

# COUNCIL MEETING AGENDA

Casper City Council  
City Hall, Council Chambers  
Tuesday, September 1, 2020, 6:00 p.m.



## COUNCIL POLICY PUBLIC STATEMENTS

- I. Members of the Public Wishing to Speak to an Item Already on the Agenda, Other Than a Public Hearing, or Second or Third Reading Ordinance, Must Submit a Request to the City Clerk's Office by 12:00 Noon on the Monday Immediately Preceding the Council Meeting, or May Speak During the Communications From Persons Present.
- II. When Speaking to the City Council Please:
  - Clearly State Your Name and Address.
  - Direct all questions/comments to the Mayor and only the Mayor.
  - No personal attacks on staff or Council.
  - Speak to the City Council with Civility and Decorum.
- III. The City Council Will Not Respond to Any Comments or Questions Concerning Personnel Matters. Any Such Comments or Questions Will be Handled by the Appropriate Persons. Public Hearing Comments and Presentations Will be Limited to Five Minutes or Less per Person, nor Will Time Extensions be Permitted. No Duplication of Speakers will be Allowed.
- IV. Questions Posed by Speakers May, or May Not be Responded to by Council Members.
- V. Willful Disruption of, or the Breach of the Peace at, a Council Meeting may Result in the Removal of any Such Individuals or Groups from the Council Chambers.  
(These Guidelines Are Also Posted at the Podium in the Council Chambers)

*\*Please silence cell phones during the City Council meeting.\**

**COVID-19 precautions are in effect at Council meetings. All Council meetings including Work Sessions are held in Chambers. Entrance to the meetings is the east door off David Street. Upon entry you will be asked to sign-in for contact tracing purposes. Face coverings are encouraged. Seating has been gridded into six feet distances. Seating capacity for the public is fifteen seats. Media will be given priority for seating. Public input via email is encouraged: [CouncilComments@casperwy.gov](mailto:CouncilComments@casperwy.gov)**

## AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE

**We are CASPER**

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

3. CONSIDERATION OF MINUTES OF THE AUGUST 18, 2020 REGULAR COUNCIL MEETING, AS PUBLISHED IN THE CASPER STAR-TRIBUNE ON AUGUST 28, 2020
4. CONSIDERATION OF MINUTES OF THE AUGUST 18, 2020 EXECUTIVE SESSION – PROPERTY, LITIGATION, AND PERSONNEL
5. CONSIDERATION OF BILLS AND CLAIMS
6. BRIGHT SPOTS IN OUR COMMUNITY – CHILDHOOD CANCER AWARENESS MONTH
7. COMMUNICATIONS
  - A. From Persons Present
8. ESTABLISH DATE OF PUBLIC HEARING
  - A. Consent
    1. Establish September 15, 2020, as the Public Hearing Date for Consideration of:
      - a. Amending Section 2.60.050 to the **Code of Ethics** of the Casper Municipal Code
9. PUBLIC HEARINGS
  - A. Ordinance
    1. Authorizing Revisions to Chapter 13.32.030 of the Casper Municipal Code Related to **Local Limits for the Industrial Pretreatment Program.**
    2. **Massage Therapy** License and Permit Ordinance
      - a. Minute Action - **Table Public Hearing/First Reading of Ordinance**
10. THIRD READING ORDINANCES
  - A. Amending Sections of Chapter 6.04 - **Animal Care and Control**
    1. Communications from Persons Present
  - B. **2020 NFPA70 National Electrical Code**
    1. Communications from Persons Present
  - C. **Vacating Tract G, Mesa Del Sol Addition, as Public Parkland;** and Approving a **Zone Change** of said Parcel from PH (Park Historic) to R-4 (High Density Residential).
    1. Communications from Persons Present

**We are CASPER**

**Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness**

## 11. RESOLUTIONS

### A. Consent

1. Adopting the **Financial Administration Guidelines**.
2. Authorizing a Contract for **Outside-City Water Service** with **Arlo B. and Deborah K. See**.
3. Authorizing a Professional Services Contract with **HDR Engineering, Inc.**, for Completion of a **Risk and Resilience Assessment and Emergency Response Plan Update for the Water and Wastewater Utilities**.
4. Authorizing a Contract between the **University of Wyoming** and the City of Casper for the Purposes of Cultivating and **Educating Citizens on the Topics of Horticulture and Related Items**.
5. Approving an Act of Support for the **CARES Allocation Model** Proposed by the Governor of Wyoming.
6. Authorizing the Submission of a **Reimbursement Application** to the State Loan and Investment Board for an Allocation of **Coronavirus Aid, Relief, and Economic Security Act Monies** from the Federal Government.
7. Authorizing a Contract for Professional Services with **ALSCO**, in the Amount of \$521,054.05, for Professional **Laundry Services** for the Public Services Department and the Support Services Department.
8. Authorizing the Creation of the **Casper Youth Council** and Approving an **Advisory Committee** to and for the City of Casper City Council.
9. Annual Update to the Memorandum of Understanding between **Natrona County School District #1** and the **City of Casper School Resource Officer Services**.

## 12. MINUTE ACTION

### A. Consent

1. Authorizing the Appointment of **Dennis R. Gazdiewich** to the **Civil Service Commission** for a Three (3) Year Term Expiring September 30, 2023.
2. Authorize the Purchase of One (1) Used **Hamm Pneumatic Roller**, from **Honnen Equipment**, Casper, Wyoming, in the Total Amount of \$28,500 for Use by the Streets Division of the Public Services Department.
3. Authorizing the Sole Source Purchase of One (1) Used **Nilfisk Floor Cleaning System** from **Norco Company** of Mills, Wyoming, in the Total Amount of \$24,274.21 for Use by the Solid Waste Division of the Public Services Department.

**We are CASPER**

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

12. MINUTE ACTION (continued)

A. Consent

4. Authorize the Purchase of One (1) New-Dedicated **Turf Sprayer**, from **Midland Implement Co.**, Billings, Montana, in the Total Amount of \$56,836.00 for Use by the Weed and Pest Sub-Division of the Parks and Recreation Department.
5. Authorizing the Sole Source Purchase of One (1) Used 962 **Caterpillar Front End Wheel Loader**, from **Wyoming Machinery Company** of Mills, Wyoming, in the Total Amount of \$195,346.14, for Use by the Solid Waste Division.

13. INTRODUCTION OF MEASURES AND PROPOSALS BY MEMBERS OF THE CITY COUNCIL

14. ADJOURNMENT

Upcoming Council Meetings

**Council Meetings**

6:00 p.m. Tuesday, September 15, 2020– Council Chambers

6:00 p.m. Tuesday, October 6, 2020 – Council Chambers

**Work Sessions**

4:30 p.m. Tuesday, September 8, 2020 – Council Chambers

4:30 p.m. Tuesday, September 22, 2020– Council Chambers

---

ZONING CLASSIFICATIONS			
FC	Major Flood Channels & Riverbanks	PUD	Planned Unit Development
AG	Urban Agriculture	HM	Hospital Medical
R-1	Residential Estate	C-1	Neighborhood Convenience
R-2	One Unit Residential	C-2	General Business
R-3	One to Four Unit Residential	C-3	Central Business
R-4	High-Density Residential	C-4	Highway Business
R-5	Mixed Residential	M-1	Limited Industrial
R-6	Manufactured Home (Mobile) Park	M-2	General Industrial
PH	Park Historic	SMO	Soil Management Overlay
HO	Historic Overlay	ED	Education
OB	Office Business	OYD	Old Yellowstone District

---

**We are CASPER**

**Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness**



COUNCIL PROCEEDINGS  
Casper City Hall – Council Chambers  
August 18, 2020

1. ROLL CALL

Casper City Council met in regular session at 6:05 p.m., Tuesday, August 18, 2020. Present: Councilmembers Bates, Cathey, Hopkins, Huber, Johnson, Lutz, Pacheco, Powell and Mayor Freel.

2. PLEDGE OF ALLEGIANCE

Mayor Freel led the audience in the Pledge of Allegiance.

IN MEMORIAM: A MOMENT OF SILENCE FOR CAROL CRUMP

Mayor Freel shared that Carol Crump, former Councilmember and dedicated community member, passed away yesterday. Mayor Freel acknowledged her involvement and commitment to serving our community. Mayor Freel observed a moment of silence in her honor.

3. MINUTES

Moved by Councilmember Bates, seconded by Vice Mayor Lutz, to, by minute action, approve the minutes of the August 4, 2020, regular Council meeting, as published in the Casper-Star Tribune on August 11, 2020. Motion passed.

4. EXECUTIVE SESSION MINUTES

Moved by Councilmember Pacheco, seconded by Councilmember Bates, to, by minute action, approve the minutes of the August 4, 2020, executive session. Motion passed.

5. BILLS & CLAIMS

Moved by Councilmember Johnson, seconded by Councilmember Bates, to, by minute action, approve payment of the August 18, 2020, bills and claims, as audited by City Manager Napier. Motion passed.

Bills & Claims 08/18/20		
3DsWeld	Services	1,997.00
71Const	Services	49,920.39
AMBI	Services	645.55
AAALndscpng	Services	1,428.40
AceHrdwr	Goods	301.76
Adecco	Services	582.00
AhernRent	Services	2,294.55
Airgas	Goods	3,900.29
Alluretech	Services	42.00
Alsco	Services	800.48
AMSignal	Goods	22,524.55
AmeriTech	Goods	6,103.63
AtlasOffice	Goods	117.26
Bargreen	Goods	54.00

BnkofAmerica	Goods	99,821.35
Bloedorn	Goods	120.97
Brenntag	Goods	29,855.10
BriansgotoSvc	Services	741.21
CarrCoatings	Services	107,500.00
CarusCorp	Goods	13,446.00
CsprChmbr	Dues	550.00
CsprElect	Services	140.00
CsprStarTrib	Ads	1,134.52
CsprTin	Goods	375.00
CsprTire	Goods	1,298.00
CsprTruck	Services	8,520.48
CenturyLink	Utilities	19,467.78
CH2Mhill	Services	11,527.68
ClymoreEnrgy	Services	2,307.50
CtyofCspr	Services	6,641.05
CivilEng	Services	12,750.00
CMITeco	Goods	203,773.20
CommTech	Goods	94.94
CompProf	Services	5,303.98
CoreMain	Goods	2,334.97
CrownConst	Services	34,346.70
CrumElect	Services	120.00
CunninghamElect	Services	998.07
DanaKepner	Goods	3,028.94
DavidsonFxd	Services	3,480.53
DCourtade	Reimb	800.00
Dell	Goods	10,510.00
DennisSply	Goods	60.60
DiamondVogel	Goods	11.52
DooleyOil	Goods	30,878.23
DDA	Services	2,000.00
DPCInd	Goods	15,246.62
EconomicDev	Funding	86,603.25
Emaint	Services	5,460.00
EnergyLab	Services	2,722.00
EngDsgn	Services	8,562.50
Enviro-Clean	Goods	4,926.85
Ferguson	Goods	6,843.30
FloydsTrck	Goods	163,346.00
G-CBldgSply	Goods	335.30
Galls	Services	695.50
GilletteSteel	Goods	33,620.00
GlobalSpectrum	Funding	83,037.51
Grainger	Goods	99.46

GranitePk	Services	109,556.69
GrizzlyExc	Services	10,775.53
HaassConst	Services	263,567.51
HDREng	Services	1,206.04
HeidiWalling	Services	208.00
HighPlnsConst	Services	329,592.30
HoffmanMnmt	Goods	1,240.00
Homax	Goods	2,519.77
HubIntl	Bonds	28,429.00
HydroOpt	Goods	323.66
ISCO	Goods	38,026.94
IntegrityAuto	Services	934.12
JBrown	Reimb	150.00
JSimonson	Reimb	42.25
KeyholeTech	Services	54,920.50
KnifeRiver	Goods	309,955.24
LongBldg	Services	2,885.00
McMurryRdyMx	Goods	771.00
MDean	Reimb	73.96
MonsonJanit	Services	6,616.80
MtnStatesLitho	Services	1,576.13
MtnWestTele	Utilities	1,000.00
MunicipalCode	Goods	1,130.12
NCHCorp	Goods	900.00
NC-Sheriff	Services	86,662.92
Norco	Goods	720.80
NrthrnLights	Goods	8,950.00
OneCall	Services	1,164.00
Pepsi	Goods	351.20
PlatteRvr	Services	125,592.00
PMoya	Reimb	525.81
PMCH	Services	20,000.00
Printworks	Services	99.90
PShoemake	Reimb	146.99
RRMgmt	Services	258.95
Ricoh	Goods	529.43
RckyMtnPwr	Utilities	34,317.71
RooterSwr	Services	3,717.64
ShrwnWllms	Goods	886.90
Smarsh	Services	1,852.50
SolarWinds	Goods	7,378.00
StofWy-Notary	Services	60.00
StofWY	Services	6,191.75
StofWY-DEA	Services	19,866.01
SterlingInfo	Services	379.66

Stotz	Goods	3,850.00
SWI	Services	134,910.13
ThatcherCo	Goods	8,971.38
TopOffice	Goods	129.68
TransmissionDist	Goods	93,290.99
TretoConst	Services	28,218.88
TriState	Goods	100.00
TwinsqrMd	Services	1,020.00
TylerTech	Goods	14,000.00
Verizon	Services	798.81
Wamco	Goods	1,800.00
Wardwell	Services	150.78
WasteOil	Goods	240.00
WColemanConst	Services	48,052.80
WstPlainsEng	Services	2,500.00
WHllc	Services	6,500.00
WARM	Services	3,162.31
WWohl	Reimb	150.00
WYLowVltg	Goods	337.50
WyoSvcs	Services	2,192.50
WySteel	Goods	342.64
Total		2,952,919.60

#### 6.A BRIGHT SPOT

Mayor Freel welcomed Tony Woodell, Director of the Wyoming Food Bank of the Rockies to the meeting. Mr. Woodell shared that three million meals have been served during the pandemic and spoke about September Hunger Action Month. Mayor Freel read and presented a proclamation in honor of the month.

#### 6.B BRIGHT SPOT

Mayor Freel read a proclamation acknowledging August as Gastroparesis Month.

#### LEISURE SERVICES – SERVICE PLAQUE

Mayor Freel presented Tim Cortez, Parks and Recreation Director, with a plaque from the Airmodelers' Association recognizing the park and recreation department for their dedication to recreation.

#### 7. COMMUNICATIONS FROM PERSONS PRESENT

Individuals addressing the Council were: Preston Pilant, 4 Paws, offering assistance to a Trap, Neuter, Release program (TNR); Pat Sweeney, 951 N. Kimball, requesting reasonable licensing requirements for the massage therapy profession and asking about the electrical code; Leah Juarez, Mills resident, urging Council to not pass licensing requirements for massage therapy businesses; Cat Young, speaking in opposition to tethering dogs; Marianne Kingdon, 1630 S. Oak urging limited tethering; Linda Terrell, 2250 East 3<sup>rd</sup>, spoke on behalf of another citizen in opposition to unattended tethering of dogs; Cathy Reynolds, 2633 S. Coffman, offering assistance with the TNR program and urging Council to table the matter; Catherine Forsling, offering advice and in support

of the TNR program; Laura Arellano-Briot; 4517 E. 18<sup>th</sup>, in support of the TNR program, requesting this be tabled, and offering advice; Heidi, 265 N. 3<sup>rd</sup>, in opposition to the feeding ban for feral cats and in favor of the TNR program; Zach Hutchinson, Audubon Community Science Coordinator, in favor of the feeding ban for feral cats and urging Council to consider how to minimize damage caused by feral cats. Councilmembers had questions for several of these citizens, which were addressed.

8. ESTABLISH PUBLIC HEARINGS

Moved by Councilmember Hopkins, seconded by Councilmember Cathey, to, by minute action: establish September 1, 2020, as the public hearing date for the consideration of: revisions to Chapter 13.32.030 of the Casper Municipal Code related to local limits for the industrial pretreatment program; and massage therapy license and permit ordinance. Motion passed.

9. ORDINANCE— THIRD READING

Following ordinance read:

ORDINANCE NO. 16-20

AN ORDINANCE UPDATING AND AMENDING SECTIONS  
6.04.010, 6.04.040, 6.04.180, 6.04.210, 6.04.300, 6.04.301,  
6.04.305, AND 6.04.325 OF THE CASPER MUNICIPAL CODE.

Moved by Councilmember Huber to table the third reading of this ordinance to a date certain and to discuss the matter at the next work session. Seconded by Vice Mayor Lutz. Councilmember Bates asked if the date needed to be set. City Attorney Henley indicated that the date should be set at this time. Councilmember Huber clarified that this would be discussed next week at the work session and would be voted on at the September 1, 2020 Council meeting. Councilmember Cathey voted nay. Motion to table passed.

10.A ORDINANCE— SECOND READING

Following ordinance read:

ORDINANCE NO. 17-20

AN ORDINANCE AMENDING SECTIONS 15.28.010, 15.28.040,  
15.28.170, 15.28.300, 15.28.370 AND 15.28.440 OF THE CASPER  
MUNICIPAL CODE, AND ADOPTING THE 2020 NFPA70,  
NATIONAL ELECTRICAL CODE.

Councilmember Hopkins presented the foregoing ordinance for approval, on second reading. Seconded by Councilmember Johnson. No citizens spoke on the ordinance. Councilmembers discussed the matter and had questions for City Manager Napier, which he addressed. City Manager Napier indicated that this matter could be discussed at the next work session, and that staff will prepare amendments to address concerns with the code. Motion passed.

10.B ORDINANCE— SECOND READING

Following ordinance read:

ORDINANCE NO. 18-20

AN ORDINANCE APPROVING THE ANNEXATION, PLAT  
AND SUBDIVISION AGREEMENT FOR THE IDE ADDITION  
TO THE CITY OF CASPER; AND ZONING SAID ADDITION C-  
3 (CENTRAL BUSINESS).

Councilmember Johnson presented the foregoing ordinance for approval, on second reading. Seconded by Councilmember Hopkins. Councilmember Huber had a question for the applicant, Bob Ide, which he addressed. Motion passed.

10.C ORDINANCE— SECOND READING

Following ordinance read:

ORDINANCE NO. 19-20

AN ORDINANCE VACATING TRACT G, MESA DEL SOL ADDITION, AS PUBLIC PARKLAND; AND APPROVING A ZONE CHANGE OF SAID PARCEL FROM PH (PARK HISTORIC) TO R-4 (HIGH DENSITY RESIDENTIAL).

Councilmember Cathey presented the foregoing ordinance for approval, on second reading. Seconded by Councilmember Bates. There being no one to speak regarding the ordinance, and no discussion or amendments, motion passed.

DOWNTOWN OPEN CONTAINER AREA RESOLUTION

Moved by Councilmember Johnson to add a resolution for the approval of the Downtown Open Container Area to the agenda. Seconded by Councilmember Hopkins. Councilmembers Bates and Huber, and Vice Mayor Lutz voted nay. Motion to add the item passed.

Following resolution read:

RESOLUTION NO. 20-167

A RESOLUTION APPROVING THE DOWNTOWN OPEN CONTAINER AREA.

Councilmember Johnson presented the foregoing resolution for adoption. Seconded by Councilmember Hopkins. City Manager Napier provided a brief report, which included proposed times and dates for the resolution. Council discussed the matter.

Moved by Councilmember Powell to amend the dates of the resolution and debated the best way to word the amendment. Councilmember Powell stated that he moved that the starting effective date of the resolution would be Memorial Day weekend of 2021. Seconded by Councilmember Huber. Council discussed the matter. Councilmembers Bates, Huber and Powell voted aye. Motion to amend failed. Council then voted on the resolution, with hours being set from 5 p.m. to 10 p.m. and allowing the open container area to be utilized the next three weekends. Councilmembers Huber and Powell voted nay. Motion passed.

11. CONSENT RESOLUTIONS

The following resolutions were considered, by consent agenda:

RESOLUTION NO. 20-157

A RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH CASPER MIDGET FOOTBALL ASSOCIATION, FOR USE OF WASHINGTON PARK BALLFIELD, GEORGE TANI COMPLEX, FOOTBALL FIELDS AT THE NORTH CASPER BALLFIELD COMPLEX AND WASHINGTON BALLPARK STORAGE.

RESOLUTION NO. 20-158

A RESOLUTION ESTABLISHING THE ASSESSMENT OF IN-HOUSE ENGINEERING SERVICE FEES TO CAPITAL PROJECTS.

RESOLUTION NO. 20-159

A RESOLUTION AUTHORIZING THE FISCAL YEAR 2021 CONTRACT WITH THE STATE OF WYOMING OFFICE OF THE ATTORNEY GENERAL, DIVISION OF VICTIM SERVICES.

RESOLUTION NO. 20-160

A RESOLUTION AUTHORIZING A QUITCLAIM DEED TO NATRONA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF WYOMING, FOR PROPERTY VACATED BY ORDINANCE 22-95.

RESOLUTION NO. 20-161

A RESOLUTION AUTHORIZING A QUITCLAIM DEED WITH A UTILITY EASEMENT RESERVATION TO NATRONA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF WYOMING, FOR PROPERTY VACATED BY ORDINANCE 4-01.

RESOLUTION NO. 20-162

A RESOLUTION AUTHORIZING A QUITCLAIM DEED TO NATRONA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF WYOMING, FOR PROPERTY VACATED BY ORDINANCE 9-01.

RESOLUTION NO. 20-163

A RESOLUTION REGARDING TREE DECORATIONS AT THE NICOLAYSEN ART MUSEUM AND DISCOVERY CENTER.

RESOLUTION NO. 20-164

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH MOTOROLA SOLUTIONS, INC., DESIGNATED AS THE PRIMARY CONSULTANT RESPONSIBLE FOR OVERSIGHT AND MAINTENANCE OF CRITICAL PUBLIC SAFETY EQUIPMENT.

RESOLUTION NO. 20-165

A RESOLUTION AUTHORIZING A LICENSE AGREEMENT BETWEEN THE CITY OF CASPER AND THOMAS AND SONJA ROHRBACH.



RESOLUTION NO. 20-166  
A RESOLUTION AUTHORIZING A CONTRACT FOR  
PROFESSIONAL SERVICES WITH HIGHLANDER SKI LIFT  
SERVICES AND CONSTRUCTION, INC., FOR THE  
HOGADON BULLWHEEL SERVICE, PROJECT NO. 19-008.

Councilmember Huber presented the foregoing ten (10) resolutions for adoption. Seconded by Councilmember Johnson. Motion passed.

12. INTRODUCTION OF MEASURES AND PROPOSALS

Councilmember Cathey asked about a speed zone and several traffic intersections, which City Manager Napier noted. Vice Mayor Lutz spoke further of the achievements and efforts of Carol Crump.

13. ADJOURN INTO EXECUTIVE SESSION

Mayor Freel noted the next meetings of the City Council will be a work session to be held at 4:30 p.m., Tuesday, August 25, 2020, in the Council Chambers; and, a regular Council meeting to be held at 6:00 p.m., Tuesday, September 1, 2020, in the Council Chambers.

At 8:03 p.m., it was moved Councilmember Cathey, seconded by Councilmember Bates, to adjourn into executive session to discuss property, litigation, and personnel. Motion passed.

At 9:20 p.m., it was moved by Councilmember Cathey, seconded by Vice Mayor Lutz, to adjourn the executive session. Motion passed.

14. ADJOURNMENT

At 9:21 p.m., it was moved by Councilmember Cathey, seconded by Vice Mayor Lutz, to adjourn the regular Council meeting. Motion passed.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

# City of Casper - Bills and Claims for September 01, 2020

## 5.11, INC.

5.11, INC.	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$62.98)
5.11, INC.	Fire-EMS Operations	Belt and Buckle	\$62.98
5.11, INC.	Fire-EMS Operations	Duplicate Statement Entry	\$62.98
<i>5.11, INC. - Total For Fire-EMS Operations</i>			\$62.98
<b>5.11, INC. - ALL DEPARTMENTS</b>			\$62.98

## 71 CONSTRUCTION, INC

71 CONSTRUCTION, INC	Streets	Hot Mix	\$10,103.67
71 CONSTRUCTION, INC	Streets	Hot mix	\$9,815.25
<i>71 CONSTRUCTION, INC - Total For Streets</i>			\$19,918.92
71 CONSTRUCTION, INC	Water Distribution	Fill Sand	\$279.11
71 CONSTRUCTION, INC	Water Distribution	Fill Sand	\$302.11
<i>71 CONSTRUCTION, INC - Total For Water Distribution</i>			\$581.22
<b>71 CONSTRUCTION, INC - ALL DEPARTMENTS</b>			\$20,500.14

## A.M.B.I. & SHIPPING,

A.M.B.I. & SHIPPING,	Balefill - Disposal & Landfill	Postage	\$23.50
<i>A.M.B.I. &amp; SHIPPING, - Total For Balefill - Disposal &amp; Landfill</i>			\$23.50
A.M.B.I. & SHIPPING,	City Clerk	Postage	\$98.71
<i>A.M.B.I. &amp; SHIPPING, - Total For City Clerk</i>			\$98.71
A.M.B.I. & SHIPPING,	City Council	Postage	\$1.20
<i>A.M.B.I. &amp; SHIPPING, - Total For City Council</i>			\$1.20
A.M.B.I. & SHIPPING,	Engineering	Postage	\$18.80
<i>A.M.B.I. &amp; SHIPPING, - Total For Engineering</i>			\$18.80
A.M.B.I. & SHIPPING,	Municipal Court	Postage	\$162.70
<i>A.M.B.I. &amp; SHIPPING, - Total For Municipal Court</i>			\$162.70
A.M.B.I. & SHIPPING,	Planning	Postage	\$71.22
<i>A.M.B.I. &amp; SHIPPING, - Total For Planning</i>			\$71.22
A.M.B.I. & SHIPPING,	Refuse - Residential	Postage	\$11.84
<i>A.M.B.I. &amp; SHIPPING, - Total For Refuse - Residential</i>			\$11.84

**A.M.B.I. & SHIPPING, - ALL DEPARTMENTS**

\$387.97

**ADECCO USA, INC.**

ADECCO USA, INC.	Balefill - Disposal & Landfill	Contract labor	\$582.00
ADECCO USA, INC.	Balefill - Disposal & Landfill	Contract Labor	\$582.00
ADECCO USA, INC.	Balefill - Disposal & Landfill	Contract Labor	\$582.00
<i>ADECCO USA, INC. - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$1,746.00</i>

**ADECCO USA, INC. - ALL DEPARTMENTS**

\$1,746.00

**ADOBE ACROPRO SUBS**

ADOBE ACROPRO SUBS	City Manager	Adobe Acrobat Pro Subscription	\$14.99
<i>ADOBE ACROPRO SUBS - Total For City Manager</i>			<i>\$14.99</i>

**ADOBE ACROPRO SUBS - ALL DEPARTMENTS**

\$14.99

**ADOBE CREATIVE CLOUD**

ADOBE CREATIVE CLOUD	River Volunteer Events	CREATIVE CLOUD	\$52.99
<i>ADOBE CREATIVE CLOUD - Total For River Volunteer Events</i>			<i>\$52.99</i>

**ADOBE CREATIVE CLOUD - ALL DEPARTMENTS**

\$52.99

**ADT MEDEQUIP INC**

ADT MEDEQUIP INC	Property Insurance Fund	New Handicap Lift for Mike Sedar Pool	\$5,024.00
<i>ADT MEDEQUIP INC - Total For Property Insurance Fund</i>			<i>\$5,024.00</i>

**ADT MEDEQUIP INC - ALL DEPARTMENTS**

\$5,024.00

**AHERN RENTALS INC**

AHERN RENTALS INC	Balefill - Diversion & Special	Pressure washer repair	\$311.85
<i>AHERN RENTALS INC - Total For Balefill - Diversion &amp; Special</i>			<i>\$311.85</i>
AHERN RENTALS INC	Capital Projects Fund	Rented Telehandler to unload pump station	\$411.75
<i>AHERN RENTALS INC - Total For Capital Projects Fund</i>			<i>\$411.75</i>

**AHERN RENTALS INC - ALL DEPARTMENTS**

\$723.60

## AIRGAS USA LLC

AIRGAS USA LLC	Balefill - Baler Processing	Plasma Table	\$20,998.00
<i>AIRGAS USA LLC - Total For Balefill - Baler Processing</i>			<i>\$20,998.00</i>
<b>AIRGAS USA LLC - ALL DEPARTMENTS</b>			<b>\$20,998.00</b>

## AIRGAS USA, LLC

AIRGAS USA, LLC	Balefill - Diversion & Special	SAFETY SUPPLIES	\$89.84
AIRGAS USA, LLC	Balefill - Diversion & Special	SAFETY SUPPLIES	\$31.17
<i>AIRGAS USA, LLC - Total For Balefill - Diversion &amp; Special</i>			<i>\$121.01</i>
<b>AIRGAS USA, LLC - ALL DEPARTMENTS</b>			<b>\$121.01</b>

## ALBERTA GIRALDO

ALBERTA GIRALDO	Municipal Court	Interpreting Svcs	\$40.00
<i>ALBERTA GIRALDO - Total For Municipal Court</i>			<i>\$40.00</i>
<b>ALBERTA GIRALDO - ALL DEPARTMENTS</b>			<b>\$40.00</b>

## ALBERTSONS #0062

ALBERTSONS #0062	City Council	Council Meeting Snacks	\$17.99
<i>ALBERTSONS #0062 - Total For City Council</i>			<i>\$17.99</i>
ALBERTSONS #0062	Human Resources	SOAR MEETING SUPPLIES	\$44.04
<i>ALBERTSONS #0062 - Total For Human Resources</i>			<i>\$44.04</i>
<b>ALBERTSONS #0062 - ALL DEPARTMENTS</b>			<b>\$62.03</b>

## ALL OUT FIRE EXTINGU

ALL OUT FIRE EXTINGU	Water Distribution	FIRE EXTINGUISHERS	\$200.00
<i>ALL OUT FIRE EXTINGU - Total For Water Distribution</i>			<i>\$200.00</i>
<b>ALL OUT FIRE EXTINGU - ALL DEPARTMENTS</b>			<b>\$200.00</b>

## ALPINE MOTOR SPORTS

ALPINE MOTOR SPORTS	Fire-EMS Operations	AUTO AND TRUCK DEALERS-(NEW&USED)-SALE	\$1,121.94
ALPINE MOTOR SPORTS	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$1,121.94)

ALPINE MOTOR SPORTS	Fire-EMS Operations	Duplicate Statement Entry	\$1,121.94
<i>ALPINE MOTOR SPORTS - Total For Fire-EMS Operations</i>			<i>\$1,121.94</i>
<b>ALPINE MOTOR SPORTS - ALL DEPARTMENTS</b>			<b>\$1,121.94</b>

## ALSCO

ALSCO	Balefill - Baler Processing	Uniforms	\$76.10
ALSCO	Balefill - Baler Processing	Uniforms	\$76.10
<i>ALSCO - Total For Balefill - Baler Processing</i>			<i>\$152.20</i>
ALSCO	Balefill - Disposal & Landfill	floor rugs	\$53.50
ALSCO	Balefill - Disposal & Landfill	Floor mats	\$59.80
<i>ALSCO - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$113.30</i>
ALSCO	Police Federal Grants	Laundry	\$15.90
ALSCO	Police Federal Grants	Towels	\$15.00
<i>ALSCO - Total For Police Federal Grants</i>			<i>\$30.90</i>
ALSCO	Refuse - Residential	Uniforms	\$56.16
ALSCO	Refuse - Residential	Uniforms	\$56.16
<i>ALSCO - Total For Refuse - Residential</i>			<i>\$112.32</i>
<b>ALSCO - ALL DEPARTMENTS</b>			<b>\$408.72</b>

## ALSCO INC.

ALSCO INC.	Regional Water Operations	LAUNDRY	\$184.65
ALSCO INC. - Total For Regional Water Operations			\$184.65
ALSCO INC.	Sewer Wastewater Collection laundry and towels		\$214.96
ALSCO INC. - Total For Sewer Wastewater Collection			\$214.96
ALSCO INC.	WWTP Operations	LAUNDRY, CLEANING, AND GARMENT SERVICES	\$524.68
ALSCO INC. - Total For WWTP Operations			\$524.68
ALSCO INC. - ALL DEPARTMENTS			\$924.29

## ALTITUDE VETERINARY

ALTITUDE VETERINARY	Metro Animal Shelter	vet care feline	\$235.35
<i>ALTITUDE VETERINARY - Total For Metro Animal Shelter</i>			<i>\$235.35</i>
<b>ALTITUDE VETERINARY - ALL DEPARTMENTS</b>			<b>\$235.35</b>

## AMAZON.COM MF4TY48L2

AMAZON.COM MF4TY48L2	Rec Center - Operations	Nitrile Gloves	\$161.72
AMAZON.COM MF4TY48L2 - Total For Rec Center - Operations			\$161.72
AMAZON.COM MF4TY48L2 - ALL DEPARTMENTS			\$161.72

## AMERIGAS - CASPER

AMERIGAS - CASPER	Balefill - Baler Processing	Forklift fuel	\$239.59
AMERIGAS - CASPER - Total For Balefill - Baler Processing			\$239.59
AMERIGAS - CASPER	Balefill - Disposal & Landfill	Propane	\$163.41
AMERIGAS - CASPER	Balefill - Disposal & Landfill	Propane	\$214.49
AMERIGAS - CASPER - Total For Balefill - Disposal & Landfill			\$377.90
AMERIGAS - CASPER - ALL DEPARTMENTS			\$617.49

## AMERI-TECH EQUIPMENT

AMERI-TECH EQUIPMENT	Balefill - Disposal & Landfill	141418 small ldf rear loader	\$210.00
AMERI-TECH EQUIPMENT - Total For Balefill - Disposal & Landfill			\$210.00
AMERI-TECH EQUIPMENT	Refuse - Residential	222275 repairs	\$730.40
AMERI-TECH EQUIPMENT - Total For Refuse - Residential			\$730.40
AMERI-TECH EQUIPMENT - ALL DEPARTMENTS			\$940.40

## AMZN Mktp US

AMZN Mktp US	Aquatics - Operations	Pool Chemical Testing Supplies	\$92.97
AMZN Mktp US	Aquatics - Operations	Pool Chemical Testing Supplies	\$19.03
AMZN Mktp US - Total For Aquatics - Operations			\$112.00
AMZN Mktp US	Aquatics - Pool	Pool Chemical Testing Supplies	\$92.97
AMZN Mktp US - Total For Aquatics - Pool			\$92.97
AMZN Mktp US	Water Distribution	Computer tablet cases	\$42.78
AMZN Mktp US - Total For Water Distribution			\$42.78
AMZN Mktp US - ALL DEPARTMENTS			\$247.75

## ANIXTER INC - UPS

ANIXTER INC - UPS	Traffic Control	Wrench for removing pole box lids	\$20.57
-------------------	-----------------	-----------------------------------	---------

ANIXTER INC - UPS - Total For Traffic Control			\$20.57
ANIXTER INC - UPS - ALL DEPARTMENTS			\$20.57
ARCADIS U.S., INC.			
ARCADIS U.S., INC.	WWTP Operations	WWTP Upgrade phase 1	\$49.28
ARCADIS U.S., INC. - Total For WWTP Operations			\$49.28
ARCADIS U.S., INC. - ALL DEPARTMENTS			\$49.28
ASPEN GARAGE DOOR			
ASPEN GARAGE DOOR	Buildings & Structures Fund	Repairs	\$175.00
ASPEN GARAGE DOOR - Total For Buildings & Structures Fund			\$175.00
ASPEN GARAGE DOOR - ALL DEPARTMENTS			\$175.00
AT&T BILL PAYMENT			
AT&T BILL PAYMENT	Code Enforcement	AIR CARDS FOR THE BUILDING INSPECTORS	\$200.20
AT&T BILL PAYMENT - Total For Code Enforcement			\$200.20
AT&T BILL PAYMENT	Sewer Wastewater Collection remote device data		\$120.12
AT&T BILL PAYMENT - Total For Sewer Wastewater Collection			\$120.12
AT&T BILL PAYMENT	Streets	Monthly charge for 2 Traffic tablets	\$80.08
AT&T BILL PAYMENT - Total For Streets			\$80.08
AT&T BILL PAYMENT	Water Distribution	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$160.16
AT&T BILL PAYMENT - Total For Water Distribution			\$160.16
AT&T BILL PAYMENT - ALL DEPARTMENTS			\$560.56
ATLAS OFFICE PRODUCT			
ATLAS OFFICE PRODUCT	Balefill - Disposal & Landfill	Paper	\$66.98
ATLAS OFFICE PRODUCT	Balefill - Disposal & Landfill	training room table	\$275.17
ATLAS OFFICE PRODUCT - Total For Balefill - Disposal & Landfill			\$342.15
ATLAS OFFICE PRODUCT	Customer Service	LABEL CARTRIDGE/PRINTER CARTRIDGE/PAPER/	\$105.47
ATLAS OFFICE PRODUCT	Customer Service	CUST SERV. AAA BATTERIES	\$12.64
ATLAS OFFICE PRODUCT - Total For Customer Service			\$118.11
ATLAS OFFICE PRODUCT	Finance	LABEL CARTRIDGE/PRINTER CARTRIDGE/PAPER/	\$86.20
ATLAS OFFICE PRODUCT - Total For Finance			\$86.20



