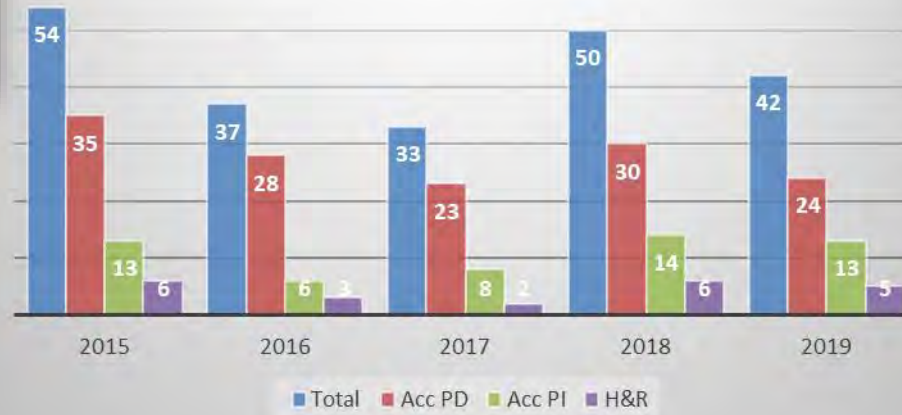
# City of Casper Ward 1, 2<sup>nd</sup> Street Corridor Beech to Conwell

Crash\_2015\_2019Ward\_1

-  Crash PD
-  Crash PI
-  Hit and Run

2nd ST	Total	Acc PD	Acc PI	H&R
2016	37	28	6	3
2017	33	23	8	2
2018	50	30	14	6
2019	42	24	13	5

## 2nd ST Accidents Beech to Conwell



### 2015

Total – 54  
 PD – 35  
 PI – 13  
 H&R – 6

### 2016

Total – 37  
 PD – 28  
 PI – 6  
 H&R – 3

### 2017

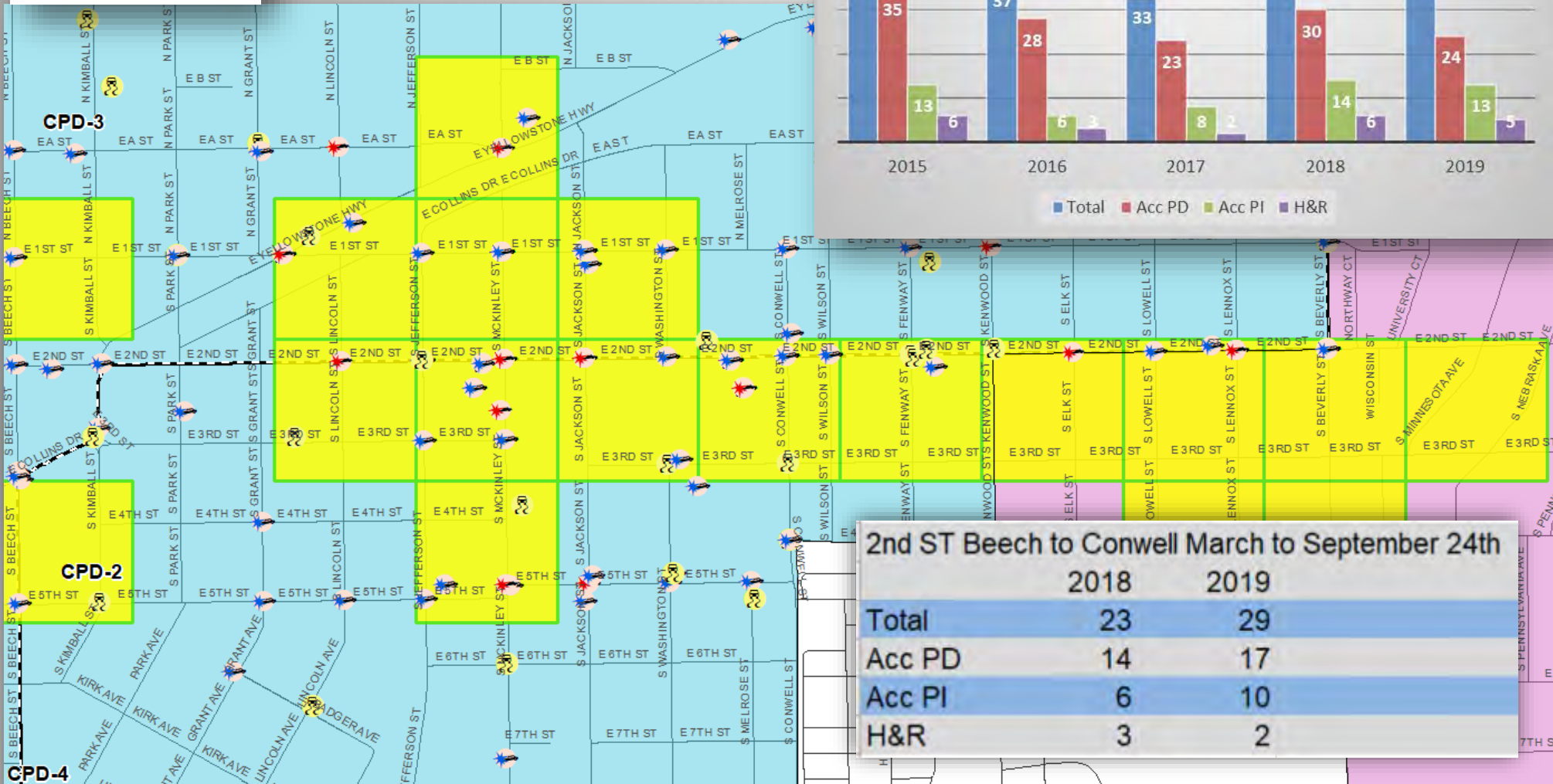
Total – 33  
 PD – 23  
 PI – 8  
 H&R – 2

### 2018

Total – 50  
 PD – 30  
 PI – 14  
 H&R – 6

### 2019 Jan - Sept 13

Total – 42  
 PD – 24  
 PI – 13  
 H&R – 5



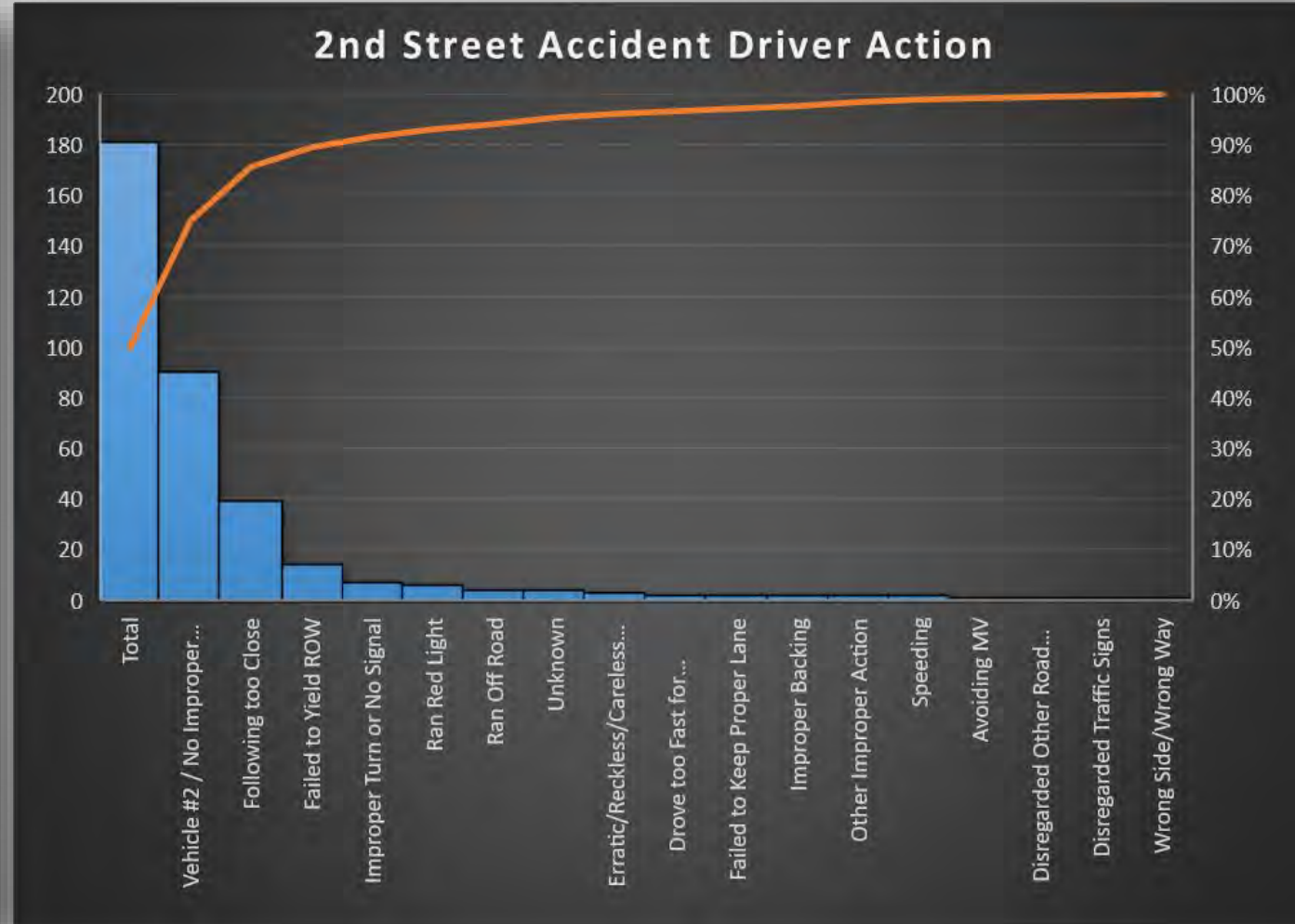
## 2nd ST Beech to Conwell March to September 24th