ATLAS OFFICE PRODUCT	Fire-EMS Administration	Ink Cartridges	\$77.73
ATLAS OFFICE PRODUCT	Fire-EMS Administration	Shredder Bags	\$21.79
ATLAS OFFICE PRODUCT	Fire-EMS Administration	Shredder Bags Returned	(\$21.79)
ATLAS OFFICE PRODUCT	Fire-EMS Administration	Ink Cartridges	\$539.36
ATLAS OFFICE PRODUCT	Fire-EMS Administration	Duplicate Statement Entry Correction	(\$539.36)
ATLAS OFFICE PRODUCT	Fire-EMS Administration	Duplicate Statement Entry Correction	(\$77.73)
ATLAS OFFICE PRODUCT	Fire-EMS Administration	Duplicate Statement Entry	\$539.36
ATLAS OFFICE PRODUCT	Fire-EMS Administration	Duplicate Statement Entry	\$77.73
<i>ATLAS OFFICE PRODUCT - Total For Fire-EMS Administration</i>			<i>\$617.09</i>
ATLAS OFFICE PRODUCT	Ft. Caspar Museum	Credit Card Printer Paper	\$10.05
<i>ATLAS OFFICE PRODUCT - Total For Ft. Caspar Museum</i>			<i>\$10.05</i>
ATLAS OFFICE PRODUCT	Health Insurance Fund	LABEL CARTRIDGE/PRINTER CARTRIDGE/PAPER/	\$80.64
<i>ATLAS OFFICE PRODUCT - Total For Health Insurance Fund</i>			<i>\$80.64</i>
ATLAS OFFICE PRODUCT	Human Resources	LABEL CARTRIDGE/PRINTER CARTRIDGE/PAPER/	\$80.64
<i>ATLAS OFFICE PRODUCT - Total For Human Resources</i>			<i>\$80.64</i>
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$434.01
ATLAS OFFICE PRODUCT	Police Administration	Misc. Supplies	\$652.15
ATLAS OFFICE PRODUCT	Police Administration	Misc. supplies	\$145.51
ATLAS OFFICE PRODUCT	Police Administration	Office Supplies	\$81.12
<i>ATLAS OFFICE PRODUCT - Total For Police Administration</i>			<i>\$1,312.79</i>
ATLAS OFFICE PRODUCT	Risk Management	LABEL CARTRIDGE/PRINTER CARTRIDGE/PAPER/	\$80.64
<i>ATLAS OFFICE PRODUCT - Total For Risk Management</i>			<i>\$80.64</i>
ATLAS OFFICE PRODUCT	Sewer Administration	Stapler	\$17.24
ATLAS OFFICE PRODUCT	Sewer Administration	Brochure paper	\$38.24
<i>ATLAS OFFICE PRODUCT - Total For Sewer Administration</i>			<i>\$55.48</i>
ATLAS OFFICE PRODUCT	Water Administration	Brochure paper	\$46.75
ATLAS OFFICE PRODUCT	Water Administration	Stapler	\$21.07
<i>ATLAS OFFICE PRODUCT - Total For Water Administration</i>			<i>\$67.82</i>
<b>ATLAS OFFICE PRODUCT - ALL DEPARTMENTS</b>			<b>\$2,851.61</b>

## ATLAS REPRODUCTION

ATLAS REPRODUCTION	Police Administration	Copier	\$243.76
ATLAS REPRODUCTION	Police Administration	Copier	\$69.76
<i>ATLAS REPRODUCTION - Total For Police Administration</i>			<i>\$313.52</i>

**ATLAS REPRODUCTION - ALL DEPARTMENTS**

\$313.52

**B & B SALES & SERVIC**

B & B SALES & SERVIC	Code Enforcement	Mow and Trim	\$1,357.28
----------------------	------------------	--------------	------------

<i>B &amp; B SALES &amp; SERVIC - Total For Code Enforcement</i>			<i>\$1,357.28</i>
--	--	--	-------------------

**B & B SALES & SERVIC - ALL DEPARTMENTS**

\$1,357.28

**B32 ENGINEERING GROU**

B32 ENGINEERING GROU	Capital Projects Fund	CIA Chiller replacement	\$1,739.59
----------------------	-----------------------	-------------------------	------------

<i>B32 ENGINEERING GROU - Total For Capital Projects Fund</i>			<i>\$1,739.59</i>
---	--	--	-------------------

**B32 ENGINEERING GROU - ALL DEPARTMENTS**

\$1,739.59

**BAILEYS ACE HDWE**

BAILEYS ACE HDWE	Aquatics - Pool	Supplies to fix underwater light at Mike Sedar	\$20.97
------------------	-----------------	--	---------

BAILEYS ACE HDWE	Aquatics - Pool	Supplies to hang no trespassing signs	\$29.65
------------------	-----------------	---------------------------------------	---------

BAILEYS ACE HDWE	Aquatics - Pool	Door Stops for Mike Sedar Family Change Room	\$24.55
------------------	-----------------	--	---------

<i>BAILEYS ACE HDWE - Total For Aquatics - Pool</i>			<i>\$75.17</i>
---	--	--	----------------

BAILEYS ACE HDWE	Buildings & Structures Fund	Wasp Spray	\$7.98
------------------	-----------------------------	------------	--------

<i>BAILEYS ACE HDWE - Total For Buildings &amp; Structures Fund</i>			<i>\$7.98</i>
---	--	--	---------------

BAILEYS ACE HDWE	City Council	Glides for City Hall Greeter Stand	\$3.59
------------------	--------------	------------------------------------	--------

<i>BAILEYS ACE HDWE - Total For City Council</i>			<i>\$3.59</i>
--	--	--	---------------

BAILEYS ACE HDWE	Ice Arena - Operations	Nuts, Bolts, Washers for Locker Room Benches	\$39.66
------------------	------------------------	--	---------

BAILEYS ACE HDWE	Ice Arena - Operations	PAINT BRUSHES	\$19.97
------------------	------------------------	---------------	---------

<i>BAILEYS ACE HDWE - Total For Ice Arena - Operations</i>			<i>\$59.63</i>
--	--	--	----------------

BAILEYS ACE HDWE	Rec Center - Operations	Tape, snap links, Rubber bumpers	\$31.71
------------------	-------------------------	----------------------------------	---------

<i>BAILEYS ACE HDWE - Total For Rec Center - Operations</i>			<i>\$31.71</i>
---	--	--	----------------

BAILEYS ACE HDWE	Regional Water Operations	Morad 5 plumbing	\$25.97
------------------	---------------------------	------------------	---------

<i>BAILEYS ACE HDWE - Total For Regional Water Operations</i>			<i>\$25.97</i>
---	--	--	----------------

BAILEYS ACE HDWE	Traffic Control	Torch kit for wiring splices	\$29.99
------------------	-----------------	------------------------------	---------

<i>BAILEYS ACE HDWE - Total For Traffic Control</i>			<i>\$29.99</i>
---	--	--	----------------

**BAILEYS ACE HDWE - ALL DEPARTMENTS**

\$234.04

**BARGREEN ELLINGSON**

BARGREEN ELLINGSON	Balefill - Disposal & Landfill	Hand soap	\$89.96
<i>BARGREEN ELLINGSON - Total For Balefill - Disposal &amp; Landfill</i>			\$89.96
<b>BARGREEN ELLINGSON - ALL DEPARTMENTS</b>			<b>\$89.96</b>

## BARGREEN WYOMING

BARGREEN WYOMING	Buildings & Structures Fund	Supplies to repair water leak at Golf Course Club	\$34.60
<i>BARGREEN WYOMING - Total For Buildings &amp; Structures Fund</i>			\$34.60
BARGREEN WYOMING	Golf - Operations	Janitorial supplies	\$773.95
<i>BARGREEN WYOMING - Total For Golf - Operations</i>			\$773.95
<b>BARGREEN WYOMING - ALL DEPARTMENTS</b>			<b>\$808.55</b>

## BLACK HILLS ENERGY

BLACK HILLS ENERGY	Aquatics - Operations	Natural Gas	\$2,449.20
<i>BLACK HILLS ENERGY - Total For Aquatics - Operations</i>			\$2,449.20
BLACK HILLS ENERGY	Aquatics - Pool	Natural Gas	\$3,772.37
<i>BLACK HILLS ENERGY - Total For Aquatics - Pool</i>			\$3,772.37
BLACK HILLS ENERGY	Balefill - Disposal & Landfill	Natural Gas	\$362.87
BLACK HILLS ENERGY	Balefill - Disposal & Landfill	Natural gas acct. 7538 8605 37	\$29.00
<i>BLACK HILLS ENERGY - Total For Balefill - Disposal &amp; Landfill</i>			\$391.87
BLACK HILLS ENERGY	Buildings & Structures Fund	Natural Gas	\$29.00
<i>BLACK HILLS ENERGY - Total For Buildings &amp; Structures Fund</i>			\$29.00
BLACK HILLS ENERGY	Cemetery	Natural Gas	\$32.70
<i>BLACK HILLS ENERGY - Total For Cemetery</i>			\$32.70
BLACK HILLS ENERGY	City Center Building	Natural Gas	\$29.30
<i>BLACK HILLS ENERGY - Total For City Center Building</i>			\$29.30
BLACK HILLS ENERGY	City Hall	Natural Gas	\$699.50
<i>BLACK HILLS ENERGY - Total For City Hall</i>			\$699.50
BLACK HILLS ENERGY	Fire-EMS Administration	Natural Gas	\$51.70
BLACK HILLS ENERGY	Fire-EMS Administration	Natural Gas	\$403.06
<i>BLACK HILLS ENERGY - Total For Fire-EMS Administration</i>			\$454.76
BLACK HILLS ENERGY	Fleet Maintenance Fund	Natural Gas	\$362.82
<i>BLACK HILLS ENERGY - Total For Fleet Maintenance Fund</i>			\$362.82
BLACK HILLS ENERGY	Ft. Caspar Museum	Natural Gas	\$85.32
<i>BLACK HILLS ENERGY - Total For Ft. Caspar Museum</i>			\$85.32

BLACK HILLS ENERGY	Golf - Operations	Natural Gas	\$44.29
BLACK HILLS ENERGY	Golf - Operations	Natural Gas	\$224.42
<i>BLACK HILLS ENERGY - Total For Golf - Operations</i>			<i>\$268.71</i>
BLACK HILLS ENERGY	Ice Arena - Operations	Natural Gas	\$114.19
<i>BLACK HILLS ENERGY - Total For Ice Arena - Operations</i>			<i>\$114.19</i>
BLACK HILLS ENERGY	Marathon Building	Natural Gas	\$82.00
<i>BLACK HILLS ENERGY - Total For Marathon Building</i>			<i>\$82.00</i>
BLACK HILLS ENERGY	Metro Animal Shelter	Natural Gas	\$98.11
<i>BLACK HILLS ENERGY - Total For Metro Animal Shelter</i>			<i>\$98.11</i>
BLACK HILLS ENERGY	Miller St. Dormitory	Natural Gas	\$20.00
<i>BLACK HILLS ENERGY - Total For Miller St. Dormitory</i>			<i>\$20.00</i>
BLACK HILLS ENERGY	Parks - Parks Maint.	Natural Gas	\$97.03
<i>BLACK HILLS ENERGY - Total For Parks - Parks Maint.</i>			<i>\$97.03</i>
BLACK HILLS ENERGY	Rec Center - Operations	Natural Gas	\$438.07
<i>BLACK HILLS ENERGY - Total For Rec Center - Operations</i>			<i>\$438.07</i>
BLACK HILLS ENERGY	Regional Water Operations	Natural gas acct. 7513 1659 94	\$492.55
<i>BLACK HILLS ENERGY - Total For Regional Water Operations</i>			<i>\$492.55</i>
BLACK HILLS ENERGY	Sewer Wastewater Collection	Natural Gas	\$31.64
<i>BLACK HILLS ENERGY - Total For Sewer Wastewater Collection</i>			<i>\$31.64</i>
BLACK HILLS ENERGY	Water Distribution	Natural Gas	\$276.68
<i>BLACK HILLS ENERGY - Total For Water Distribution</i>			<i>\$276.68</i>
BLACK HILLS ENERGY	WWTP Operations	Natural Gas	\$550.68
<i>BLACK HILLS ENERGY - Total For WWTP Operations</i>			<i>\$550.68</i>
<b>BLACK HILLS ENERGY - ALL DEPARTMENTS</b>			<b>\$10,776.50</b>

## BLOEDORN LUMBER

BLOEDORN LUMBER	Buildings & Structures Fund	Taps	\$27.27
BLOEDORN LUMBER	Buildings & Structures Fund	Percussion Bit	\$17.09
BLOEDORN LUMBER	Buildings & Structures Fund	Bolts & Blades	\$35.55
BLOEDORN LUMBER	Buildings & Structures Fund	Supplies	\$23.87
BLOEDORN LUMBER	Buildings & Structures Fund	Bits - countersinks	\$75.11
BLOEDORN LUMBER	Buildings & Structures Fund	Screws	\$11.99
BLOEDORN LUMBER	Buildings & Structures Fund	Drill bits	\$35.70
<i>BLOEDORN LUMBER - Total For Buildings &amp; Structures Fund</i>			<i>\$226.58</i>

<b>BLOEDORN LUMBER - ALL DEPARTMENTS</b>	<b>\$226.58</b>
--	-----------------

## BLOEDORN LUMBER CASP

BLOEDORN LUMBER CASP	Aquatics - Operations	saw horse for aquatics	\$126.45
----------------------	-----------------------	------------------------	----------

<i>BLOEDORN LUMBER CASP - Total For Aquatics - Operations</i>			<i>\$126.45</i>
---	--	--	-----------------

BLOEDORN LUMBER CASP	Weed & Pest Fund	LUMBER AND BUILDING MATERIALS STORES	\$41.42
----------------------	------------------	--------------------------------------	---------

<i>BLOEDORN LUMBER CASP - Total For Weed &amp; Pest Fund</i>			<i>\$41.42</i>
--	--	--	----------------

<b>BLOEDORN LUMBER CASP - ALL DEPARTMENTS</b>	<b>\$167.87</b>
---	-----------------

## BLOOM'S SNOW REMOVAL

BLOOM'S SNOW REMOVAL	Regional Water Operations	Crane for decant pump	\$500.00
----------------------	---------------------------	-----------------------	----------

<i>BLOOM'S SNOW REMOVAL - Total For Regional Water Operations</i>			<i>\$500.00</i>
---	--	--	-----------------

<b>BLOOM'S SNOW REMOVAL - ALL DEPARTMENTS</b>	<b>\$500.00</b>
---	-----------------

## BOYS & GIRLS CLUBS O

BOYS & GIRLS CLUBS O	Capital Projects Fund	FY20 4th quarter	\$14,372.75
----------------------	-----------------------	------------------	-------------

<i>BOYS &amp; GIRLS CLUBS O - Total For Capital Projects Fund</i>			<i>\$14,372.75</i>
---	--	--	--------------------

<b>BOYS &amp; GIRLS CLUBS O - ALL DEPARTMENTS</b>	<b>\$14,372.75</b>
---	--------------------

## BRANCH MANAGEMENT TR

BRANCH MANAGEMENT TR	Parks - Urban Forestry	Treat Ft Caspar Trees	\$270.00
----------------------	------------------------	-----------------------	----------

<i>BRANCH MANAGEMENT TR - Total For Parks - Urban Forestry</i>			<i>\$270.00</i>
--	--	--	-----------------

<b>BRANCH MANAGEMENT TR - ALL DEPARTMENTS</b>	<b>\$270.00</b>
---	-----------------

## BRECK MEDIA GROUP WY

BRECK MEDIA GROUP WY	Golf - Operations	ADVERTISING SERVICES	\$400.00
----------------------	-------------------	----------------------	----------

<i>BRECK MEDIA GROUP WY - Total For Golf - Operations</i>			<i>\$400.00</i>
---	--	--	-----------------

<b>BRECK MEDIA GROUP WY - ALL DEPARTMENTS</b>	<b>\$400.00</b>
---	-----------------

## BRENNTAG PACIFIC, IN

BRENNTAG PACIFIC, IN	Regional Water Operations	Ferric Chloride 7/29/20	\$10,057.30
----------------------	---------------------------	-------------------------	-------------

BRENNTAG PACIFIC, IN	Regional Water Operations	Ferric Chloride	\$10,101.30
BRENNTAG PACIFIC, IN	Regional Water Operations	Ferric Chloride 7/28/20	\$10,101.30
BRENNTAG PACIFIC, IN	Regional Water Operations	Ferric Chloride 8/6/20	\$10,026.50
BRENNTAG PACIFIC, IN	Regional Water Operations	Ferric Chloride 8/4/20	\$9,964.90
BRENNTAG PACIFIC, IN	Regional Water Operations	Ferric Chloride 7/31/20	\$10,066.10
<i>BRENNTAG PACIFIC, IN - Total For Regional Water Operations</i>			<i>\$60,317.40</i>
<b>BRENNTAG PACIFIC, IN - ALL DEPARTMENTS</b>			<b>\$60,317.40</b>

## BRIDGER STEEL CASPER

BRIDGER STEEL CASPER	Buildings & Structures Fund	Cap for Water Department Roof	\$7.88
<i>BRIDGER STEEL CASPER - Total For Buildings &amp; Structures Fund</i>			<i>\$7.88</i>
<b>BRIDGER STEEL CASPER - ALL DEPARTMENTS</b>			<b>\$7.88</b>

## BRIGHAM YOUNG UNIV W

BRIGHAM YOUNG UNIV W	City Manager	Membership Dues CN	\$100.00
<i>BRIGHAM YOUNG UNIV W - Total For City Manager</i>			<i>\$100.00</i>
<b>BRIGHAM YOUNG UNIV W - ALL DEPARTMENTS</b>			<b>\$100.00</b>

## Callaway

Callaway	Golf - Operations	Golf Balls- Return (Credit Memo)	(\$206.40)
<i>Callaway - Total For Golf - Operations</i>			<i>(\$206.40)</i>
<b>Callaway - ALL DEPARTMENTS</b>			<b>(\$206.40)</b>

## CASPER FIRE EXTINGUI

CASPER FIRE EXTINGUI	WWTP Operations	Fire ext. certifications	\$594.25
<i>CASPER FIRE EXTINGUI - Total For WWTP Operations</i>			<i>\$594.25</i>
<b>CASPER FIRE EXTINGUI - ALL DEPARTMENTS</b>			<b>\$594.25</b>

## CASPER MONUMENTS

CASPER MONUMENTS	Property Insurance Fund	Replace 4 vases & re-set 3 monuments	\$1,200.00
<i>CASPER MONUMENTS - Total For Property Insurance Fund</i>			<i>\$1,200.00</i>

**CASPER MONUMENTS - ALL DEPARTMENTS**

\$1,200.00

**CASPER NATRONA COUNT**

CASPER NATRONA COUNT	Aquatics - Operations	Aquatic Center lap pool inspection	\$75.00
CASPER NATRONA COUNT	Aquatics - Operations	Aquatic center pool inspection	\$75.00
CASPER NATRONA COUNT	Aquatics - Operations	Aquatic Center Spa inspection	\$75.00
<i>CASPER NATRONA COUNT - Total For Aquatics - Operations</i>			<i>\$225.00</i>
<b>CASPER NATRONA COUNT - ALL DEPARTMENTS</b>			<b>\$225.00</b>

**CASPER STAR-TRIBUNE,**

CASPER STAR-TRIBUNE,	City Clerk	Council Minutes	\$1,177.00
<i>CASPER STAR-TRIBUNE, - Total For City Clerk</i>			<i>\$1,177.00</i>
CASPER STAR-TRIBUNE,	Engineering	Renewal account 156-00022010	\$589.99
<i>CASPER STAR-TRIBUNE, - Total For Engineering</i>			<i>\$589.99</i>
CASPER STAR-TRIBUNE,	Planning	Notice	\$57.56
<i>CASPER STAR-TRIBUNE, - Total For Planning</i>			<i>\$57.56</i>
<b>CASPER STAR-TRIBUNE, - ALL DEPARTMENTS</b>			<b>\$1,824.55</b>

**CASPER TIRE**

CASPER TIRE	Refuse - Commercial	222288 flat repair	\$35.00
<i>CASPER TIRE - Total For Refuse - Commercial</i>			<i>\$35.00</i>
CASPER TIRE	Refuse - Residential	222263 flat repairs	\$300.00
CASPER TIRE	Refuse - Residential	222263 semi flat	\$105.00
<i>CASPER TIRE - Total For Refuse - Residential</i>			<i>\$405.00</i>
<b>CASPER TIRE - ALL DEPARTMENTS</b>			<b>\$440.00</b>

**CASPER WINNELSON CO**

CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair parts for Midget Football resto	\$14.91
CASPER WINNELSON CO	Buildings & Structures Fund	Repair parts for Washington Pool	\$98.76
CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair supplies for City Hall	\$22.00
CASPER WINNELSON CO	Buildings & Structures Fund	Pump repair parts for Aquatics Center	\$100.00
CASPER WINNELSON CO	Buildings & Structures Fund	Supplies to fix water pipe leak at Aquatics Cente	\$53.97
CASPER WINNELSON CO	Buildings & Structures Fund	Supplies to remove grease trap at Events Center	\$33.31



CASPER WINNELSON CO	Buildings & Structures Fund	Supplies to remove grease trap at Events Center	\$33.80
CASPER WINNELSON CO	Buildings & Structures Fund	Supplies to remove grease trap at Events Center	\$84.60
<i>CASPER WINNELSON CO - Total For Buildings &amp; Structures Fund</i>			<i>\$441.35</i>
CASPER WINNELSON CO	WWTP Operations	Fittings	\$37.53
CASPER WINNELSON CO	WWTP Operations	Parts for secondary clarifier	\$10.07
<i>CASPER WINNELSON CO - Total For WWTP Operations</i>			<i>\$47.60</i>
<b>CASPER WINNELSON CO - ALL DEPARTMENTS</b>			<b>\$488.95</b>

## CENTRAL TRUCK & DIES

CENTRAL TRUCK & DIES	Balefill - Disposal & Landfill	141420 ARTICULATING DUMP TRUCK REPLACE	\$9,873.53
<i>CENTRAL TRUCK &amp; DIES - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$9,873.53</i>
<b>CENTRAL TRUCK &amp; DIES - ALL DEPARTMENTS</b>			<b>\$9,873.53</b>

## CENTRAL WY. REGIONAL

CENTRAL WY. REGIONAL	Water Administration	July 2020 Wholesale Water	353,228.74
<i>CENTRAL WY. REGIONAL - Total For Water Administration</i>			<i>\$1,353,228.74</i>
CENTRAL WY. REGIONAL	Water Revenue and Transfers	July 2020 System investments	\$40,001.00
<i>CENTRAL WY. REGIONAL - Total For Water Revenue and Transfers</i>			<i>\$40,001.00</i>
<b>CENTRAL WY. REGIONAL - ALL DEPARTMENTS</b>			<b>\$1,393,229.74</b>

## CENTRAL WY. RESCUE M

CENTRAL WY. RESCUE M	Capital Projects Fund	FY21 first quarter funding	\$5,832.20
<i>CENTRAL WY. RESCUE M - Total For Capital Projects Fund</i>			<i>\$5,832.20</i>
<b>CENTRAL WY. RESCUE M - ALL DEPARTMENTS</b>			<b>\$5,832.20</b>

## CENTRAL WYOMING HOSP

CENTRAL WYOMING HOSP	Capital Projects Fund	March 3rd quarter	\$3,194.44
CENTRAL WYOMING HOSP	Capital Projects Fund	3rd Quarter funding	\$3,194.44
CENTRAL WYOMING HOSP	Capital Projects Fund	May 4th quarter	\$3,194.44
CENTRAL WYOMING HOSP	Capital Projects Fund	4th Quarter	\$3,194.44
<i>CENTRAL WYOMING HOSP - Total For Capital Projects Fund</i>			<i>\$12,777.76</i>
<b>CENTRAL WYOMING HOSP - ALL DEPARTMENTS</b>			<b>\$12,777.76</b>

## CENTURYLINK

CENTURYLINK	Aquatics - Pool	Phone acct. 307-235-8494 223B	\$110.13
<i>CENTURYLINK - Total For Aquatics - Pool</i>			<i>\$110.13</i>
CENTURYLINK	Fleet Maintenance Fund	Phone use acct. P-307-111-5112 611M	\$145.12
<i>CENTURYLINK - Total For Fleet Maintenance Fund</i>			<i>\$145.12</i>
CENTURYLINK	Metro Animal Shelter	Phone use acct. P-307-234-8116 403M	\$153.68
<i>CENTURYLINK - Total For Metro Animal Shelter</i>			<i>\$153.68</i>
CENTURYLINK	Municipal Court	Phone use acct. 307-234-6291 349B	\$24.57
<i>CENTURYLINK - Total For Municipal Court</i>			<i>\$24.57</i>
CENTURYLINK	Rec Center - Operations	Phone use acct. P-307-111-5114 622M	\$306.67
<i>CENTURYLINK - Total For Rec Center - Operations</i>			<i>\$306.67</i>
CENTURYLINK	Sewer Wastewater Collection	Phone use	\$46.03
CENTURYLINK	Sewer Wastewater Collection	Phone use	\$66.98
<i>CENTURYLINK - Total For Sewer Wastewater Collection</i>			<i>\$113.01</i>
CENTURYLINK	WWTP Operations	Phone use acct. P-307-111-5113 619M	\$163.84
<i>CENTURYLINK - Total For WWTP Operations</i>			<i>\$163.84</i>
<b>CENTURYLINK - ALL DEPARTMENTS</b>			<b>\$1,017.02</b>

## CH2MHILL, INC.

CH2MHILL, INC.	WWTP Operations	WWTP secondary treatment	\$10,730.05
<i>CH2MHILL, INC. - Total For WWTP Operations</i>			<i>\$10,730.05</i>
<b>CH2MHILL, INC. - ALL DEPARTMENTS</b>			<b>\$10,730.05</b>

## CITIZEN PAYMENT

CITIZEN PAYMENT	Water Revenue and Transfers Refund difference between 2" & 4" irrigation fe	\$25,425.00
CITIZEN PAYMENT	Water Revenue and Transfers Refund difference between 2" & 4" irrigation fe	\$2,340.00
CITIZEN PAYMENT	Water Revenue and Transfers Refund difference between 2" & 4" irrigation fe	\$12,906.00
<i>CITIZEN PAYMENT - Total For Water Revenue and Transfers</i>		<i>\$40,671.00</i>
<b>CITIZEN PAYMENT - ALL DEPARTMENTS</b>		<b>\$40,671.00</b>

## CITRIX SYSTEMS INC.

CITRIX SYSTEMS INC.	Aquatics - Pool	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$313.42
<i>CITRIX SYSTEMS INC. - Total For Aquatics - Pool</i>			<i>\$313.42</i>

CITRIX SYSTEMS INC.	Casper Events Center Fund	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$391.78
<i>CITRIX SYSTEMS INC. - Total For Casper Events Center Fund</i>			<i>\$391.78</i>
CITRIX SYSTEMS INC.	City Clerk	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$78.36
<i>CITRIX SYSTEMS INC. - Total For City Clerk</i>			<i>\$78.36</i>
CITRIX SYSTEMS INC.	Code Enforcement	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$156.70
<i>CITRIX SYSTEMS INC. - Total For Code Enforcement</i>			<i>\$156.70</i>
CITRIX SYSTEMS INC.	Fire-EMS Administration	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$1,723.82
<i>CITRIX SYSTEMS INC. - Total For Fire-EMS Administration</i>			<i>\$1,723.82</i>
CITRIX SYSTEMS INC.	Information Services	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$705.20
<i>CITRIX SYSTEMS INC. - Total For Information Services</i>			<i>\$705.20</i>
CITRIX SYSTEMS INC.	Police Administration	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$3,447.64
<i>CITRIX SYSTEMS INC. - Total For Police Administration</i>			<i>\$3,447.64</i>
CITRIX SYSTEMS INC.	Traffic Control	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$78.36
<i>CITRIX SYSTEMS INC. - Total For Traffic Control</i>			<i>\$78.36</i>
CITRIX SYSTEMS INC.	Water Meters	Citrix License Sept. 13, 2020 to Sept. 12, 2021	\$548.49
<i>CITRIX SYSTEMS INC. - Total For Water Meters</i>			<i>\$548.49</i>
<b>CITRIX SYSTEMS INC. - ALL DEPARTMENTS</b>			<b>\$7,443.77</b>

## CITY BREW COFFEE

CITY BREW COFFEE	Police Administration	promotional testing coffee	\$94.24
CITY BREW COFFEE	Police Administration	tax credit	(\$4.49)
<i>CITY BREW COFFEE - Total For Police Administration</i>			<i>\$89.75</i>
<b>CITY BREW COFFEE - ALL DEPARTMENTS</b>			<b>\$89.75</b>

## CITY OF CASPER

CITY OF CASPER	Balefill - Disposal & Landfill	Balefill customer 1337	\$2,266.00
<i>CITY OF CASPER - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$2,266.00</i>
CITY OF CASPER	Fire-EMS Operations	Disposal of tires	\$33.00
<i>CITY OF CASPER - Total For Fire-EMS Operations</i>			<i>\$33.00</i>
CITY OF CASPER	Hogadon - Operations	Balefill	\$18.00
CITY OF CASPER	Hogadon - Operations	Balefill	\$18.00
CITY OF CASPER	Hogadon - Operations	Balefill	\$18.00
CITY OF CASPER	Hogadon - Operations	Balefill	\$18.00
<i>CITY OF CASPER - Total For Hogadon - Operations</i>			<i>\$72.00</i>

CITY OF CASPER	Metropolitan Planning Org	August GIS services	\$6,641.05
<i>CITY OF CASPER - Total For Metropolitan Planning Org</i>			<i>\$6,641.05</i>
CITY OF CASPER	Parks - Parks Maint.	Balefill customer 247	\$116.00
CITY OF CASPER	Parks - Parks Maint.	Balefill	\$95.00
CITY OF CASPER	Parks - Parks Maint.	Customer 247 balefill	\$157.00
CITY OF CASPER	Parks - Parks Maint.	Customer 247 balefill	\$157.00
CITY OF CASPER	Parks - Parks Maint.	Balefill customer 247	\$95.00
<i>CITY OF CASPER - Total For Parks - Parks Maint.</i>			<i>\$620.00</i>
CITY OF CASPER	Police Animal Control	Customer 734	\$5,612.01
<i>CITY OF CASPER - Total For Police Animal Control</i>			<i>\$5,612.01</i>
CITY OF CASPER	Refuse - Residential	Balefill	\$5,985.66
CITY OF CASPER	Refuse - Residential	Balefill	\$6,557.73
CITY OF CASPER	Refuse - Residential	Balefill	\$6,936.15
CITY OF CASPER	Refuse - Residential	Balefill	\$374.34
CITY OF CASPER	Refuse - Residential	Balefill	\$6,619.86
CITY OF CASPER	Refuse - Residential	Balefill	\$6,149.73
CITY OF CASPER	Refuse - Residential	Balefill	\$6,353.37
CITY OF CASPER	Refuse - Residential	Balefill	\$6,002.85
CITY OF CASPER	Refuse - Residential	Balefill	\$6,257.49
CITY OF CASPER	Refuse - Residential	Balefill	\$6,505.05
CITY OF CASPER	Refuse - Residential	Balefill	\$7,264.44
CITY OF CASPER	Refuse - Residential	Balefill	\$6,732.51
CITY OF CASPER	Refuse - Residential	Balefill	\$6,602.61
CITY OF CASPER	Refuse - Residential	Balefill	\$5,831.49
CITY OF CASPER	Refuse - Residential	Balefill	\$324.87
CITY OF CASPER	Refuse - Residential	Balefill	\$6,438.39
CITY OF CASPER	Refuse - Residential	Balefill	\$6,140.55
CITY OF CASPER	Refuse - Residential	Balefill	\$6,783.66
CITY OF CASPER	Refuse - Residential	Balefill	\$6,579.51
CITY OF CASPER	Refuse - Residential	Balefill	\$6,303.90
CITY OF CASPER	Refuse - Residential	Balefill	\$6,852.00
CITY OF CASPER	Refuse - Residential	Balefill	\$256.53
CITY OF CASPER	Refuse - Residential	Balefill	\$362.10
CITY OF CASPER	Refuse - Residential	Balefill	\$6,207.36
CITY OF CASPER	Refuse - Residential	Balefill	\$6,971.85
CITY OF CASPER	Refuse - Residential	Balefill	\$6,565.89

CITY OF CASPER	Refuse - Residential	Balefill	\$5,847.45
CITY OF CASPER	Refuse - Residential	Balefill	\$350.37
CITY OF CASPER - Total For Refuse - Residential			\$150,157.71
CITY OF CASPER	Regional Water Operations	Balefill	\$18.00
CITY OF CASPER	Regional Water Operations	Balefill	\$18.00
CITY OF CASPER	Regional Water Operations	Balefill	\$18.00
CITY OF CASPER	Regional Water Operations	Balefill	\$6,811.53
CITY OF CASPER	Regional Water Operations	Balefill	\$8,817.27
CITY OF CASPER - Total For Regional Water Operations			\$15,682.80
CITY OF CASPER	Sewer Administration	Sewer RWWS	375,120.30
CITY OF CASPER - Total For Sewer Administration			\$375,120.30
CITY OF CASPER	Sewer Wastewater Collection Customer 1276		\$187.13
CITY OF CASPER - Total For Sewer Wastewater Collection			\$187.13
CITY OF CASPER	Water Distribution	Balefill	\$539.07
CITY OF CASPER	Water Distribution	Customer 1276	\$187.13
CITY OF CASPER - Total For Water Distribution			\$726.20
CITY OF CASPER	WWTP Operations	Balefill	\$104.55
CITY OF CASPER	WWTP Operations	Balefill	\$91.29
CITY OF CASPER	WWTP Operations	Balefill	\$139.74
CITY OF CASPER	WWTP Operations	Balefill	\$90.27
CITY OF CASPER	WWTP Operations	Balefill	\$140.76
CITY OF CASPER	WWTP Operations	Balefill	\$155.55
CITY OF CASPER	WWTP Operations	Balefill	\$105.06
CITY OF CASPER	WWTP Operations	Balefill	\$126.48
CITY OF CASPER	WWTP Operations	Balefill	\$107.10
CITY OF CASPER	WWTP Operations	Balefill	\$69.36
CITY OF CASPER - Total For WWTP Operations			\$1,130.16
CITY OF CASPER - ALL DEPARTMENTS			\$558,248.36

## CMI TECO, INC.

CMI TECO, INC.	Property Insurance Fund	2019 ROLL OFF TRUCK RENTAL FROM CMI-TECO	\$39,000.00
<i>CMI TECO, INC. - Total For Property Insurance Fund</i>			<i>\$39,000.00</i>
CMI TECO, INC.	Refuse - Commercial	222288 repairs	\$3,212.09
CMI TECO, INC.	Refuse - Commercial	222287 repairs	\$376.20
<i>CMI TECO, INC. - Total For Refuse - Commercial</i>			<i>\$3,588.29</i>

CMI TECO, INC.	Refuse - Residential	222299 repairs	\$967.37
CMI TECO, INC.	Refuse - Residential	222255 repairs	\$5,079.17
CMI TECO, INC.	Refuse - Residential	222289 repairs	\$295.93
<i>CMI TECO, INC. - Total For Refuse - Residential</i>			<i>\$6,342.47</i>
<b>CMI TECO, INC. - ALL DEPARTMENTS</b>			<b>\$48,930.76</b>

## COASTAL CHEMICAL CO

COASTAL CHEMICAL CO	Regional Water Operations	Vehicle Fuel	\$120.73
<i>COASTAL CHEMICAL CO - Total For Regional Water Operations</i>			<i>\$120.73</i>
<b>COASTAL CHEMICAL CO - ALL DEPARTMENTS</b>			<b>\$120.73</b>

## COCA COLA BOTTLING C

COCA COLA BOTTLING C	Metro Animal Shelter	equipment rent	\$7.75
<i>COCA COLA BOTTLING C - Total For Metro Animal Shelter</i>			<i>\$7.75</i>
<b>COCA COLA BOTTLING C - ALL DEPARTMENTS</b>			<b>\$7.75</b>

## COMMUNICATION TECHNO

COMMUNICATION TECHNO	Fire-EMS Administration	Cradle Point Antenna Installation	\$309.00
COMMUNICATION TECHNO	Fire-EMS Administration	Cradle Point Antenna Installaion	\$206.00
<i>COMMUNICATION TECHNO - Total For Fire-EMS Administration</i>			<i>\$515.00</i>
COMMUNICATION TECHNO	Police Administration	unit 204 repairs	\$103.00
<i>COMMUNICATION TECHNO - Total For Police Administration</i>			<i>\$103.00</i>
<b>COMMUNICATION TECHNO - ALL DEPARTMENTS</b>			<b>\$618.00</b>

## COMPRESSION LEASING

COMPRESSION LEASING	Balefill - Disposal & Landfill	service air compressors	\$1,548.27
<i>COMPRESSION LEASING - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$1,548.27</i>
<b>COMPRESSION LEASING - ALL DEPARTMENTS</b>			<b>\$1,548.27</b>

## CONCEPT2 INC

CONCEPT2 INC	Rec Center - Operations	DURABLE GOODS,NOT ELSEWHERE CLASSIFIED	\$188.00
<i>CONCEPT2 INC - Total For Rec Center - Operations</i>			<i>\$188.00</i>

**CONCEPT2 INC - ALL DEPARTMENTS**

\$188.00

**CONVERGEONE**

CONVERGEONE	Engineering	Smart net add	\$11.00
<i>CONVERGEONE - Total For Engineering</i>			<i>\$11.00</i>
CONVERGEONE	Information Services	VMWare Maintenance 2 Year	\$36,556.61
<i>CONVERGEONE - Total For Information Services</i>			<i>\$36,556.61</i>
CONVERGEONE	Public Safety Communication	Vmware maintenance renewal	\$5,394.00
<i>CONVERGEONE - Total For Public Safety Communications</i>			<i>\$5,394.00</i>
CONVERGEONE	Refuse - Recycling	WIRELESS IT EQUIP FOR MRF	\$898.49
<i>CONVERGEONE - Total For Refuse - Recycling</i>			<i>\$898.49</i>
<b>CONVERGEONE - ALL DEPARTMENTS</b>			<b>\$42,860.10</b>

**CPS DISTRIBUTORS**

CPS DISTRIBUTORS	Golf - Operations	parts to fix irrigation break on 3 links	\$112.73
CPS DISTRIBUTORS	Golf - Operations	Irrigation repair parts compression coupling	\$43.49
<i>CPS DISTRIBUTORS - Total For Golf - Operations</i>			<i>\$156.22</i>
CPS DISTRIBUTORS	Parks - Parks Maint.	Irrigation repair Soccer	\$33.07
CPS DISTRIBUTORS	Parks - Parks Maint.	Irrigation repair Tani	\$16.32
<i>CPS DISTRIBUTORS - Total For Parks - Parks Maint.</i>			<i>\$49.39</i>
CPS DISTRIBUTORS	WWTP Operations	Sprinkler system parts	\$168.30
<i>CPS DISTRIBUTORS - Total For WWTP Operations</i>			<i>\$168.30</i>
<b>CPS DISTRIBUTORS - ALL DEPARTMENTS</b>			<b>\$373.91</b>

**CPU IIT**

CPU IIT	Buildings & Structures Fund	Laptop Charging Cable for Matt's Computer	\$69.95
<i>CPU IIT - Total For Buildings &amp; Structures Fund</i>			<i>\$69.95</i>
CPU IIT	City Council	Headset for the Customer Support Greeter (COV	\$219.00
<i>CPU IIT - Total For City Council</i>			<i>\$219.00</i>
CPU IIT	City Manager	Speakers	\$240.00
<i>CPU IIT - Total For City Manager</i>			<i>\$240.00</i>
CPU IIT	Human Resources	SCANNER	\$985.00
<i>CPU IIT - Total For Human Resources</i>			<i>\$985.00</i>



CPU IIT	Information Services	Plotter maintenance	\$699.00
CPU IIT	Information Services	Fiber patch cables for core switches	\$84.96
<i>CPU IIT - Total For Information Services</i>			<i>\$783.96</i>
CPU IIT	Refuse - Residential	NEW SUPERVISOR COMPUTER -- Josh Williams	\$1,364.99
<i>CPU IIT - Total For Refuse - Residential</i>			<i>\$1,364.99</i>
CPU IIT	Weed & Pest Fund	HP Elite G4 12.3" Touchscreen 2 in1 Notebook	\$1,494.00
<i>CPU IIT - Total For Weed &amp; Pest Fund</i>			<i>\$1,494.00</i>
<b>CPU IIT - ALL DEPARTMENTS</b>			<b>\$5,156.90</b>

## CRESCENT ELECTRIC SU

CRESCENT ELECTRIC SU	Buildings & Structures Fund	Light bulbs for Parks Department offices	\$37.93
<i>CRESCENT ELECTRIC SU - Total For Buildings &amp; Structures Fund</i>			<i>\$37.93</i>
CRESCENT ELECTRIC SU	Capital Projects Fund	Supplies	\$184.56
<i>CRESCENT ELECTRIC SU - Total For Capital Projects Fund</i>			<i>\$184.56</i>
<b>CRESCENT ELECTRIC SU - ALL DEPARTMENTS</b>			<b>\$222.49</b>

## CRIME SCENE INFORMAT

CRIME SCENE INFORMAT	Police Administration	September 2020	\$109.87
<i>CRIME SCENE INFORMAT - Total For Police Administration</i>			<i>\$109.87</i>
<b>CRIME SCENE INFORMAT - ALL DEPARTMENTS</b>			<b>\$109.87</b>

## CROWN CONSTRUCTION L

CROWN CONSTRUCTION L	Capital Projects Fund	2020 2nd Street Concrete Repai	\$64,823.40
CROWN CONSTRUCTION L	Capital Projects Fund	Concrete for Drill Tower	\$37,400.00
CROWN CONSTRUCTION L	Capital Projects Fund	2nd Street Railing Painting	\$35,625.00
<i>CROWN CONSTRUCTION L - Total For Capital Projects Fund</i>			<i>\$137,848.40</i>
<b>CROWN CONSTRUCTION L - ALL DEPARTMENTS</b>			<b>\$137,848.40</b>

## CRUM ELECTRIC SUPPLY

CRUM ELECTRIC SUPPLY	Buildings & Structures Fund	Supplies	\$255.76
CRUM ELECTRIC SUPPLY	Buildings & Structures Fund	Tools	\$213.80
CRUM ELECTRIC SUPPLY	Buildings & Structures Fund	Supplies	\$196.90
CRUM ELECTRIC SUPPLY	Buildings & Structures Fund	Fuses	\$40.00

<i>CRUM ELECTRIC SUPPLY - Total For Buildings &amp; Structures Fund</i>			\$706.46
CRUM ELECTRIC SUPPLY	Regional Water Operations	Wells heater parts	\$224.00
CRUM ELECTRIC SUPPLY	Regional Water Operations	Turbidimeter parts	\$53.96
<i>CRUM ELECTRIC SUPPLY - Total For Regional Water Operations</i>			\$277.96
CRUM ELECTRIC SUPPLY	WWTP Regional Interceptors	Electrical parts	\$146.20
<i>CRUM ELECTRIC SUPPLY - Total For WWTP Regional Interceptors</i>			\$146.20
<b>CRUM ELECTRIC SUPPLY - ALL DEPARTMENTS</b>			<b>\$1,130.62</b>

## DAKOTA FENCE COMPANY

DAKOTA FENCE COMPANY	Traffic Control	3 pails of P50 glue for taping operation	\$875.48
<i>DAKOTA FENCE COMPANY - Total For Traffic Control</i>			\$875.48
<b>DAKOTA FENCE COMPANY - ALL DEPARTMENTS</b>			<b>\$875.48</b>

## DANA KEPNER CO.

DANA KEPNER CO.	Parks - Parks Maint.	Irrigation supplies	\$208.26
<i>DANA KEPNER CO. - Total For Parks - Parks Maint.</i>			\$208.26
DANA KEPNER CO.	Water Distribution	SEWER CLEAN OUT RISER & VALVE BOX LID	\$37.00
<i>DANA KEPNER CO. - Total For Water Distribution</i>			\$37.00
DANA KEPNER CO.	Water Tanks	Air release for Sun II Booster	\$220.00
<i>DANA KEPNER CO. - Total For Water Tanks</i>			\$220.00
<b>DANA KEPNER CO. - ALL DEPARTMENTS</b>			<b>\$465.26</b>

## DBC IRRIGATION SUPPL

DBC IRRIGATION SUPPL	Golf - Operations	Irrigation repair parts for 3 links	\$43.11
<i>DBC IRRIGATION SUPPL - Total For Golf - Operations</i>			\$43.11
<b>DBC IRRIGATION SUPPL - ALL DEPARTMENTS</b>			<b>\$43.11</b>

## DENNIS SUPPLY CO.

DENNIS SUPPLY CO.	Buildings & Structures Fund	Filter	\$43.92
DENNIS SUPPLY CO.	Buildings & Structures Fund	Belts & Filters	\$31.63
DENNIS SUPPLY CO.	Buildings & Structures Fund	Returned compressor	(\$541.69)
DENNIS SUPPLY CO.	Buildings & Structures Fund	Filters	\$36.05
<i>DENNIS SUPPLY CO. - Total For Buildings &amp; Structures Fund</i>			(\$430.09)

DENNIS SUPPLY CO.	Capital Projects Fund	Refrigerant Gas	\$181.25
<i>DENNIS SUPPLY CO. - Total For Capital Projects Fund</i>			<i>\$181.25</i>
<b>DENNIS SUPPLY CO. - ALL DEPARTMENTS</b>			<b>(\$248.84)</b>

## DEPT. OF FAMILY SVCS

DEPT. OF FAMILY SVCS	Fire-EMS Operations	Wyoming Sate Fire Marshal's Office - Training M	\$133.83
<i>DEPT. OF FAMILY SVCS - Total For Fire-EMS Operations</i>			<i>\$133.83</i>
<b>DEPT. OF FAMILY SVCS - ALL DEPARTMENTS</b>			<b>\$133.83</b>

## DIAMOND VOGEL PAINTS

DIAMOND VOGEL PAINTS	Buildings & Structures Fund	Stain	\$77.37
<i>DIAMOND VOGEL PAINTS - Total For Buildings &amp; Structures Fund</i>			<i>\$77.37</i>
<b>DIAMOND VOGEL PAINTS - ALL DEPARTMENTS</b>			<b>\$77.37</b>

## DOLLAR TREE

DOLLAR TREE	Rec Center - Classes	VARIETY STORES	\$25.00
<i>DOLLAR TREE - Total For Rec Center - Classes</i>			<i>\$25.00</i>
<b>DOLLAR TREE - ALL DEPARTMENTS</b>			<b>\$25.00</b>

## DOMINO'S 6042

DOMINO'S 6042	Police Administration	food for investigation 20-047034	\$51.37
DOMINO'S 6042	Police Administration	investigation 20-047034	\$177.91
<i>DOMINO'S 6042 - Total For Police Administration</i>			<i>\$229.28</i>
<b>DOMINO'S 6042 - ALL DEPARTMENTS</b>			<b>\$229.28</b>

## DOORWAYS OF WYOMING

DOORWAYS OF WYOMING	Buildings & Structures Fund	Door supplies for Golf Course Pump House	\$2,695.00
<i>DOORWAYS OF WYOMING - Total For Buildings &amp; Structures Fund</i>			<i>\$2,695.00</i>
<b>DOORWAYS OF WYOMING - ALL DEPARTMENTS</b>			<b>\$2,695.00</b>

## DPC INDUSTRIES, INC.

DPC INDUSTRIES, INC.	Regional Water Operations	Sodium Hypochlorite 7/31/20	\$7,624.16
DPC INDUSTRIES, INC.	Regional Water Operations	Sodium Hypochlorite 7/30/20	\$7,531.18
DPC INDUSTRIES, INC.	Regional Water Operations	Sodium Hypochlorite 7/28/20	\$7,575.14
DPC INDUSTRIES, INC.	Regional Water Operations	Sodium Hypochlorite 8/4/20	\$7,553.15
<i>DPC INDUSTRIES, INC. - Total For Regional Water Operations</i>			<i>\$30,283.63</i>
<b>DPC INDUSTRIES, INC. - ALL DEPARTMENTS</b>			<b>\$30,283.63</b>

## DUO-SAFETY LADDER CO

DUO-SAFETY LADDER CO	Fire-EMS Operations	Rope	\$163.56
<i>DUO-SAFETY LADDER CO - Total For Fire-EMS Operations</i>			<i>\$163.56</i>
<b>DUO-SAFETY LADDER CO - ALL DEPARTMENTS</b>			<b>\$163.56</b>

## EMPLOYEE REIMBURSEME

EMPLOYEE REIMBURSEME	Health Insurance Fund	AFLAC Refund	\$46.12
<i>EMPLOYEE REIMBURSEME - Total For Health Insurance Fund</i>			<i>\$46.12</i>
EMPLOYEE REIMBURSEME	Streets	Work boot reimbursement	\$150.00
EMPLOYEE REIMBURSEME	Streets	Work boot reimbursement	\$108.89
<i>EMPLOYEE REIMBURSEME - Total For Streets</i>			<i>\$258.89</i>
<b>EMPLOYEE REIMBURSEME - ALL DEPARTMENTS</b>			<b>\$305.01</b>

## ENERGY LABORATORIES

ENERGY LABORATORIES	Regional Water Operations	Lab Test NPDES	\$22.00
ENERGY LABORATORIES	Regional Water Operations	Lab Test TAS	\$231.00
ENERGY LABORATORIES	Regional Water Operations	Lab Test TAS	\$231.00
ENERGY LABORATORIES	Regional Water Operations	Lab Test TOC/ALK	\$84.00
ENERGY LABORATORIES	Regional Water Operations	Lab Test TAS	\$231.00
ENERGY LABORATORIES	Regional Water Operations	Lab Test BCT	\$22.00
<i>ENERGY LABORATORIES - Total For Regional Water Operations</i>			<i>\$821.00</i>
ENERGY LABORATORIES	Water Tanks	TESTING	\$22.00
ENERGY LABORATORIES	Water Tanks	TESTING	\$374.00
ENERGY LABORATORIES	Water Tanks	TESTING	\$352.00
<i>ENERGY LABORATORIES - Total For Water Tanks</i>			<i>\$748.00</i>

**ENERGY LABORATORIES - ALL DEPARTMENTS**

\$1,569.00

**ENVISION ELECTRIC IN**

ENVISION ELECTRIC IN	Capital Projects Fund	Surge Suppression	\$2,000.00
----------------------	-----------------------	-------------------	------------

<i>ENVISION ELECTRIC IN - Total For Capital Projects Fund</i>			<i>\$2,000.00</i>
---	--	--	-------------------

**ENVISION ELECTRIC IN - ALL DEPARTMENTS**

\$2,000.00

**EXXONMOBIL**

EXXONMOBIL	Fire-EMS Operations	Fuel	\$26.78
------------	---------------------	------	---------

EXXONMOBIL	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$34.61)
------------	---------------------	--------------------------------------	-----------

EXXONMOBIL	Fire-EMS Operations	Good 2 Go - Fuel	\$34.61
------------	---------------------	------------------	---------

EXXONMOBIL	Fire-EMS Operations	Duplicate Statement Entry	\$34.61
------------	---------------------	---------------------------	---------

<i>EXXONMOBIL - Total For Fire-EMS Operations</i>			<i>\$61.39</i>
---	--	--	----------------

EXXONMOBIL	Police Administration	training	\$21.11
------------	-----------------------	----------	---------

<i>EXXONMOBIL - Total For Police Administration</i>			<i>\$21.11</i>
---	--	--	----------------

**EXXONMOBIL - ALL DEPARTMENTS**

\$82.50

**FACEBK EV3L6VEJH2**

FACEBK EV3L6VEJH2	Sewer Stormwater	ADVERTISING SERVICES	\$40.84
-------------------	------------------	----------------------	---------

FACEBK EV3L6VEJH2	Sewer Stormwater	ADVERTISING SERVICES	\$40.84
-------------------	------------------	----------------------	---------

FACEBK EV3L6VEJH2	Sewer Stormwater	ADVERTISING SERVICES	(\$40.84)
-------------------	------------------	----------------------	-----------

<i>FACEBK EV3L6VEJH2 - Total For Sewer Stormwater</i>			<i>\$40.84</i>
---	--	--	----------------

**FACEBK EV3L6VEJH2 - ALL DEPARTMENTS**

\$40.84

**FERGUSON ENTERPRISES**

FERGUSON ENTERPRISES	Water Distribution	AIR BASE ACRES BACKFLOW	\$40.68
----------------------	--------------------	-------------------------	---------

FERGUSON ENTERPRISES	Water Distribution	SERVICE SADDLE	\$650.00
----------------------	--------------------	----------------	----------

FERGUSON ENTERPRISES	Water Distribution	AIR BASE ACRES BACKFLOW BUSHINGS	\$8.17
----------------------	--------------------	----------------------------------	--------

FERGUSON ENTERPRISES	Water Distribution	CREDIT FOR SERVICE SADDLE PREVIOUSLY CHAR	(\$682.50)
----------------------	--------------------	---	------------

<i>FERGUSON ENTERPRISES - Total For Water Distribution</i>			<i>\$16.35</i>
--	--	--	----------------

FERGUSON ENTERPRISES	Water Meters	3" GASKET	\$1.99
----------------------	--------------	-----------	--------

<i>FERGUSON ENTERPRISES - Total For Water Meters</i>			<i>\$1.99</i>
--	--	--	---------------

**FERGUSON ENTERPRISES - ALL DEPARTMENTS**

\$18.34

**FIRST INTERSTATE BAN**

FIRST INTERSTATE BAN	Human Resources	Gift Cards	\$323.00
FIRST INTERSTATE BAN	Human Resources	Gift Cards	\$27.00

*FIRST INTERSTATE BAN - Total For Human Resources* \$350.00

**FIRST INTERSTATE BAN - ALL DEPARTMENTS**

\$350.00

**FIRST VETERINARY SUP**

FIRST VETERINARY SUP	Metro Animal Shelter	vaccines	\$600.00
----------------------	----------------------	----------	----------

*FIRST VETERINARY SUP - Total For Metro Animal Shelter* \$600.00

**FIRST VETERINARY SUP - ALL DEPARTMENTS**

\$600.00

**FLOWMARK HIGH TECH**

FLOWMARK HIGH TECH	WWTP Operations	Filters	\$1,127.74
FLOWMARK HIGH TECH	WWTP Operations	Filters	\$1,127.74

*FLOWMARK HIGH TECH - Total For WWTP Operations* \$2,255.48

**FLOWMARK HIGH TECH - ALL DEPARTMENTS**

\$2,255.48

**FORT COLLINS NURSERY**

FORT COLLINS NURSERY	Parks - Urban Forestry	NURSERIES, LAWN AND GARDEN SUPPLY STORE	\$147.49
----------------------	------------------------	---	----------

*FORT COLLINS NURSERY - Total For Parks - Urban Forestry* \$147.49

**FORT COLLINS NURSERY - ALL DEPARTMENTS**

\$147.49

**FORTERRA**

FORTERRA	Fire-EMS Training	Drill Tower Project Supplies	\$1,848.00
----------	-------------------	------------------------------	------------

*FORTERRA - Total For Fire-EMS Training* \$1,848.00

**FORTERRA - ALL DEPARTMENTS**

\$1,848.00

**GALLES GREENHOUSE AN**

GALLES GREENHOUSE AN	Parks - Urban Forestry	Mulch	\$7.19
----------------------	------------------------	-------	--------

GALLES GREENHOUSE AN	Parks - Urban Forestry	Trees for Wyo Blvd (Between Blackmore Rd. an	\$1,359.94
GALLES GREENHOUSE AN	Parks - Urban Forestry	Mulch	\$107.88
<i>GALLES GREENHOUSE AN - Total For Parks - Urban Forestry</i>			<i>\$1,475.01</i>
<b>GALLES GREENHOUSE AN - ALL DEPARTMENTS</b>			<b>\$1,475.01</b>

## GALLS, INC.

GALLS, INC.	Police Administration	Uniforms	\$67.50
GALLS, INC.	Police Administration	Handcuffs	\$81.00
GALLS, INC.	Police Administration	Platform STRIKE	\$66.40
GALLS, INC.	Police Administration	Uniforms	\$90.00
GALLS, INC.	Police Administration	Uniforms	\$118.50
<i>GALLS, INC. - Total For Police Administration</i>			<i>\$423.40</i>
<b>GALLS, INC. - ALL DEPARTMENTS</b>			<b>\$423.40</b>

## GAYLORD BROS INC

GAYLORD BROS INC	Ft. Caspar Museum	UV Filters for Exhibits	\$215.88
<i>GAYLORD BROS INC - Total For Ft. Caspar Museum</i>			<i>\$215.88</i>
<b>GAYLORD BROS INC - ALL DEPARTMENTS</b>			<b>\$215.88</b>

## GENUINE REPLACEMENT

GENUINE REPLACEMENT	Metro Animal Shelter	screen filter	\$71.65
<i>GENUINE REPLACEMENT - Total For Metro Animal Shelter</i>			<i>\$71.65</i>
<b>GENUINE REPLACEMENT - ALL DEPARTMENTS</b>			<b>\$71.65</b>

## GEORGE T SANDERS

GEORGE T SANDERS	RWS - Booster Stations	BALL VALVE GAUGE COCK & REDUCER FOR MTN	\$71.64
<i>GEORGE T SANDERS - Total For RWS - Booster Stations</i>			<i>\$71.64</i>
GEORGE T SANDERS	Water Distribution	3" GASKET	\$6.08
<i>GEORGE T SANDERS - Total For Water Distribution</i>			<i>\$6.08</i>
<b>GEORGE T SANDERS - ALL DEPARTMENTS</b>			<b>\$77.72</b>

## GEOSYNTEC CONSULTANT

GEOSYNTEC CONSULTANT	Balefill - Disposal & Landfill	CRL Monitoring	\$6,184.03
<i>GEOSYNTEC CONSULTANT - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$6,184.03</i>
<b>GEOSYNTEC CONSULTANT - ALL DEPARTMENTS</b>			<b>\$6,184.03</b>

## GEOTEC INDUSTRIAL SU

GEOTEC INDUSTRIAL SU	Streets	Surface Mt. Truncated Dome ADA Mat	\$102.00
<i>GEOTEC INDUSTRIAL SU - Total For Streets</i>			<i>\$102.00</i>
<b>GEOTEC INDUSTRIAL SU - ALL DEPARTMENTS</b>			<b>\$102.00</b>

## GFOA

GFOA	Finance	GAAFR Blue Book for Governmental Accounting	\$159.00
<i>GFOA - Total For Finance</i>			<i>\$159.00</i>
<b>GFOA - ALL DEPARTMENTS</b>			<b>\$159.00</b>

## GOBLE SAMPSON ASSOC.

GOBLE SAMPSON ASSOC.	Regional Water Operations	elements for chemical pumps	\$762.57
<i>GOBLE SAMPSON ASSOC. - Total For Regional Water Operations</i>			<i>\$762.57</i>
<b>GOBLE SAMPSON ASSOC. - ALL DEPARTMENTS</b>			<b>\$762.57</b>

## GOLDER ASSOCIATES

GOLDER ASSOCIATES	Balefill - Disposal & Landfill	Phase 2 design and permit	\$2,605.00
GOLDER ASSOCIATES	Balefill - Disposal & Landfill	NMOC Emissions Testing	\$150.41
GOLDER ASSOCIATES	Balefill - Disposal & Landfill	5-year air emission	\$1,618.75
<i>GOLDER ASSOCIATES - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$4,374.16</i>
<b>GOLDER ASSOCIATES - ALL DEPARTMENTS</b>			<b>\$4,374.16</b>

## GRAINGER, INC.

GRAINGER, INC.	Buildings & Structures Fund	Return due to charging of sales tax	(\$13.22)
GRAINGER, INC.	Buildings & Structures Fund	Supplies for Golf Course Pump House door insta	\$55.00
GRAINGER, INC.	Buildings & Structures Fund	Thermostat	\$99.60
<i>GRAINGER, INC. - Total For Buildings &amp; Structures Fund</i>			<i>\$141.38</i>
GRAINGER, INC.	Fire-EMS Operations	Ear Muffs	\$265.10



GRAINGER, INC.	Fire-EMS Operations	Duplicate Statement Entry	\$265.10
GRAINGER, INC.	Fire-EMS Operations	Duplicate Statement Entry	(\$265.10)
<i>GRAINGER, INC. - Total For Fire-EMS Operations</i>			<i>\$265.10</i>
GRAINGER, INC.	Hogadon - Operations	Lift Parts	\$85.24
<i>GRAINGER, INC. - Total For Hogadon - Operations</i>			<i>\$85.24</i>
GRAINGER, INC.	Refuse - Recycling	MRF Scale	\$1,425.88
<i>GRAINGER, INC. - Total For Refuse - Recycling</i>			<i>\$1,425.88</i>
GRAINGER, INC.	WWTP Operations	Fuses	\$47.65
<i>GRAINGER, INC. - Total For WWTP Operations</i>			<i>\$47.65</i>
<b>GRAINGER, INC. - ALL DEPARTMENTS</b>			<b>\$1,965.25</b>

## GREINER MOTOR CO - C

GREINER MOTOR CO - C	Capital Projects Fund	Half Ton 4x4 Pickup - Replace 83250	\$26,875.00
<i>GREINER MOTOR CO - C - Total For Capital Projects Fund</i>			<i>\$26,875.00</i>
<b>GREINER MOTOR CO - C - ALL DEPARTMENTS</b>			<b>\$26,875.00</b>

## GRIZZLY EXCAVATING &

GRIZZLY EXCAVATING &	Streets	Asphalt	\$704.68
GRIZZLY EXCAVATING &	Streets	Asphalt	\$411.94
GRIZZLY EXCAVATING &	Streets	1/2 mix	\$478.96
GRIZZLY EXCAVATING &	Streets	Asphalt 1/2" mix	\$232.17
GRIZZLY EXCAVATING &	Streets	1/2" Mix	\$129.34
GRIZZLY EXCAVATING &	Streets	Asphalt	\$411.74
<i>GRIZZLY EXCAVATING &amp; - Total For Streets</i>			<i>\$2,368.83</i>
<b>GRIZZLY EXCAVATING &amp; - ALL DEPARTMENTS</b>			<b>\$2,368.83</b>

## GULF STATES DISTRIBU

GULF STATES DISTRIBU	Police Administration	Supplies	\$11,034.00
<i>GULF STATES DISTRIBU - Total For Police Administration</i>			<i>\$11,034.00</i>
<b>GULF STATES DISTRIBU - ALL DEPARTMENTS</b>			<b>\$11,034.00</b>

## HACH CO., CORP.

HACH CO., CORP.	Regional Water Operations	Lab supplies	\$643.70
-----------------	---------------------------	--------------	----------

HACH CO., CORP.	Regional Water Operations	Maintenance Agreement Monochloramine anal	\$4,538.00
HACH CO., CORP.	Regional Water Operations	Chlorine	\$379.14
<i>HACH CO., CORP. - Total For Regional Water Operations</i>			<i>\$5,560.84</i>
HACH CO., CORP.	Water Tanks	LAB SUPPLIES	\$368.08
<i>HACH CO., CORP. - Total For Water Tanks</i>			<i>\$368.08</i>
HACH CO., CORP.	WWTP Operations	Hach WIMS Software support re-enrollment fee	\$5,252.00
<i>HACH CO., CORP. - Total For WWTP Operations</i>			<i>\$5,252.00</i>
<b>HACH CO., CORP. - ALL DEPARTMENTS</b>			<b>\$11,180.92</b>

## HAJOCA KEENAN SUPP

HAJOCA KEENAN SUPP	WWTP Operations	Fittings	\$569.90
<i>HAJOCA KEENAN SUPP - Total For WWTP Operations</i>			<i>\$569.90</i>
<b>HAJOCA KEENAN SUPP - ALL DEPARTMENTS</b>			<b>\$569.90</b>

## HARBOR FREIGHT TOOLS

HARBOR FREIGHT TOOLS	Buildings & Structures Fund	Supplies for weatherstripping doors at Water Di	\$8.99
<i>HARBOR FREIGHT TOOLS - Total For Buildings &amp; Structures Fund</i>			<i>\$8.99</i>
<b>HARBOR FREIGHT TOOLS - ALL DEPARTMENTS</b>			<b>\$8.99</b>

## HARRINGTON IND'L PLA

HARRINGTON IND'L PLA	WWTP Operations	GENERAL CONTRACTORS-RESIDENTIAL	\$316.80
<i>HARRINGTON IND'L PLA - Total For WWTP Operations</i>			<i>\$316.80</i>
<b>HARRINGTON IND'L PLA - ALL DEPARTMENTS</b>			<b>\$316.80</b>

## HERCULES INDUSTRIES

HERCULES INDUSTRIES	Water Distribution	FURNACE FILTERS	\$54.20
<i>HERCULES INDUSTRIES - Total For Water Distribution</i>			<i>\$54.20</i>
<b>HERCULES INDUSTRIES - ALL DEPARTMENTS</b>			<b>\$54.20</b>

## HOMAX OIL SALES INC

HOMAX OIL SALES INC	WWTP Operations	Oil	\$543.45
<i>HOMAX OIL SALES INC - Total For WWTP Operations</i>			<i>\$543.45</i>

**HOMAX OIL SALES INC - ALL DEPARTMENTS**

\$543.45

**HOSE & RUBBER SUPPLY**

HOSE & RUBBER SUPPLY	Hogadon - Operations	Lift Detensioner Rebuild	\$2,019.44
HOSE & RUBBER SUPPLY	Hogadon - Operations	Lift Detensioner Part RETURN	(\$32.50)
HOSE & RUBBER SUPPLY	Hogadon - Operations	Lift detensioner Parts	\$101.67
<i>HOSE &amp; RUBBER SUPPLY - Total For Hogadon - Operations</i>			<i>\$2,088.61</i>
HOSE & RUBBER SUPPLY	Water Tanks	BOOSTER PUMP SEAL LINES	\$373.05
<i>HOSE &amp; RUBBER SUPPLY - Total For Water Tanks</i>			<i>\$373.05</i>

**HOSE & RUBBER SUPPLY - ALL DEPARTMENTS**

\$2,461.66

**HQ SOUTHERN BBQ LLC**

HQ SOUTHERN BBQ LLC	Police Administration	promotional testing meal	\$345.00
<i>HQ SOUTHERN BBQ LLC - Total For Police Administration</i>			<i>\$345.00</i>

**HQ SOUTHERN BBQ LLC - ALL DEPARTMENTS**

\$345.00

**IACP**

IACP	Police Administration	conf registration chief	\$200.00
IACP	Police Administration	membership for dept	\$50.00
<i>IACP - Total For Police Administration</i>			<i>\$250.00</i>

**IACP - ALL DEPARTMENTS**

\$250.00

**IDEXX DISTRIBUTION I**

IDEXX DISTRIBUTION I	Regional Water Operations	LAB Supplies	\$1,274.00
<i>IDEXX DISTRIBUTION I - Total For Regional Water Operations</i>			<i>\$1,274.00</i>

**IDEXX DISTRIBUTION I - ALL DEPARTMENTS**

\$1,274.00

**IMLSS COLORADO**

IMLSS COLORADO	Buildings & Structures Fund	New handset for Solid Waste MRF building	\$317.35
<i>IMLSS COLORADO - Total For Buildings &amp; Structures Fund</i>			<i>\$317.35</i>

**IMLSS COLORADO - ALL DEPARTMENTS**

\$317.35

## INBERG-MILLER ENGINE

INBERG-MILLER ENGINE	Capital Projects Fund	18-051 21st reconstruction	\$101.50
<i>INBERG-MILLER ENGINE - Total For Capital Projects Fund</i>			<i>\$101.50</i>
INBERG-MILLER ENGINE	Water Distribution	Compaction testing	\$761.00
<i>INBERG-MILLER ENGINE - Total For Water Distribution</i>			<i>\$761.00</i>
<b>INBERG-MILLER ENGINE - ALL DEPARTMENTS</b>			<b>\$862.50</b>

## INSTACART

INSTACART	Balefill - Baler Processing	PAPER GOODS	\$31.71
<i>INSTACART - Total For Balefill - Baler Processing</i>			<i>\$31.71</i>
INSTACART	Balefill - Disposal & Landfill	PAPER GOODS 2 MUNIS ENTRIES, ONE INVOICE	\$53.27
INSTACART	Balefill - Disposal & Landfill	GROCERY STORES, SUPERMARKETS	\$109.10
INSTACART	Balefill - Disposal & Landfill	PAPER GOODS	\$78.29
<i>INSTACART - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$240.66</i>
<b>INSTACART - ALL DEPARTMENTS</b>			<b>\$272.37</b>

## INSTALLATION & SVC.

INSTALLATION & SVC.	Capital Projects Fund	East 21st Street	303,826.01
<i>INSTALLATION &amp; SVC. - Total For Capital Projects Fund</i>			<i>\$303,826.01</i>
<b>INSTALLATION &amp; SVC. - ALL DEPARTMENTS</b>			<b>\$303,826.01</b>

## INTERNATION

INTERNATION	City Manager	ICMA Annual Conference Registration Fees	\$199.00
<i>INTERNATION - Total For City Manager</i>			<i>\$199.00</i>
<b>INTERNATION - ALL DEPARTMENTS</b>			<b>\$199.00</b>

## INTERSTATE ALL BATTE

INTERSTATE ALL BATTE	Ice Arena - Operations	FLOOR SCRUBBER BATTERIES	\$10.00
<i>INTERSTATE ALL BATTE - Total For Ice Arena - Operations</i>			<i>\$10.00</i>
<b>INTERSTATE ALL BATTE - ALL DEPARTMENTS</b>			<b>\$10.00</b>

## INT'L CODE COUNCIL I

INT'L CODE COUNCIL I	Fire-EMS Operations	Code Books	\$167.00
<i>INT'L CODE COUNCIL I - Total For Fire-EMS Operations</i>			<i>\$167.00</i>
<b>INT'L CODE COUNCIL I - ALL DEPARTMENTS</b>			<b>\$167.00</b>

## INTUIT, INC.

INTUIT, INC.	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$133.90)
INTUIT, INC.	Fire-EMS Operations	Duplicate Statement Entry	\$133.90
INTUIT, INC.	Fire-EMS Operations	CS Consulting - Protective Rubber Boot	\$133.90
<i>INTUIT, INC. - Total For Fire-EMS Operations</i>			<i>\$133.90</i>
INTUIT, INC.	Hogadon - Operations	HARDWARE STORES	\$46.63
<i>INTUIT, INC. - Total For Hogadon - Operations</i>			<i>\$46.63</i>
INTUIT, INC.	Public Safety Communication	casper tin repair at 911 center ac	\$1,435.00
<i>INTUIT, INC. - Total For Public Safety Communications</i>			<i>\$1,435.00</i>
INTUIT, INC.	Sewer Wastewater Collection	sewer debris catcher	\$576.00
<i>INTUIT, INC. - Total For Sewer Wastewater Collection</i>			<i>\$576.00</i>
<b>INTUIT, INC. - ALL DEPARTMENTS</b>			<b>\$2,191.53</b>

## ITC ELECTRICAL TECHN

ITC ELECTRICAL TECHN	WWTP Operations	Gate operator	\$586.50
<i>ITC ELECTRICAL TECHN - Total For WWTP Operations</i>			<i>\$586.50</i>
<b>ITC ELECTRICAL TECHN - ALL DEPARTMENTS</b>			<b>\$586.50</b>

## JKC ENGINEERING

JKC ENGINEERING	Balefill - Disposal & Landfill	Annual Aerial Survey 19-070	\$3,115.00
<i>JKC ENGINEERING - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$3,115.00</i>
<b>JKC ENGINEERING - ALL DEPARTMENTS</b>			<b>\$3,115.00</b>

## KEYHOLE TECHNOLOGIES

KEYHOLE TECHNOLOGIES	Capital Projects Fund	Center and 2nd Street Inlaid P	\$46,391.00
<i>KEYHOLE TECHNOLOGIES - Total For Capital Projects Fund</i>			<i>\$46,391.00</i>

**KEYHOLE TECHNOLOGIES - ALL DEPARTMENTS**

\$46,391.00

**KIWANIS CLUB**

KIWANIS CLUB	City Attorney	Quarterly Dues - Henley	\$228.00
--------------	---------------	-------------------------	----------

<i>KIWANIS CLUB - Total For City Attorney</i>			<i>\$228.00</i>
---	--	--	-----------------

<b>KIWANIS CLUB - ALL DEPARTMENTS</b>			<b>\$228.00</b>
---------------------------------------	--	--	-----------------

**KNIFE RIVER 5701**

KNIFE RIVER 5701	Parks - Parks Maint.	cement for sage park	\$327.30
------------------	----------------------	----------------------	----------

<i>KNIFE RIVER 5701 - Total For Parks - Parks Maint.</i>			<i>\$327.30</i>
--	--	--	-----------------

<b>KNIFE RIVER 5701 - ALL DEPARTMENTS</b>			<b>\$327.30</b>
---	--	--	-----------------

**KNIFE RIVER/JTL**

KNIFE RIVER/JTL	Capital Projects Fund	Hogadon Parking Lot 17-052	164,692.95
-----------------	-----------------------	----------------------------	------------

<i>KNIFE RIVER/JTL - Total For Capital Projects Fund</i>			<i>\$164,692.95</i>
--	--	--	---------------------

KNIFE RIVER/JTL	Streets	Patch Truck	\$1,117.08
-----------------	---------	-------------	------------

<i>KNIFE RIVER/JTL - Total For Streets</i>			<i>\$1,117.08</i>
--	--	--	-------------------

<b>KNIFE RIVER/JTL - ALL DEPARTMENTS</b>			<b>\$165,810.03</b>
--	--	--	---------------------

**KULLY SUPPLY**

KULLY SUPPLY	Rec Center - Operations	PLUMBING & HEATING EQUIPMENT AND SUPPL	\$27.46
--------------	-------------------------	--	---------