	2018	2019
Total	23	29
Acc PD	14	17
Acc PI	6	10
H&R	3	2

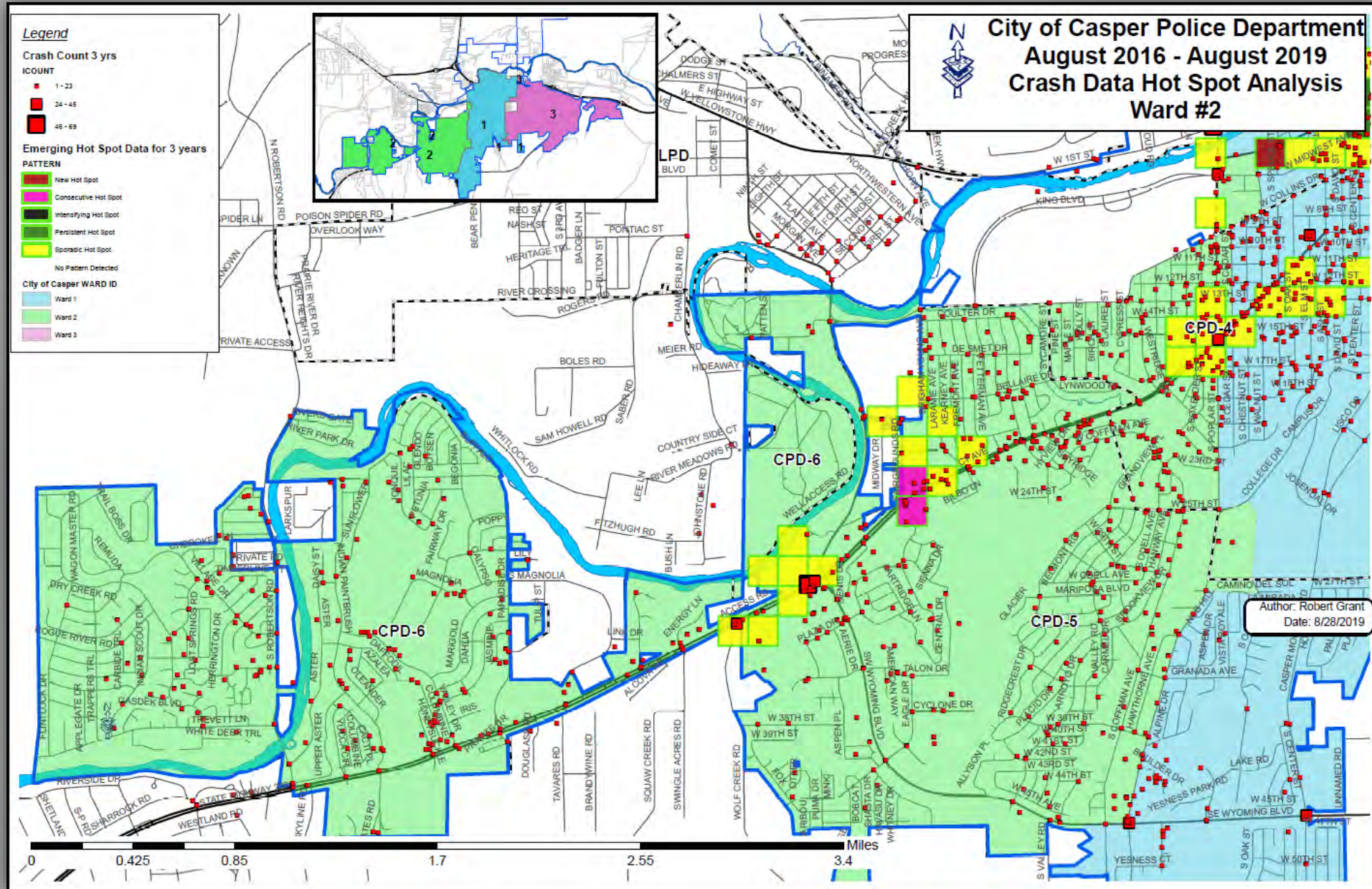


# City of Casper Ward 1, 2<sup>nd</sup> Street Corridor, Beech to Conwell August of 2018 to August of 2019

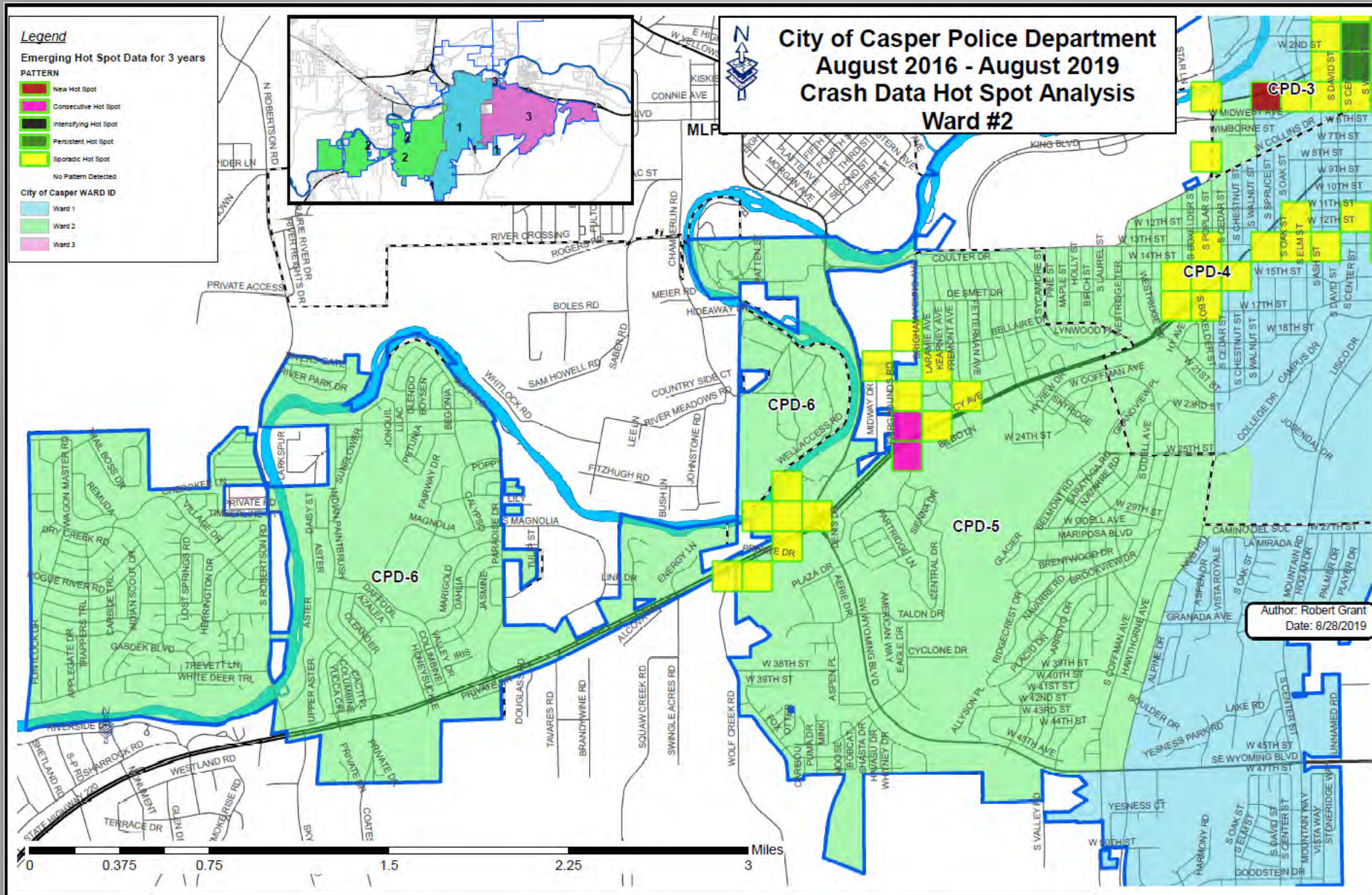
DRIVER ACTION	Count
Avoiding MV	1
Disregarded Other Road Marking	1
Disregarded Traffic Signs	1
Drove too Fast for Conditions	2
Erratic/Reckless/Careless/Aggressive	3
Failed to Keep Proper Lane	2
Failed to Yield ROW	14
Following too Close	39
Improper Backing	2
Improper Turn or No Signal	7
Vehicle #2 / No Improper Driving	90
Other Improper Action	2
Ran Off Road	4
Ran Red Light	6
Speeding	2
Unknown	4
Wrong Side/Wrong Way	1
<b>Total</b>	<b>181</b>



# City of Casper Ward 2 Crash Pin Map; Accident Property Damage, Accident Injury & Hit and Runs



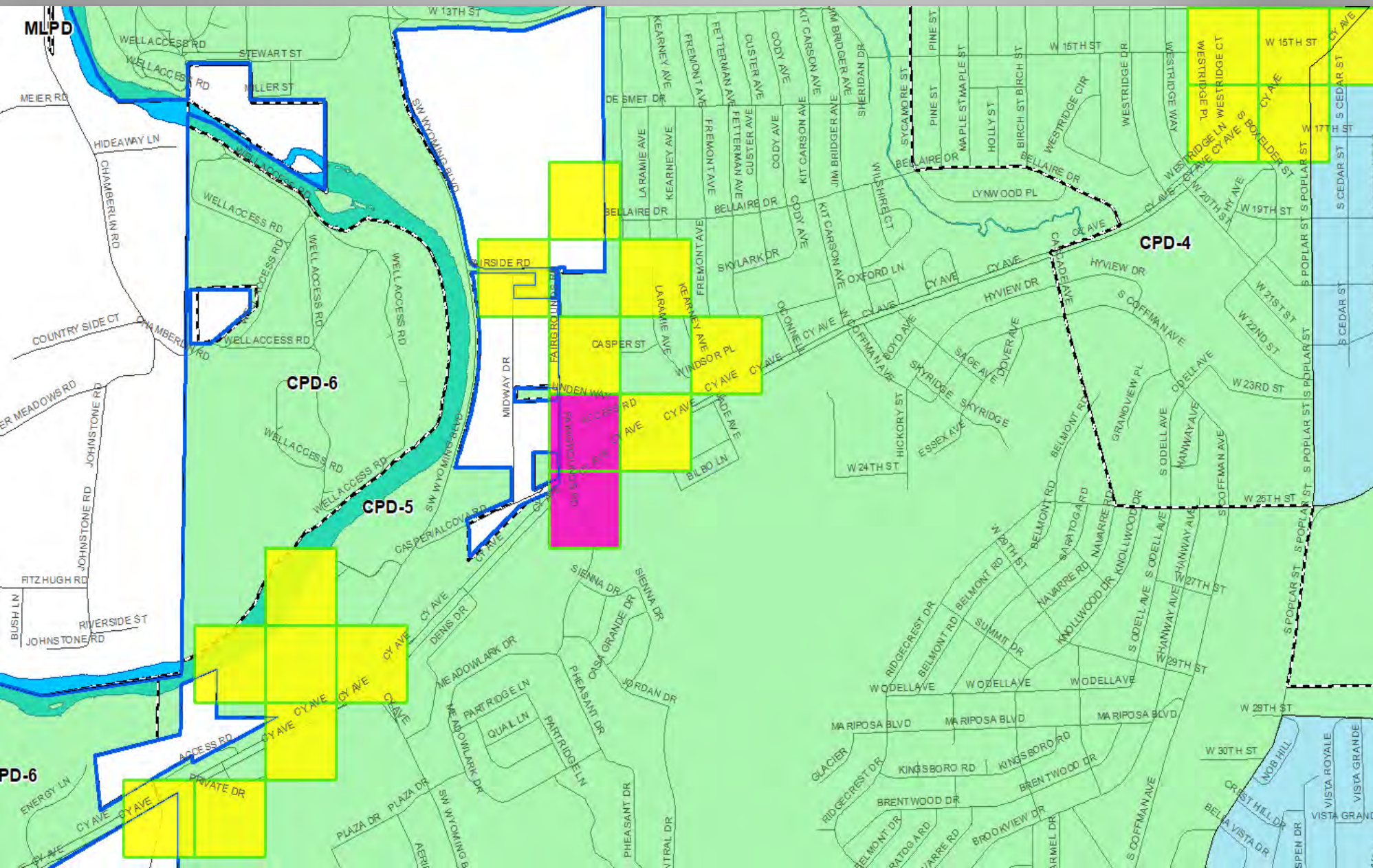
# City of Casper Ward 2



## Ward 2 Crash Data

- **New Hot Spots**
- None for Ward 2
- **Consecutive Hot Spots**
- Fairgrounds rd and CY Ave
- **Intensifying Hot Spots**
- None for Ward 2
- **Persistent Hot spots**
- None for Ward 2
- **Sporadic Hot Spots are in Yellow**

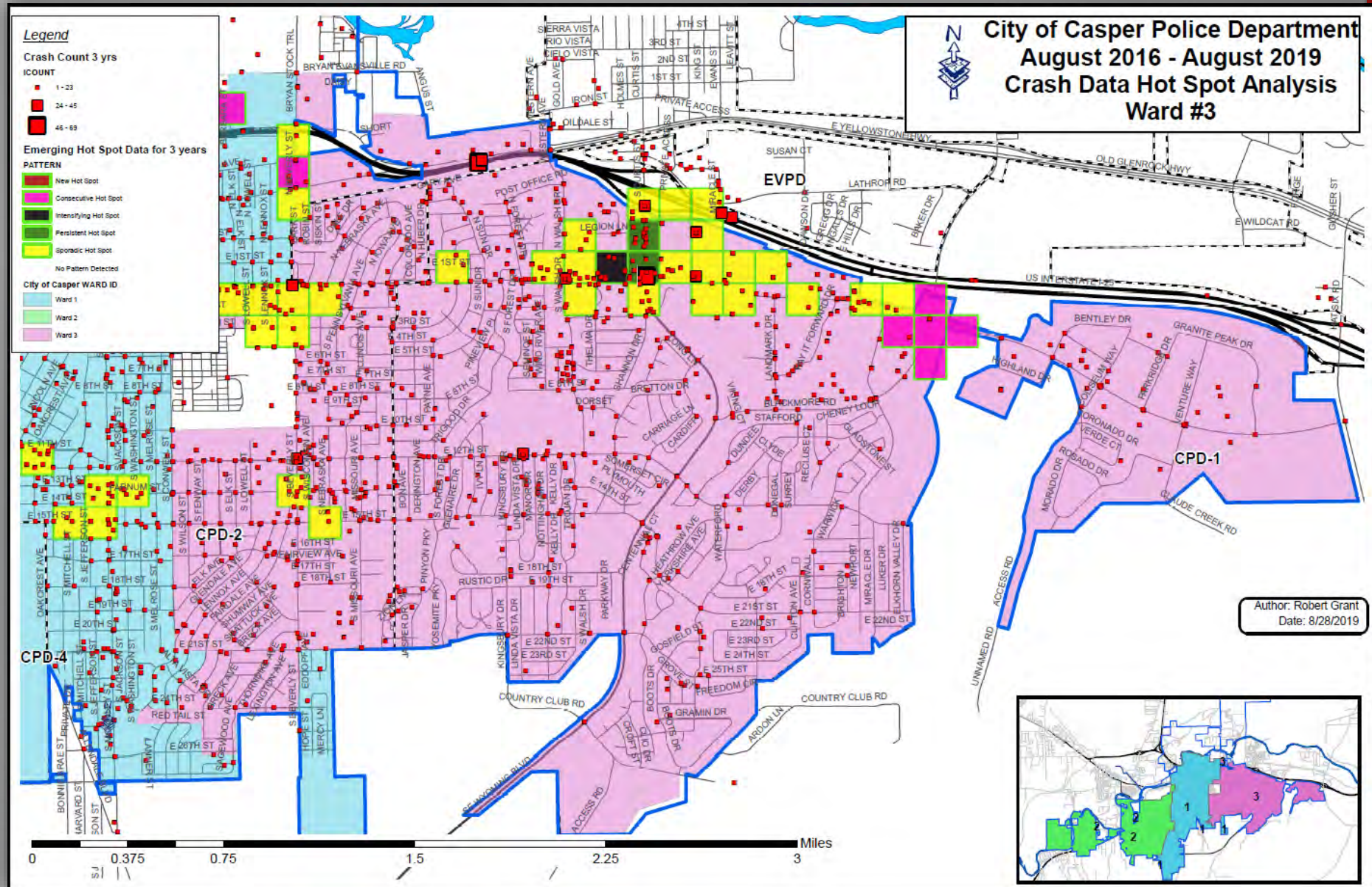
# City of Casper Ward 2 CY Avenue



## Ward 2 Crash Data

- **New Hot Spots**
- None for Ward 2
- **Consecutive Hot Spots**
- Fairgrounds rd and CY Ave
- **Intensifying Hot Spots**
- None for Ward 2
- **Persistent Hot spots**
- None for Ward 2
- **Sporadic Hot Spots are in Yellow**