<i>KULLY SUPPLY - Total For Rec Center - Operations</i>			<i>\$27.46</i>
---	--	--	----------------

<b>KULLY SUPPLY - ALL DEPARTMENTS</b>			<b>\$27.46</b>
---------------------------------------	--	--	----------------

**KUM & GO #954**

KUM & GO #954	Police Administration	investigation 20-047034	\$12.58
---------------	-----------------------	-------------------------	---------

<i>KUM &amp; GO #954 - Total For Police Administration</i>			<i>\$12.58</i>
--	--	--	----------------

<b>KUM &amp; GO #954 - ALL DEPARTMENTS</b>			<b>\$12.58</b>
--	--	--	----------------

**L.N. CURTIS & SONS I**

L.N. CURTIS & SONS I	Fire-EMS Operations	Hose and hose supplies	\$415.00
----------------------	---------------------	------------------------	----------

L.N. CURTIS & SONS I	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$415.00)
L.N. CURTIS & SONS I	Fire-EMS Operations	Duplicate Statement Entry	\$415.00
L.N. CURTIS & SONS I	Fire-EMS Operations	5 G-Xtreme Jacket and Pant Sets	\$12,400.00
<i>L.N. CURTIS &amp; SONS I - Total For Fire-EMS Operations</i>			<i>\$12,815.00</i>
<b>L.N. CURTIS &amp; SONS I - ALL DEPARTMENTS</b>			<b>\$12,815.00</b>

## LAMAR MEDIA CORP

LAMAR MEDIA CORP	Sewer Stormwater	ADVERTISING SERVICES	\$1,500.00
<i>LAMAR MEDIA CORP - Total For Sewer Stormwater</i>			<i>\$1,500.00</i>
<b>LAMAR MEDIA CORP - ALL DEPARTMENTS</b>			<b>\$1,500.00</b>

## LEADSONLINE LLC

LEADSONLINE LLC	Police Administration	INFORMATION RETRIEVAL SERVICES	\$4,908.00
<i>LEADSONLINE LLC - Total For Police Administration</i>			<i>\$4,908.00</i>
<b>LEADSONLINE LLC - ALL DEPARTMENTS</b>			<b>\$4,908.00</b>

## LISA'S SPIC N SPAN

LISA'S SPIC N SPAN	Balefill - Disposal & Landfill	Covid, cleaning	\$105.00
LISA'S SPIC N SPAN	Balefill - Disposal & Landfill	Cleaning Services	\$45.00
LISA'S SPIC N SPAN	Balefill - Disposal & Landfill	Covid, wash rags	\$45.00
<i>LISA'S SPIC N SPAN - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$195.00</i>
LISA'S SPIC N SPAN	Refuse - Recycling	Cleaning Services	\$60.00
<i>LISA'S SPIC N SPAN - Total For Refuse - Recycling</i>			<i>\$60.00</i>
LISA'S SPIC N SPAN	Social Community Services	Covid, cleaning	\$395.00
LISA'S SPIC N SPAN	Social Community Services	Covid, wash rags	\$395.00
LISA'S SPIC N SPAN	Social Community Services	Cleaning Services	\$395.00
<i>LISA'S SPIC N SPAN - Total For Social Community Services</i>			<i>\$1,185.00</i>
<b>LISA'S SPIC N SPAN - ALL DEPARTMENTS</b>			<b>\$1,440.00</b>

## LTS LOGO&TEAM SPORTS

LTS LOGO&TEAM SPORTS	Ft. Caspar Museum	Uniform Shirts - tax removed from original sale	(\$5.31)
LTS LOGO&TEAM SPORTS	Ft. Caspar Museum	Uniform Shirts - tax is removed on separate invo	\$111.52
<i>LTS LOGO&amp;TEAM SPORTS - Total For Ft. Caspar Museum</i>			<i>\$106.21</i>

**LTS LOGO&TEAM SPORTS - ALL DEPARTMENTS**

\$106.21

**MCMASTER-CARR**

MCMASTER-CARR	WWTP Operations	Plumbing parts	\$61.31
---------------	-----------------	----------------	---------

<i>MCMASTER-CARR - Total For WWTP Operations</i>			\$61.31
--	--	--	---------

**MCMASTER-CARR - ALL DEPARTMENTS**

\$61.31

**MENARDS CASPER WY**

MENARDS CASPER WY	Balefill - Diversion & Special	SWB PROCESSING TOTES	\$49.74
-------------------	--------------------------------	----------------------	---------

<i>MENARDS CASPER WY - Total For Balefill - Diversion &amp; Special</i>			\$49.74
---	--	--	---------

MENARDS CASPER WY	Fire-EMS Operations	Station Supplies	\$150.18
-------------------	---------------------	------------------	----------

<i>MENARDS CASPER WY - Total For Fire-EMS Operations</i>			\$150.18
--	--	--	----------

MENARDS CASPER WY	Fire-EMS Training	Drill Tower Project Supplies	\$209.84
-------------------	-------------------	------------------------------	----------

<i>MENARDS CASPER WY - Total For Fire-EMS Training</i>			\$209.84
--	--	--	----------

MENARDS CASPER WY	Golf - Operations	paint supplies	\$27.95
-------------------	-------------------	----------------	---------

<i>MENARDS CASPER WY - Total For Golf - Operations</i>			\$27.95
--	--	--	---------

MENARDS CASPER WY	RWS - Booster Stations	Connector & caps	\$7.02
-------------------	------------------------	------------------	--------

MENARDS CASPER WY	RWS - Booster Stations	Connector & caps	\$7.02
-------------------	------------------------	------------------	--------

MENARDS CASPER WY	RWS - Booster Stations	Connector & caps	(\$7.02)
-------------------	------------------------	------------------	----------

MENARDS CASPER WY	RWS - Booster Stations	CONNECTOR & CAPS	\$7.02
-------------------	------------------------	------------------	--------

MENARDS CASPER WY	RWS - Booster Stations	CONNECTOR & CAPS FOR SALT CREEK BOOSTER	\$7.02
-------------------	------------------------	---	--------

MENARDS CASPER WY	RWS - Booster Stations	Connector & caps	(\$7.02)
-------------------	------------------------	------------------	----------

MENARDS CASPER WY	RWS - Booster Stations	Connector & caps	(\$7.02)
-------------------	------------------------	------------------	----------

MENARDS CASPER WY	RWS - Booster Stations	Connector & caps	(\$7.02)
-------------------	------------------------	------------------	----------

<i>MENARDS CASPER WY - Total For RWS - Booster Stations</i>			\$0.00
---	--	--	--------

MENARDS CASPER WY	Traffic Control	Wire splices for 15th & Missouri	\$40.41
-------------------	-----------------	----------------------------------	---------

<i>MENARDS CASPER WY - Total For Traffic Control</i>			\$40.41
--	--	--	---------

MENARDS CASPER WY	Water Distribution	LADDER	\$199.99
-------------------	--------------------	--------	----------

<i>MENARDS CASPER WY - Total For Water Distribution</i>			\$199.99
---	--	--	----------

**MENARDS CASPER WY - ALL DEPARTMENTS**

\$678.11

**MID WEST HOSE AND SP**

MID WEST HOSE AND SP	Buildings & Structures Fund	HVAC repair parts for City Hall	\$101.02
----------------------	-----------------------------	---------------------------------	----------



MID WEST HOSE AND SP - Total For Buildings & Structures Fund	\$101.02
--	----------

MID WEST HOSE AND SP - ALL DEPARTMENTS	\$101.02
--	----------

## MIDLAND IMPLEMENT, I

MIDLAND IMPLEMENT, I	Parks - Parks Maint.	Credit for module	(\$496.62)
----------------------	----------------------	-------------------	------------

MIDLAND IMPLEMENT, I - Total For Parks - Parks Maint.	(\$496.62)
---	------------

MIDLAND IMPLEMENT, I - ALL DEPARTMENTS	(\$496.62)
--	------------

## MOTHER SETON HOUSING

MOTHER SETON HOUSING	Capital Projects Fund	Fy20 4th quarter	\$6,051.36
----------------------	-----------------------	------------------	------------

MOTHER SETON HOUSING - Total For Capital Projects Fund	\$6,051.36
--	------------

MOTHER SETON HOUSING - ALL DEPARTMENTS	\$6,051.36
--	------------

## MOUNTAIN STATES

MOUNTAIN STATES	Metro Animal Control	Metro Intake Forms	\$332.77
-----------------	----------------------	--------------------	----------

MOUNTAIN STATES - Total For Metro Animal Control	\$332.77
--	----------

MOUNTAIN STATES	Police Administration	DSFR with art	\$91.79
-----------------	-----------------------	---------------	---------

MOUNTAIN STATES	Police Administration	Tow report	\$444.71
-----------------	-----------------------	------------	----------

MOUNTAIN STATES - Total For Police Administration	\$536.50
---	----------

MOUNTAIN STATES - ALL DEPARTMENTS	\$869.27
-----------------------------------	----------

## MOUNTAIN STATES LITH

MOUNTAIN STATES LITH	Metro Animal Shelter	paper	\$360.00
----------------------	----------------------	-------	----------

MOUNTAIN STATES LITH - Total For Metro Animal Shelter	\$360.00
---	----------

MOUNTAIN STATES LITH - ALL DEPARTMENTS	\$360.00
--	----------

## MOUNTAIN STATES PLAS

MOUNTAIN STATES PLAS	Refuse - Residential	TRASH BAGS FOR PARKS TRASH	\$5,754.60
----------------------	----------------------	----------------------------	------------

MOUNTAIN STATES PLAS - Total For Refuse - Residential	\$5,754.60
---	------------

MOUNTAIN STATES PLAS - ALL DEPARTMENTS	\$5,754.60
--	------------

## MOUNTAIN WEST TELEPH

MOUNTAIN WEST TELEPH	Aquatics - Pool	Internet for the Outdoor Pools	\$199.80
<i>MOUNTAIN WEST TELEPH - Total For Aquatics - Pool</i>			<i>\$199.80</i>
MOUNTAIN WEST TELEPH	Public Safety Communication	E911	\$500.00
<i>MOUNTAIN WEST TELEPH - Total For Public Safety Communications</i>			<i>\$500.00</i>
<b>MOUNTAIN WEST TELEPH - ALL DEPARTMENTS</b>			<b>\$699.80</b>

## MTN. STATES PIPE & S

MTN. STATES PIPE & S	Water Meters	Meters & ERTS	\$15,920.00
<i>MTN. STATES PIPE &amp; S - Total For Water Meters</i>			<i>\$15,920.00</i>
<b>MTN. STATES PIPE &amp; S - ALL DEPARTMENTS</b>			<b>\$15,920.00</b>

## MURDOCH'S RANCH&HOME

MURDOCH'S RANCH&HOM	Hogadon - Operations	Chainsaw parts	\$20.98
<i>MURDOCH'S RANCH&amp;HOME - Total For Hogadon - Operations</i>			<i>\$20.98</i>
<b>MURDOCH'S RANCH&amp;HOME - ALL DEPARTMENTS</b>			<b>\$20.98</b>

## NAPA AUTO PARTS CORP

NAPA AUTO PARTS CORP	Refuse - Residential	PART FOR REFUSE TRUCK DOOR REPAIR	\$3.99
<i>NAPA AUTO PARTS CORP - Total For Refuse - Residential</i>			<i>\$3.99</i>
NAPA AUTO PARTS CORP	Sewer Wastewater Collection	Oil filter	\$5.92
<i>NAPA AUTO PARTS CORP - Total For Sewer Wastewater Collection</i>			<i>\$5.92</i>
NAPA AUTO PARTS CORP	Water Distribution	V-belt, cleaners	\$55.83
<i>NAPA AUTO PARTS CORP - Total For Water Distribution</i>			<i>\$55.83</i>
<b>NAPA AUTO PARTS CORP - ALL DEPARTMENTS</b>			<b>\$65.74</b>

## NELSON/NYGAARD CONSU

NELSON/NYGAARD CONSU	Metropolitan Planning Org	Mills Main Street Corridor Stu	\$4,055.40
<i>NELSON/NYGAARD CONSU - Total For Metropolitan Planning Org</i>			<i>\$4,055.40</i>
<b>NELSON/NYGAARD CONSU - ALL DEPARTMENTS</b>			<b>\$4,055.40</b>

## NICOLAYSEN ART MUSEU

NICOLAYSEN ART MUSEU	Capital Projects Fund	1% #16 Funding Nicolaysen Art	\$1,840.89
NICOLAYSEN ART MUSEU	Capital Projects Fund	1st quarter funding	\$10,623.35
<i>NICOLAYSEN ART MUSEU - Total For Capital Projects Fund</i>			<i>\$12,464.24</i>
<b>NICOLAYSEN ART MUSEU - ALL DEPARTMENTS</b>			<b>\$12,464.24</b>

## NOLAND FEED

NOLAND FEED	Police Administration	canine food	\$77.80
<i>NOLAND FEED - Total For Police Administration</i>			<i>\$77.80</i>
<b>NOLAND FEED - ALL DEPARTMENTS</b>			<b>\$77.80</b>

## NORCO, INC.

NORCO, INC.	Buildings & Structures Fund	Tissue Dispenser	\$10.77
NORCO, INC.	Buildings & Structures Fund	Cleaners	\$203.94
<i>NORCO, INC. - Total For Buildings &amp; Structures Fund</i>			<i>\$214.71</i>
NORCO, INC.	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$113.30)
NORCO, INC.	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$803.40)
NORCO, INC.	Fire-EMS Operations	Duplicate Statement Entry	\$803.40
NORCO, INC.	Fire-EMS Operations	Duplicate Statement Entry	\$148.00
NORCO, INC.	Fire-EMS Operations	Exam Gloves	\$113.30
NORCO, INC.	Fire-EMS Operations	Exam Gloves	\$803.40
NORCO, INC.	Fire-EMS Operations	Duplicate Statement Entry	\$113.30
NORCO, INC.	Fire-EMS Operations	Safety Glasses, Ear Plugs	\$148.00
NORCO, INC.	Fire-EMS Operations	Duplicate Statement Entry Correction	(\$148.00)
<i>NORCO, INC. - Total For Fire-EMS Operations</i>			<i>\$1,064.70</i>
NORCO, INC.	Hogadon - Operations	Lodge Supplies	\$111.30
<i>NORCO, INC. - Total For Hogadon - Operations</i>			<i>\$111.30</i>
NORCO, INC.	Metro Animal Shelter	laundry detergent	\$64.26
NORCO, INC.	Metro Animal Shelter	germicide disinfectant	\$894.82
NORCO, INC.	Metro Animal Shelter	credit for duplicate charge	(\$105.22)
NORCO, INC.	Metro Animal Shelter	duplicate charge in munis	\$105.22
NORCO, INC.	Metro Animal Shelter	bleach	\$105.22
<i>NORCO, INC. - Total For Metro Animal Shelter</i>			<i>\$1,064.30</i>

NORCO, INC.	Refuse - Residential	Parks bags, glasses	\$720.80
NORCO, INC.	Refuse - Residential	Parks bags, glasses	\$46.05
<i>NORCO, INC. - Total For Refuse - Residential</i>			<i>\$766.85</i>
NORCO, INC.	Regional Water Operations	Calibrate Air Meters	\$50.00
<i>NORCO, INC. - Total For Regional Water Operations</i>			<i>\$50.00</i>
NORCO, INC.	Water Distribution	SAFETY VESTS	\$46.92
<i>NORCO, INC. - Total For Water Distribution</i>			<i>\$46.92</i>
NORCO, INC.	Water Meters	AIR MONITOR CALIBRATION	\$25.00
<i>NORCO, INC. - Total For Water Meters</i>			<i>\$25.00</i>
<b>NORCO, INC. - ALL DEPARTMENTS</b>			<b>\$3,343.78</b>

## NORTH PARK TRANSPORA

NORTH PARK TRANSPORA	Ft. Caspar Museum	crates exhibit	\$115.95
<i>NORTH PARK TRANSPORA - Total For Ft. Caspar Museum</i>			<i>\$115.95</i>
<b>NORTH PARK TRANSPORA - ALL DEPARTMENTS</b>			<b>\$115.95</b>

## NORTHERN LIGHTS MANU

NORTHERN LIGHTS MANU	Balefill - Disposal & Landfill	Portable poles	\$1,160.00
NORTHERN LIGHTS MANU	Balefill - Disposal & Landfill	portable poles	\$1,015.00
<i>NORTHERN LIGHTS MANU - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$2,175.00</i>
<b>NORTHERN LIGHTS MANU - ALL DEPARTMENTS</b>			<b>\$2,175.00</b>

## NORTHWEST CONTRACTOR

NORTHWEST CONTRACTOR	Buildings & Structures Fund	Supplies	\$44.36
NORTHWEST CONTRACTOR	Buildings & Structures Fund	Supplies	\$24.80
<i>NORTHWEST CONTRACTOR - Total For Buildings &amp; Structures Fund</i>			<i>\$69.16</i>
NORTHWEST CONTRACTOR	Regional Water Operations	Gaskets for GW Ozone contactor	\$71.92
<i>NORTHWEST CONTRACTOR - Total For Regional Water Operations</i>			<i>\$71.92</i>
NORTHWEST CONTRACTOR	Streets	3/16" Masonry Drill Bits	\$13.24
NORTHWEST CONTRACTOR	Streets	SDS Max to SDS Plus Hammer Drill Adaptor & 1	\$85.71
<i>NORTHWEST CONTRACTOR - Total For Streets</i>			<i>\$98.95</i>
NORTHWEST CONTRACTOR	Traffic Control	Red locate paint	\$101.04
<i>NORTHWEST CONTRACTOR - Total For Traffic Control</i>			<i>\$101.04</i>

NORTHWEST CONTRACTOR	Water Distribution	TAPE, CUTTER WHEELS	\$141.97
NORTHWEST CONTRACTOR	Water Distribution	HARD HAT BANDS & CURED CONCRETE FOR WA	\$293.32
<i>NORTHWEST CONTRACTOR - Total For Water Distribution</i>			<i>\$435.29</i>
<b>NORTHWEST CONTRACTOR - ALL DEPARTMENTS</b>			<b>\$776.36</b>

## O'REILLY AUTO PARTS

O'REILLY AUTO PARTS	Police Administration	replacement battery	\$132.12
<i>O'REILLY AUTO PARTS - Total For Police Administration</i>			<i>\$132.12</i>
<b>O'REILLY AUTO PARTS - ALL DEPARTMENTS</b>			<b>\$132.12</b>

## PACE ANALYTICAL SERV

PACE ANALYTICAL SERV	WWTP Operations	Lab testing	\$919.00
<i>PACE ANALYTICAL SERV - Total For WWTP Operations</i>			<i>\$919.00</i>
<b>PACE ANALYTICAL SERV - ALL DEPARTMENTS</b>			<b>\$919.00</b>

## PACIFIC STEEL BRANCH

PACIFIC STEEL BRANCH	Water Distribution	LOADER BUCKET REPAIR MATERIALS	\$48.20
<i>PACIFIC STEEL BRANCH - Total For Water Distribution</i>			<i>\$48.20</i>
<b>PACIFIC STEEL BRANCH - ALL DEPARTMENTS</b>			<b>\$48.20</b>

## PCN STRATEGIES INC

PCN STRATEGIES INC	Capital Projects Fund	Animal Control G-Tac	\$423.36
PCN STRATEGIES INC	Capital Projects Fund	Animal Control G-Tac	\$5,999.77
<i>PCN STRATEGIES INC - Total For Capital Projects Fund</i>			<i>\$6,423.13</i>
<b>PCN STRATEGIES INC - ALL DEPARTMENTS</b>			<b>\$6,423.13</b>

## PGA MEMBER INFO SRVC

PGA MEMBER INFO SRVC	Golf - Operations	PGA Association Dues	\$556.00
<i>PGA MEMBER INFO SRVC - Total For Golf - Operations</i>			<i>\$556.00</i>
<b>PGA MEMBER INFO SRVC - ALL DEPARTMENTS</b>			<b>\$556.00</b>

## Piktochart Sdn Bhd

Piktochart Sdn Bhd	Human Resources	PIKTOCHART ANNUAL SUBSCRIPTION	\$39.99
<i>Piktochart Sdn Bhd - Total For Human Resources</i>			\$39.99
<b>Piktochart Sdn Bhd - ALL DEPARTMENTS</b>			<b>\$39.99</b>

## POSTAL PROS, INC.

POSTAL PROS, INC.	Customer Service	Utility billing	\$2,644.27
<i>POSTAL PROS, INC. - Total For Customer Service</i>			\$2,644.27
<b>POSTAL PROS, INC. - ALL DEPARTMENTS</b>			<b>\$2,644.27</b>

## PROFESSIONAL CLEANIN

PROFESSIONAL CLEANIN	WWTP Operations	Janitorial services at the WWT July	\$1,395.00
<i>PROFESSIONAL CLEANIN - Total For WWTP Operations</i>			\$1,395.00
<b>PROFESSIONAL CLEANIN - ALL DEPARTMENTS</b>			<b>\$1,395.00</b>

## PROKOTEENGINEERINGSU

PROKOTEENGINEERINGSU	Water Distribution	CADWELD & SPLICE KIT	\$128.33
<i>PROKOTEENGINEERINGSU - Total For Water Distribution</i>			\$128.33
<b>PROKOTEENGINEERINGSU - ALL DEPARTMENTS</b>			<b>\$128.33</b>

## PURVIS INDUSTRIES

PURVIS INDUSTRIES	Sewer Wastewater Collection jetter boot		\$29.44
<i>PURVIS INDUSTRIES - Total For Sewer Wastewater Collection</i>			\$29.44
PURVIS INDUSTRIES	WWTP Operations	O-ring repair kit	\$91.28
<i>PURVIS INDUSTRIES - Total For WWTP Operations</i>			\$91.28
<b>PURVIS INDUSTRIES - ALL DEPARTMENTS</b>			<b>\$120.72</b>

## QUALITY OFFICE SOLUT

QUALITY OFFICE SOLUT	Engineering	INK CARTRIDGES	\$372.26
<i>QUALITY OFFICE SOLUT - Total For Engineering</i>			\$372.26
QUALITY OFFICE SOLUT	River Volunteer Events	INK CARTRIDGES	\$49.64

QUALITY OFFICE SOLUT - Total For River Volunteer Events			\$49.64
QUALITY OFFICE SOLUT	Sewer Administration	INK CARTRIDGES	\$37.22
QUALITY OFFICE SOLUT - Total For Sewer Administration			\$37.22
QUALITY OFFICE SOLUT	Water Administration	INK CARTRIDGES	\$37.22
QUALITY OFFICE SOLUT - Total For Water Administration			\$37.22
<b>QUALITY OFFICE SOLUT - ALL DEPARTMENTS</b>			<b>\$496.34</b>

## R & R REST STOPS

R & R REST STOPS	Golf - Operations	4 porta potties	\$504.00
R & R REST STOPS - Total For Golf - Operations			\$504.00
<b>R &amp; R REST STOPS - ALL DEPARTMENTS</b>			<b>\$504.00</b>

## RECYCLING MARKETS LI

RECYCLING MARKETS LI	Refuse - Recycling	RECYCLING BROKERING COMMODITY PRICING	\$455.00
RECYCLING MARKETS LI - Total For Refuse - Recycling			\$455.00
<b>RECYCLING MARKETS LI - ALL DEPARTMENTS</b>			<b>\$455.00</b>

## RESPOND FIRST AID OF

RESPOND FIRST AID OF	Police Administration	first aid kit supplies	\$128.28
RESPOND FIRST AID OF - Total For Police Administration			\$128.28
<b>RESPOND FIRST AID OF - ALL DEPARTMENTS</b>			<b>\$128.28</b>

## RICOH USA INC

RICOH USA INC	Code Enforcement	Reproduction	\$35.35
RICOH USA INC - Total For Code Enforcement			\$35.35
<b>RICOH USA INC - ALL DEPARTMENTS</b>			<b>\$35.35</b>

## RJS CARPET CLEANING

RJS CARPET CLEANING	Cemetery	CARPET AND UPHOLSTERY CLEANING CEMETER	\$390.00
RJS CARPET CLEANING - Total For Cemetery			\$390.00
<b>RJS CARPET CLEANING - ALL DEPARTMENTS</b>			<b>\$390.00</b>

## RMI CASPER

RMI CASPER	Water Meters	Hard hats & safety vests	\$159.11
<i>RMI CASPER - Total For Water Meters</i>			<i>\$159.11</i>
<b>RMI CASPER - ALL DEPARTMENTS</b>			<b>\$159.11</b>

## Rocky Mountain

Rocky Mountain	Regional Water Operations	Liquid Oxygen (LOX)	\$3,721.34
Rocky Mountain	Regional Water Operations	Liquid Oxygen	\$3,148.55
<i>Rocky Mountain - Total For Regional Water Operations</i>			<i>\$6,869.89</i>
Rocky Mountain	Water Distribution	Industrial HP & CO2	\$21.47
<i>Rocky Mountain - Total For Water Distribution</i>			<i>\$21.47</i>
<b>Rocky Mountain - ALL DEPARTMENTS</b>			<b>\$6,891.36</b>

## ROCKY MOUNTAIN POWER

ROCKY MOUNTAIN POWER	Aquatics - Pool	Electricity acct. 5730761-112 9	\$4,032.56
<i>ROCKY MOUNTAIN POWER - Total For Aquatics - Pool</i>			<i>\$4,032.56</i>
ROCKY MOUNTAIN POWER	Balefill - Disposal & Landfill	LDF Remediation acct. 54730761-139 2	\$277.39
ROCKY MOUNTAIN POWER	Balefill - Disposal & Landfill	Electricity	\$10,011.84
<i>ROCKY MOUNTAIN POWER - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$10,289.23</i>
ROCKY MOUNTAIN POWER	Buildings & Structures Fund	Electricity	\$166.46
<i>ROCKY MOUNTAIN POWER - Total For Buildings &amp; Structures Fund</i>			<i>\$166.46</i>
ROCKY MOUNTAIN POWER	Cemetery	Electricity acct. 54730761-092 3	\$130.03
<i>ROCKY MOUNTAIN POWER - Total For Cemetery</i>			<i>\$130.03</i>
ROCKY MOUNTAIN POWER	Fire-EMS Administration	Electricity acct. 54730761-104 6	\$69.35
ROCKY MOUNTAIN POWER	Fire-EMS Administration	Electricity acct. 54730761-141 8	\$1,523.53
<i>ROCKY MOUNTAIN POWER - Total For Fire-EMS Administration</i>			<i>\$1,592.88</i>
ROCKY MOUNTAIN POWER	Fleet Maintenance Fund	Electricity acct. 54730761-096 4	\$3,335.31
<i>ROCKY MOUNTAIN POWER - Total For Fleet Maintenance Fund</i>			<i>\$3,335.31</i>
ROCKY MOUNTAIN POWER	Ft. Caspar Museum	Electricity acct. 54730761-098 0	\$1,026.47
<i>ROCKY MOUNTAIN POWER - Total For Ft. Caspar Museum</i>			<i>\$1,026.47</i>
ROCKY MOUNTAIN POWER	Hogadon - Operations	Electricity acct. 54730761-126 9	\$2,176.50
<i>ROCKY MOUNTAIN POWER - Total For Hogadon - Operations</i>			<i>\$2,176.50</i>
ROCKY MOUNTAIN POWER	Metro Animal Shelter	Electricity acct. 54730761-102 0	\$1,414.15



<i>ROCKY MOUNTAIN POWER - Total For Metro Animal Shelter</i>			<i>\$1,414.15</i>
ROCKY MOUNTAIN POWER	Parks - Athletic Maint.	Electricity acct. 54730761-131 9	\$3,367.17
ROCKY MOUNTAIN POWER	Parks - Athletic Maint.	Electricity acct. 54730761-151 7	\$2,808.35
<i>ROCKY MOUNTAIN POWER - Total For Parks - Athletic Maint.</i>			<i>\$6,175.52</i>
ROCKY MOUNTAIN POWER	Parks - Parks Maint.	Electricity	\$2,009.58
<i>ROCKY MOUNTAIN POWER - Total For Parks - Parks Maint.</i>			<i>\$2,009.58</i>
ROCKY MOUNTAIN POWER	Parks - Special Areas	Electricity acct. 54730761-132 7	\$2,316.45
ROCKY MOUNTAIN POWER	Parks - Special Areas	Electricity	\$59.28
<i>ROCKY MOUNTAIN POWER - Total For Parks - Special Areas</i>			<i>\$2,375.73</i>
ROCKY MOUNTAIN POWER	Regional Water Operations	Electricity- multiple accounts	\$92,398.37
<i>ROCKY MOUNTAIN POWER - Total For Regional Water Operations</i>			<i>\$92,398.37</i>
ROCKY MOUNTAIN POWER	RWS - Booster Stations	Electricity- multiple accounts	\$9,942.79
<i>ROCKY MOUNTAIN POWER - Total For RWS - Booster Stations</i>			<i>\$9,942.79</i>
ROCKY MOUNTAIN POWER	Sewer Wastewater Collection	Electricity acct. 54730761-105 3	\$323.21
<i>ROCKY MOUNTAIN POWER - Total For Sewer Wastewater Collection</i>			<i>\$323.21</i>
ROCKY MOUNTAIN POWER	Traffic Control	Electricity acct. 54730761-106 1	\$45,777.34
ROCKY MOUNTAIN POWER	Traffic Control	Electricity acct. 54730761-118 6	\$70.33
ROCKY MOUNTAIN POWER	Traffic Control	Electricity acct. 60445507-010 1	\$83.03
<i>ROCKY MOUNTAIN POWER - Total For Traffic Control</i>			<i>\$45,930.70</i>
ROCKY MOUNTAIN POWER	Water Tanks	Electricity acct. 54730761-148 3	\$53.63
ROCKY MOUNTAIN POWER	Water Tanks	Electricity acct.	\$51,098.81
ROCKY MOUNTAIN POWER	Water Tanks	Electricity acct. 54730761-002 2	\$2,091.41
<i>ROCKY MOUNTAIN POWER - Total For Water Tanks</i>			<i>\$53,243.85</i>
ROCKY MOUNTAIN POWER	WWTP Operations	Electricity acct. 54730761-108 7	\$25,348.80
<i>ROCKY MOUNTAIN POWER - Total For WWTP Operations</i>			<i>\$25,348.80</i>
<b>ROCKY MOUNTAIN POWER - ALL DEPARTMENTS</b>			<b>\$261,912.14</b>

## Rooter

Rooter	Parks - Parks Maint.	Invoices 51956, 51955	\$384.44
Rooter	Parks - Parks Maint.	Provide/Install/Service Rented	\$1,735.86
Rooter	Parks - Parks Maint.	Portable toilets	\$216.44
<i>Rooter - Total For Parks - Parks Maint.</i>			<i>\$2,336.74</i>
<b>Rooter - ALL DEPARTMENTS</b>			<b>\$2,336.74</b>

## ROTHHAMMER INTERNATI

ROTHHAMMER INTERNATI	Aquatics - Operations	Goggles for Indoor and Outdoor Pools	\$188.90
<i>ROTHHAMMER INTERNATI - Total For Aquatics - Operations</i>			<i>\$188.90</i>
ROTHHAMMER INTERNATI	Aquatics - Pool	Goggles for Indoor and Outdoor Pools	\$188.89
<i>ROTHHAMMER INTERNATI - Total For Aquatics - Pool</i>			<i>\$188.89</i>
<b>ROTHHAMMER INTERNATI - ALL DEPARTMENTS</b>			<b>\$377.79</b>

## RR PRODUCTS INC

RR PRODUCTS INC	Golf - Operations	Gallon of Sunscreen for staff	\$157.67
<i>RR PRODUCTS INC - Total For Golf - Operations</i>			<i>\$157.67</i>
<b>RR PRODUCTS INC - ALL DEPARTMENTS</b>			<b>\$157.67</b>

## RUFF KUTT KUSTOMZ

RUFF KUTT KUSTOMZ	Refuse - Residential	Replacing Trash Containers in Parks Downtown	\$8,000.00
<i>RUFF KUTT KUSTOMZ - Total For Refuse - Residential</i>			<i>\$8,000.00</i>
<b>RUFF KUTT KUSTOMZ - ALL DEPARTMENTS</b>			<b>\$8,000.00</b>

## SAMS CLUB #6425

SAMS CLUB #6425	Aquatics - Concessions	Concession Supplies	\$275.10
<i>SAMS CLUB #6425 - Total For Aquatics - Concessions</i>			<i>\$275.10</i>
SAMS CLUB #6425	Balefill - Disposal & Landfill	SCALE HOUSE SUPPLIES	\$193.78
<i>SAMS CLUB #6425 - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$193.78</i>
SAMS CLUB #6425	Buildings & Structures Fund	WHOLESALE CLUBS	\$33.96
<i>SAMS CLUB #6425 - Total For Buildings &amp; Structures Fund</i>			<i>\$33.96</i>
SAMS CLUB #6425	Ice Arena - Operations	TOILET PAPER	\$20.98
SAMS CLUB #6425	Ice Arena - Operations	SHELVING FOR BASEMENT STORAGE ROOM	\$149.98
<i>SAMS CLUB #6425 - Total For Ice Arena - Operations</i>			<i>\$170.96</i>
<b>SAMS CLUB #6425 - ALL DEPARTMENTS</b>			<b>\$673.80</b>

## SAMSClub #6425

SAMSClub #6425	Aquatics - Concessions	Concession Supplies	\$110.52
SAMSClub #6425	Aquatics - Concessions	Concession Supplies	\$73.68

<i>SAMSLUB #6425 - Total For Aquatics - Concessions</i>			\$184.20
SAMSLUB #6425	Rec Center - Admin	GLADE,SANITIZER,TAPE	\$16.88
<i>SAMSLUB #6425 - Total For Rec Center - Admin</i>			\$16.88
SAMSLUB #6425	Rec Center - Operations	RETURNED HAND SANITIZER	(\$62.96)
SAMSLUB #6425	Rec Center - Operations	GLADE,SANITIZER,TAPE	\$72.94
<i>SAMSLUB #6425 - Total For Rec Center - Operations</i>			\$9.98
SAMSLUB #6425	WWTP Operations	Cleaning, kitchen supplies	\$234.70
<i>SAMSLUB #6425 - Total For WWTP Operations</i>			\$234.70
<b>SAMSLUB #6425 - ALL DEPARTMENTS</b>			<b>\$445.76</b>

## SAMSLUB.COM

SAMSLUB.COM	Aquatics - Concessions	Concession Supplies	\$274.72
SAMSLUB.COM	Aquatics - Concessions	Concession Supplies	\$343.66
SAMSLUB.COM	Aquatics - Concessions	Concession Supplies	\$297.58
SAMSLUB.COM	Aquatics - Concessions	Concession Supplies	\$178.78
SAMSLUB.COM	Aquatics - Concessions	Concession Supplies	\$278.08
<i>SAMSLUB.COM - Total For Aquatics - Concessions</i>			\$1,372.82
<b>SAMSLUB.COM - ALL DEPARTMENTS</b>			<b>\$1,372.82</b>

## SHEET METAL SPECIALT

SHEET METAL SPECIALT	Buildings & Structures Fund	Supplies	\$52.05
<i>SHEET METAL SPECIALT - Total For Buildings &amp; Structures Fund</i>			\$52.05
SHEET METAL SPECIALT	Capital Projects Fund	New HVAC units at Aquatics and	\$94,500.00
<i>SHEET METAL SPECIALT - Total For Capital Projects Fund</i>			\$94,500.00
<b>SHEET METAL SPECIALT - ALL DEPARTMENTS</b>			<b>\$94,552.05</b>

## SHELL OIL 5744427920

SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$21.14
SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$51.02
<i>SHELL OIL 5744427920 - Total For Fire-EMS Operations</i>			\$72.16
<b>SHELL OIL 5744427920 - ALL DEPARTMENTS</b>			<b>\$72.16</b>

## SHERWIN-WILLIAMS COR

SHERWIN-WILLIAMS COR	Refuse - Commercial	Casper trash	\$474.20
<i>SHERWIN-WILLIAMS COR - Total For Refuse - Commercial</i>			<i>\$474.20</i>
<b>SHERWIN-WILLIAMS COR - ALL DEPARTMENTS</b>			<b>\$474.20</b>

## SOFT DR INC

SOFT DR INC	Municipal Court	Water Services	\$84.20
<i>SOFT DR INC - Total For Municipal Court</i>			<i>\$84.20</i>
<b>SOFT DR INC - ALL DEPARTMENTS</b>			<b>\$84.20</b>

## SOURCE OFFICE

SOURCE OFFICE	Balefill - Disposal & Landfill	OFFICE SUPPLIES SCALE HOUSE	\$145.52
<i>SOURCE OFFICE - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$145.52</i>
<b>SOURCE OFFICE - ALL DEPARTMENTS</b>			<b>\$145.52</b>

## SPECTRUM REACH

SPECTRUM REACH	Golf - Operations	Cable, internet, music service for restaurant	\$263.54
<i>SPECTRUM REACH - Total For Golf - Operations</i>			<i>\$263.54</i>
SPECTRUM REACH	Public Safety Communication cable		\$84.65
<i>SPECTRUM REACH - Total For Public Safety Communications</i>			<i>\$84.65</i>
<b>SPECTRUM REACH - ALL DEPARTMENTS</b>			<b>\$348.19</b>