# City of Casper Ward 3 Crash Pin Map; Accident Property Damage, Accident Injury & Hit and Runs



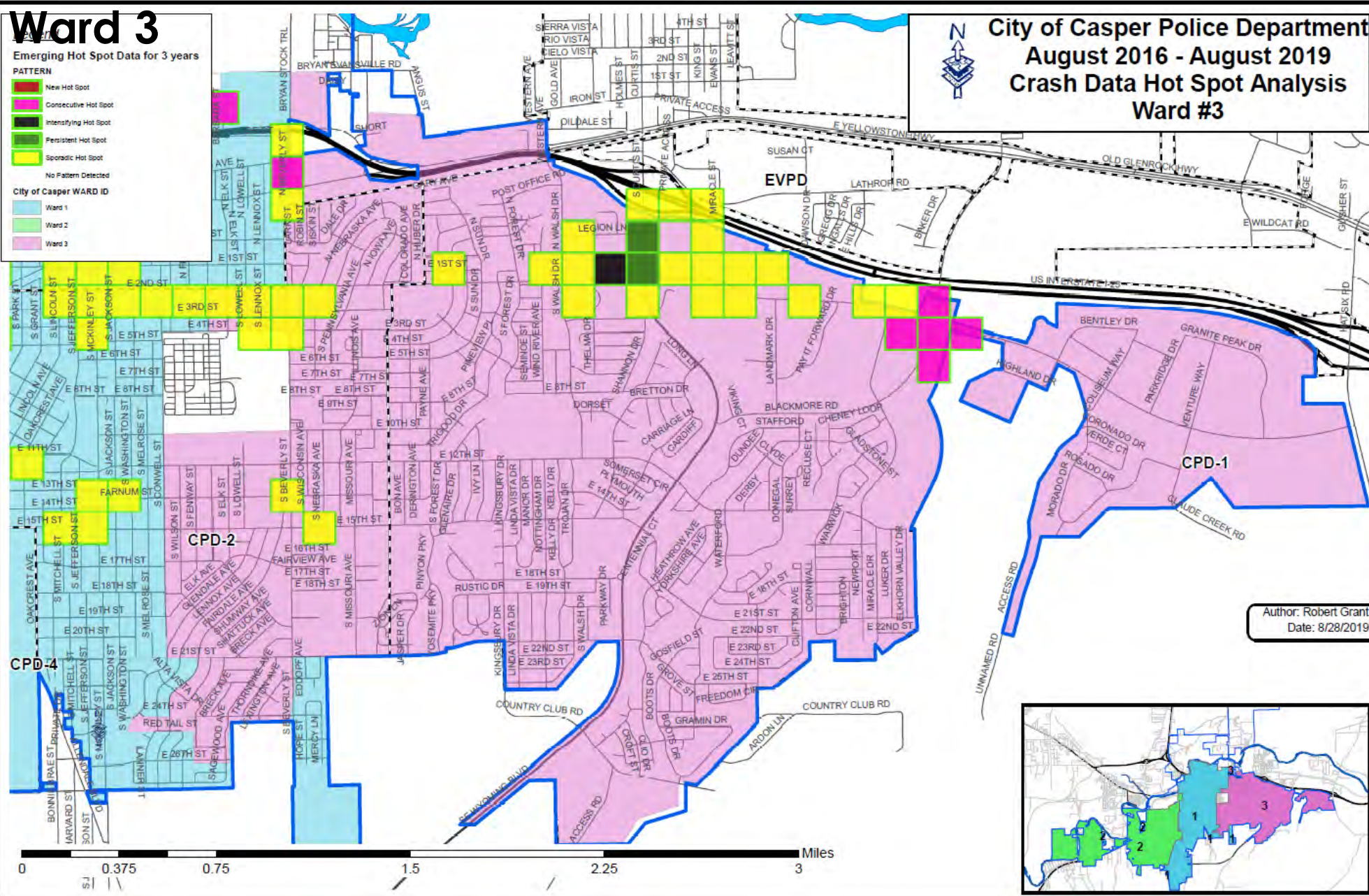
# City of Casper

## Ward 3

Emerging Hot Spot Data for 3 years

- PATTERN
- New Hot Spot
  - Consecutive Hot Spot
  - Intensifying Hot Spot
  - Persistent Hot Spot
  - Sporadic Hot Spot
  - No Pattern Detected

- City of Casper WARD ID
- Ward 1
  - Ward 2
  - Ward 3

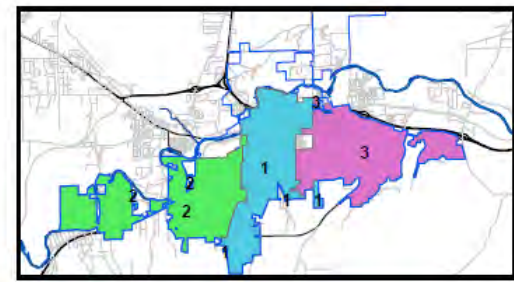


City of Casper Police Department  
 August 2016 - August 2019  
 Crash Data Hot Spot Analysis  
 Ward #3

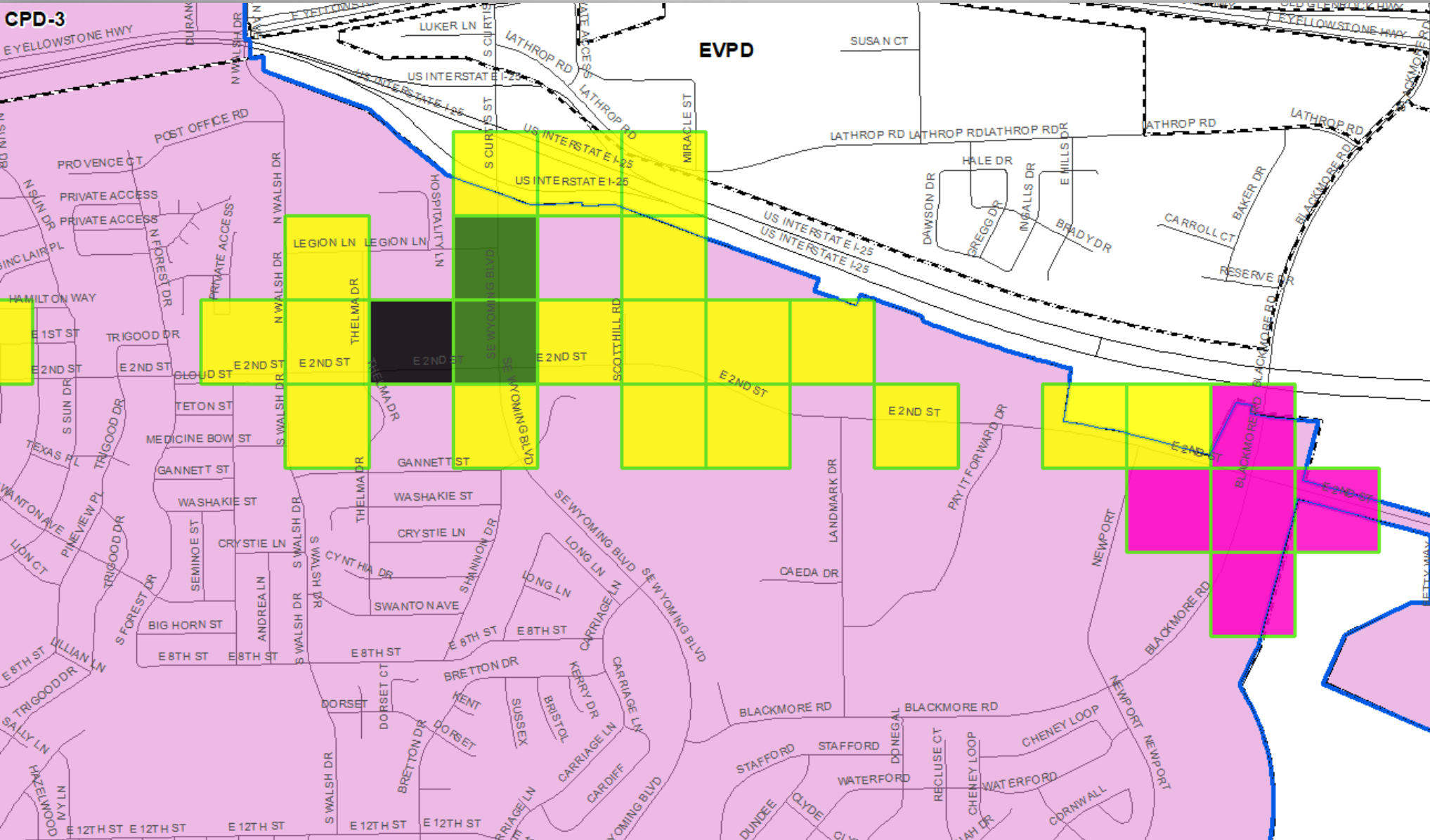
### Ward 3 Crash Data

- **New Hot Spots**
- None for Ward 3
- **Consecutive Hot Spots**
- East 2<sup>nd</sup> and Blackmore rd
- **Intensifying Hot Spots**
- East 2<sup>nd</sup> and Thelma
- **Persistent Hot spots**
- Wyoming Blvd, East 2<sup>nd</sup> to Legion In
- **Sporadic Hot Spots are in Yellow**

Author: Robert Grant  
 Date: 8/28/2019



# City of Casper Ward 3, East side 2<sup>nd</sup> Street Corridor



## Ward 3 Crash Data

- **New Hot Spots**
- None for Ward 3
- **Consecutive Hot Spots**
- East 2<sup>nd</sup> and Blackmore rd
- **Intensifying Hot Spots**
- East 2<sup>nd</sup> and Thelma
- **Persistent Hot spots**
- Wyoming Blvd, East 2<sup>nd</sup> to Legion In
- **Sporadic Hot Spots are in Yellow**

# DDACTS

The Casper Police Department has employed the Data-Driven Approaches to Crime and Traffic Safety model (DDACTS) since 2016. This model integrates location-based traffic crash, crime, calls for service and enforcement data to establish effective and efficient methods for deploying law enforcement resources. The DDACTS Operational Guidelines document outlines seven (7) guiding principles that are included in the model. Each principle is comprised of key elements or objectives to meet toward successful implementation of that principle. With all principles set in motion and functioning, the DDACTS model will work toward reducing crime and crash threats to the community.




CPD initiated a phased project to achieve the goals of Crash analysis and hot spot visualization, Part 1 crime analysis and visualization, and training for CPD to complete these steps using available resources.

DDACTS Guiding Principle II – Data Collection, assist the achievement of Guiding Principle III – Data Analysis, and provision of supporting data for CPD's execution of other principles (operational plan, reporting, information sharing, and program evaluation), Including an internal GeoSMART online crime map and supporting dashboards.

Data-Driven Approaches to Crime and Traffic Safety – Operational Guidelines (March 2014),  
<\\CSPGIS01\Data\Police\Casper Crime Map\DDX\ docs\811185 ddacts opguidelines.pdf>



**DDACTS Implementation Zone**  
Map Date: 8/28/2019

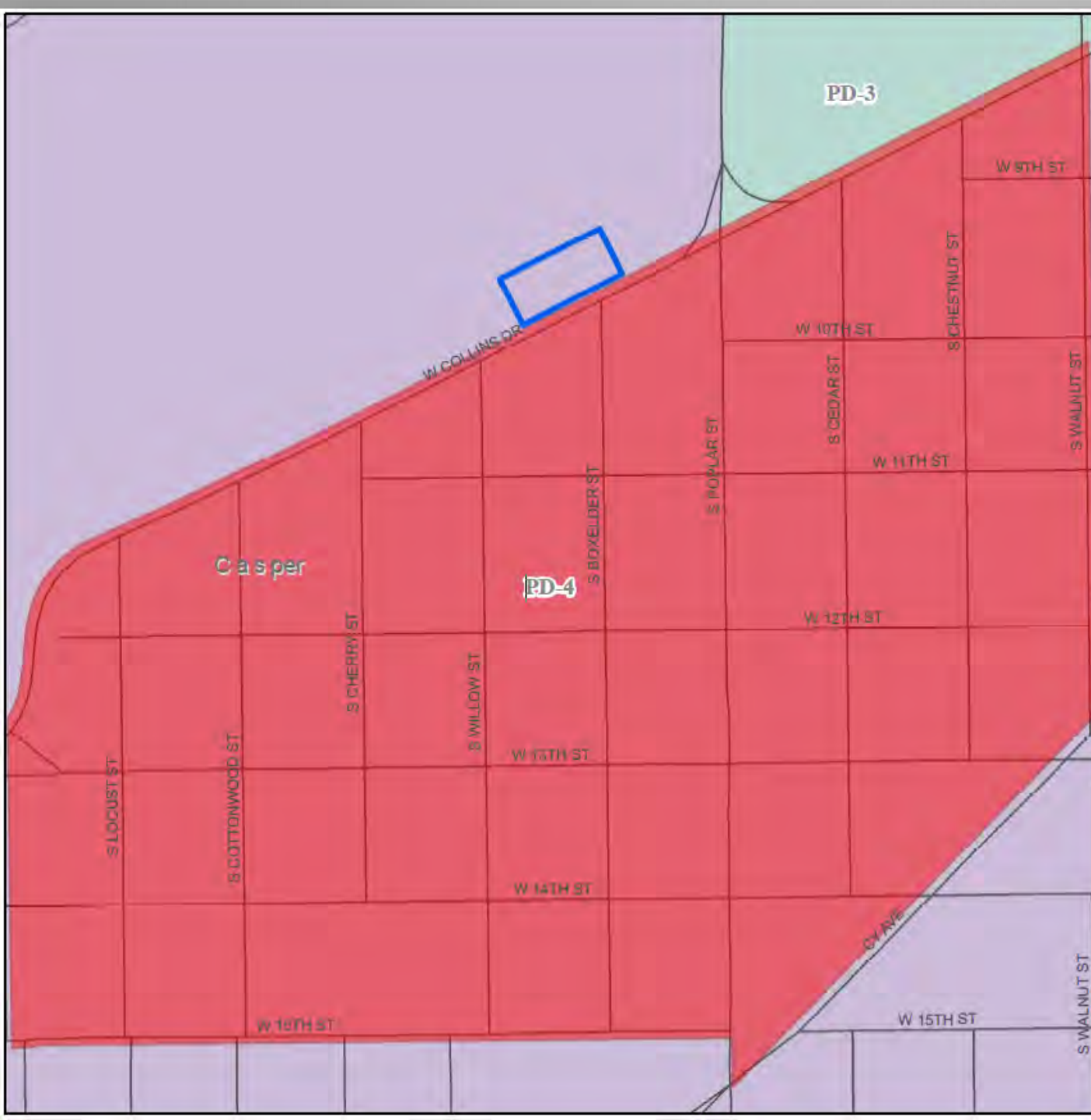
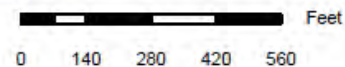
-  DDACTS\_Operational\_Zones
-  County Wide Street
-  Casper



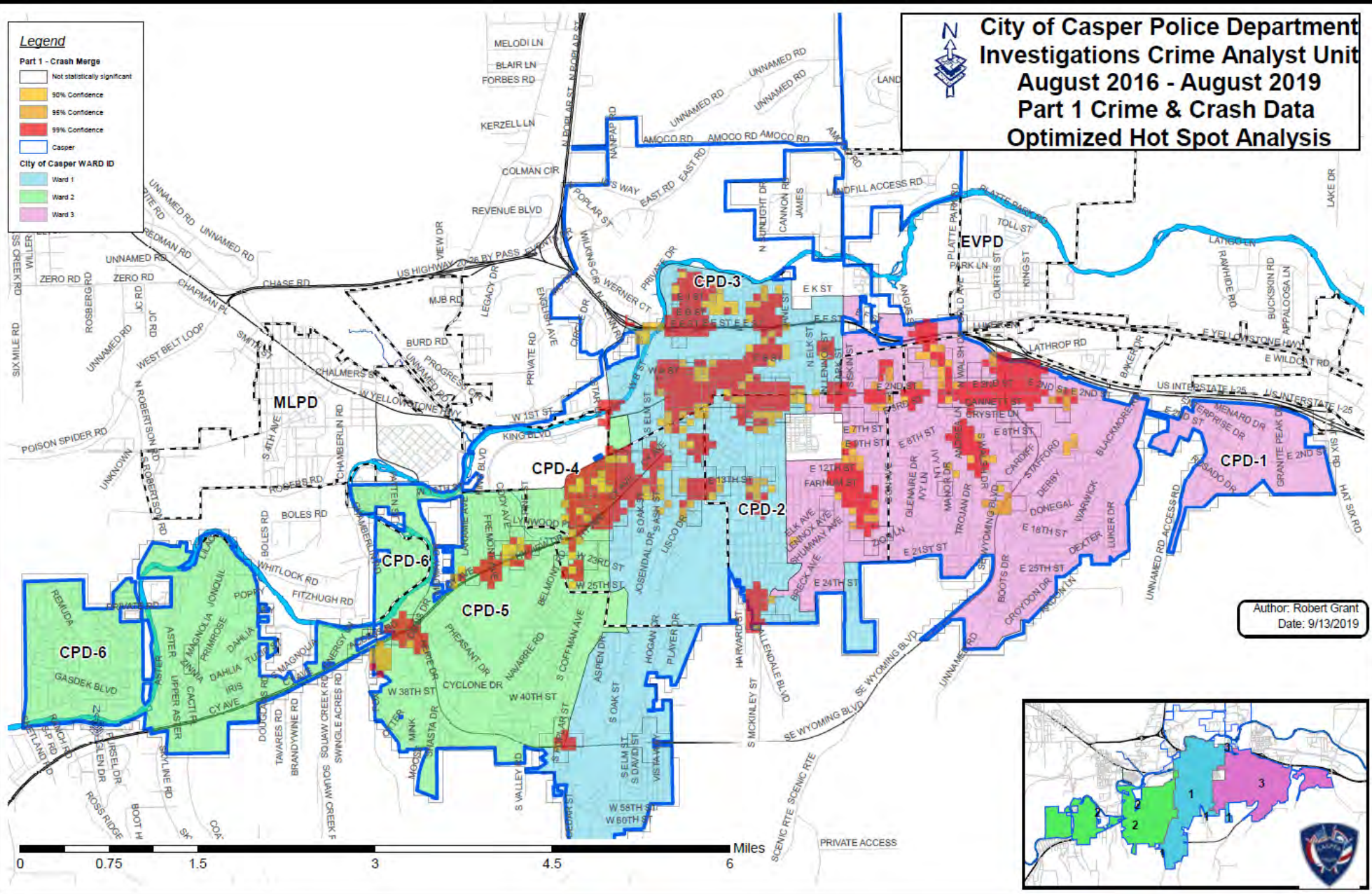
CITY OF CASPER  
POLICE DEPARTMENT  
201 N DAVID ST  
CASPER WY 82801



All data, information, and maps are provided without warranty or any representation of accuracy, timeliness of completeness even though the City of Casper has used reasonable efforts to make its data as accurate as possible. Maps and data are to be used for reference purpose only and the City of Casper shall assume no liability for the use, misuse, accuracy or completeness of this information.



Currently the CPD  
DDACTS area



**City of Casper Police Department  
Investigations Crime Analyst Unit  
August 2016 - August 2019  
Part 1 Crime & Crash Data  
Optimized Hot Spot Analysis**

**DDACTS**

Data Driven Approach to Crime and Traffic Safety. This Map depicts where the Part 1 Crime and Crash Data overlap each other. The Gi\_Bin field identifies statistically significant hot and cold spots, corrected for multiple testing and spatial dependence using the False Discovery Rate (FDR) correction method. Features in the +/-3 bins (features with a Gi\_Bin value of either +3 or -3) are statistically significant at the 99 percent confidence level; features in the +/-2 bins reflect a 95 percent confidence level; features in the +/-1 bins reflect a 90 percent confidence level; and the clustering for features with 0 for the Gi\_Bin field is not statistically significant.