## SQ 307 POWERWASH SE

SQ 307 POWERWASH SE	Parks - Parks Maint.	GENERAL CONTRACTORS-RESIDENTIAL	\$250.00
<i>SQ 307 POWERWASH SE - Total For Parks - Parks Maint.</i>			<i>\$250.00</i>
<b>SQ 307 POWERWASH SE - ALL DEPARTMENTS</b>			<b>\$250.00</b>

## SQ EILEEN'S COLOSSA

SQ EILEEN'S COLOSSA	Human Resources	1 dozen cookies for CWC	\$5.75
<i>SQ EILEEN'S COLOSSA - Total For Human Resources</i>			<i>\$5.75</i>
<b>SQ EILEEN'S COLOSSA - ALL DEPARTMENTS</b>			<b>\$5.75</b>

## SQ METRO COFFEE COM

SQ METRO COFFEE COM	Police Administration	sgt promotional ceremony	\$46.80
<i>SQ METRO COFFEE COM - Total For Police Administration</i>			<i>\$46.80</i>
<b>SQ METRO COFFEE COM - ALL DEPARTMENTS</b>			<b>\$46.80</b>

## SQ PEDEN'S INC.

SQ PEDEN'S INC.	Ft. Caspar Museum	Shirt return	\$28.20
<i>SQ PEDEN'S INC. - Total For Ft. Caspar Museum</i>			<i>\$28.20</i>
<b>SQ PEDEN'S INC. - ALL DEPARTMENTS</b>			<b>\$28.20</b>

## SQ SUMMIT ELECTRIC

SQ SUMMIT ELECTRIC	Buildings & Structures Fund	Repair lights at Mike Sedar Pool	\$75.00
<i>SQ SUMMIT ELECTRIC - Total For Buildings &amp; Structures Fund</i>			<i>\$75.00</i>
<b>SQ SUMMIT ELECTRIC - ALL DEPARTMENTS</b>			<b>\$75.00</b>

## STAPLES

STAPLES	City Manager	Charging Cord	\$24.99
<i>STAPLES - Total For City Manager</i>			<i>\$24.99</i>
STAPLES	Golf - Operations	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$93.96
<i>STAPLES - Total For Golf - Operations</i>			<i>\$93.96</i>
STAPLES	Hogadon - Admin	STATIONARY, OFFICE SUPPLY	\$210.38
<i>STAPLES - Total For Hogadon - Admin</i>			<i>\$210.38</i>
STAPLES	Police Administration	munis duplication	\$33.98
STAPLES	Police Administration	munis duplicate credit	(\$33.98)
<i>STAPLES - Total For Police Administration</i>			<i>\$0.00</i>
STAPLES	Sewer Wastewater Collection	office supplies	\$17.47
<i>STAPLES - Total For Sewer Wastewater Collection</i>			<i>\$17.47</i>
<b>STAPLES - ALL DEPARTMENTS</b>			<b>\$346.80</b>

## STATE OF WY.

STATE OF WY.	Health Insurance Fund	Retiree Subsidy July	\$15,625.66
<i>STATE OF WY. - Total For Health Insurance Fund</i>			<i>\$15,625.66</i>

STATE OF WY.	Police Administration	Notary - Bullard	\$30.00
<i>STATE OF WY. - Total For Police Administration</i>			<i>\$30.00</i>
<b>STATE OF WY. - ALL DEPARTMENTS</b>			<b>\$15,655.66</b>

## STATELINE NO 7 ARCHI

STATELINE NO 7 ARCHI	Capital Projects Fund	Architectural design for City	\$400.00
<i>STATELINE NO 7 ARCHI - Total For Capital Projects Fund</i>			<i>\$400.00</i>
<b>STATELINE NO 7 ARCHI - ALL DEPARTMENTS</b>			<b>\$400.00</b>

## STELLAR PROGRAMMING

STELLAR PROGRAMMING	Refuse - Commercial	Programming and consulting	\$995.63
STELLAR PROGRAMMING	Refuse - Commercial	Programming and consulting	\$978.75
<i>STELLAR PROGRAMMING - Total For Refuse - Commercial</i>			<i>\$1,974.38</i>
STELLAR PROGRAMMING	Refuse - Residential	Programming and consulting	\$995.62
STELLAR PROGRAMMING	Refuse - Residential	Programming and consulting	\$978.75
STELLAR PROGRAMMING	Refuse - Residential	Work Order System changes	\$1,998.00
STELLAR PROGRAMMING	Refuse - Residential	Programming and Consulting	\$1,890.00
<i>STELLAR PROGRAMMING - Total For Refuse - Residential</i>			<i>\$5,862.37</i>
<b>STELLAR PROGRAMMING - ALL DEPARTMENTS</b>			<b>\$7,836.75</b>

## STOP STICK LTD

STOP STICK LTD	Capital Projects Fund	Stop sticks for 11 new units	\$5,233.00
<i>STOP STICK LTD - Total For Capital Projects Fund</i>			<i>\$5,233.00</i>
<b>STOP STICK LTD - ALL DEPARTMENTS</b>			<b>\$5,233.00</b>

## STOTZ EQUIPMENT

STOTZ EQUIPMENT	Hogadon - Operations	chainsaw parts	\$43.97
<i>STOTZ EQUIPMENT - Total For Hogadon - Operations</i>			<i>\$43.97</i>
STOTZ EQUIPMENT	WWTP Operations	Lawn mower repair	\$25.91
<i>STOTZ EQUIPMENT - Total For WWTP Operations</i>			<i>\$25.91</i>
<b>STOTZ EQUIPMENT - ALL DEPARTMENTS</b>			<b>\$69.88</b>

## SUMMIT ELECTRIC LLC.

SUMMIT ELECTRIC LLC.	Buildings & Structures Fund	Troubleshoot light fixtures & repairs	\$1,346.45
SUMMIT ELECTRIC LLC.	Buildings & Structures Fund	Parking Structure elevator	\$55.00
<i>SUMMIT ELECTRIC LLC. - Total For Buildings &amp; Structures Fund</i>			<i>\$1,401.45</i>
<b>SUMMIT ELECTRIC LLC. - ALL DEPARTMENTS</b>			<b>\$1,401.45</b>

## SUTHERLANDS 2219

SUTHERLANDS 2219	Aquatics - Pool	Supplies to fix cleaning tank at Mike Sedar	\$7.94
<i>SUTHERLANDS 2219 - Total For Aquatics - Pool</i>			<i>\$7.94</i>
SUTHERLANDS 2219	Fire-EMS Operations	Bolts and supplies for BR2	\$41.26
<i>SUTHERLANDS 2219 - Total For Fire-EMS Operations</i>			<i>\$41.26</i>
SUTHERLANDS 2219	Refuse - Residential	safety work gloves	\$112.91
<i>SUTHERLANDS 2219 - Total For Refuse - Residential</i>			<i>\$112.91</i>
SUTHERLANDS 2219	Regional Water Operations	Fittings for sand pump	\$7.47
<i>SUTHERLANDS 2219 - Total For Regional Water Operations</i>			<i>\$7.47</i>
SUTHERLANDS 2219	Streets	2 bags Portland Cement	\$31.94
<i>SUTHERLANDS 2219 - Total For Streets</i>			<i>\$31.94</i>
SUTHERLANDS 2219	Water Distribution	UTILITY HANDI COIL FOR PIONEER WATER SYSTE	\$13.75
SUTHERLANDS 2219	Water Distribution	SWIVELS FOR HYD WASHING	\$11.98
<i>SUTHERLANDS 2219 - Total For Water Distribution</i>			<i>\$25.73</i>
<b>SUTHERLANDS 2219 - ALL DEPARTMENTS</b>			<b>\$227.25</b>

## SWI, LLC

SWI, LLC	Balefill - Disposal & Landfill	Installation of new fencing at	\$82,423.24
<i>SWI, LLC - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$82,423.24</i>
<b>SWI, LLC - ALL DEPARTMENTS</b>			<b>\$82,423.24</b>

## TERRACYCLE REGULATED

TERRACYCLE REGULATED	Balefill - Diversion & Special	BULB EATER	\$4,241.00
TERRACYCLE REGULATED	Balefill - Diversion & Special	BULB EATER PARTS	\$180.00
<i>TERRACYCLE REGULATED - Total For Balefill - Diversion &amp; Special</i>			<i>\$4,421.00</i>
<b>TERRACYCLE REGULATED - ALL DEPARTMENTS</b>			<b>\$4,421.00</b>

## THE HOME DEPOT

THE HOME DEPOT	Aquatics - Operations	New drill bit set	\$14.97
<i>THE HOME DEPOT - Total For Aquatics - Operations</i>			<i>\$14.97</i>
THE HOME DEPOT	Balefill - Diversion & Special	SPRAY PAINT FOR TOTES THAT STORE VERMICU	\$16.12
<i>THE HOME DEPOT - Total For Balefill - Diversion &amp; Special</i>			<i>\$16.12</i>
THE HOME DEPOT	Fire-EMS Training	Drill Tower Project Supplies	\$11.96
THE HOME DEPOT	Fire-EMS Training	Drill Tower Project Supplies	\$258.51
<i>THE HOME DEPOT - Total For Fire-EMS Training</i>			<i>\$270.47</i>
THE HOME DEPOT	Golf - Operations	Flag, Trash Bags, Gap filler	\$71.67
<i>THE HOME DEPOT - Total For Golf - Operations</i>			<i>\$71.67</i>
THE HOME DEPOT	Hogadon - Operations	Snow fence supplies	\$116.67
<i>THE HOME DEPOT - Total For Hogadon - Operations</i>			<i>\$116.67</i>
THE HOME DEPOT	Ice Arena - Operations	PAINT AND PIPES FOR SKATE RENTAL	\$48.42
THE HOME DEPOT	Ice Arena - Operations	PAINT FOR GOALS/CEILING	\$85.15
THE HOME DEPOT	Ice Arena - Operations	PVC PIPE FOR SKATE RENTAL	\$26.21
<i>THE HOME DEPOT - Total For Ice Arena - Operations</i>			<i>\$159.78</i>
THE HOME DEPOT	Parks - Special Areas	HOME SUPPLY WAREHOUSE STORES BULBS FOR	\$89.88
<i>THE HOME DEPOT - Total For Parks - Special Areas</i>			<i>\$89.88</i>
<b>THE HOME DEPOT - ALL DEPARTMENTS</b>			<b>\$739.56</b>

## THOMSON WEST TCD

THOMSON WEST TCD	City Attorney	PROFESSIONAL SERVICES NOT ELSEWHERE CLAS	(\$38.00)
<i>THOMSON WEST TCD - Total For City Attorney</i>			<i>(\$38.00)</i>
<b>THOMSON WEST TCD - ALL DEPARTMENTS</b>			<b>(\$38.00)</b>

## Thyssenkrupp

Thyssenkrupp	Buildings & Structures Fund	Elevator monitoring & maintenance	\$4,736.05
<i>Thyssenkrupp - Total For Buildings &amp; Structures Fund</i>			<i>\$4,736.05</i>
<b>Thyssenkrupp - ALL DEPARTMENTS</b>			<b>\$4,736.05</b>

## TLO TRANSUNION

TLO TRANSUNION	Police Administration	background checks	\$112.00
<i>TLO TRANSUNION - Total For Police Administration</i>			<i>\$112.00</i>



<b>TLO TRANSUNION - ALL DEPARTMENTS</b>	<b>\$112.00</b>
---	-----------------

## TOP OFFICE PRODUCTS

TOP OFFICE PRODUCTS	Buildings & Structures Fund	Quarterly Copy Charge	\$293.20
<i>TOP OFFICE PRODUCTS - Total For Buildings &amp; Structures Fund</i>			<i>\$293.20</i>
TOP OFFICE PRODUCTS	City Attorney	STATIONERY,OFFICE SUPPLIES,PRINTING AND	\$243.93
<i>TOP OFFICE PRODUCTS - Total For City Attorney</i>			<i>\$243.93</i>
TOP OFFICE PRODUCTS	Water Distribution	JULY COPY CHARGES	\$109.93
<i>TOP OFFICE PRODUCTS - Total For Water Distribution</i>			<i>\$109.93</i>
<b>TOP OFFICE PRODUCTS - ALL DEPARTMENTS</b>			<b>\$647.06</b>

## TOWNSQUARE MEDIA CAS

TOWNSQUARE MEDIA CAS	Sewer Stormwater	ADVERTISING SERVICES	\$156.00
<i>TOWNSQUARE MEDIA CAS - Total For Sewer Stormwater</i>			<i>\$156.00</i>
<b>TOWNSQUARE MEDIA CAS - ALL DEPARTMENTS</b>			<b>\$156.00</b>

## TRANSMISSION DISTRIB

TRANSMISSION DISTRIB	Capital Projects Fund	CEC Walk-In Cooler & Freezer R	\$45,900.43
<i>TRANSMISSION DISTRIB - Total For Capital Projects Fund</i>			<i>\$45,900.43</i>
<b>TRANSMISSION DISTRIB - ALL DEPARTMENTS</b>			<b>\$45,900.43</b>

## TRI STATE OIL RECLAI

TRI STATE OIL RECLAI	Balefill - Diversion & Special	Used oil pickup for recycling	\$100.00
<i>TRI STATE OIL RECLAI - Total For Balefill - Diversion &amp; Special</i>			<i>\$100.00</i>
<b>TRI STATE OIL RECLAI - ALL DEPARTMENTS</b>			<b>\$100.00</b>

## ULINE SHIP SUPPLIE

ULINE SHIP SUPPLIE	Police Administration	thermal labels	\$186.57
<i>ULINE SHIP SUPPLIE - Total For Police Administration</i>			<i>\$186.57</i>
<b>ULINE SHIP SUPPLIE - ALL DEPARTMENTS</b>			<b>\$186.57</b>

## UNIFORMS 2 GEAR

UNIFORMS 2 GEAR	Police Administration	Uniforms	\$2,897.28
UNIFORMS 2 GEAR	Police Administration	Uniforms	\$1,549.76

<i>UNIFORMS 2 GEAR - Total For Police Administration</i>			<i>\$4,447.04</i>
--	--	--	-------------------

<b>UNIFORMS 2 GEAR - ALL DEPARTMENTS</b>			<b>\$4,447.04</b>
--	--	--	-------------------

## UPS 0000008F045W330

UPS 0000008F045W330	Regional Water Operations	Ship Lab Test	\$138.22
---------------------	---------------------------	---------------	----------

<i>UPS 0000008F045W330 - Total For Regional Water Operations</i>			<i>\$138.22</i>
--	--	--	-----------------

<b>UPS 0000008F045W330 - ALL DEPARTMENTS</b>			<b>\$138.22</b>
--	--	--	-----------------

## URGENT CARE OF CASPE

URGENT CARE OF CASPE	Property Insurance Fund	MEDICAL SERVICES & HEALTH PRACTITIONERS	\$2,382.00
----------------------	-------------------------	---	------------

<i>URGENT CARE OF CASPE - Total For Property Insurance Fund</i>			<i>\$2,382.00</i>
---	--	--	-------------------

<b>URGENT CARE OF CASPE - ALL DEPARTMENTS</b>			<b>\$2,382.00</b>
---	--	--	-------------------

## USPS PO 5762700491

USPS PO 5762700491	General Fund Revenue	For Resale in Gift Shop	\$35.00
--------------------	----------------------	-------------------------	---------

<i>USPS PO 5762700491 - Total For General Fund Revenue</i>			<i>\$35.00</i>
--	--	--	----------------

<b>USPS PO 5762700491 - ALL DEPARTMENTS</b>			<b>\$35.00</b>
---	--	--	----------------

## VEOLIA ES TECHNICAL

VEOLIA ES TECHNICAL	Balefill - Diversion & Special	Hazardous Waste Shipment	\$8,196.00
---------------------	--------------------------------	--------------------------	------------

<i>VEOLIA ES TECHNICAL - Total For Balefill - Diversion &amp; Special</i>			<i>\$8,196.00</i>
---	--	--	-------------------

<b>VEOLIA ES TECHNICAL - ALL DEPARTMENTS</b>			<b>\$8,196.00</b>
--	--	--	-------------------

## VERIZON WIRELESS

VERIZON WIRELESS	Code Enforcement	Services	\$301.80
------------------	------------------	----------	----------

<i>VERIZON WIRELESS - Total For Code Enforcement</i>			<i>\$301.80</i>
--	--	--	-----------------

VERIZON WIRELESS	Public Safety Communication	July Command Bus	\$80.08
------------------	-----------------------------	------------------	---------

<i>VERIZON WIRELESS - Total For Public Safety Communications</i>			<i>\$80.08</i>
--	--	--	----------------

VERIZON WIRELESS	Water Meters	Utility Bill	\$266.14
<i>VERIZON WIRELESS - Total For Water Meters</i>			<i>\$266.14</i>
<b>VERIZON WIRELESS - ALL DEPARTMENTS</b>			<b>\$648.02</b>

## VITALITY MEDICAL INC

VITALITY MEDICAL INC	Police Administration	urine specimen cups	\$31.11
<i>VITALITY MEDICAL INC - Total For Police Administration</i>			<i>\$31.11</i>
<b>VITALITY MEDICAL INC - ALL DEPARTMENTS</b>			<b>\$31.11</b>

## VOIANCE LLC

VOIANCE LLC	Police Administration	interpretation services	\$65.97
<i>VOIANCE LLC - Total For Police Administration</i>			<i>\$65.97</i>
<b>VOIANCE LLC - ALL DEPARTMENTS</b>			<b>\$65.97</b>

## VRC COMPANIES LLC

VRC COMPANIES LLC	Municipal Court	Storage	\$54.39
<i>VRC COMPANIES LLC - Total For Municipal Court</i>			<i>\$54.39</i>
<b>VRC COMPANIES LLC - ALL DEPARTMENTS</b>			<b>\$54.39</b>

## VZWRLSS IVR VB

VZWRLSS IVR VB	Sewer Wastewater Collection	remote device data	\$73.92
<i>VZWRLSS IVR VB - Total For Sewer Wastewater Collection</i>			<i>\$73.92</i>
VZWRLSS IVR VB	Streets	payment for Street Dept. on call phone and Traf	\$66.09
<i>VZWRLSS IVR VB - Total For Streets</i>			<i>\$66.09</i>
VZWRLSS IVR VB	Water Distribution	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$278.81
<i>VZWRLSS IVR VB - Total For Water Distribution</i>			<i>\$278.81</i>
VZWRLSS IVR VB	Water Meters	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$1,667.79
<i>VZWRLSS IVR VB - Total For Water Meters</i>			<i>\$1,667.79</i>
VZWRLSS IVR VB	WWTP Operations	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$146.12
<i>VZWRLSS IVR VB - Total For WWTP Operations</i>			<i>\$146.12</i>
<b>VZWRLSS IVR VB - ALL DEPARTMENTS</b>			<b>\$2,232.73</b>

## VZWRLSS MY VZ VB P

VZWRLSS MY VZ VB P	Fire-EMS Administration	June 2020 Air Card Bill	\$120.03
<i>VZWRLSS MY VZ VB P - Total For Fire-EMS Administration</i>			<i>\$120.03</i>
VZWRLSS MY VZ VB P	Regional Water Operations	WTP Operator Cell Phone	\$38.34
<i>VZWRLSS MY VZ VB P - Total For Regional Water Operations</i>			<i>\$38.34</i>
<b>VZWRLSS MY VZ VB P - ALL DEPARTMENTS</b>			<b>\$158.37</b>

## WAGNER'S OUTDOOR OUT

WAGNER'S OUTDOOR OUT	Streets	Propane for patching in July	\$380.56
<i>WAGNER'S OUTDOOR OUT - Total For Streets</i>			<i>\$380.56</i>
<b>WAGNER'S OUTDOOR OUT - ALL DEPARTMENTS</b>			<b>\$380.56</b>

## WAL-MART #1617

WAL-MART #1617	Aquatics - Pool	Wasp Spray for Mike Sedar	\$5.12
<i>WAL-MART #1617 - Total For Aquatics - Pool</i>			<i>\$5.12</i>
WAL-MART #1617	Balefill - Disposal & Landfill	SCALE HOUSE REMODEL WALL HANGERS	\$6.12
WAL-MART #1617	Balefill - Disposal & Landfill	CREDIT FOR RETURN	(\$26.18)
<i>WAL-MART #1617 - Total For Balefill - Disposal &amp; Landfill</i>			<i>(\$20.06)</i>
<b>WAL-MART #1617 - ALL DEPARTMENTS</b>			<b>(\$14.94)</b>

## WAL-MART #3778

WAL-MART #3778	Golf - Operations	Bathroom cleaning supplies and Golf shop Gene	\$63.61
<i>WAL-MART #3778 - Total For Golf - Operations</i>			<i>\$63.61</i>
WAL-MART #3778	Police Administration	traffic cones	\$9.00
<i>WAL-MART #3778 - Total For Police Administration</i>			<i>\$9.00</i>
WAL-MART #3778	Rec Center - Operations	Fans	\$54.68
<i>WAL-MART #3778 - Total For Rec Center - Operations</i>			<i>\$54.68</i>
<b>WAL-MART #3778 - ALL DEPARTMENTS</b>			<b>\$127.29</b>

## WEAR PARTS INC

WEAR PARTS INC	WWTP Operations	Bolts and anitseize	\$546.88
<i>WEAR PARTS INC - Total For WWTP Operations</i>			<i>\$546.88</i>

**WEAR PARTS INC - ALL DEPARTMENTS**

\$546.88

**WESTERN WATER CONSUL**

WESTERN WATER CONSUL	Capital Projects Fund	K Street Phase 2A DesignCA	\$22,656.23
----------------------	-----------------------	----------------------------	-------------

<i>WESTERN WATER CONSUL - Total For Capital Projects Fund</i>			\$22,656.23
---	--	--	-------------

**WESTERN WATER CONSUL - ALL DEPARTMENTS**

\$22,656.23

**WLC ENGINEERING - SU**

WLC ENGINEERING - SU	Capital Projects Fund	Highland park cemetery phase 2	\$1,176.00
----------------------	-----------------------	--------------------------------	------------

WLC ENGINEERING - SU	Capital Projects Fund	Ridgecrest Zone 2-3 Waterline	\$365.61
----------------------	-----------------------	-------------------------------	----------

WLC ENGINEERING - SU	Capital Projects Fund	Design & CA for Morad Park to	\$502.25
----------------------	-----------------------	-------------------------------	----------

<i>WLC ENGINEERING - SU - Total For Capital Projects Fund</i>			\$2,043.86
---	--	--	------------

WLC ENGINEERING - SU	Water Distribution	Ridgecrest Zone 2-3 Waterline	\$940.14
----------------------	--------------------	-------------------------------	----------

<i>WLC ENGINEERING - SU - Total For Water Distribution</i>			\$940.14
--	--	--	----------

WLC ENGINEERING - SU	Water Tanks	W casper zone 2	\$1,020.70
----------------------	-------------	-----------------	------------

<i>WLC ENGINEERING - SU - Total For Water Tanks</i>			\$1,020.70
---	--	--	------------

**WLC ENGINEERING - SU - ALL DEPARTMENTS**

\$4,004.70

**WM SUPERCENTER**

WM SUPERCENTER	Aquatics - Pool	Bandages and Wasp Spray	\$7.48
----------------	-----------------	-------------------------	--------

WM SUPERCENTER	Aquatics - Pool	Bandages and Wasp Spray	\$4.97
----------------	-----------------	-------------------------	--------

<i>WM SUPERCENTER - Total For Aquatics - Pool</i>			\$12.45
---	--	--	---------

WM SUPERCENTER	Hogadon - Operations	GROCERY STORES, SUPERMARKETS	\$42.30
----------------	----------------------	------------------------------	---------

<i>WM SUPERCENTER - Total For Hogadon - Operations</i>			\$42.30
--	--	--	---------

WM SUPERCENTER	Parks - Special Areas	GROCERY STORES, SUPERMARKETS flowers for S	\$17.54
----------------	-----------------------	--	---------

<i>WM SUPERCENTER - Total For Parks - Special Areas</i>			\$17.54
---	--	--	---------

WM SUPERCENTER	Rec Center - Classes	GROCERY STORES, SUPERMARKETS	\$13.96
----------------	----------------------	------------------------------	---------

<i>WM SUPERCENTER - Total For Rec Center - Classes</i>			\$13.96
--	--	--	---------

**WM SUPERCENTER - ALL DEPARTMENTS**

\$86.25

**WONDER WASH**

WONDER WASH	Police Administration	CAR WASHES	\$11.62
-------------	-----------------------	------------	---------

<i>WONDER WASH - Total For Police Administration</i>			\$11.62
--	--	--	---------

<b>WONDER WASH - ALL DEPARTMENTS</b>	<b>\$11.62</b>
--------------------------------------	----------------

## WY. DEPT. OF TRANSP

WY. DEPT. OF TRANSP	Capital Projects Fund	I-25 and walsh dr. 18-044	\$85.84
WY. DEPT. OF TRANSP	Capital Projects Fund	Bryan stock trail	\$348.82
<i>WY. DEPT. OF TRANSP - Total For Capital Projects Fund</i>			<i>\$434.66</i>
<b>WY. DEPT. OF TRANSP - ALL DEPARTMENTS</b>			<b>\$434.66</b>

## WY. MACHINERY CO.

WY. MACHINERY CO.	Balefill - Disposal & Landfill	251 rental	\$1,519.28
WY. MACHINERY CO.	Balefill - Disposal & Landfill	Replace lock	\$468.58
<i>WY. MACHINERY CO. - Total For Balefill - Disposal &amp; Landfill</i>			<i>\$1,987.86</i>
<b>WY. MACHINERY CO. - ALL DEPARTMENTS</b>			<b>\$1,987.86</b>

## WYOMING FOOD BANK OF

WYOMING FOOD BANK OF	Capital Projects Fund	FY20 4th quarter	\$1,250.00
<i>WYOMING FOOD BANK OF - Total For Capital Projects Fund</i>			<i>\$1,250.00</i>
<b>WYOMING FOOD BANK OF - ALL DEPARTMENTS</b>			<b>\$1,250.00</b>

## WYOMING SAFETY SUPPL

WYOMING SAFETY SUPPL	Water Meters	FIRST AID KITS	\$48.90
<i>WYOMING SAFETY SUPPL - Total For Water Meters</i>			<i>\$48.90</i>
<b>WYOMING SAFETY SUPPL - ALL DEPARTMENTS</b>			<b>\$48.90</b>

## WYOMING STEEL & RECY

WYOMING STEEL & RECY	Refuse - Recycling	BALING AND PROCESSING RECYCLE MATERIALS	\$10,805.00
<i>WYOMING STEEL &amp; RECY - Total For Refuse - Recycling</i>			<i>\$10,805.00</i>
<b>WYOMING STEEL &amp; RECY - ALL DEPARTMENTS</b>			<b>\$10,805.00</b>

## WYOMING STEEL, RECYC

WYOMING STEEL, RECYC	Hogadon - Operations	Appliance drop off	\$15.00
----------------------	----------------------	--------------------	---------

---

WYOMING STEEL, RECYC - Total For Hogadon - Operations	\$15.00
---	---------

WYOMING STEEL, RECYC - ALL DEPARTMENTS	\$15.00
--	---------

## XEROX CORPORATION/RB

XEROX CORPORATION/RB	Regional Water Operations	Copier Rental	\$214.10
----------------------	---------------------------	---------------	----------

---

XEROX CORPORATION/RB - Total For Regional Water Operations	\$214.10
--	----------

XEROX CORPORATION/RB - ALL DEPARTMENTS	\$214.10
--	----------

## YOUTH CRISIS CENTER

YOUTH CRISIS CENTER	Capital Projects Fund	FY20 4th quarter	\$5,817.50
---------------------	-----------------------	------------------	------------

---

YOUTH CRISIS CENTER - Total For Capital Projects Fund	\$5,817.50
---	------------

YOUTH CRISIS CENTER - ALL DEPARTMENTS	\$5,817.50
---------------------------------------	------------

## ZOLL MEDICAL CORPORA

ZOLL MEDICAL CORPORA	Fire-EMS Operations	Adult reusable auto-pulse sensor	\$876.48
----------------------	---------------------	----------------------------------	----------

---

ZOLL MEDICAL CORPORA - Total For Fire-EMS Operations	\$876.48
--	----------

ZOLL MEDICAL CORPORA - ALL DEPARTMENTS	\$876.48
--	----------

CITYWIDE BILLS AND CLAIMS TOTAL	\$3,779,801.97
---------------------------------	----------------

---

I certify, under penalty of perjury, that this listing of vouchers and the items included therein for payment are correct and just in every respect.

SUBMITTED BY (Finance Dir) \_\_\_\_\_ DATE \_\_\_\_\_

---

DULY AUDITED BY (City Manager) \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY (Mayor) \_\_\_\_\_ DATE \_\_\_\_\_

CITY of CASPER, WYOMING  
BILLS and CLAIMS ADDENDUM  
Council Meeting  
09/01/20

Additional Accounts Payable

8/21/20

Prewrits - Petty Cash - refunds - payments  
Krista Clark  
First Interstate Bank - Petty Cash  
State of Wy - Dept of Revenue


895.00  
199.33  
170,008.60  
171,102.93


Total Additional AP

\$ 171,102.93



August 26, 2020

MEMO TO: City Council  
J. Carter Napier, City Manager 

FROM: John Henley, City Attorney 

SUBJECT: An Ordinance Amending Section 2.60.050 to the Code of Ethics of the Casper Municipal Code

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action type**

Establish a Public Hearing and First Reading.

**Recommendation**

That Council, by minute action, establish a Public Hearing and First Reading for September 15, 2020, on An Ordinance Amending Section 2.60.050 to the Code of Ethics of the Casper Municipal Code.

**Summary**

At the August 25, 2020, Work Session, Council discussed the proposed Ordinance; find attached a copy of the proposed Ordinance Amending Section 2.60.050 to the Code of Ethics of the Casper Municipal Code. The Ordinance incorporates the changes below:

Section A., was created for purposes of formatting and the addition of Sections B. and C. (referenced below). The verbiage that previously existed in Section 2.60.050 was not significantly modified and still exists, except in a different format to allow for the addition of Sections B. and C.

Section B., is an addition to this Section which provides for a "Conflict of Interest" definition and explains the motivation and rationale of the proposed amendment; this section also provides for a procedure and process if a conflict of interest or a potential conflict of interest were to arise. The procedure includes a duty to disclose conflicts of interest in connection with any proposed transaction, contract, arrangement, policy, program or other matter being considered by the Council. Additionally, the amendment and addition to this section discusses the process after disclosure of the conflict of interest or potential conflict of interest, and if/when a duty to abstain from voting is appropriate.

Section C., establishes that should a council-member vote as a city council-member, he or she shall be precluded from taking any financial ownership in the matter voted upon, for the entirety of the time that the council-member is on Council and or is a City Council board or commission appointee.

**Financial Considerations**

None anticipated

**Oversight/Project Responsibility**

Mayor and Vice Mayor and City Council Members

City Attorney

**Attachments**

Proposed Ordinance Amending Section 2.60.050 to the Code of Ethics of the Casper Municipal Code

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 2.60.050 TO THE  
CODE OF ETHICS OF THE CASPER MUNICIPAL CODE.

WHEREAS, the members of the City Council desire to conduct their business in a manner that is legally and ethically beyond reproach; and

WHEREAS, on October 15, 2019, the City Council passed Ordinance No. 29-19 creating Chapter 2.60 Code of Ethics; and

WHEREAS, since 2015 the City Council has determined the following modifications and additions to Section 2.60.050 are necessary.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Section 2.60.050 of the Casper Municipal Code is hereby amended and replaced as follows:

2.60.050 — A. Official decisions and votes.

A.1. A public official or public member shall not make an official decision or vote on an official decision if the public official or public member has a personal interest in the matter. In determining whether he or she has a personal interest in a matter, the public official or public member shall recognize the importance of his or her right to represent his or her constituency and shall abstain from voting only in clear cases of a personal interest, as defined in this subsection. A public official or public member shall not vote to give money or any direct financial benefit to himself or herself except for tax reductions affecting the general public. For purposes of this section, a personal interest is:

~~1.~~ With respect to the public official or public member, an interest which is direct and immediate as opposed to speculative and remote; and

a.

~~b. 2.~~ An interest that provides the public official or public member, a greater benefit or lesser detriment than it does for a large or substantial group or class of persons who are similarly situated.

2. B. A public official or public member, described by subsection “a” of this section shall abstain from voting on the decision and from making any official decision in the matter. The public official's or public member's abstention from voting must be recorded in the city's, board's or committee's official records.

3. ~~C.~~ This section shall not be construed to supersede Wyoming Statutes Sections 15-9-220, or 16-6-118. Those provisions shall control to the extent inconsistent with this section.

B. Definition of/purpose for Conflict of Interest. Prohibition.

1. Definition of "Conflict of Interest" A conflict of interest will be deemed to exist, whenever an individual is in the position to approve or influence policies or actions of the City of Casper or one of its boards or commissions (hereafter City), or reasonably appears to be in a position to approve or influence policies or actions of the City, which involve or could harm, or benefit financially: (i) the individual; (ii) any member of the member's immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals and/or cohabitation partner); (iii) any organization in which he or she or an immediate family member or cohabitation partner is a director, trustee or officer or has more than five percent equity or investment interest or the right to acquire any equity or investment interest of more than five percent; (iv) any organization in which he or she or an immediate family member or cohabitation partner has a compensation arrangement; For the avoidance of doubt, service on a joint powers board while on the City Council, and service as a liaison or representative to a City or Casper commission or board, shall not constitute a conflict of interest, but the duty of the council-member is to act in the best interest of the City.
2. Purpose. The purpose of this policy recognizes the mere appearance of a conflict may be as serious and potentially damaging to the public trust as an actual conflict. Therefore, potential conflicts must be disclosed, evaluated and managed with the same thoroughness as actual conflicts. Each city council member shall promptly disclose any conflict of interest or potential conflicts of interest that exist or may arise; a council member is to act in the best interest of the City.
3. Procedures regarding conflicts of interest:
  - a. Duty to disclose:
    - i. In connection with any proposed transaction, contract, arrangement, policy, program or other matter being considered by the City of Casper or its governing body, a council member shall promptly disclose the existence of any conflict or potential conflict that may give rise to a



conflict of interest with respect to the proposed transaction, contract arrangement, policy, program or other such matter.

ii. Potential conflicts of interest can be seriously damaging to the public's trust. A council member shall promptly disclose the existence of any potential conflict of interest. When in doubt, the council member shall disclose matters as potential conflicts of interest and disclose all relevant facts relating to the potential conflict.

iii. If any council member has reason to believe that another council member has a potential conflict of interest, the council member with such belief shall inform the governing body, including disclosing all relevant facts and concerns relating thereto.

b. Procedures for addressing a conflict of interest.

i. If a council member declares a conflict of interest, or a potential conflict of interest exists, or two thirds of the governing body less the member with an alleged potential conflict determine that a conflict of interest exists, the conflicted member may make a presentation to the governing body in open session regarding the conflict of interest but shall only state facts; the member shall not argue for or against the item under consideration. The conflicted member shall then leave the meeting and all future meetings where the potential conflict may be discussed or considered and shall not be present during any discussion of the matter which gave rise to the conflict of interest or potential conflict of interest of the member.

c. Duty to abstain.

i. After disclosing the existence of a potential conflict, the council member shall refrain from using their potential influence (either at or outside a council meeting, or otherwise) to influence the governing body's handling of the transaction, contract, arrangement, policy, program, or other matter.

ii. No council member may vote on, or each council member must abstain from voting on, any matter in which the council member has a conflict of interest or potential conflict of interest.

C. -Preemptive policy to avoid conflicts of interest or the appearance of a conflict of interest.

1. If a council member votes on a matter before council, he or she shall decline to take any financial ownership in the transaction, contract, arrangement, policy, or other such matter upon which he or she voted, for the entirety of the time that member is a member of city council and/or is a city council board or commission appointee.

(Ord. No. 29-19, 10-15-2019)

PASSED on 1<sup>st</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2020

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2020

PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:


\_\_\_\_\_  
ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 24, 2020

MEMO TO: J. Carter Napier, City Manager 

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

SUBJECT: Industrial Pretreatment Program - Revisions to Casper Municipal Code

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action Type**

Ordinance

**Recommendation**

That Council, by ordinance, adopt revisions to Chapter 13.32.030 of the Casper Municipal Code.

**Summary**

The Federal Industrial Pretreatment Program (part of the Clean Water Act) requires Industrial Dischargers and Municipalities to use treatment techniques and management practices to reduce or eliminate the discharge of harmful pollutants to sanitary sewers and wastewater treatment plants. The allowable amount of metals discharged to the sewer system is set by "Local Limits", which are contained in City Ordinances. The original Industrial Pretreatment Ordinances were adopted by the City in 1984. In 1999, these Sections were substantially revised in order to comply with new Environmental Protection Agency (EPA) requirements. In 2007, and again in 2016, more modest revisions were made.