Author: Robert Grant  
Date: 9/13/2019



# Traffic Calming

CITY OF CASPER 2019

# Calming Justification

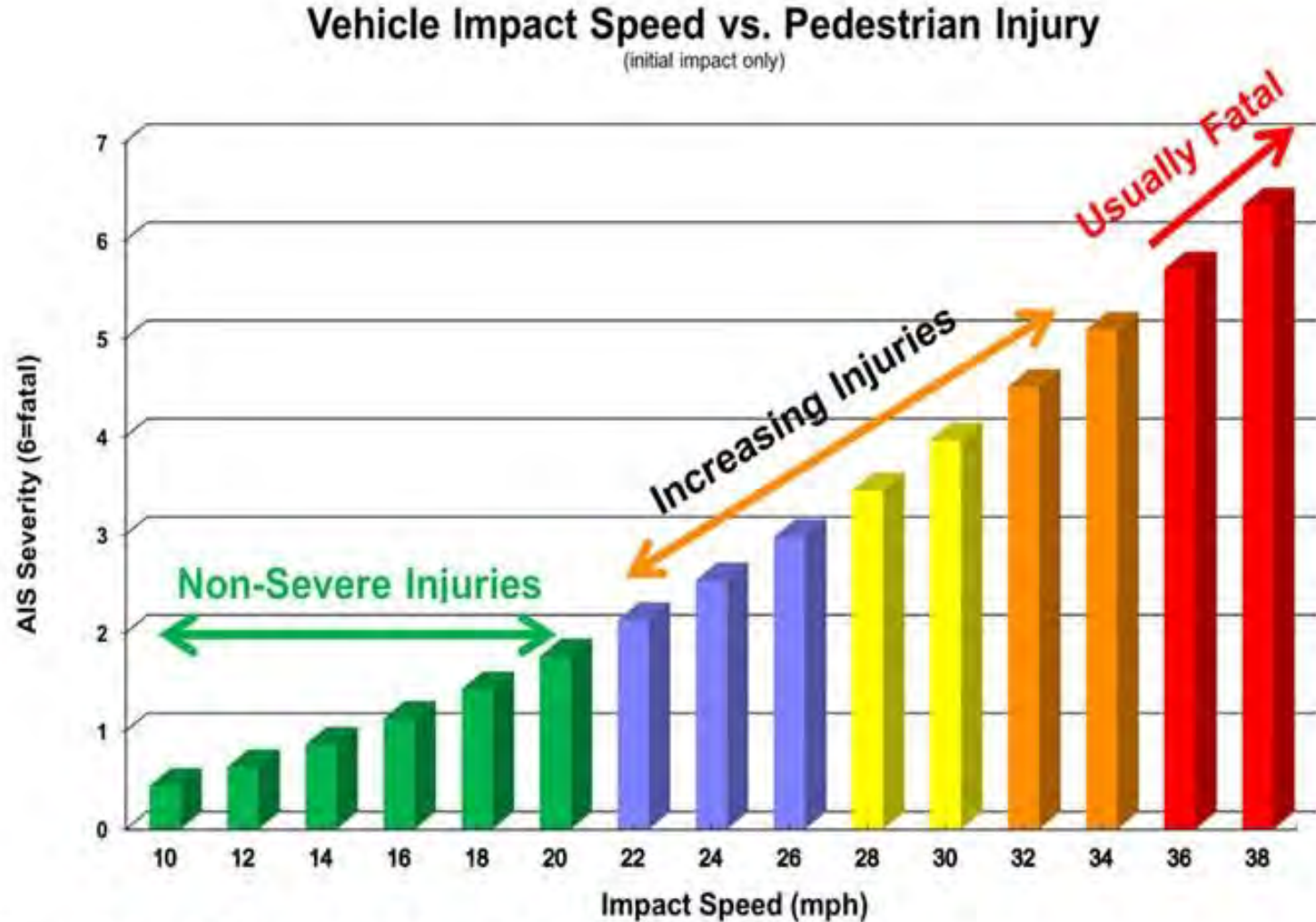


Figure 2.1. Speed/Pedestrian Injury Severity Correlation  
(Source: C. E. "Rick" Chellman)

# Three “E’s”

Education  
and Outreach



Enforcement



Engineering

Traffic calming is generally broken down into three categories to make it work:

- ▶ **Education and outreach** – educating and working with the public to change overall community philosophy in regards to speed and traffic safety.
- ▶ **Engineering** – utilizing standardized methods to change the way motorists view and interact with the roadway
- ▶ **Enforcement** – targeted enforcement and education inside identified areas to decrease and maintain lower speeds.

# Education & Outreach

Education and outreach through:

- ▶ Community meetings – getting feedback on target areas
- ▶ Public education – through media and social awareness campaigns
- ▶ Speed trailers – deployed by LE agencies to remind motorists of the speed limits
- ▶ Pace cars – community members devoted to setting the example by driving the speed limit, often identified by bumper stickers.
- ▶ Updated signage – indicating speed limits in targeted areas
- ▶ Environmental – utilizing unique community displays to impact motorist awareness (slow children at play)



# Enforcement

Neighborhood  
Watch

Targeted  
Enforcement

- ▶ Citizens willing to utilize radar & recording equipment/log license plates, willing to appear in court for speeding violations

- ▶ Targeted law enforcement response to identified problem areas:
  - ▶ DDACTS
  - ▶ Other crash/speed statistical information

Speed  
Limit

30

# Engineering

- ▶ Changing motorist behaviors through environmental design of the actual roadway, shoulders, sidewalks, and greenspace next to the roadways.

## Horizontal Deflection

- Chicanes
- Gateways
- On Street Parking
- Traffic Circles

## Vertical Deflection

- Speed Bump
- Speed Tables
- Raised intersections
- Raised crosswalks

## Road diets

- Neck downs
- Center Islands
- Chokers



# Case Study Information

- ▶ Sunnyvale, California: “Canary Drive”
  - ▶ Initial results were “flat”
  - ▶ Significant reduction after adding speed bumps.
- ▶ New York City “Neighborhood Slow Zone Program”
  - ▶ 26 neighborhood “slow zones”
  - ▶ 10-25% reduction in speed
  - ▶ 10% reduction in non-injury crashes
  - ▶ 27% reduction in injury crashes
- ▶ Portland, Maine: “Massachusetts Avenue”
  - ▶ 85% speeds reduced in 9 locations
  - ▶ 1 location had an increase in speed\*

# **Wyoming Association of Municipalities**



Wyoming Association  
of Municipalities  
*Building Strong Communities*

## **September 30, 2019 Finance Report**

**Distributed To:**

**WAM Board**

**10/10/19**



Wyoming  
Association of  
Municipalities  
**Building Strong Communities**

**TO:** WAM Board of Directors  
**FROM:** Earla Checchi, Finance Manager  
**DATE:** October 10, 2019  
**RE:** September 30, 2019 Finance Report

We are at three (3) month into the fiscal year with a net income of \$307,308. For more detailed information, please review the attached spreadsheet, or if you have specific questions please call me at 307-632-0398.

- We are at 58% of our income goal.
- We are at 21% of our expense goal.
- Notable Line Item income or expenses
  1. Income line item 3 – Membership Dues are at 93%. Still waiting on, East Thermopolis, Mills and Rock Springs dues to come in.
  2. Income line item 5 – Interest & Investments is at 76%. Conservative Estimate.
  3. Income line item 12 – WY Government Investment Fund is at 64%. We received the last two quarterly payments for FY 2019.
  4. Expense line item 23 – Insurance/Taxes/Bonds is at 67%. This includes building insurance, property taxes, personal and land.
  5. Expense line item 33 – Audit and Report is at 77%. Audit report will be given by Rolf Peterson at this meeting.
  6. Expense line item 35 – Legislative is a 12%. River Oak Communications did research on Right Away and Franchise Fees.
  7. Expense line item 38 - Intrastate Workshops Travel is at 23%. This includes Executive Director's travel and Region meetings.
  8. Expense line item 41 – Staff Training is at 45%. NLC, SHRM, Payroll Training.
  9. Expense line item 44 – Other is at 58%. This includes car registration and taxes, updated statute books, Investment fees and bank charges.

WAM Balance Sheet  
as of September 30, 2019

**ASSETS**

Current Assets

Petty Cash	100
WMEF Investments	16,967
WAM Checking	71,682
RBC Wealth Mgt - Cash Acct.320-41845	7,234
RBC Wealth Mgt - Investments 320-41845	275,132
RBC Wealth Mgt - Cash Acct. 309-25434	66,806
RBC Wealth Mgt - Investments 309-25434	554,373
Adjustments to Investments	-223
Accounts Receivable-General	53,769

**Total Current Assets** 1,045,840

Property and Equipment

Equipment	115,829
Land	93,975
Buildings	864,984
Landscaping	514
WAM Vehicle	33,860
Accum.Depr	(475,647)

**Total Property and Equipment** 633,515

**Total Assets** 1,679,355

**LIABILITIES AND CAPITAL**

Current Liabilities

Accounts Payable- General	15,861
Sales Tax Payable	(20)
Payroll Tax Liability	0
SUTA Payable	0
Worker Comp	0
FUTA Payable	310
Accrued Leave	16,091

**Total Current Liabilities** 32,243

Long-Term Liabilities

Mortgage-Balance	0
------------------	---

**Total Long-Term Liabilities** 0

**Total Liabilities** 32,243

Capital

WAM Balance Sheet  
as of September 30, 2019

Beginning Balance Equity	0	
Net Assets	1,339,804	
Net Income	<u>307,308</u>	
Total Capital		<u>1,647,112</u>
Total Liabilities & Capital		<u><u>1,679,355</u></u>