The wastewater treatment plant discharge permit was renewed in November 2018. This permit renewal triggers the need for an evaluation of the exiting Local Limits. Staff, following EPA guidelines, compiled and submitted data that was used in determining new Local Limits. The following table shows existing and proposed limits:

Pollutant	Existing Limits (mg/L)	Proposed Limits (mg/L)
Arsenic	5.984	6.42
Cadmium	1.20	3.48
Chromium - Total	98.20	39.44
Copper	98.98	27.66
Lead	39.41	6.84
Mercury	1.02	0.49
Molybdenum	8.77	4.11
Nickel	41.75	20.49
Selenium	7.97	3.08
Silver	45.66	18.08
Zinc	99.61	43.60

The limits for each of the pollutants is based on an in-depth evaluation of current wastewater treatment plant influent loading, state and federal water quality standards, public health standards, and includes a safety factor to protect the publicly owned treatment works. With the exception of arsenic and cadmium, the proposed limits for each parameter are more stringent than existing limits. Based on current plant loading, the limits for arsenic and cadmium can increase without having a negative impact on the treatment process or jeopardize effluent permit requirements. Staff does not anticipate any of the industrial users having difficulty meeting the proposed limits. These changes to the Casper City Code will ensure that the City's Industrial Pretreatment Program remains in compliance with EPA requirements.

The proposed ordinance change was presented to Council at the July 21, 2020 regular session pre-meeting. The consensus of Council was to proceed with the ordinance change. A public hearing was held at the September 1, 2020 regular meeting of the City Council. After first reading of the ordinance, EPA will submit its intent to approve updates to the local limits and ordinance for a thirty-day public notice period. If no substantial comments are received during the public notice period, EPA will then send its approval letter to the City. After the approval letter is received, Council can then proceed to second and third readings of the ordinances.

#### **Financial Considerations**

No financial considerations

#### **Oversight/Project Responsibility**

Bruce Martin, Public Utilities Manager

Megan Lockwood, Wastewater Treatment Plant Manager

Randy Ogden, Industrial Pretreatment Supervisor

#### **Attachments**

Ordinance



## ORDINANCE NO. 20-20

AN ORDINANCE AMENDING SECTION 13.32.030 OF CHAPTER 13.32 OF THE CASPER MUNICIPAL CODE, PERTAINING TO DIVISION III WASTEWATER – SEWER DISCHARGE REGULATIONS.

WHEREAS, it is essential to the public health, welfare, and safety of the inhabitants of the City of Casper and its environs to provide adequate water and wastewater service; and,

WHEREAS, Chapter 13.32 of the Casper Municipal Code needs to be amended to comply with pollution limitations required by the Environmental Protection Agency regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That Chapter 13.32 of the Casper Municipal Code is hereby amended as follows:

Section 1:

Section 13.32.030 Specific pollutant limitations designated--Local limits shall be amended to read as follows:

13.32.030 Specific pollutant limitations designated--Local limits.

- A. Local Limits that can be accepted **FROM SIGNIFICANT INDUSTRIAL USERS** at the POTW for treatment in accordance with guidance established by federal law is limited to:

Pollutant	Local Limits (mg/lL)
Arsenic	<del>5.984</del> 6.42
Cadmium	<del>1.20</del> 3.48
Chromium Total	<del>98.20</del> 39.44
Copper	<del>98.98</del> 27.66
Lead	<del>39.41</del> 6.84
Molybdenum	<del>8.77</del> 4.11
Nickel	<del>41.75</del> 20.49
Selenium	<del>7.97</del> 3.08
Silver	<del>45.66</del> 18.08
Zinc	<del>99.61</del> 43.60
Mercury	<del>1.02</del> 0.49

- B. Any other specific pollutants identified by the city may also have specific effluent permit limitations set by the city to restrict their discharge into the system.
- C. Best Available Technology (BAT) shall be used for pretreatment of any discharges to the POTW from the cleanup activities of soil, aquifer, or groundwater table associated with leaking underground storage tanks of spills of any petroleum products. The BAT shall be capable of reducing the benzene concentration to less than 0.05 mg/l and the "total" benzene, ethyl benzene, toluene and xylene (betx) to less than 0.750 mg/l. This is in accordance with guidance established in EPA's Model NPDES Permit for Discharges Resulting from the Cleanup of Gasoline Released from Underground Storage Tanks, June 1989.
- D. The city may develop best management practices (BMPs), by ordinance or in individual wastewater discharge permits or general permits, to implement local limits and the requirements of Section 13.32.040. Such BMPs shall be considered local limits and pretreatment standards for the purposes of this part and Section 307(D) of the Act. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludges or waste disposal, or drainage from raw materials storage.
- E. The city reserves the right to establish, by ordinance or in individual wastewater discharge permits or in general permits, more stringent standards or requirements on discharges to the POTW consistent with the purpose of this chapter.

Section 2:

This ordinance shall become in full force and effect upon passage on third reading and publication.

PASSED on 1st reading the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

PASSED on 2nd reading the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

PASSED, APPROVED AND ADOPTED on 3rd and final reading the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 27, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Fleur Tremel, Assistant to the City Manager/City Clerk *FT*  
Carla Mills-Laatsch, Licensing Specialist *CMf*  
John Henley, City Attorney  
SUBJECT: Tabling the Public Hearing and First Reading for the consideration of the  
Massage Therapy License and Permit Ordinance.

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action type**

Tabling public hearing and first reading of ordinance.

**Recommendation**

That Council table the public hearing for the new Massage Therapy License and Permit Ordinance.

**Summary**

On August 11, 2020, City Council met and discussed a proposed new ordinance regarding massage therapy and the licensure of such. At this time, Council provided feedback and indicated that the ordinance should go to a council meeting for formal approval and adoption.

On August 25, 2020, City Council decided that the topic warranted more information and asked to take it to a council work session.

Staff recommends that Council table the public hearing for Massage Therapy to allow for further discussion and direction at the September 8, 2020 work session.

**Financial Considerations**

n/a

**Oversight/Project Responsibility**

City Clerk's Office  
Casper Police Department  
Casper Fire –EMS  
Community Development – building inspection/zoning

**Attachments**

Ordinance

ORDINANCE NO.

AN ORDINANCE TO LIMIT THE PRACTICE OF MASSAGE  
THERAPY TO CERTIFIED MESSAGE THERAPISTS,  
LICENSE REQUIRED.

WHEREAS, certified massage therapists operating within the city limits of Casper, Wyoming, have had individuals approach them about providing services of a sexual nature as opposed to certified massage therapy; and,

WHEREAS, a number of massage operations have recently opened which provide massages twenty-four hours per day or are closed twenty-four hours per day; and,

WHEREAS, the governing body of the City of Casper can perform all acts in relation to the concerns of the city necessary to the exercise of its corporate powers; and,

WHEREAS, those powers include the stated action of suppressing or prohibiting houses of prostitution and other disorderly houses; and,

WHEREAS, the governing body of the city of Casper has the authority by Wyoming State Statutes §15-1-103(a)(xiii) and (xli) to adopt ordinances, resolutions and regulations including regulations necessary for the health, safety and welfare of the city and necessary to give effect to the powers conferred by the state legislature.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: that a new section in Chapter 8.04 Business Affecting Public Health, is hereby adopted:

**Section 1 Purpose and Intent.**

- A. 1. Establishments and individuals that provide massage services affect public health; some businesses and individuals use the term massage in fact are providing illegal sexual services.
2. It is the intent of the City of Casper that all entities and establishments which provide massage services within the Casper City limits, shall be licensed by the City of Casper as well as all individuals who provide the services for such businesses.
- B. To obtain such a license the business must hire only certified massage therapists, and to obtain, as an individual a certified massage therapist permit, the individual must be a certified massage therapist.
- C. The purpose of this Ordinance is to comply with the statutory authority given to the governing body of cities within Wyoming to protect the health, safety and general welfare of its citizens and to suppress and prevent acts of prostitution.

## **Section 2 Definitions.**

1. "Business Entity" means a corporation, partnership, association, limited partnership, or LLC.
2. "Distance learning school" means a school or educational institution, as approved by the Casper-Natrona County Health Department, that issues an official diploma or certificate of completion to successful students completing a massage and massage affiliated curriculum consisting of not less than five hundred hours of in-class correspondence, or electronic means of instruction, or a combination thereof, with a minimum of two hundred hours of in-class hands-on practicum under the supervision of staff instructors. The school must provide enrolled students with lesson materials prepared in a sequential and logical order for home study, and each lesson, when completed, must be returned to the school for correction and grading under the supervision of a credentialed staff instructor. Distance learning schools must be licensed, if required, through the applicable state agency in the state in which the school is located.
  - a. If a state license is not required, the distance learning school must meet one of the following requirements:
    - i. The school's massage and massage affiliated curriculum must be reviewed, evaluated and approved by a national or international professional massage therapy organization; or
    - ii. The school must have current accreditation status issued by an accreditation organization recognized by the U.S. Department of Education; or have current accreditation status issued by a national accreditation organization as approved by the Casper-Natrona County Health Department.
3. "Health Officer" means a health officer of the Casper-Natrona County Health Department or his/her designated representative.
4. "Massage" means the administration by any person of any method of exerting or applying pressure, friction, moisture, heat or cold to the human body by any physical or mechanical means for any form of consideration. Massage does not mean the practice known as acupuncture.
5. "Massage Establishment" means any establishment having a fixed place of business wherein any person, firm, association or corporation engages in or carries on or permits to engage in or carry on any of the activities mentioned in this Ordinance. Any establishment engaged in or carrying on, or permitting any type of massage for any form or consideration shall be deemed a massage establishment.
6. "Massage Therapist" means any person, male or female, who gives or administers to another, for any form of consideration, a "massage", as that word is defined in this

chapter. This shall include those persons calling themselves massagist, masseuse, or masseur.

7. "License" means the license to engage in the activities of a massage establishment required by this Ordinance; the license fee is one hundred dollars.
8. "Patron" means any person over the age of majority (or minor who has written consent of parent, guardian or custodian) who receives a massage under such circumstances that it is reasonably expected that he or she will pay money or give any other consideration therefore.
9. "Permit" means the permit needed to engage in the activities of a massage therapist required by this Ordinance; the permit fee is sixty dollars.
10. "Person" means any proprietorship, individual, partnership, firm, association, joint stock company, corporation, or combination of individuals of whatever form or character.
11. "School" means a school or educational institution, as approved by the Casper-Natrona County Health Department that issues an official diploma or certificate of completion to successful students completing a massage and massage affiliated curriculum consisting of not less than five hundred hours of in-class instruction, including in class hands-on practicum under the supervision of staff instructors. The school must be licensed, if required, through the applicable state agency in the state in which the school is located.
  - a. If a state license is not required, the school must meet one of the following requirements:
    - i. The school's massage and massage affiliated curriculum must be reviewed, evaluated and approved by a national or international professional massage therapy organization; or
    - ii. The school must have current accreditation status issued by an accreditation organization recognized by the U.S. Department of Education; or have current accreditation status issued by a national accreditation organization as approved by the Casper-Natrona County Health Officer.
12. "Specified Anatomical Areas" means the human genital, pubic and anal regions or the perineum of any person, or the vulva or breasts of a female.

### **Section 3 Massage Therapist Permit.**

- A. No person shall practice as a massage therapist, employee or otherwise, unless he/she has a valid and subsisting massage therapist permit issued by the Casper-Natrona County Health Department, pursuant to the provisions of this Ordinance. An application for a

license shall be submitted to the Clerk of the City of Casper who will forward the permit to the Casper-Natrona County Health Department for review.

**Section 4** Application for Massage Establishment License.

- A. Any person desiring to engage in the business, trade, profession, operation or conduct of a massage establishment as provided in this Ordinance shall, before engaging in such business, file an application for a license in the Office of the Casper City Clerk. The application, once accepted shall be referred to the Casper Police Department for investigation of the applicant's background and to the Casper-Natrona County Health Department for investigation and review of the applicant's qualifications. Copies shall be referred to the Casper Fire-EMS and the Casper Building Inspection; the departments shall, within five working days, inspect the premises proposed to be operated as a massage establishment and shall make written verification to the Health officer and City Clerk regarding compliance with the codes that they administer. Each application shall be written on forms provided by the City Clerk and shall contain the following:
1. The full and true name(s) and any other name(s) used by each applicant (hereinafter all provisions which refer to the applicant include any applicant which may be a corporation or partnership, LLC, etc.).
  2. The present address and telephone number, and social security number of each applicant.
    - a. If the applicant is a corporation, partnership, limited partnership, LLC, etc., hereafter business entity, the names and residence addresses of each of the officers and directors of said business entity owning more than ten percent of the business entity, and the address of the business entity, if different from the address of the massage establishment.
  3. The location, mailing address, and all telephone numbers where the business is to be conducted.
  4. The two previous addresses immediately prior to the present address of the applicant.
  5. Proof that the applicant is over the age of majority.
  6. One photograph, at least two inches by two inches similar to the quality of a United States Passport, of each applicant, or if an entity of each officer, director, member, partner, and owner, owning more than ten percent of the business entity.
  7. Driver's License, if any, and date and place of birth of each applicant, or if an entity of each officer, director, member, partner, and owner, owning more than ten percent of the business entity.



8. Business, occupation or employment of the applicant for the three years immediately preceding the date of application, setting forth the name and address and contact information for the establishment and the supervisors of an individual applicant.
9. The massage or similar business history of each applicant; whether such person, in previously operating in this or another city, county or state, has had a business license revoked or suspended, the reason therefore, and the business activity or occupation subsequent to such action of suspension or revocation.
10. All criminal convictions, other than misdemeanor traffic violations, including the dates of convictions, nature of the crimes, and place convicted.
11. The name and address of each massage therapist who is or will be employed in such establishment.
12. The name and address of any person whose name is required to be given in subsection 2.
13. A description of any other business to be operated on the same premises or on adjoining premises owned or operated by the applicant.
14. Authorization for the Health Officer, his/her agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the permit.
15. Such other identification and information necessary to discover the truth of the matters herein before specified as required to be set forth in the application.

Upon completion of the application and the furnishings of all the foregoing information, the Casper City Clerk's Office shall accept the application for the necessary investigations. The holder of a massage establishment shall notify the Clerk's Office, who in turn will notify the appropriate departments, of each change in any of the data required to be furnished by this section within seven days after such change occurs.

#### **Section 5 Application for Massage Therapist Permit.**

- A. Application for a massage therapist permit shall be made to the City Clerk's Office in the manner as provided above for massage establishment license. The application shall contain, but may not be limited to, the following:
  1. The location where the massage is to be conducted or practiced and all telephone numbers of the applicant;
  2. Applicant's name and residence address; social security number and all names, nicknames and aliases by which the applicant has been known, including the two previous addresses immediately prior to the present address of the applicant;

3. Driver's License number, if any, and date of birth;
4. Applicant's weight, height, color of hair and eyes, and sex;
5. Written evidence the applicant is at least the age of majority;
6. A complete statement of all convictions of the applicant for any felony or misdemeanor or violation of a local ordinance, except misdemeanor traffic violations;
7. Two front-face portrait photographs taken within thirty days of the date of the application and at least two inches by two inches in size and similar to the quality for a United States passport;
8. The name and address of the school or distance learning school attended, dates attended or enrolled, and a copy of the diploma or certificate of completion awarded to the applicant showing the applicant successfully completed the school's massage curriculum;
9. Business occupation or employment history of the applicant for three years prior to the date of the application, including, but not limited to, whether or not the applicant in previously operating in this or another county, city, or state under license or permit has had such license or permit denied, revoked or suspended and the reasons therefore, and the business activities or occupations subsequent to such action of denial, suspension, or revocation;
10. Such other information, identification and medical physical examination of the person deemed necessary by the Health Officer in order to discover the truth of the matters herein before required to be set forth in the application;
11. Authorization for the City, the Health Officer and their designees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the permit;
12. Written declaration by the applicant, under penalty of perjury, that the foregoing information contained in the application is true and correct, said declaration being notarized, duly dated and signed in the County;
13. Medical certificate signed by a physician, licensed to practice in the State of Wyoming, within fourteen days of the date of the application that includes results of a tuberculosis skin test. The certificate required by this subsection is required for annual renewal of the license.
14. Proof of a high school diploma or recognized equivalent;
15. Proof of not less than five hundred thousand dollars in general liability coverage;

16. Written documentation pertaining to, and proving current membership with an established national organization associated with massage therapy, including a copy of the organization's code of ethics;
17. Statement by applicant as to the primary purpose of the license (i.e. out of home services, in home services or combination thereof). If any in home services desired, written approval from the Planning Department is required; a suitable floorplan delineating the area to be utilized for the administration of in home services shall be submitted with the application. Massage therapists may provide massages at various sites throughout the city, but shall maintain a patron registry which shall provide at minimum the customer's name, what services were provided and the date of the services;
18. Proposed format to be used as a patron register; and
19. A list of services available and the cost of such services must be available to patrons. The service must be described in readily understandable English.

**Section 6** Issuance of License for a Massage Establishment or Permit for a Massage Therapist.

- A. Upon completion of the application review, the City Clerk may issue a license for a massage establishment or a permit for a massage therapist to any person if all requirements for a massage establishment license or massage therapist permit described in this Ordinance are met unless the City Clerk's Office finds:
  1. The operation, as proposed by the applicant, if permitted, would not comply with all applicable laws, including, but not limited to building, zoning and health regulations.
  2. The applicant, if an individual; or if a business entity owner owning ten percent or more of the entity and the officers, members, partners and directors of the entity, or the holder of any lien, of any nature, upon the business and/or the equipment used therein, and the manager or other person principally in charge of the operation of the business, have been convicted of any of the following offenses or convicted of an offense, within or without, of the State of Wyoming that would have constituted any of the following offenses if committed within the last five years within the State of Wyoming:
    - a. An offense involving the use of force and violence upon the person of another that amounts to a felony or would qualify as domestic violence; or
    - b. An offense involving sexual misconduct; or
    - c. An offense involving narcotics, dangerous drugs or dangerous weapons that amounts to a felony.
  3. The applicant has knowingly made any false, misleading or fraudulent statement of fact in the license or permit application or in any document required by the applicant.

4. The applicant, if an individual, or any of the officers, directors, members or owners owning ten percent or more of the business entity, or manager or other person principally in charge of the operation of the business, is not over the age of eighteen years old.

#### **Section 7 Approval or Denial of Application.**

The Casper City Clerk's Office (hereafter Clerk's Office) shall act to approve or deny an application for licenses and permits under this section within a reasonable period of time and in no event, if the application is complete, shall the Clerk's Office approve or deny said application or permit later than sixty days from the date that said application was accepted and found to be complete. Every license and permit issued pursuant to this section will terminate on the expiration date specified unless sooner suspended or revoked.

#### **Section 8 Posting of License or Permit.**

- A. Every massage therapist shall post the permit required by this Ordinance in his or her area or on his or her person.
- B. Every person and business entity licensed under this Ordinance shall display such license in a prominent place in his or her establishment.

#### **Section 9 Register of Employees.**

The massage establishment shall maintain a register of all persons employed at any time as massage therapists and their permit numbers. Such register shall be available at the massage establishment to representatives of the City of Casper, including the Casper Police Department, during regular business hours.

#### **Section 10 Massage Establishment Operating Requirements.**

No person or business entity shall engage in, conduct or carry on, or permit to engage in, conduct or carry on, the operation of a massage establishment unless each and all of the following requirements are met and inspections by the Casper Police Department may be made to insure compliance:

- A. Each person employed or acting as a massage therapist shall have a valid permit issued pursuant to the provisions of this Ordinance, and it shall be unlawful for any owner, operator, responsible managing employee, manager, or licensee in charge of or in control of a massage establishment to employ or allow a person to act as a massage therapist who is not in possession of a valid permit;
- B. The possession of a valid massage establishment license does not authorize the possessor to perform work for which a massage therapist permit is required;

- C. A list of services available and the cost of such services shall be posted in an open and conspicuous public place on the premises. The service shall be described in readily understandable English. No owner, operator, responsible managing employee, manager or licensee in charge of or in control of the massage establishment shall allow and no massage therapist shall offer to perform, nor shall perform, any service other than those posted;
- D. The massage establishment business license, the massage therapist permit, and latest public health inspection form and a copy of the permit of each and every massage therapist employee by working in the establishment shall be displayed in an open and conspicuous place on the premises;
- E. A minimum of one toilet and washbasin shall be provided for the patrons in every massage establishment; however if male and female patrons are to be served simultaneously at said establishment, separate toilet facilities shall be provided for male and female patrons. Hot and cold running water under pressure shall be provided to all washbasins and similar equipment. Each wash basin shall be provided with soap or detergent and sanitary towels placed in permanently installed dispensers. A trash receptacle shall be provided in each toilet room;
- F. Clean and sanitary towels, sheets and linens shall be provided for each patron receiving massage services. No common use of towels or linens shall be permitted, and reuse is prohibited unless they have been first laundered. Heavy white paper may be substituted for sheets; provided, that such paper is used once for each person, then discarded into a trash receptacle;
- G. A hand washbasin shall be provided for the certified massage therapist with hot and cold running water under pressure. The washbasin must be provided with soap or detergent and sanitary towels placed in permanently installed dispensers. A trash receptacle will be provided near the basin. The hand wash basin shall be located as to be convenient, accessible and within close proximity to the massage room, table or chair;
- H. Disinfecting agents and sanitizing equipment sufficient to assure cleanliness and safe conditions thereof shall be provided for any instruments used in performing any massage;
- I. Massage tables shall be covered in a workmanlike manner with durable, washable plastic or other waterproof material;
- J. Each establishment shall provide to all patrons clean, sanitary and opaque coverings capable of covering the patron's specified anatomical areas. Such coverings shall be used for one customer only and shall not be reused without first being cleaned;
- K. No owners, operator, responsible managing employees, manager or licensee in charge or in control of a massage establishment shall allow a massage to be given unless the patron's specified anatomical areas are covered during the entire massage.
- L. With the exception of bathrooms or dressing rooms not open to public view, no owner, operator, responsible managing employee, manager or licensee in charge of or in control

of any massage establishment shall permit any person in any area within the massage establishment which is used in common by the patrons or which can be viewed by patrons from such an area, unless such person's specified anatomical areas are fully covered;

- M. Kiosk, free standing, or "common area" fully clothed massage. A fully clothed client may be given a chair massage or table massage in a non-room setting provided the client remains fully clothed and the operator meets the requirements of this section.
- N. No owner, operator, responsible managing employee, manager, or licensee in charge of or in control of a massage establishment will permit any massage therapist to perform any service or task while in the presence of a patron or to be on the premises of a massage establishment during its hours of operation unless the massage therapist is fully covered from a point not to exceed four inches above the center of the kneecap to the base of the neck. Such covering must be an opaque material and maintained in a clean and sanitary condition.
- O. When a Health Officer has reasonable cause to suspect possible disease transmission by an employee of a massage establishment, he/she may secure a morbidity history of the suspected employee or make any other investigation as indicated and shall take appropriate action. The Health Officer may require any and all of the following measures:
  - 1. The immediate exclusion of the employee from employment in massage establishments;
  - 2. The immediate closing of the massage establishment concerned until, in the opinion of the Health Officer, no further danger or disease outbreak exists;
  - 3. Restriction of the employee's services to some area of the establishment where there would be no danger of transmitting disease;

#### **Section 11** Massage Therapist Operating Requirements.

No person will engage in, conduct or carry on the practice of a massage therapist unless each of the following requirements are met:

- A. Possession of a valid permit issued pursuant to the provisions of this chapter, a copy of which will be made available upon request;
- B. Massage therapy shall be provided only between the hours of six a.m. and nine p.m.;
- C. A list of services available and the cost of such services will be available upon request. Services must be described in a readily understandable English. No massage therapist will perform or offer to perform any services other than those listed;
- D. Massage therapists shall wash their hands; prior to conducting the massage, after completing the massage and clean up and before commencing the next patron's massage;

- E. Clean and sanitary towels, sheets and linens must be provided for each patron receiving massage therapy if the patron does not remain in his or her clothes. No common use of towels or linens will be permitted and reuse is prohibited unless they have first been laundered. Heavy white paper may be substituted for sheets; provided, that such paper is used once for each person, then discarded into a sanitary receptacle;
- F. Disinfecting agents and sanitizing equipment sufficient to assure cleanliness and safe conditions thereof must be used for any instruments used in performing massage therapy;
- G. Massage tables must be covered in a workmanlike manner with durable, washable plastic or other waterproof material;
- H. Massage therapists must provide to all patrons clean, sanitary and opaque coverings capable of covering the patron's specified anatomical areas if the patron does not remain in his or her clothes. Such coverings shall be used for one customer only and will not be reused without first being cleaned;
- I. No massage therapist will give a massage unless the patron's specified anatomical areas are covered during the entire massage by the coverings required in subsection H. of this section, unless the patron remains fully clothed;
- J. No massage therapist will perform any service or task while in the presence of a patron unless the massage therapist is fully covered from a point not to exceed four inches above the center of the kneecap to the base of the neck. Coverings must be of an opaque material and maintained in a clean and sanitary condition;
- K. No massage therapist will massage or intentionally touch the specified anatomical areas of another person while performing the services of a massage therapist;

## **Section 12** Transfer of Permit.

No license of permit shall be transferable.

## **Section 13** Sale or Transfer Location.

Upon an application for sale or relocation of a massage establishment, the application shall be treated as a new facility.

## **Section 14** Name and Place of Business.

No person granted a license pursuant to this chapter shall operate the massage establishment under a name not specified in his/her license, nor shall he/she conduct business under any designation or location not specified in his/her license.



## **Section 15** Inspection by Officials.

The Casper Police Department or Casper-Natrona County Health Officer and/or the City Clerk's Office Staff have the right to enter the premises from time to time for the purpose of making reasonable inspections to enforce compliance of this Ordinance.

## **Section 16** Denial, Suspension or Revocation of License.

- A. Denial. Within ten days of the denial of an application for a massage establishment license, or a massage therapist permit, the applicant may file with the City Clerk's Office a written request for hearing. At such hearing, to be held at a reasonable time after receipt of request, evidence shall be received for the purpose of determining whether or not such denial shall be upheld. The notification of any reason for such decisions shall be set forth in writing and sent to the applicant by means of registered or certified mail or hand delivery. During the hearing, all requirements of the Wyoming Administrative Procedures Act shall be followed.
- B. Suspension or Revocation. Any massage establishment license or massage therapist permit shall be subject to suspension or revocation by the City Clerk's Office for violation of issuance of such permit in the first instance, or for the violation of any law regulating massage establishments or massage therapists.

## **Section 17** Exemptions.

The provisions of this Ordinance shall not apply to the following individuals while engaged in the personal performance of their duties as professionals:

- A. Physicians, surgeons, chiropractors, osteopaths or physical therapists who are duly licensed to practice their respective professions in the State of Wyoming.
- B. Registered nurses, licensed practical nurses, and nurses' aides performing massage services in the course of their usual nursing duties.
- C. Barbers or beauticians who are duly licensed under the laws of this state, except that this exemption shall apply solely to the massaging of the neck, face, scalp and hair of the customer or client for cosmetic beautifying purposes.
- D. Cosmetologists and nail technicians who are licensed under the laws of this state, except that this exemption shall apply solely to the massaging of the patron's lower leg, starting at the section of the leg at and below the patron's kneecap and including their ankles, and feet; and the patron's arms, starting at the patron's shoulder through their fingertips.
- E. Hospitals, clinics, nursing and convalescent homes, and other similarly licensed health care facilities.



**Section 18** Renewal Procedures.

- A. Any massage establishment license or massage therapist permit issued under the provisions of this chapter shall be valid for one year from the date of issuance.
- B. Any person holding a valid massage establishment license or a valid therapist permit who wishes to renew the same shall submit to the City Clerk's Office no less than sixty days, but no more than ninety days prior to the renewal date the same information and documentation as required for the initial issuance as previously set forth herein.
- C. The City Clerk's Office shall act to approve or deny an application for renewal of a permit under this Ordinance within a reasonable period of time and in no event shall the City Clerk's Office act to approve or deny said permit later than sixty days from the date and said renewal application was accepted and found to be complete by the City Clerk's Office.
- D. Renewal fees shall be one-half the application fee per renewal.

**Section 19** Severability and Effective Date.

- A. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.
- B. This Ordinance shall be in full force and effect six months after its passage.

PASSED on 1<sup>st</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2020

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2020

PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

\_\_\_\_\_  
ATTEST:

\_\_\_\_\_  
Fleur Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 27, 2020

MEMO TO: City Council  
J. Carter Napier, City Manager *JCN*

FROM: John Henley, City Attorney *JH*

SUBJECT: Proposed Ordinance updating and amending various sections of Chapter 6.04 - Animal Care and Control of the Casper Municipal Code

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action type**

Third Reading

**Recommendation**

That Council review and consider, as appropriate, An Ordinance Updating and Amending Chapter 6.04 – Animal Care and Control and the proposed amendments attached.

**Summary**

Find attached a copy of the Ordinance as modified after Second Reading.

In addition, find attached Proposed Amendment No. 1, proposed by Vice Mayor Lutz, modifying 6.04.210 D. by adding numbers 4. and 5., which provide for greater restrictions in terms of the type of collar and harness that can be used while tethering an animal, and adding language that would require the area across which a tethered animal may reach to be reasonably free of obvious entanglement risks.

Find attached proposed Amendment No. 2. During the modification of the Ordinance, several technical errors were discovered; Amendment No. 2 provides for the corrections of the technical errors.

Find attached proposed Amendment No. 3, proposed by Councilman Bates, modified to reflect Council's direction at the most recent Work Session. The Amendment, if passed, will provide that, "Animals captured must be turned over to MAS as soon as reasonably possible, or may be returned to the owner, if known. Feral cats and feral dogs captured may be provided to a TNR organization, approved by MAS, for neutering, or may be turned over to MAS or the Humane Society".

Find attached Amendment No. 4., proposed by Councilman Bates, the Amendment, if passed, will permit feral cats and dogs to be fed.

Previously proposed Amendment No. 5, removing ducks from fowl local restrictions, was withdrawn.

Current Proposed Amendment No. 5, previously Amendment No. 6, is attached. The Amendment, proposed by Councilman Bates, if passed, will provide additional restrictions to animals being tethered as a means of confinement.

**Financial Considerations**

None

**Oversight/Project Responsibility**

John Henley, City Attorney (Ordinance Amendments)

Scott Schell, Police Department, Animal Protection Supervisor

**Attachments**

Ordinance after Second Reading

Proposed Amendment No. 1

Proposed Amendment No. 2

Proposed Amendment No. 3

Proposed Amendment No. 4

Proposed Amendment No. 5

ORDINANCE NO. 16-20 AMENDED

AN ORDINANCE UPDATING AND AMENDING CHAPTER 6.04 INCLUDING SECTIONS 6.04.010, 6.04.040, 6.04.180, 6.04.210, 6.04.300, 6.04.301, 6.04.305, AND 6.04.325 OF THE CASPER MUNICIPAL CODE.

WHEREAS, Casper Municipal Code addressing animal care and control needs modification from time to time to provide for greater protection for animals; and,

WHEREAS, the Animal Code was repealed and replaced in its entirety in February of 2019, and since such time animal control officers have requested changes to the Code; and,

WHEREAS, the City is authorized to regulate and take measures to prevent conduct which disturbs or jeopardizes the public health, safety, and peace; and,

WHEREAS, it is in the best interest of the citizens of the City of Casper to promote responsible care and control of animals.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following sections of Chapter 6.04 of the Casper Municipal Code are hereby amended and replaced, and shall be codified as follows:

6.04.010 - Definitions.

When used in this Chapter, words have their common meaning and in addition the following words, terms, and phrases, and their derivations have the following meanings:

1. "Abandon" means a person leaves an animal on public or private property without permission to ensure proper care and supervision. An animal that is left in the Metro Animal Shelter for seven (7) working days, shall be deemed abandoned.
2. "Aggressive Animal"
  - A. means any animal not on the owner of the animal's property, that has attacked a domestic animal or livestock in such a manner that resulted in physical contact between the animals not necessarily requiring medical treatment to either animal, or;
  - B. any animal that has chased, approached or otherwise interacted with a human being, domestic animal or livestock in an intimidating or aggressive manner.

These behaviors shall be prima facie evidence that an animal(s) is aggressive and there is a rebuttable presumption that the animal(s) is aggressive.

3. "Altered" means neutered; spayed or castrated.
4. "Animal" means any live vertebrate creature, domestic or wild.
5. "Animal control district" means the City of Casper, Wyoming.
6. "Animal protection officer" means any person designated by the director as a special municipal officer who is qualified to perform such duties under this chapter and the laws of this state.
7. "Animal services shelter" means any facility operated by a municipal agency, or its authorized agents for the purpose of housing, impounding or caring for animals held under the authority of this chapter or state law.
8. "At large."
  - a. The definition of "at large" in this Chapter, is subject to and subservient to Sections 6.04.301 to 6.04.303 of this Chapter addressing dangerous or vicious animals. For dangerous or vicious animals, any violation of Sections 6.04.301 to 6.04.303 are violations also of the "at large" provisions of this Chapter.
  - b. i. A non-vicious, non-dangerous animal is deemed "at large:"
    - (a) If it is off the owner's property and not leashed or in an enclosed carrier; or
    - (b) If it is on the owner's property and not under the direct supervision of the owner or not confined to the extent that the animal cannot leave the boundaries of the property; examples of confinement are by use of fencing or other secure enclosures or by tethering.
  - b. ii. A non-dangerous or non-vicious animal shall not be considered "at large" when held and controlled by a person by means of a leash or chain of proper strength and length to control the action of the animal, or while confined within a vehicle. If the animal within a parked vehicle can extend its entire head outside the enclosed cabin compartment of the vehicle or beyond the side of a truck bed, that animal shall be deemed at large.
  - b. iii. A non-dangerous or non-vicious dog is not considered to be at large if within the interior of designated areas which permit dogs to be off leash, as established by the City of Casper.
  - b. iv. Under any circumstance, on a City-owned Golf Course.
9. "Attack" means an aggressive or violent action against a person or animal. If the animal being accused of an attack, was responding to an aggressive or violent action by a person or animal not on the person's property or the animal owner's property, this circumstance should be considered as a possible mitigating factor by the Court.
10. "Cage and aviary birds" means those exotic captive reared birds, such as parrots, exotic finches, and canaries, which are adapted to live and breed in a cage. For the purpose of this chapter the monk parakeet (*myiopsitta monachus*) is not a cage and aviary bird.
11. "Cat" A member of the feline family and shall not include feral cats, exotic wild cats, wild species of this family or hybrids thereof.

12. "Chicken" a domestic fowl kept for its production of eggs and meat.
13. "Circus" means any nonresident variety show which features animal acts.
14. "City-county health officer" means a representative of the Natrona County-City of Casper Health Department, or a health official designated by the Casper City Manager.
15. "Clean" means:
  - A. The premises are free of feces and urine as to not cause offensive odors or unsanitary conditions in the enclosure(s), yard or surrounding areas.
  - B. Does not draw in flies or insects to the area and/or resulting in injury or illness to the animal(s).
  - C. The area is free of physical hazards and/or risks to the animal(s). (i.e. excessive items cluttering the property, broken or sharp objects.
16. "Commercial animal establishment" means any pet store, grooming shop, auction, riding school or stable, circus performing animal exhibition, kennel or other establishment in which animals are used for commercial purposes.
17. "Commercial purpose" means the keeping of animals for the purpose of profit.
18. "Control" means an animal which:
  - a. is under a physical restraint so as to not be allowed to engage a passerby or other animal; such as a leash or in an enclosed carrier.
19. "Dangerous animal" means any animal under the totality of circumstances, which poses an unacceptable risk of injuring a human, a pet or property. Indicia of a dangerous animal shall include, but not be limited to, aggressive lunging, growling, snarling, nipping, and baring teeth.
20. "Direct supervision" as used in the definition of "at large," above, means: The owner of the animal is in the same area as the animal and not separated by any barrier; the owner must be able to immediately see and effectively call and manage the animal.
21. "Director" means the City Manager or his/her designee.
22. "Dog" A member of the canine family, but shall not include wild species of this family, or any hybrid thereof.
23. "Domesticated animals" means those individual animals which have been made tractable or tame.
24. "Facilities for keeping" The pens, stalls, stables, corrals, feeding area, sheds and facilities of every kind where fowl, livestock or pets are penned, fed and/or protected from the weather. This shall not be interpreted to include a grazing area.
25. "Feral Cat" means a cat that lives outdoors and has little or no human contact other than feeding, and no person claiming any aspect of ownership can be reasonably located. It does not allow itself to be handled or touched by humans and will run away if able. It typically remains hidden from humans, although some feral cats become more

comfortable with people who regularly feed them. Even with long-term attempts at socialization, feral cats usually remain fearful and avoidant of humans.