WAM Income Statement  
as of September 30, 2019

	A	B	C	D	H	I	J	K
1		Current Month Actual	Year to Date Actual	Proposed Budget	Variance Budget to Actual			
2	<b>INCOME</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2020</b>				
3	Membership Dues ***	0	399,915	428,047	93%			
4	Building Office Space Rental	973	3,892	11,676	33%			
5	Interest & Investments	3,347	4,575	6,000	76%			
6	Summer/Winter Conventions	500	2,855	100,000	3%			
7	Annual Sponsorship	8,501	21,451	76,000	28%			
8	WAM-JPIC Administrative Fees	13,350	43,519	200,000	22%			
9	Workshops/Training (HR, City Mgr/Admin, Regions, FD, BD)	1,020	1,796	5,000	36%			
10	Contractor Testing Fees	0	0	0	0%			
11	Wyoming Community Gas	0	3,000	3,000	100%			
12	Wyoming Government Investment Fund	0	5,105	8,000	64%			
13	Publication Sales	0	185	500	37%			
14	<b>Total</b>	<b>27,691</b>	<b>486,292</b>	<b>838,223</b>	<b>58%</b>			

WAM Income Statement  
as of September 30, 2019

	A	B	C	D	H	I	J	K
		Current Month Actual	Year to Date Actual	Proposed Budget	Variance Budget to Actual			
		FY 2020	FY 2020	FY 2020				
16								
17	<b>EXPENSES</b>							
18	Personnel (Salaries, Taxes, Retirement, Part-Time Staff)	23,568	71,253	317,000	22%			
19	Group Health Insurance Premiums	7,845	23,288	100,000	23%			
20	Educational Services/Training	0	1,000	20,000	5%			
21	Utilities	604	2,104	7,500	28%			
22	Building Maintenance	136	136	4,000	3%			
23	Insurance/Taxes/Bonds (Building, Notary, Property Taxes, D&O, Crime Policy)	12,410	14,465	21,500	67%			
24	Custodial/Lawn care/Snow removal	243	2,727	12,000	23%			
25	Telephone/Internet/Website	523	1,727	20,000	9%			
26	IT Operation/Maintenance/Software	1,760	5,351	22,000	24%			
27	Office Supplies	103	288	5,000	6%			
28	Postage	-2	-12	3,000	0%			
29	Printing (Directory, WAM Connection & Copies)	0	340	10,000	3%			
30	Equipment Leases (Postage Meter/Copy Machine)	0	1,107	6,500	17%			
31	Dues/Memberships/Sponsorships	0	925	17,000	5%			
32	Interstate Travel (Workshops/Training/Meals out of state)	1,843	3,977	25,000	16%			
33	Audit and Report	0	7,000	9,100	77%			
34	Outside Counsel	1,500	4,501	22,000	20%			
35	Legislative Relations (Legislative Fees, Travel, Meals)	4,885	7,985	68,000	12%			
36	Meals	38	259	2,000	13%			
37	Scholarships (Convention Registration/Lodging)	0	0	3,000	0%			
38	Intrastate Workshops/Training/Travel/Meals (Regions, FD/Managers Retreats)	1,340	5,828	25,000	23%			
39	Summer/Winter Conventions	0	13,710	100,000	14%			
40	Furniture/IT Equipment	0	3,435	4,000	86%			
41	Staff Training/Professional Development Planning	0	3,154	7,000	45%			
42	Special Projects (Municipal Finance Report)	0	0	0	0%			
43	ED Search Expenses from reserves	0	0	0	0%			
44	Other Expenses **	69	4,437	7,623	58%			
45	<b>Total</b>	<b>56,866</b>	<b>178,984</b>	<b>838,223</b>	<b>21%</b>			
46	<b>Net Income/Loss</b>	<b>-29,175</b>	<b>307,308</b>	<b>0</b>				
47	**Other Expenses - Bank Charges, Books/Periodicals/Car Expenses							

WAM  
FY 2020 Approved Budget

	A	C	D	E	F	G	I	J	
		Audited	Audited	Audited	Audited	Year to Date	Proposed Budget	Variance Difference	
1									
2	INCOME	FY 2016	FY 2017	FY 2018	FY 2019 *	FY 2020	FY 2020		
3	Membership Dues	428,097	400,762	380,820	392,347	399,915	428,047	93%	
4	Building Office Rental Space	2,949	2,540	11,280	10,340	3,892	11,676	33%	
5	Interest & Investments	5,928	2,092	1,981	13,996	4,575	6,000	76%	
6	Summer/Winter Conferences	64,037	49,781	95,139	103,916	2,855	100,000	3%	
7	Annual Sponsorship	84,532	76,700	77,370	77,650	21,451	76,000	28%	
8	WAM-JPIC Administrative Fees	168,885	176,826	178,507	176,141	43,519	200,000	22%	
9	Workshops & Training (HR, City Mgr/Admin, Regions, Finance Directors, Board of Directors)	60,540	40,901	3,056	4,225	1,796	5,000	36%	
10	Contract Testing	535	60	30	30	0	0	0%	
11	Wyoming Community Gas	3,000	3,000	3,000	3,000	3,000	3,000	100%	
12	Wyoming Government Investment Fund	5,516	6,570	8,107	6,834	5,105	8,000	64%	
13	Energy Lease Program	3,000	3,000	0	0	0	0	0%	
14	Publication Sales	3,335	1,985	545	539	185	500	37%	
15	<b>Total</b>	<b>830,354</b>	<b>764,217</b>	<b>759,835</b>	<b>789,018</b>	<b>486,292</b>	<b>838,223</b>	<b>58%</b>	
16	*Not Included in 2017, 2018, 2019 Dues (Rock Springs) (2019 & Mills)								





WAM  
FY 2020 Approved Budget

	A	C	D	E	F	G	I	J
		Audited	Audited	Audited	Audited	Year to Date	Proposed Budget	
		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2020	
17								
18	<b>EXPENSE</b>							
19	Personnel Expense (Salaries, Taxes, Retirement, PT Staff)	293,332	342,417	331,626	284,394	71,253	317,000	22%
20	Group Health Insurance Premiums	56,491	81,679	73,737	74,542	23,288	100,000	23%
21	Educational Services	35,129	15,441	9,480	13,334	1,000	20,000	5%
22	Utilities	6,065	5,450	7,800	12,341	2,104	7,500	28%
23	Building Maintenance	5,055	589	1,169	1,169	136	4,000	3%
24	Insurance/Taxes/Bonds (Building, Notary, Property Taxes, D&O Crime Policy, Car Registration & Taxes)	11,729	12,864	14,453	14,307	14,465	21,500	67%
25	Custodial/Lawn Care/Snow Removal	8,559	8,099	10,593	11,635	2,727	12,000	23%
26	Telephone/Internet/Website	13,164	16,295	18,572	7,254	1,727	20,000	9%
27	IT Operations/Maintenance/Software	3,509	16,858	11,832	19,186	5,351	22,000	24%
28	Office Supplies	7,872	5,560	2,781	3,356	288	5,000	6%
29	Postage	4,578	1,995	2,215	2,012	-12	3,000	0%
30	Printing (Directory, WAM Connection, Copies)	10,940	6,217	8,153	5,854	340	10,000	3%
31	Equipment Leases (Postage Meter, Copy Machine)	8,191	7,578	7,226	3,888	1,107	6,500	17%
32	Dues & Memberships/Sponsorship	18,208	10,492	10,998	9,993	925	17,000	5%
33	Interstate Travel (includes NLC, Mileage, Meals, Lodging, Car Rental /Membership Travel)	38,287	31,794	3,461	5,552	3,977	25,000	16%
34	Auditing (Anton Collins Mitchell)	6,000	6,300	6,600	7,000	7,000	9,100	77%
35	Outside Counsel	20,570	18,917	18,906	19,045	4,501	22,000	20%
36	Legislative Relations (Legislative Fees, Travel, Meals)	80,640	45,150	12,095	39,079	7,985	68,000	12%
37	Meals	882	480	215	308	259	2,000	13%
38	Scholarships (Convention Registration, Lodging)	0	1,000	0	0	0	3,000	0%
39	Intrastate Workshops/Training/Travel/Meals	44,291	36,724	12,933	9,543	5,828	25,000	23%
40	Summer/Winter Conferences	44,825	30,340	84,359	90,792	13,710	100,000	14%
41	Furniture/IT Equipment	1,784	717	1,214	434	3,435	4,000	86%
42	Staff Training/Professional Development & Planning	2,889	2,273	10,891	3,081	3,154	7,000	45%
43	Special Projects	0	6,475	16,786	0	0	0	0%
44	Executive Director Search (includes new Vehicle & Moving Expense for ED, Expenses for candidates)	0	0	0	48,292	0	0	0%
45	Other Expenses**	3,563	2,968	1,112	4,666	4,437	7,623	58%
46	<b>Total</b>	<b>726,553</b>	<b>714,672</b>	<b>679,207</b>	<b>691,057</b>	<b>178,984</b>	<b>838,223</b>	
47	<b>Net Income/Loss</b>	<b>103,801</b>	<b>49,545</b>	<b>80,628</b>	<b>97,961</b>	<b>307,308</b>	<b>0</b>	
48	** Other Expenses - Bank Charges, Books/Periodicals/Car Expenses							

**From:** Justin Schilling [mailto:jschilling@wyomuni.org]

**Sent:** Friday, October 11, 2019 2:43 PM

**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>

**Subject:** Word from WAM - Grants galore, WAM/WCCA Energy Lease Program, Grant Management Workshop, Fall Workshop Agenda.