26. "Feral Dog" means a dog that lives outdoors, has little or no human contact other than being fed by humans, and typically does not allow itself to be handled or touched by humans. No person claiming any aspect of ownership in the animal can be reasonably located.
27. "Fowl" includes feathered animals regardless of age, excluding parrots and chickens.
28. "Grooming shop" A commercial establishment where animals are bathed, clipped, or otherwise groomed.
29. "High Risk Rabies Vector" means raccoon, skunk, fox, coyote and bat.
30. "Impound" means to place an animal in the Metro Animal Shelter, or the taking into custody of an animal.
31. "Isolation facility" means any place specified by the Director or his/her designee which is equipped with a pen or cage which isolates an animal from contact with other animals.
32. "Kennel" or "cattery" means any premises wherein any person engages in the business of boarding, breeding, buying, letting for hire, training for a fee, or selling dogs or cats, or any residence or property on which is maintained more than three dogs and three cats more than six months of age. It is illegal to maintain a kennel or cattery contrary to the terms of this code, in a zone or location in which a kennel or cattery is not permitted.
33. "License" means permission issued by the Director, or his/her designee, authorizing the holder to keep a dog or cat. An identification tag shall be issued for each animal licensed. A valid rabies vaccination is required to obtain a license.
34. "License Tag" means a tag of a design prescribed by the Director, or his/her designee, which bears the corresponding number of the dog or cat's license.
35. "Licensed Veterinarian" A practitioner of veterinary medicine who holds a valid license to practice their profession in the state in which they practice.
36. "Licensing authority" means Metro Animal Services (MAS).
37. "Livestock" Includes any species of equine, bovine, ovine, swine, caprine or any hybrid thereof, regardless of age, sex, breed, size or purpose; inclusive of all ungulates.
38. "Local Rabies Control Authority" The Metro Animal Protection Supervisor, as appointed by the Casper Chief of Police.
39. "MAS" means Metro Animal Services
40. "Microchip" means an identifying integrated circuit which is placed under the skin of an animal.
41. "Owner" includes a person who owns, harbors, keeps, maintains or exercises control over an animal. Proof that a person is in control of a premise where an animal is usually kept, harbored or maintained shall establish a prima facie presumption that such person is the owner of such animal.

42. "Parrot" Any of numerous tropical and semi-tropical birds of the order of Psittaciformes, characterized by short hooked bills, brightly colored plumage and in some species the ability to mimic human speech.
43. "Pen or corral" An enclosure in which livestock are kept.
44. "Performing animal exhibition" Any spectacle, display, act or event other than circuses, in which performing animals are used.
45. "Pet" Any animal normally kept for pleasure rather than utility, excluding those defined as fowl, livestock or wild by this code.
46. "Pet shop" Any person, partnership or corporation, whether operated separately or in connection with another business enterprise that buys, sells or boards any species of pets.
47. "Premises" A parcel of land (one or more contiguous lots) owned, leased or controlled by one or more persons.
48. "Proper shelter" means a structure with three (3) sides, a top and a bottom or a commercially manufactured structure, which includes an igloo styled house, designed and marketed to protect animals from outside elements. The shelter must have adequate ventilation and drainage which allows the animal to enter, stand, turn around and lie down in a natural manner. It shall be placed on the owner's premises to effectively protect the animal from outside elements. Proper shelter includes circumstances where if the animal is provided at will access to inside the care taker's residence or the animal has access to a structure through a commercial or homemade "dog door".
49. "Public nuisance" means any animal is considered a public nuisance if it:
- a. trespasses on school grounds, or
  - b. damages private or public property, or
  - c. interferes with passersby or a passing vehicle, to include bicycles, or
  - d. either individually or in concert, barks, whines, howls or otherwise makes noise in an excessive, continuous or untimely fashion, or
  - e. interferes with the delivery of U.S. Mail or other delivery services, or
  - f. causes garbage which was previously placed in garbage or refuse container(s) to be strewn or deposited on private or public property.
50. "Quarantine" To detain and isolate due to suspected zoonosis or other communicable disease or in the interest of public health and safety.
51. "Rabies certificate" means a certificate signed by a licensed veterinarian verifying that an animal is vaccinated against rabies, and which includes the date of immunization, the date that the immunization expires, and the type of vaccine used.
52. "Riding school or stable" Any place, which has available for hire, boarding and/or riding instruction, any horse, donkey or mule.
53. "Sanitary" Any condition of good order and cleanliness.



54. “Service Animal” means as defined in 28 C.F.R.35.104 and 28 C.F.R. 36.104, including a domesticated trained dog, that is owned in order to assist an individual with a disability. Examples of service animals are dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button. Emotional support animals and comfort animals are not service animals. The work or tasks performed by a service animal must be directly related to the individual’s disability. To be a service animal, there is no requirement for certified documentation of training or designation; it is the task for which the animal provides disability assistance which is determinative of whether an animal is a “service animal”. Conversely a doctor’s letter does not turn an animal into a service animal.
55. “Tether or tethering” means to restrain a dog by tying the dog to any object or structure, including, but not limited to, a house, tree, fence, post, pole, garage, or shed or similar structure or object, by any means, including, but not limited to, a chain, rope, cord, leash, or running line. “Tethering” shall not include using a leash to walk a dog.
56. “Ungulate” means a hoofed mammal.
57. “Veterinary hospital” means any establishment maintained and operated by a licensed veterinarian for surgery, wellness program, boarding, diagnosis and treatment of diseased and injured animals.
58. A “vicious animal” means:
- A. Any animal(s) which has attacked a human being resulting in injury or death.
  - B. Any animal(s) who, while in a place it is not legally entitled to be, attacks or has attacked a domestic animal or livestock in such a manner that it results or resulted in death or injury which subsequently results or resulted in a visit to a licensed veterinarian.
  - C. The animal’s conduct is that of an “aggressive animal” and the animal has previously been declared an “aggressive animal”.
- These behaviors shall be *prima facie* evidence that an animal(s) is vicious and there is a rebuttable presumption that the animal(s) is vicious.
59. “Wild animal” or “exotic pet” means any live monkey (non-human primate), raccoon, skunk, fox, snake, leopard, panther, tiger, lion, lynx, coyote, wolf, crocodilian, any monitor exceeding three (3) feet in overall length or any animal which can normally be found in the wild state or any hybrid thereof. Venomous and poisonous animals shall be prohibited in the city limits of Casper, regardless of species or purpose.
60. “Working day” means a day that the Metro Animal Services Shelter is open to the public.

61. "Zoological garden" means any facility, other than a pet shop or kennel, displaying or exhibiting one or more of non-domesticated animal(s) by a person, partnership, corporation or government agency.

6.04.040 - Keeping of pets, livestock or fowl; limitations.; feeding of non-domesticated animals prohibited.

A. Number permitted.

1. It shall be unlawful for any person to keep more than three cats and three dogs on any premises within the City limits of Casper, except kennels and catteries will be allowed in the City only in areas properly zoned for this type of business.
2. No fowl or livestock shall be kept on any lot or tract of land located in a residentially zoned area of the City; this applies to any and all ungulates.
3. No more than ten of any other pet shall be permitted on a single premises, excluding fish, rodents and small cage birds.

B. Fencing Requirements.

1. Unless otherwise provided, where fencing is required by this chapter, it shall be at least three feet in height and constructed of a material sufficient to confine the animal.
2. Escape of an animal covered by this chapter shall be presumptive evidence that the owner's fence does not sufficiently control the animal.

C. Feeding of Non-domesticated Animals Prohibited.

1. It shall be unlawful for any person to provide shelter, feed, or to otherwise entice any non-domesticated animal(s) to gather or frequent, with the exception of birds and squirrels, but including feral cats, feral dogs, and turkeys, onto any public area or onto the property of the person, were such animals are not deemed or claimed to be the property of the person or the caretaker thereof. This shall not apply to property owners attempting to trap non-domesticated animal(s) already coming onto their property by use of a live box trap.

6.04.180 - Cruelty to animals—Unlawful acts designated.

It is a violation of this ordinance to inflict cruelty referenced as follows, upon an animal:

- A. No person shall override, overload, drive when overloaded, overwork, torture or torment an animal, or deprive an animal of necessary sustenance.

- B. No person shall cruelly beat, mutilate or kill an animal unless specifically authorized by law.
- C. No person shall cause, instigate, be a spectator at or permit a dogfight, cockfight, bullfight (bloodless or otherwise), or other combat involving animals.
- D. No person shall abandon any animal, but may relinquish the animal and ownership rights in the animal to an animal shelter or other qualified caretaker.
- E. Unless specifically authorized by law, no person shall willfully maim or disfigure any domestic or wild animal, or administer poison, or cause to be ingested any foreign object to any such animal, or expose any poisonous substance with the intent that it shall be taken by any animal, except pests of public health concern. The provisions of this section and Sections 6.04.190, 6.04.200, subsections B and C of Section 6.04.210 and Sections 6.04.220 and 6.04.250 do not in any way limit the right of a police officer or animal protection officer to humanly euthanize any wild or domestic animal if such officer determines that there is a reasonable danger to the public safety or if the animal is sick or injured to an extent that humanly euthanizing the animal is the appropriate action to take.
- F. Domesticated animals shall be provided with clean living conditions, including the timely removal of animal waste from an interior or exterior pen, shelter, yard or other keeping area. All animal waste must be disposed of in an approved container.
- G. No person shall knowingly harass or torment any confined or restrained animal(s). This includes but is not limited to harassing, yelling in a harassing manner, throwing objects at or towards, making gestures toward or any other similar behavior used towards the animal(s) to elicit a reaction or cause undue stress of said animal(s).

#### 6.04.210 - Neglect

- A. It is unlawful for any animal(s) to be left in a motor vehicle when the outside ambient temperature is above seventy (70) degrees Fahrenheit or below freezing, except where, in the considered opinion of the Animal Protection Officer, the animal is provided adequate accommodations for the temperatures. (i.e. water, ventilation, heat, air conditioning and bedding). Animal Protection Officers and other law enforcement may undertake investigatory steps and actions, appropriate under the circumstances, to protect the life of any animal confined in such a vehicle.
- B. Animals must have access to water and proper shelter at all times unless, in the considered opinion of the Animal Protection Officer, the animal is of a species and breed which is generally recognized as being capable of self-maintaining a safe body

temperature, or where the owner has taken precautions to accommodate for temperature and weather.

- C. The shelter, all bedding, and any spaces accessible to the animal(s) shall be kept reasonably clean.
- D. Animals may be tethered as a means of confinement only in accordance with the following:
  - 1. Animals may not be tethered on a line less than three (3) times their body length as measured from the tip of the nose to the tip of the tail, or eight (8) feet, whichever is more; the safety of the animal shall not be at risk by the use of a tether.
  - 2. Animals may not be tethered on a line that weighs more than one quarter of the animal's body weight.
  - 3. The tether shall be strong enough to restrain the animal.
- E. Animal(s) must be reasonably groomed to prevent skin irritation, skin damage, skin infection and hazardous entanglement of foreign bodies on the animal.
- F. It shall be unlawful for a person to transport a living animal(s) upon the hood, fender, running board, or other external part of a moving vehicle. For the purposes of this section, the traditional truck bed, consisting of three (3) vertical walls and a closed tailgate, shall not be considered an external part of a moving vehicle.
- G. No person shall fail to provide his/her animal with sufficient good and wholesome food, clean water, and proper shelter to protect it from the weather.

6.04.300 – Reserved.

6.04.301 – Vicious and Aggressive Animals – Limitations and Prohibitions.

It shall be unlawful to keep, possess, or harbor a vicious or aggressive animal within City limits as follows:

No person shall have, keep, harbor, or allow to be upon any premises occupied by him/her, or in or under his/her charge or control, any vicious or aggressive animal, or any animal that may manifest a disposition to bite anyone, without having the animal properly restrained to prevent the animal from inflicting damage upon any person or property (See 6.04.302(d)). When off the premises of its owner, such animal shall be securely caged or muzzled, and restrained by a secure collar and leash not to exceed three (3) feet in length. The leash shall be of sufficient strength to prevent escape and shall be under the direct control of the owner.

6.04.305 – Reckless Animal Owner.

- (a) (i) Any owner who is found to have violated this Chapter, other than by a violation of Sections 6.04.160, 6.04.180, 6.04.210 and/or 6.04.310, three (3) or more times in an eighteen (18) month period, may be declared a reckless animal owner; or
- (ii) Any owner who is found to have violated this Chapter, who is found to have violated this Chapter, by violating Sections 6.04.301, 6.04.302, or 6.04.303 two (2) or more times in any three-year period, may be declared a reckless animal owner.
- (b) The Municipal Court shall issue a notification of the declaration or Reckless Animal Owner to the person with the following:
  - (i) name and address of the person subject to the declaration,
  - (ii) the description, violation, and conviction that led to the declaration,
- (c) Once declared a reckless animal owner, pursuant to 6.04.305 (a)(i), above, the city licenses of all animals owned by the person shall be revoked and no new licenses shall be issued for the period of time set by the court, except that the period of license prohibition, to prevent the person from keeping or, possessing an animal shall not exceed a period of one (1) year from the date of the declaration.
- (d) Once declared a reckless animal owner, pursuant to 6.04.305 (a)(ii), above, the city licenses of all animals owned by the person shall be revoked and no new licenses shall be issued for the period of time set by the court, except that the period of license prohibition, to prevent the person from keeping or, possessing an animal shall not exceed a period of thirty (30) consecutive months from the date of the declaration.
- (e) A person declared to be a reckless animal owner may apply to the Municipal Court to have the no license declaration waived after a period of six months for a declaration made pursuant to 6.04.305(a)(i) and for a period of twelve (12) months for a declaration made pursuant to 6.04.305(a)(ii) upon meeting the following conditions:
  - (i) The person has no subsequent violations of this Chapter of the Code, and
  - (ii) The person has complied with all of the provisions of this act, since the courts declaration, and
  - (iii) The person provides proof to the Municipal Court of successful completion of a program designed to improve the person's understanding of animal ownership responsibilities and based upon an interview with the Court, establishes that understanding.

- (iv) If the Court finds clear and convincing evidence that the person has complied with all conditions in this subsection, the Court may rescind the reckless owner declaration subject to conditions that can help to ensure no future violations. The person must provide clear and convincing proof that ownership of an animal in the future will be handled responsibly and not in violation of any law or ordinance.

6.04.325 - Police canine exclusions, exemptions.

Police canines working on duty with law enforcement personnel are excluded from Sections 6.04.010(7) and 6.04.010(23); and are exempted from Sections 6.04.170(C) through (G) and (I) and (J), and 6.04.300.

PASSED on 1<sup>st</sup> reading the 21<sup>st</sup> day of July, 2020

PASSED on 2<sup>nd</sup> reading the 4<sup>th</sup> day of August, 2020

PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

\_\_\_\_\_  
ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

**6.04.210 Neglect.**

**I move to amend Section 6.04.210 Neglect, Subsection D. by adding numbers 4 and 5:**

D. Animals may be tethered as a means of confinement only in accordance with the following:

1. Animals may not be tethered on a line less than three (3) times their body length as measured from the tip of the nose to the tip of the tail, or eight (8) feet, whichever is more; the safety of the animal shall not be at risk by the use of a tether.
2. Animals may not be tethered on a line that weighs more than one quarter of the animal's body weight.
3. The tether shall be strong enough to restrain the animal.
4. The animal must be tethered by a non-choking collar of appropriate size and sufficient strength, or, in the alternative, to a body harness of appropriate size and sufficient strength.
5. The area across which the tethered animal may reach is reasonably free from obvious entanglement risks.

Proposed Amendment 2.

**Amendment to 6.04.325 Police canine exclusions, exemptions.**

I move to amend Section 6.04.325 – Police canine exclusions, exemptions to read as follows:

6.04.325 - Police canine exclusions, exemptions.

Police canines working on duty with law enforcement personnel are excluded from Sections ~~6.04.010(2), 6.04.010(87), 6.04.010(19) and 6.04.010(3423)~~; and are exempted from Sections 6.04.170(C) through (G) and (I), ~~and (J), and 6.04.300.~~

**Commented [HB1]:** 6.04.010(2) is "aggressive animal" we added this definition when we first started working on the code.

In the current published code 6.04.010(19) is the definition of a "domesticated animal" However, the amended section 6.04.010(19) is defined as dangerous animal.

6.04.010(7), prior to this proposed amendment is defined as "At Large" which is now 6.04.010(8)

6.04.010(23), prior to this proposed amendment was defined as "license tag", the definition of "license tag is now 6.04.010(34).

6.04.170 J. doesn't exist

Section 6.04.300 is reserved.

**Amendment to 6.04.010 (19.) "Dangerous Animal"**

I move to amend Section 6.04.010 – Definitions, subsection 19, definition of "Dangerous animal" as follows:

19. "Dangerous animal" means any animal under the totality of circumstances, which poses an unacceptable risk of injuring a human, a pet or property. Indicia of a dangerous animal shall include, but not be limited to, aggressive lunging, growling, snarling, nipping, ~~and bearing~~ baring teeth.



Proposed Amendment 3 (release of feral cats and dogs to TNR program)

**Amendment to 6.04.240 Trapping restrictions for dogs and cats.**

I move to amend Section 6.04.240B. to read as follows:

A. No traps shall be used for the capture of an animal by any person within the city of Casper, other than humane live box traps. Also, no traps shall be set when trap temperatures exceed ninety degrees Fahrenheit or fall below thirty-two degrees Fahrenheit.

B. Animals captured must be turned over to MAS as soon as reasonably possible, or may be returned to the owner, if known. Feral cats and feral dogs captured may be provided to a TNR organization, approved by MAS, for neutering, or may be turned over to MAS or the Humane Society.

C. Traps must be checked every four hours unless they are set in such a manner as to provide proper shelter once the animal is confined.

D. Animal control protection officers may go onto private property, exclusive of buildings, to remove a trapped animal.

Proposed Amendment 4 (permitting feral cats and dogs to be fed)

**I move to amend 6.04.040** Keeping of pets, livestock or fowl; limitations.; feeding of non-domesticated animals prohibited.

**Current Subsection C. 1.**

6.04.040 - Keeping of pets, livestock or fowl; limitations.; feeding of non-domesticated animals prohibited.

C. Feeding of Non-domesticated Animals Prohibited.

1. It shall be unlawful for any person to provide shelter, feed, or to otherwise entice any non-domesticated animal(s) to gather or frequent, with the exception of birds, ~~and~~ squirrels, ~~but including feral cats, feral dogs,~~ and turkeys, onto any public area or onto the property of the person, ~~were~~ where such animals are not deemed or claimed to be the property of the person or the caretaker thereof. This shall not apply to property owners attempting to trap non-domesticated animal(s) already coming onto their property by use of a live box trap. Feral cats and feral dogs are not considered non-domesticated animals.

Proposed Amendment 5, Amendment to 6.04.210 Neglect

**6.04.210 Neglect.**

**I move to amend Section 6.04.210 Neglect, Subsection D. by adding numbers 6 and 7, presuming that Amendment No. 1 passes:**

D. Animals may be tethered as a means of confinement only in accordance with the following:

1. Animals may not be tethered on a line less than three (3) times their body length as measured from the tip of the nose to the tip of the tail, or eight (8) feet, whichever is more; the safety of the animal shall not be at risk by the use of a tether.
2. Animals may not be tethered on a line that weighs more than one quarter of the animal's body weight.
3. The tether shall be strong enough to restrain the animal.
4. The animal must be tethered by a non-choking collar of appropriate size and sufficient strength, or, in the alternative, to a body harness of appropriate size and sufficient strength.
5. The area across which the tethered animal may reach is reasonably free from obvious entanglement risks.
6. Both food and water shall be provided in non-spill containers for tethered animals.
7. If the animal owner has a fenced yard which will contain the owner's animals, the animals may only be tethered for two (2) hours in a twenty-four (24) hour period. If the owner does not have a fenced yard which will contain the owner's animals, the animals may be tethered no more than ten (10) hours in a twenty-four (24) hour period.

ORDINANCE NO.17-20

AN ORDINANCE AMENDING SECTIONS 15.28.010, 15.28.040, 15.28.170, 15.28.300, 15.28.370 AND 15.28.440 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2020 NFPA 70, NATIONAL ELECTRICAL CODE (NEC).

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

SECTION 1:

All references to the NFPA 70 - 2017 Edition of the National Electrical Code contained in Sections 15.28.010, 15.28.040, 15.28.170, 15.28.300, 15.28.370 and 15.28.440 of the Casper Municipal Code are hereby amended to read "2017 2020 Edition."

SECTION 2:

If any section, subsection, sentence, clause, or phrase of this Ordinance, for any reason, is held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3:

This Ordinance shall be in full force and effect from and after passage on three readings, and publication, pursuant to law.

PASSED on 1st reading the 21<sup>th</sup> day of August, 2020.

PASSED on 2nd reading the 18<sup>th</sup> day of August, 2020.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

Walter Truitt

ATTEST:

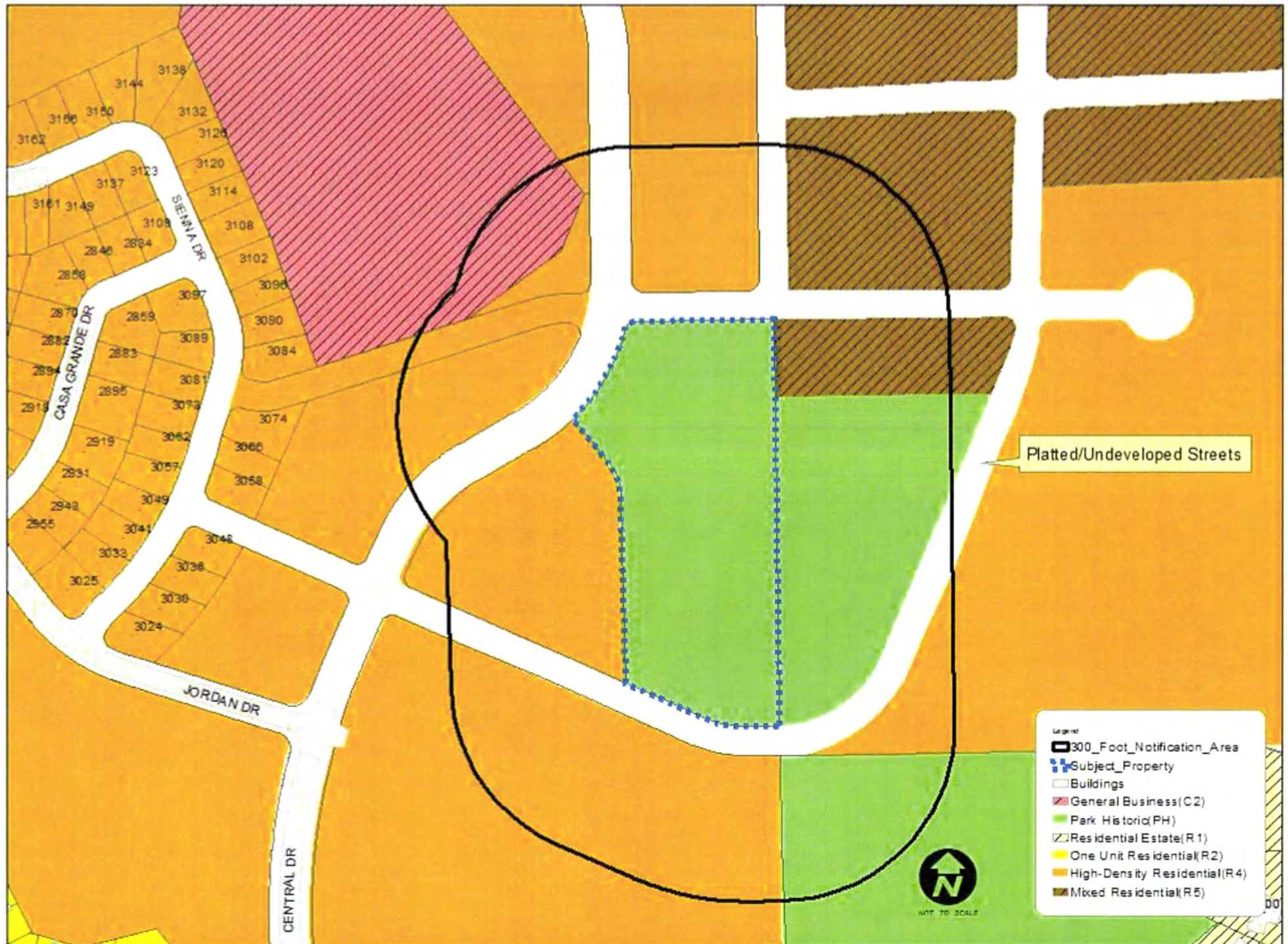
CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor



# Mesa Del Sol Parkland Vacation and Rezoning





# Mesa Del Sol Parkland Vacation and Rezoning







A VACATION AND REPLAT OF LOTS 5-27, LOTS 55-56 AND LOTS 37-38 AND TRACT C OF THE AMENDED PLAT OF MESA DEL SOL ADDITION, AND LOTS 35A AND 41A OF MESA DEL SOL II, THE PORTION OF SIENNA DRIVE ADJACENT TO SAID LOTS, AND THE PORTION OF CASA GRANDE DRIVE ADJACENT TO SAID LOTS, LOCATED IN THE SOUTH HALF OF THE SOUTHEAST QUARTER (S½SE¼) OF SECTION 18, T.33N., R.79W. OF THE 6th PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

THE UNDERSIGNED, RANDALL S. HALL (MESA NO. 3, LLC), HEREBY CERTIFIES THAT THEY ARE THE OWNER AND PROPRIETOR OF THE ABOVE OR FOREGOING "MESA DEL SOL III," A VACATION AND REPLAT OF LOTS 5-27, LOTS 55-56 AND LOTS 37-38 AND TRACT C OF THE AMENDED PLAT OF MESA DEL SOL ADDITION, AND LOTS 35A AND 41A OF MESA DEL SOL II, AND THE PORTION OF SIENNA DRIVE ADJACENT TO SAID LOTS, AND THE PORTION OF CASA GRANDE DRIVE ADJACENT TO SAID LOTS, LOCATED IN THE SOUTH HALF OF THE SOUTHEAST QUARTER (S½SE¼) OF SECTION 18, T.33N., R.79W. OF THE 6th PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING; SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF LOT 22 OF MESA DEL SOL II, MONUMENTED WITH A 2" ALUMINUM CAP MARKED PLS 14558, SAID POINT BEING THE TRUE POINT OF BEGINNING; THENCE, N.52°30'22"E, 21.70 FEET ALONG THE SOUTHEAST LINE OF SAID LOT 28A OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE WESTERLY LINE OF SAID PARCEL TO THE BEGINNING OF A CURVE, SAID CURVE TURNING TO THE LEFT THROUGH A CENTRAL ANGLE OF 34°54'06", HAVING A RADIUS OF 455.97 FEET, AND WHOSE LONG CHORD BEARS N.33°49'51"E, 27.08 FEET ALONG THE EASTERLY LINE OF LOTS 28A-32A OF THE PLAT OF MESA DEL SOL II AND THE WESTERLY LINE OF SAID PARCEL; THENCE N.16°22'54"E, 139.48 FEET ALONG THE EASTERLY LINE OF LOTS 32A-34A OF THE PLAT OF MESA DEL SOL II AND THE WESTERLY LINE OF SAID PARCEL TO A POINT; THENCE N.73°38'05"W, 100.03 FEET ALONG THE NORTHERLY LINE OF LOT 34A OF THE PLAT OF MESA DEL SOL II AND THE SOUTHERLY LINE OF SAID PARCEL TO A POINT; THENCE N.34°06'27"W, 64.81 FEET ACROSS THE CASA GRANDE DRIVE RIGHT-OF-WAY AND THE SOUTHERLY LINE OF SAID PARCEL TO A POINT; THENCE N.73°38'05"W, 100.02 FEET ALONG THE NORTHERLY LINE OF LOT 42A OF THE PLAT OF MESA DEL SOL II AND THE SOUTHERLY LINE OF SAID PARCEL TO A POINT; THENCE N.16°22'55"E, 67.77 FEET ALONG THE EASTERLY LINE OF LOT 53 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE WESTERLY LINE OF SAID PARCEL TO A POINT; THENCE S.88°54'04"W, 51.45 FEET ALONG THE NORTHERLY LINE OF LOT 53 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE SOUTHERLY LINE OF SAID PARCEL TO A POINT; THENCE N.16°22'55"E, 108.10 FEET ALONG THE EASTERLY LINE OF LOT 54 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE WESTERLY LINE OF SAID PARCEL TO A POINT; THENCE N.53°23'59"W, 80.88 FEET ACROSS THE SIENNA DRIVE RIGHT-OF-WAY TO A POINT; THENCE N.21°15'02"E, 105.95 FEET ALONG THE EASTERLY LINE OF LOT 4 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE WESTERLY LINE OF SAID PARCEL TO A POINT; THENCE N.64°29'08"E, 331.52 FEET ALONG THE SOUTHERLY LINE OF TRACT A OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE NORTHERLY LINE OF SAID PARCEL TO A POINT; THENCE S.23°24'10"E, 394.87 FEET ALONG THE WESTERLY LINE OF LOT 57, BLOCK 1 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE EASTERLY LINE OF SAID PARCEL TO A POINT; THENCE S.19°31'09"E, 238.05 FEET ALONG THE WESTERLY LINE OF LOT 57, BLOCK 1 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE EASTERLY LINE OF SAID PARCEL TO A POINT; THENCE, N.72°26'03"E, 271.08 FEET ALONG THE SOUTHERLY LINE OF LOT 57, BLOCK 1 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE NORTHERLY RIGHT-OF-WAY LINE OF 26TH STREET TO A POINT; THENCE, N.53°29'15"E, 108.49 FEET ALONG THE SOUTHERLY LINE OF LOT 57, BLOCK 1 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE WESTERLY LINE OF SAID TRACT D TO A POINT; THENCE, N.21°54'06"E, 104.34 FEET ALONG THE EASTERLY LINE OF LOT 57, BLOCK 1 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE WESTERLY LINE OF SAID TRACT D TO A POINT; THENCE, N.53°29'15"E, 108.49 FEET ALONG THE SOUTHERLY LINE OF LOT 57, BLOCK 1 OF THE AMENDED PLAT OF THE MESA DEL SOL ADDITION AND THE WESTERLY LINE OF SAID TRACT D TO A POINT; THENCE, S.19°31'09"E, 238.05 FEET ALONG THE WESTERLY RIGHT-OF-WAY LINE OF CENTRAL DRIVE AND THE EASTERLY LINE OF SAID TRACT D TO THE BEGINNING OF A CURVE, SAID CURVE TURNING TO THE RIGHT THROUGH A CENTRAL ANGLE OF 36°12'50", HAVING A RADIUS OF 255.00 FEET, AND WHOSE LONG CHORD BEARS S.22°12'18"W, 58.17 FEET ALONG THE WESTERLY RIGHT-OF-WAY LINE OF CENTRAL DRIVE AND THE EASTERLY LINE OF SAID TRACT D TO THE BEGINNING OF A CURVE, SAID CURVE TURNING TO THE RIGHT THROUGH A CENTRAL ANGLE OF 106°58'22", AND WHOSE LONG CHORD BEARS S.22°12'18"W, 58.17 FEET ALONG THE WESTERLY RIGHT-OF-WAY LINE OF CENTRAL DRIVE AND THE EASTERLY LINE OF SAID TRACT F TO THE BEGINNING OF A NON-TANGENTIAL CURVE, SAID CURVE TURNING TO THE RIGHT THROUGH A CENTRAL ANGLE OF 86°53'22", HAVING A RADIUS OF 30.00 FEET, AND WHOSE LONG CHORD BEARS S.64°03'47"W, 41.26 FEET ALONG THE WESTERLY RIGHT-OF-WAY LINE OF CENTRAL DRIVE AND THE SOUTHERLY LINE OF SAID TRACT F; THENCE N.72°28'22"W, A DISTANCE OF 281.39 FEET ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF JORDAN DRIVE AND THE SOUTHERLY LINE OF SAID TRACT F TO THE BEGINNING OF A CURVE, SAID CURVE TURNING TO THE RIGHT THROUGH A CENTRAL ANGLE OF 35°00'01", HAVING A RADIUS OF 275.00 FEET, AND WHOSE LONG CHORD BEARS N.54°59'38"W, 165.38 FEET ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF JORDAN DRIVE AND THE SOUTHERLY LINE OF SAID LOT 21 AND ACROSS THE SIENNA DRIVE RIGHT-OF-WAY AND THE SOUTHERLY LINE OF SAID LOT 22 TO A POINT; THENCE N.37°29'38"W, 53.78 FEET THE POINT OF BEGINNING; SAID TRACT CONTAINING 12.215 ACRES, MORE OR LESS.

AS APPEARS ON THIS PLAT, IS WITH FREE CONSENT, AND IN ACCORDANCE WITH THE DESIRES OF THE UNDER-SIGNED OWNER(S), PROPRIETOR(S) OR PARTIES OF INTEREST HAVE BY THESE PRESENTS LAID OUT AND KNOWN AS THE "MESA DEL SOL III", TO THE CITY OF CASPER, WYOMING. THAT ALL UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSES OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SEWER LINES, WATER LINES, GAS LINES, ELECTRIC LINE, TELEPHONE LINES, CABLE TELEVISION LINES AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC.

EXECUTED THIS 10 DAY OF November, 2015.

BY: Randall S. Hall  
RANDALL S. HALL, MESA No. 3, LLC

STATE OF WYOMING )  
 ) SS  
COUNTY OF NATRONA )

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS  
10<sup>th</sup> DAY OF November, 2015, BY RANDALL S. HALL.

WITNESS MY HAND AND OFFICIAL SEAL



Brent L.  
NOTARY PUBLIC

MY COMMISSION EXPIRES: October 22, 2017

## APPROVALS

**APPROVED: PLANNING AND ZONING COMMISSION CASPER, WYOMING**

THIS 25<sup>th</sup> DAY OF August, 2015 AND FORWARDED TO THE

CITY COUNCIL OF CASPER, WYOMING WITH RECOMMENDATION THAT SAID PLAT BE

APPROVED:   
COMMISSION CHAIRMAN

APPROVED: CITY COUNCIL OF THE CITY OF CASPER, WYOMING BY ORDINANCE NUMBER


25-15 DULY PASSED, ADOPTED AND APPROVED ON THIS 3<sup>rd</sup> DAY OF

November, 2015  
David Sandoval  
MAYOR

INSPECTED AND APPROVED ON THIS 23<sup>rd</sup> DAY OF February, 2018

CITY ENGINEER

INSPECTED AND APPROVED ON THIS 22<sup>ND</sup> DAY OF FEBRUARY, 2018.

  
CITY SURVEYOR



## NOTES

1. PLAT CLOSURE RATIO: 1:201,990
2. DISTANCES ARE GROUND (GROUND DISTANCE - U.S. FOOT)
3. BASIS OF BEARING - GEDDETIC BASED ON GP'S
4. COORDINATES REFER TO CITY OF CASPER GIS DATUM, WYOMING STATE PLANE COORDINATES, EAST CENTRAL ZONE, NAD83/86 AND ELEVATIONS REFER TO NAVD88.
5. ELEVATIONS ARE FOR REFERENCE ONLY AND ARE NOT TO BE USED AS BENCHMARKS.

**CERTIFICATE OF SURVEYOR**

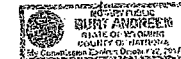
I, ROBERT L. St. CLAIR, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF MESA DEL SOL III, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, AND THAT THIS PLAT WAS MADE UNDER MY DIRECT SUPERVISION AND THAT THE PHYSICAL AND MATHEMATICAL DETAILS SHOWN HEREON ARE CORRECT AT THE TIME OF SAID SURVEY.



STATE OF WYOMING )  
 ) SS  
COUNTY OF NATRONA )

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS  
31<sup>st</sup> DAY OF August, 2015, BY ROBERT L. ST. CLAIRE.

WITNESS MY HAND AND OFFICIAL SEAL



*[Signature]*  
NOTARY PUBLIC

MY COMMISSION EXPIRES: October 32, 2017



**Environmental and Civil Solutions, LLC**  
111 West 2nd Street, Suite 600  
Casper, WY 82604  
Phone: 307.337.2883  
[www.ecsengineers.net](http://www.ecsengineers.net)

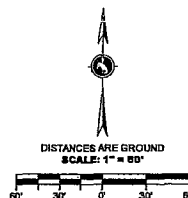
**PROJECT NO. 130015**

**OWNER:**  
MESA NO. 3, LLC  
550 S. POPLAR  
CASPER, WY 82601

**SURVEYOR:**  
**FIELD:** JEFF CONLEY  
**REVIEW:** ROBERT L. St. CLAIRE, P.L.S.

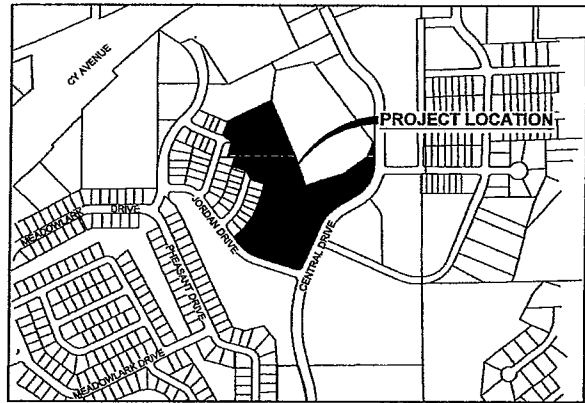
**DATE DRAWN:**  
06.17.2015

DRAWN BY:  
CAO



### LEGEND

- RECOVERED ALUMINUM CAP  
 ◇ RECOVERED BRASS CAP  
 ■ SET ALUMINUM CAP (PLS 584)  
 ◆ SET BRASS CAP (PLS 584)  
 — PROPERTY LINE (PROPOSED)  
 - - - - - PROPERTY LINE (ADJACENT AND EXISTING)  
 - - - - - PROPOSED EASEMENT LINE  
 - - - - - EXISTING EASEMENT LINE



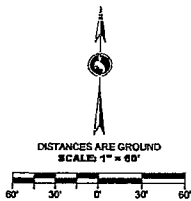
LOCATION MAP  
CASPER, WYOMING

#### NOTES

1. PLAT CLOSURE RATIO: 1:201,990
2. DISTANCES ARE GROUND (GROUND DISTANCE - U.S. FOOT)
3. BASIS OF BEARING - GEODETIC BASED ON GPS
4. COORDINATES REFER TO CITY OF CASPER GIS DATUM, WYOMING STATE PLANE  
COORDINATES, EAST CENTRAL ZONE, NAD83/06 AND ELEVATIONS REFER TO NAVD88.
5. ELEVATIONS ARE FOR REFERENCE ONLY AND ARE NOT TO BE USED AS BENCHMARKS.