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

# *Word from WAM!*

*A Weekly Message*

## **2020 Wyoming Community Grants Program**

Grants of up to \$10,000  
Available From Program  
Sponsored by Wyoming  
Community Gas

Wyoming Community Gas has opened  
the application window for the 2020  
Wyoming Community Grant Program.

Applicants can request grant amounts  
up to \$10,000 for their project. The grants are awarded to programs and projects that  
enhance quality of life in Wyoming Choice Gas program service areas, with an  
emphasis on arts, culture and community improvement.



Wyoming cities and towns, as well as 501(c)(3) and 501(c)(6) non-profits may apply.

If you have any questions, please call Natalie Flood at 888-527-0003.

For the grant rules and guidelines [click here.](#)

For the grant request form [click here.](#)

## Kemmerer Wins Federal Grant Funding to Drive Economic Diversification

CHEYENNE, Wyo. - Gov. Mark Gordon is pleased to announce that the U.S. Economic Development Administration has awarded the City of Kemmerer \$138,950 in grant funding to support redevelopment and revitalization.

The grant will pay half the cost of developing a detailed economic diversification strategy and hiring an impact manager for a two-year period to implement the plan. It will help Kemmerer and Lincoln County prepare, strengthen, and diversify its economy in anticipation of the likely upcoming retirement of the Naughton #1 and #2 coal-fired power plants.

"Our focus is on the workers and communities that will be impacted by these announced closures," Governor Mark Gordon said. "I'm glad to see that the community is taking a proactive role in charting its future."

Kemmerer partnered with Rocky Mountain Power, the Wyoming Business Council, the South Lincoln Economic Development Corporation, the Lincoln County Economic Development Joint Powers Board and Lincoln County to provide the match for the grant.

"It's crucial to have close partnerships with private industry, the county and the state as we move Kemmerer toward some really successful ventures," said Mayor Anthony Tomassi. "We have a really good team."

The diversification study will explore target industries, tourism opportunities and quality of life initiatives to identify specific tasks and achievable goals for Kemmerer to pursue. After the study is complete, Kemmerer will hire an impact manager to carry out the plan.



"The lack of such a position in the past has been one of the biggest reasons our past efforts did not make the progress toward economic diversification we had hoped for," Tomassi said.

Kemmerer's diversification strategy will focus on value-added markets and development for natural resources, manufacturing processes for value-added projects, training and apprenticeships, tourism and entrepreneurial development, and infrastructure improvement.

## EPA Brownfields Loan and Grant Application Window Now Open

Partners in Brownfields reuse-

Greetings! I'm excited to announce that the U.S. EPA is now accepting applications for ~\$50 million in fiscal year 2020 Brownfields Assessment, Revolving Loan Fund and Cleanup grants- application deadline is December 3. The grant guidelines and other related helpful documents can be viewed here:

<https://www.epa.gov/brownfields/fy-2020-assessment-revolving-loan-fund-and-cleanup-grant-application-resources>



The EPA will host a training webinar on October 24, 2019 at 2pm (EST) / 12pm (MST). Potential applicants are encouraged to participate in this session and can do so by joining at <https://epawebconferencing.acms.com/fy20arc/> and/or dial into the audio conference line at 1-866-299-3188/ access code: 202-566-1817. No registration is required. If you miss the webinar, it will be recorded and posted on the above website.

Danny Heffernan  
Brownfields & Redevelopment Branch  
U.S. Environmental Protection Agency - Region 8  
Denver, CO  
303-312-7074

# WAM-WCCA Energy Lease Program Request for Proposals

Up to \$100,000 in Zero Interest Leases Available for Energy Efficiency Projects in Your Town

The WAM-WCCA Joint Oversight Board will have nearly \$450,000 available to lend this year. Applications are due into WAM by no later than December 13th, so don't delay.



For more information and the application please [click here](#).

If you have any questions, please contact Earla at 307-632-0398, or via e-mail by [clicking here](#).

## Grant Management Workshop in Casper

Casper Police Department and Grant Writing USA will present a two-day grant management workshop, November 14-15, 2019. This training is for grant recipient organizations across all disciplines. Attend this class and you'll learn how to administer government grants and stay in compliance with applicable rules and regulations.

[Click here for full event details.](#)

We are excited to offer Wyoming Association of Municipalities members and their staff a special tuition rate of \$565. Please use code "WYASSN" to receive this \$30 discount off full price at registration. Tuition includes Grant Management USA's 500-page grant management workbook and reference guide. Seating is limited, online reservations are necessary.

Multi-enrollment discounts and discounts for Grant Writing USA returning alumni are also available. Tuition payment is not required at the time of enrollment.

Complete event details including learning objectives, class location, graduate testimonials and online registration are [available here](#).

Contacts:

Janet Darling  
Grant Writing USA  
888.290.6237 toll free  
[janet@grantwritingusa.com](mailto:janet@grantwritingusa.com)

Sgt. Nunn  
Casper Police Department  
307.235.8490  
[snunn@casperwy.gov](mailto:snunn@casperwy.gov)

## Agenda for WAM Fall Workshop

# 2019 Fall Workshop

for Finance Directors, Administrators and Managers

## Wednesday October 16th

6:30 p.m. Welcome Dinner, Wolf Hotel, 101 E. Bridge Ave, Saratoga, WY 82331

## Thursday October 17th

8:00 a.m. Breakfast

9:00 a.m. 2019 Revenue Deep Dive: Effective Municipal Budget Forecasting Using State Tools:  
Joe Coyne, Community Builders Inc.  
Municipal Investing 101: Troy Hunsucker, Peaks Investments - River Cabin

10:30 a.m. Break

11:00 a.m. WBC Evolution Update: Sarah Fitz-Gerald, Wyoming Business Council

12:30 p.m. Lunch

1:30 p.m. Wyoming Government Investment Fund Update: Joan Evans,  
George K Baum & Company  
Solving the F66: Rich Cummings, Wyoming State Department of Audit - River Cabin

3:00 p.m. Break

3:30 p.m. Short Term Rental Issues: Todd Stowell, Community Development Director, Cody

6:00 p.m. Dinner

## Friday October 18th

8:00 a.m. Breakfast

9:00 a.m. Wyoming's Leadership in Blockchain Technologies and How Micro  
Bonding Could Benefit You: J.W. Rust, Tim Furey, Emma Channing,  
Alvarez & Marsal Public Sector Services  
Ransomware and Other Cyberthreats: Special Agent Neeki Carter,  
FBI Casper Field Office - River Cabin

10:30 a.m. Break

11:00 a.m. Wyoming's Economic Future: Dr. Wenlin Liu, Chief Economist,  
State of Wyoming

12:30 p.m. Adjourn - Safe Travels Home!

## Saratoga Hot Springs Resort October 16-18, 2019

601 Pik Pike Rd., Saratoga, WY 82331 - (307) 326-5261



**REGISTER NOW!** WAM Fall Workshop is coming up October 16-18 at the beautiful Saratoga Hot Springs Resort. This event is designed for Finance Directors, Administrators and Managers, and will feature an agenda filled with timely and informative topics relating to the financial wellbeing of your municipality. Come learn, connect and engage with your peers from across the state!

[Registration and lodging information is available by clicking here.](#)

To check out the Saratoga Hot Springs Resort, please click the video below.



Saratoga Resort & Spa | Things to do in Wyoming

**Cheyenne Downtown Development  
Authority Offering Synthetic Skating Rink  
For Sale**





## FOR SALE: 40'x60' Synthetic Ice Rink, Skates & Accessories: \$5,000

This rink set up is owned by the Cheyenne Downtown Development Authority (DDA) and has been used for the past 3 years. The DDA does not have the staff and volunteer capacity to run it and is letting it go.

This is a one-stop, "take all" package for a synthetic ice-rink set up. It contains everything needed except synthetic ice lubricant treatment and the "skate shed". (A local shed-builder loaned us a shed to use.) Buyer is responsible for loading and transportation to new location (a large U-haul is recommended). A smooth, flat surface is required to lay the rink on. Rink can be used indoors or out.

Rink Related:

- Synthetic ice tiles that fit together to make a 40'x60' rink
- 32 White plastic fence sections approx. 5' long to surround the rink - these are not in great shape due to previous issues with wind
- 4 Long wooden benches (approx 12' long)

Skate Related:

- Approximately 70 pair of ice skates in a range of sizes: children - adult - in 4 totes

- 1 Skate Sharpener
- 4 Plastic Shelf Units to hold skates
- 34 Grey rubber mats (for walkway & under benches)
- 3 Bags of disposable booties (for those who don't want to wear ice skates)
- Lysol spray
- 2 Plastic sleds

Decorating/Misc Related:

- 3 Strings of clear Christmas lights
- 1 "Disco" projection light
- 12 "Light poles" set into cement in 5 gal buckets (approx 6' tall) to hold lights around edge of rink
- 2-5 gal buckets of lights/extension cords
- Garland- 2 totes & bag
- Wreaths & garland - 1 tote
- Decorations- pine cones, Christmas decorations - 1 tote
- 2- 4 ft by 6 ft spiral tree decorations that stake into the ground
- 8-5 gal buckets of playground sand (used to help steady fence panels)
- 2 Rolls duct tape
- 2 Pallets

Admin Related:

- Log-in book
- Liability Waivers
- Signs
- First-aid kit
- Donation jar

For more info: Vicki Dugger, [vicki@downtowncheyenne.com](mailto:vicki@downtowncheyenne.com); 307-433-9730 x4.



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