#### LEGEND

- RECOVERED ALUMINUM CAP
- ◇ RECOVERED BRASS CAP
- ◆ SET ALUMINUM CAP (PLS 584)
- ◆ SET BRASS CAP (PLS 584)
- PROPERTY LINE (PROPOSED)
- PROPERTY LINE (ADJACENT AND EXISTING)
- - - PROPOSED EASEMENT LINE
- - - EXISTING EASEMENT LINE



Environmental and Civil Solutions, LLC  
111 West 2nd Street, Suite 600  
Casper, WY 82604  
Phone: 307.337.2883  
www.ecuengineers.net  
PROJECT NO. 130015

OWNER:  
MESA NO. 3, LLC  
550 S. POPLAR  
CASPER, WY 82601

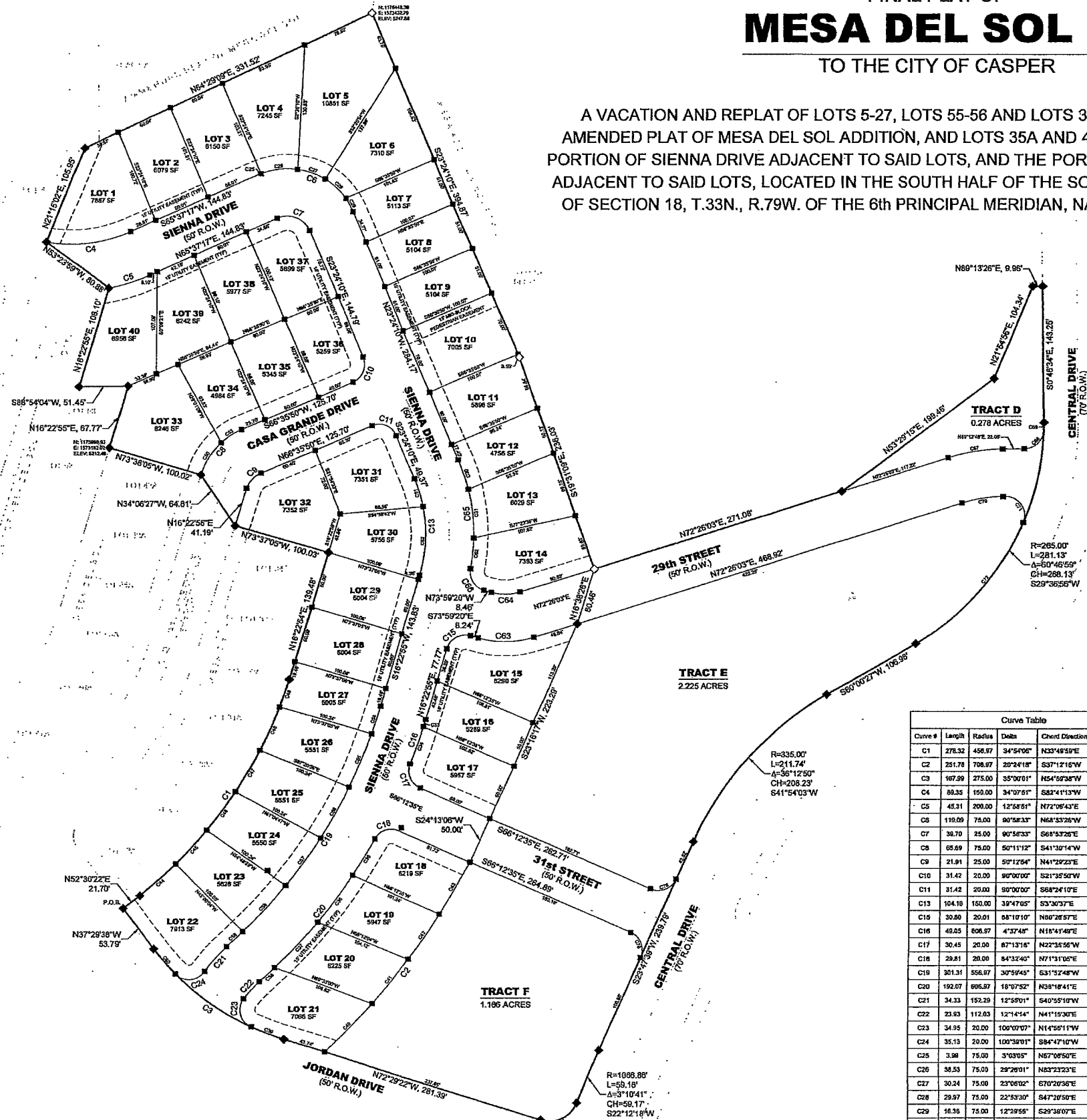
SURVEYOR:  
FIELD: JEFF CONLEY  
REVIEW: ROBERT L. ST. CLAIRE, P.L.S.

DATE DRAWN:  
06.17.2015  
DRAWN BY:  
CAO

## FINAL PLAT OF MESA DEL SOL III TO THE CITY OF CASPER

4/6/2015 2:10:59 PM  
Page: 2  
1009865  
NATRONA COUNTY CLERK  
Renee Vito  
Recorded: GC  
Fee: \$75.00  
CITY OF CASPER

A VACATION AND REPLAT OF LOTS 5-27, LOTS 55-56 AND LOTS 37-38 AND TRACT C OF THE AMENDED PLAT OF MESA DEL SOL ADDITION, AND LOTS 35A AND 41A OF MESA DEL SOL II, THE PORTION OF SIENNA DRIVE ADJACENT TO SAID LOTS, AND THE PORTION OF CASA GRANDE DRIVE ADJACENT TO SAID LOTS, LOCATED IN THE SOUTH HALF OF THE SOUTHEAST QUARTER (S½SE¼) OF SECTION 18, T.33N., R.79W. OF THE 6th PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING



Curve Table					
Curve #	Length	Radius	Delta	Chord Distance	Chord Length
C1	278.32	456.97	34°54'00"	N33°46'59"E	274.08
C2	251.78	708.97	20°24'18"	S37°12'16"W	250.45
C3	167.99	275.00	35°00'01"	N54°58'38"W	155.29
C4	89.35	150.00	34°07'51"	S62°41'13"W	88.94
C5	45.31	200.00	12°55'51"	N72°06'43"E	45.21
C6	119.09	75.00	90°58'33"	N68°53'26"W	105.97
C7	36.70	25.00	90°56'33"	S68°53'26"E	35.66
C8	65.69	75.00	50°11'12"	S41°30'14"W	63.81
C9	21.91	25.00	50°12'54"	N41°29'23"E	21.22
C10	31.42	20.00	90°00'00"	S21°32'50"W	28.28
C11	31.42	20.00	90°00'00"	S68°24'10"E	28.28
C12	104.18	150.00	39°47'05"	S3°30'37"E	102.08
C13	30.50	20.01	88°10'10"	N60°26'57"E	27.85
C14	49.25	606.97	4°37'48"	N18°41'48"E	49.03
C15	30.45	20.00	87°13'18"	N22°35'55"W	27.89
C16	29.81	20.00	84°32'40"	N71°31'05"E	26.91
C17	30.13	556.97	30°59'45"	S31°52'48"W	297.85
C18	192.07	606.97	16°07'52"	N38°18'41"E	191.27
C19	34.33	152.29	12°59'01"	S40°59'10"W	34.25
C20	23.93	112.03	12°14'14"	N41°19'30"E	23.88
C21	34.95	20.00	100°00'00"	N14°56'11"W	30.67
C22	35.13	20.00	100°38'01"	S84°47'10"W	30.79
C23	3.98	75.00	3°03'05"	N67°08'50"E	3.99
C24	36.53	75.00	29°26'01"	N62°23'23"E	38.11
C25	30.24	75.00	23°08'02"	S70°20'36"E	30.03
C26	29.97	75.00	22°53'30"	S47°20'50"E	28.77
C27	16.35	75.00	12°29'55"	S29°38'07"E	16.33
C28	32.75	200.00	9°22'52"	S18°42'44"E	32.71
C29	51.78	200.00	14°48'59"	S6°36'18"E	51.83
C30	7.83	606.97	0°44'55"	S16°45'23"W	7.93
C31	41.12	606.97	3°52'53"	S19°04'17"W	41.11
C32	44.80	606.97	4°13'45"	S31°21'38"W	44.79
C33	61.55	606.97	5°49'38"	S38°22'49"W	61.53
C34	64.28	606.97	6°03'57"	S42°19'07"W	64.23
C35	21.48	606.97	2°01'32"	S46°21'51"W	21.46

Curve Table					
Curve #	Length	Radius	Delta	Chord Distance	Chord Length
C36	36.07	275.00	7°30'53"	S68°44'11"E	36.04
C37	71.13	708.97	5°45'53"	N44°31'28"E	71.10
C38	60.38	708.97	4°53'35"	N39°11'48"E	60.36
C39	57.43	708.97	4°39'16"	N34°25'18"E	57.42
C40	62.84	708.97	5°02'33"	N29°32'54"E	62.82
C41	50.11	456.97	6°16'57"	S48°08'11"W	50.08
C42	47.87	456.97	5°58'35"	S42°00'25"W	47.84
C43	50.00	456.97	6°18'09"	S35°33'03"W	49.98
C44	50.00	456.97	6°18'09"	S28°38'54"W	49.98
C45	50.00	456.97	6°18'09"	S21°20'46"W	49.98
C46	30.54	456.97	3°48'46"	S14°17'48"W	30.54
C47	40.20	75.00	30°42'34"	N31°44'13"E	39.72
C48	30.74	150.00	11°44'34"	N17°31'53"W	30.68
C49	73.41	150.00	28°02'31"	N2°21'40"E	72.68
C50	25.53	75.00	19°30'20"	N56°50'40"E	25.41
C51	30.54	556.97	3°06'20"	N17°57'10"E	30.53
C52	60.95	556.97	6°16'11"	N22°39'30"E	60.92
C53	60.95	556.97	6°16'11"	N28°55'41"E	60.92
C54	60.95	556.97	6°16'11"	N35°11'52"E	60.92
C55	64.80	556.97	6°39'56"	N41°39'57"E	64.77
C56	23.13	556.97	2°22'44"	N48°11'18"E	23.12
C57	34.53	275.00	7°11'42"	S41°05'29"E	34.51
C58	32.54	200.00	6°19'19"	S5°28'21"W	32.50
C59	66.60	100.00	33°34'37"	N59°13'22"E	67.77
C60	29.30	50.00	33°34'37"	S59°13'22"W	29.88
C61	117.05	200.00	33°32'10"	N6°38'05"W	115.40
C62	29.36	20.00	84°07'21"	N31°55'40"W	28.80
C63	58.57	200.00	16°45'45"	N90°49'26"E	58.36
C64	30.84	20.00	88°25'31"	N45°03'59"E	27.87
C65	7.70	255.00	1°39'55"	N70°03'24"E	7.70
C66	45.58	150.00	17°19'28"	S81°05'47"W	45.16
C67	40.10	20.00	114°52'10"	N34°50'43"W	33.71
C68	173.02	255.00	37°24'35"	N41°15'44"E	169.97
C69	31.41	20.00	89°55'46"	N54°47'32"E	28.28
C70	31.42	20.00	90°09'14"	S21°12'28"E	28.29



## ORDINANCE NO. 19-20

AN ORDINANCE VACATING TRACT G, MESA DEL SOL ADDITION, AS PUBLIC PARKLAND; AND APPROVING A ZONE CHANGE OF SAID PARCEL FROM PH (PARK HISTORIC) TO R-4 (HIGH DENSITY RESIDENTIAL).

WHEREAS, after a public hearing on June 18, 2020, the City of Casper Planning and Zoning Commission passed a motion recommending that the City Council vacate 4.31-acres, more or less, described as Tract G, Mesa Del Sol Addition, as public parkland; and approve a zone change of said parcel to R-4 (High Density Residential); and,

WHEREAS, pursuant to W.S. 15-1-103(a)(xii), in order to vacate parkland, the City of Casper must have held title to the property in question for more than ten (10) years, and no substantial use has been made, thereof, for park purposes; and,

WHEREAS, the vacation of parkland must be by Ordinance following a public hearing pursuant to W.S. 15-1-103(a)(xii) and W.S. 15-7-301 et seq. Notice of the public hearing has been published for three (3) consecutive weeks; and,

WHEREAS, the 4.31-acre parcel, currently described as Tract G, Mesa Del Sol Addition, was dedicated as a public park in 1995 on the plat of the Mesa Addition No. 3, and the parcel has never been improved, or used as a public park.

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

### SECTION 1:

The governing body of the City of Casper makes the necessary findings for the vacation of Tract G, Mesa Del Sol Addition.

### SECTION 2:

The vacation of Tract G, Mesa Del Sol Addition as public parkland is hereby approved.

### SECTION 3:

Tract G, Mesa Del Sol Addition is hereby rezoned from PH (Park Historic) to R-4 (High Density Residential).

SECTION 4:

Council hereby directs the City Manager, or his designee, to draft and issue an RFB (Request for Bids) for the public sale/disposal of Tract G, Mesa Del Sol Addition, pursuant to state law.

PASSED on 1st reading the 4<sup>th</sup> day of August, 2020.

PASSED on 2nd reading the 18<sup>th</sup> day of August, 2020.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

Walter Truitt



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 19, 2020

MEMO TO: J. Carter Napier, City Manager   
FROM: Tom Pitlick, Financial Services Director   
SUBJECT: Financial Administration Guidelines

**Meeting Type & Date:**

Regular Council Meeting, September 1, 2020

**Action Type:**

Resolution

**Recommendation:**

That Council, by resolution, adopt the Financial Administration Guidelines

**Summary:**

Staff is requesting Council formally adopt, by resolution, the Financial Administration Guidelines. The Guidelines are intended to serve as the foundation around which all financial policies and procedures will be written in support of both the financial planning and internal financial management of the City.

The Financial Administration Guidelines have been presented to Council in phases in order to provide adequate time for review and discussion. The Resolution and Guidelines offered for adoption reflect the input and direction given by Council over the course of these discussions.

**Financial Considerations:**

None


**Oversight/Project Responsibility:**

Tom Pitlick, Financial Services Director

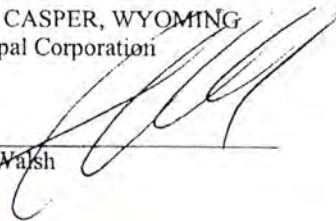
**Attachments:**

- Resolution to Adopt Guidelines and Repeal Resolution 00-95
- Resolution 00-95
- City of Casper Financial Administration Guidelines
- "Attachment A"
- Draft Fund Reserve Policy
- Draft Special Council Designated Funds Policy
- Draft Debt Policy

ATTEST:

  
V. H. McDonald  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Dr. Tom Walsh  
Mayor


RESOLUTION NO. 00-95

A RESOLUTION ADOPTING THE FUND RESERVES,  
DEBT ISSUANCE AND BUDGET POLICIES, DATED  
JUNE 6, 2000.

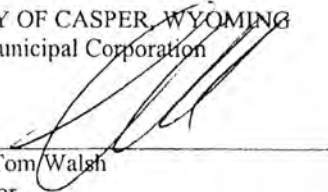
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING  
BODY OF THE CITY OF CASPER, WYOMING: That the Fund Reserves, Debt  
Issuance, and Budget Policies, dated June 6, 2000 are hereby adopted.

PASSED, APPROVED AND ADOPTED this 20<sup>th</sup> day of June, 2000.

ATTEST:

  
V. H. McDonald  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Dr. Tom Walsh  
Mayor

RESOLUTION NO. 00-96

A RESOLUTION AUTHORIZING A LEASE  
AGREEMENT WITH WICKMAN SPACECRAFT AND  
PROPULSION COMPANY.


WHEREAS, the Wickman Spacecraft and Propulsion Company is  
desirous of leasing approximately seven acres north of the Casper Municipal Solid Waste  
Landfill for the purposes of constructing facilities to launch rockets; and,

WHEREAS, the City of Casper is ready, willing, and able to lease the  
property under the terms and conditions of the lease agreement.

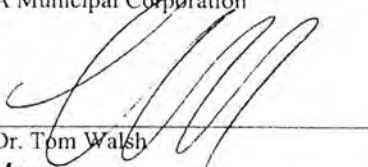
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING  
BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized  
and directed to execute and the City Clerk to attest a lease agreement between Wickman  
Spacecraft and Propulsion Company for the purpose of constructing a facility to launch  
rockets.

PASSED, APPROVED AND ADOPTED this 20<sup>th</sup> day of June, 2000.

ATTEST:

  
V. H. McDonald  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Dr. Tom Walsh  
Mayor

**CITY OF CASPER, WYOMING**  
**FINANCIAL ADMINISTRATION GUIDELINES**

**Table of Contents**

Purpose, Objectives.....	2
Finance Committee.....	3
Fund Administration.....	4
Fund Reserves.....	5
Optional 1% Sales Tax Fund.....	6
Accounting, Auditing and Financial Reporting.....	7
Budget Guidelines.....	8
Revenue Guidelines.....	9
Expenditure Guidelines.....	11
Procurement .....	12
Change Orders.....	13
Debt Management.....	14
Investment.....	16

# **CITY OF CASPER, WYOMING**

## **FINANCIAL ADMINISTRATION GUIDELINES**

### **Purpose**

The Financial Administration Guidelines identify the principles adopted by the City of Casper to ensure that the City is financially able to meet its immediate and long-term service objectives. The Guidelines shall serve as the foundation around which all financial policies and procedures are formulated in support of both the financial planning and internal financial management of the City.

The City of Casper is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These guidelines safeguard the fiscal stability required to achieve the City's goals and objectives.

### **Objectives**

In order to achieve its purpose, the Financial Administration Guidelines have the following objectives for the City's fiscal performance.

- A. To guide the City Council and management policy decisions that have significant impact.
- B. To set forth operating principles that minimize the cost of government and financial risk.
- C. To employ balanced and fair revenue policies that provide adequate funding for desired programs.
- D. To maintain appropriate financial capacity for present and future needs.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provision of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Finance Committee**

The City Council will appoint a committee from among their membership to serve as the Finance Committee. This committee will be charged with the responsibility of reviewing the financial matters pertinent to the City and the City's operations and reporting as needed to the City Council as a whole. Any financial matters that the City Council would like further direction on can be remanded to the Finance Committee. The committee will be assisted in their efforts by the City Manager, the Financial Services Director, and other personnel as needed.

# **CITY OF CASPER, WYOMING**

## **FINANCIAL ADMINISTRATION GUIDELINES**

### **Fund Administration Guidelines**

Fund accounting is the accounting system used by governments for recording resources whose use has been limited by the governing body, law, or grant authority. The primary emphasis of fund accounting is accountability rather than profitability. The Governmental Accounting Standards Board defines a "fund" as follows: "A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations".

#### **Fund Structure:**

The City of Casper will maintain a fund structure that groups various funds within the following types:  
**Governmental:** includes the general fund; special revenue funds; debt service funds; capital project funds; and permanent funds.

**Proprietary:** activities that resemble private sector business activities and are generally self-supporting. This would include enterprise and recreation funds.

**Internal Service:** includes departments that provide services to other departments of the City on a cost-reimbursement basis.

**Fiduciary:** accounts for assets that are held in a trustee capacity.

**Component Unit:** Separate legal entity over which the City exercises a significant degree of influence.

A current list of active Funds maintained by the City, along with a brief description and purpose of each, is included at the end of this document as ATTACHMENT A.

#### **Fund Creation/Termination:**

The City Manager may recommend to the City Council the need to create a new fund or discontinue the use of an existing fund. The ultimate decision to create or discontinue a fund shall rest with the City Council.

#### **Fund Balance Transfers:**

Subject to legal restrictions, available fund balances within the various Funds can be transferred, through the annual budgetary process or through a budget amendment, to another fund upon Council direction.

#### **Fund Financial Reporting:**

The financial status of each fund maintained by the City of Casper shall be made available to Council at least annually as part of the budgetary process.



## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Fund Reserves**

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Fund reserve balances will be maintained that:

- Provide adequate financial resources to conduct the normal business of the City and ensure the continued delivery of services in the event of any disruption stemming from short-term interruptions in cash flow
- Provide adequate financial resources to maintain the City's credit worthiness
- Provide for the accumulation of financial resources for use in capital acquisitions or to comply with legal requirements
- Provide adequate financial resources to respond, in a planned and decisive manner, to long-term or permanent decreases in revenues
- Provide adequate financial resources to ensure continued delivery of public safety, utility, and essential infrastructure maintenance services in response to natural disasters and events
- Comply with reserve levels mandated through negotiated contractual agreements and/or terms of debt issuance agreements
- Are not excessive

Any amounts that exceed the total calculated reserve balance shall be considered undesignated and available for appropriation. Undesignated balances **may** be available to transfer from one fund to another fund, subject to revenue restrictions or unless specifically prohibited by the terms of this Guidance.

Target and actual reserve levels will be calculated annually as part of the budget process. Additional contributions that may be needed to obtain the target reserve levels will be budgeted from applicable fund resources over a period of time as deemed appropriate by Council.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Optional 1% Sales Tax Fund Guidelines**

Optional 1% sales tax revenues are made available through a vote of the people and are subject to renewal every four years. Council will adopt, by resolution, funding priorities for the use of anticipated optional sales tax revenues prior to the public vote. Council will utilize citizen survey results in the establishment of the funding priorities. Revenues generated from this optional tax are to be used for expenditures that are not ongoing in nature. The primary use of these funds will be limited to the funding of capital projects and provision of financial assistance to various outside agencies as determined by the Council.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Accounting, Auditing and Financial Reporting**

The City will maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall City goals and objectives are met.

1. **Accounting Records and Reporting.** The City will maintain its accounting records in accordance with state and federal requirements. The modified accrual basis of accounting will be used to account for all governmental funds. Government-wide financial statements, as well as the proprietary fund financial statements, will be reported using the accrual basis of accounting.
2. **Auditing.** An annual audit, as prescribed by W.S. 16-4-121, will be conducted by independent auditors in accordance with generally accepted auditing standards, as promulgated by the American Institute of Certified Public Accountants. The audit will be completed within six months of the end of the fiscal year. Results of the annual audit will be discussed with the Finance Committee within thirty days of completion of the audit report and presented to the full Council within sixty days.
3. **Simplified Fund Structure.** To the extent possible, the City will minimize the number of Funds.
4. **Cash Management.** The Financial Services Department shall create and promulgate a cash handling policy which outlines the responsibilities of any employee receiving or handling cash, and procedures to be followed for the safeguarding of cash holdings, and to provide for the frequent audit/inspection, both formal and informal, announced and unannounced, of all work stations involved in the handling of cash.
5. **Fixed Asset Inventories.** Accurate inventories of all physical assets, their condition, life spans, and cost will be maintained to ensure proper stewardship of public property. The Director of Financial Services will establish policies and appropriate procedures to manage fixed assets, including establishing the threshold dollar amount for which fixed asset records are maintained and how often physical inventories are taken.

## CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES

### Budget Guidelines

- A. Approved Council Goals and Objectives shall guide the budget process.
- B. All decisions will be within the context of long-range plans (Capital Facilities Plan/ Comprehensive Plan/Capital Improvement Plan). Staff shall provide a review of the implications of budgetary proposals on long-range plans.
- C. The annual budget shall be developed consistent with state law (Wyo. Stat. 16-4-104) and in a manner which encourages early involvement with the public and City Council. A calendar of events related to budget development shall be presented to the City Council by January of each year. The budget adoption process shall include a public hearing in accordance to Wyo. Stat. 16-4-109 to be held no later than the third Tuesday in June. Wyo. Stat. 16-4-111 allows for the budget to be adopted by either resolution or ordinance. It shall be the practice of the City of Casper to adopt the annual budget by resolution.
- D. Under the provisions of State Law and the City's operating procedures, the budget may be adjusted in two different ways. **Budget Transfers** involve a reallocation of existing appropriations within existing Divisions and does not change the Council approved overall appropriation. No City Council action is needed for budget transfers. Subject to approval of the City Manager, no budget transfers to or from capital or personnel related expense line items will be authorized. **Amendment** of the budget involves an addition to or reduction of existing appropriations, or transfer of existing appropriations between Divisions and Funds. City Council action, by ordinance or resolution, is required for a budget amendment (Wyo. Stat. 16-4-112 & 113).
- E. The Financial Services Department will maintain a system for monitoring the City's budget performance. City Council will be provided with quarterly budget information based on fund level resource collections and expenditures.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Revenue Guidelines**

- A. To the extent possible, a diversified and stable revenue system will be maintained to shelter public services from short-run fluctuations in any one revenue source. Trends analyzing the dependence on distinct revenue sources shall be included in the budget documents for consideration by the Council.
- B. Revenue forecasts shall be realistically estimated and based on the best information available. Revenue forecasts will not be artificially increased to meet budgeted expenditures. The City will follow a vigorous policy of collecting revenues.
- C. Revenue forecasts will assess the full spectrum of resources that can be allocated for public services. Each year the Council shall review potential sources of revenue as part of the annual budget process.
- D. Reliance upon revenues subject to appropriation by outside entities, subject to public vote, and/or short term in nature should be limited to the funding of one-time expenditures (e.g., State Direct Distributions, optional sales tax, Impact Assistance payments, etc.). It is recognized that Council may elect to utilize these funds to subsidize various activities and/or provide assistance to the General Fund during economic hardship.
- E. Resources of the General Fund will not be used to subsidize operational costs of Utility Enterprise Funds nor will resources of Utility Enterprise Funds be used to subsidize operational costs of the General Fund.
- F. In regards to short-term (anticipated less than one year) economic downturns and temporary gaps in cash flow: Expenditure reductions or restrictions may be imposed. Council may approve a contribution from fund reserves or inter-fund loans to address temporary downturns in City revenues. Inter-fund loans may also be utilized to cover temporary gaps in cash flow.
- G. In regards to long-term (greater than one year) revenue downturns: Deficit financing and borrowing to support on-going operations is not the policy of the City as a response to long-term revenue shortfalls. Revenue forecasts will be revised, rate increases considered, and cost containment measures will be implemented to conform to the revised long-term revenue forecast.
- H. All potential grants shall be carefully examined for matching requirements and for any potential long-term financial impacts. Some grants may not be accepted if the local matching funds cannot be justified. Grants may also be rejected if programs must be continued with local resources after grant funds are exhausted. Capital related grants (those awarded for acquisition of depreciable assets and improvements) will likewise be assessed for their potential to increase the long-term maintenance burden of the City.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Revenue Guidelines**

- I. The City shall develop and maintain a comprehensive list of various fees and charges which will be set at levels minimally sufficient to cover the entire operational cost of service delivery in the Utility Enterprise Funds. Utility rates shall be established, by resolution, on a biennial basis. Staff will prepare a recommendation for adjusting utility rates based on a five year cash flow analysis of each fund. The cash flow analysis will take into consideration all anticipated revenues and expenses of each fund including possible 1% Fund contributions for capital related projects. The utility rate model will also factor in established reserve targets as set forth in this policy with an additional margin as deemed appropriate to allow for minor budgetary fluctuations as they may occur. The City will also systematically review user fees and rates, no less than annually, to consider interim adjustments as necessary taking into account the effects of additional service costs. Rate studies shall be conducted to ensure that the rates will continue to support direct and indirect costs of operations, administration, plant maintenance, debt service, depreciation of capital assets, and moderate system extensions. Based on a market analysis, fees for similar services in other communities may also be considered. The criteria used to evaluate recommended target rates (equity, cost recovery policy, market demand, etc.) shall be included in the staff report during the review. Such review should be scheduled periodically and be incorporated into the budget process for possible action by the City Council.
- J. Fees assessed through the General Fund and General Fund dependent Recreation facilities will be set at levels based on a cost/benefit analysis. While the goal of the City will be to recover all costs related to a service subject to a specific fee, it is recognized that a greater community benefit may be realized by a certain degree of cost subsidization. Fees assessed through the General Fund and General Fund dependent Recreation facilities will be reviewed annually as part of the budget process. Cost recovery goals for the Recreation facilities are set forth by separate resolution.
- K. Internal Service Funds are established to account for an activity that provides goods and/or services to another fund or department on a cost reimbursement basis. Fees and charges set by Internal Service Funds shall be sufficient to fully recover costs.
- L. The City will review contracts and leases, which result in revenues to the City, on a timely basis in order to provide for careful evaluation by the City Council. There will be no waiver of payments for continued occupation/use beyond the lease term.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Expenditure Guidelines**

- A. The City will only propose operating expenditures which can be supported from on-going operating revenues. Before the City undertakes any agreements that would create fixed on-going expenses, the cost implications of such agreements will be fully determined for current and future years. Capital expenditures may be funded from one-time revenues, but the impacts of capital ownership costs on the operating budget will also be reviewed for compliance with this policy provision.
- B. Department heads are responsible for managing their budgets within the total appropriation within their divisions.
- C. The City will maintain expenditure categories according to state statute and administrative regulation.
- D. The City will assess funds for services provided internally by other funds. The estimated direct costs of service will be budgeted and charged to the fund performing the service. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund. Indirect costs may also be assessed to other funds based upon an allocation plan that fairly and accurately distributes these costs. The same fee schedule will be used for each user fund such that each user fund is charged requisite to the amount of service consumed. A review of the method for determining the amount of the Interfund assessment will be reviewed periodically.
- E. Emphasis is placed on improving individual and work group productivity rather than adding to the work force. Prior to adding additional staff, an analysis of available, relevant, and appropriate technology or efficiency tools should be conducted in order to determine the fiscal and operational efficacy of available alternatives. Subject to specific Council approval, all grant funded positions will end upon termination of the grant.
- F. All compensation planning will focus on the total cost of compensation, which includes direct salary, health care benefits, pension contributions, travel allowance, and other benefits of a non-salary nature, which are a cost to the City.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Procurement**

The City will follow State Laws, adopted resolutions, ordinances and policies regarding procurement.

**Federal Funds:** When procurement involves the expenditure of federal funds, purchasing shall be conducted in accordance with any applicable federal laws or regulations.

**Grants:** When procurement involves the expenditure of a grant, purchasing shall be conducted in accordance with any applicable grant laws or regulations.

**Emergency procurement:** The Mayor or his/her designated agent may make or authorize others to make emergency procurements of materials, supplies, equipment or services when there exists a threat to public health, welfare, or safety. State laws relating to emergency purchases will be followed.

For a review of the comprehensive Purchasing Policy, refer to the City of Casper Administrative Policies and Procedures manual.



## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Change Order Policy**

A Change Order is a means by which a contract can be legally modified after the contract is executed. It is a written agreement signed by the company and the Owner to revise, add, or delete conditions established by the original approved contract. **Any proposed change order that materially affects the original scope of the project or results in an over expenditure of the approved contract amount, plus any approved contingency, must be authorized by action of the City Council.**

A construction contingency may be established to expedite unanticipated changes in an approved contract by empowering the City Manager to authorize such changes. Terms of a contingency will be specified in the Resolution approving the agreement with the contractor. In general, the contingency provisions will allow the City Manager the authority to extend a contract up to thirty days and by a dollar amount not to exceed \$35,000.

Change order(s) must be appropriately signed and dated on an approved Change Order Form prior to work taking place.

The City Manager may refer any proposed change order to the City Council for their consideration at his/her discretion.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Debt Management Guidelines**

- A. The objectives of the City's Debt Management Policy will be:
  - a. To reduce the use of debt so that debt service payments will be a predictable and manageable part of the operating budget.
  - b. To raise capital at the lowest cost, consistent with the need to borrow. This will be accomplished by:
    - Keeping a high credit rating (while making attempts to strengthen credit rating)
    - Maintaining a good reputation in the credit markets by managing the annual budget responsibly.
- B. Professional service providers (underwriters, financial advisor, bond insurers, etc.) may be selected through negotiation, RFQ process or City's procurement policies.
- C. Debt issues will be sold on competitive basis (except when conditions make a negotiated sale preferable) and awarded to the bidder who produces the lowest interest cost.
- D. The term of long-term debt issued will not exceed the life of the projects financed. Current operations will not be financed with long-term debt.
- E. Short-term borrowing will not be used for operating purposes.
- F. The City will comply with all statutory debt limitations imposed by the State of Wyoming. The City of Casper debt will not in any manner exceed 4.0% of the assessed valuation of the taxable property within the City, except that an additional 4.0% of the assessed value of the taxable property therein may be created for sewage disposal systems. Indebtedness created for supplying water shall be excepted from the limitation herein.
- G. No debt shall be issued for which the City is not confident that a sufficient, specifically identified revenue source is available for repayment. The Director of Financial Services shall prepare an analytical review for this purpose prior to the issuance of any debt.
- H. It shall be the policy of the City to limit bonded indebtedness to levels that permit sufficient borrowing to support a reasonable rate of capital programming, permit a level and pace of debt amortization within the City's ability to pay, and support the City's credit rating objectives.
- I. Credit enhancements shall be considered with a cost/benefit analysis for each long-term bond issue.
- J. Reserve accounts shall be maintained as required by bond ordinances and where deemed advisable by the City Council

- K. The City will maintain debt service coverage ratios as required for any bond issues.
- L. Interfund borrowing may be used where such borrowing is effective. Interfund borrowing will be approved and authorized by the City Council.

## **CITY OF CASPER, WYOMING FINANCIAL ADMINISTRATION GUIDELINES**

### **Investment Guidelines**

A statement setting forth the investment and operational policies for the management of the public funds held by the City of Casper shall be adopted by the Council. Adopted investment policies can only be amended by the Mayor and Council. The comprehensive Investment Policy document will be located in the Finance Department.

The investment policies will be designed to ensure the prudent management of public funds, the availability of those funds when needed, an investment return competitive with those of comparable funds and financial market indexes, and compliance with all federal, state, and local laws and regulations governing the investment of public funds.

To assist the City in developing and maintaining investment policies and strategies that comply with statutory regulations while maximizing return potential, an Investment Advisory Committee shall be formed. Committee members shall be appointed by the City Council in a manner and under the terms described in the resolution authorizing the formation of the Committee.

## ATTACHMENT A

<b>FUND #</b>	<b>FUND TYPE</b>	<b>FUND PURPOSE</b>	<b>PRIMARY FUNDING SOURCE</b>
<b>Governmental</b>			
101	General Fund	Support of General Gov't Activities	Taxes, Fees, State Support, Grants, etc.
102	Opportunities Fund	Council Directed Infrastructure Projects	\$9M initial transfer from 1% #14
103	Perpetual Care Fund	Establishment Of A Corpus Amount From Which Interest Earnings Are Used To Support 1% Funded Facilities	Principal funded through 1% and GF Contributions.
104	LAD Assessments Fund	Assessments For Public Improvements	Principal and Interest Payments
105	Metro Animal Fund	Animal Shelter/Education Services	Fees, Intergovernmental User Chgs, GF
106	River Fund	Account for river restoration projects	Grants, 1%, Enterprise transfers
110	Weed and Pest Fund	Control Of Noxious Weeds And Pests	Property Mill Levy
111	CDBG Program Fund	Support Of Affordable Housing Services	Fund in process of being phased out
112	Special Fire Assistance Fund	Account For Grants/Special Reimb.	Grants, Intergovernmental
113	Revolving Land Fund	Acquisition and Resale of Real Property	1% seed money, land sale proceeds
114	Police Grants Fund	Account For Rev/Exp Related To Grants	Grants
115	CATC Fund	Serve Transportation Needs	Grants, GF Support
116	MPO Fund	Promote Regional Transportation Planning	Grants, GF Support
117	Public Safety Communications Fund	Provide Communication Services To All User Agencies And The Public Within Natrona County	E911 Taxes, Intergovernmental User Charges, Wyoming Medical Center, GF
130	Redevelopment Loan Fund	Old Firehouse Project Debt Service	Loan & Interest Payments
150	Capital Projects Fund	Account for funding of construction, acquisition of major capital projects and equipment, and community support programs as directed by Council	Optional 1% sales tax, Grants
<b>Proprietary</b>			
201	Water Fund	Maintain/Expand Water Dist. System	Charges for Service, 1% contributions
202	Regional Water Operations Fund	Oper. Of The Reg. Water Treatment Plant	Intergovernmental Charges
203	Sewer Fund	Collect/Transport Liquid Waste to WWTP	Charges for Service
204	Wastewater Treatment Plant Fund	Treat Wastewater of Casper/Area	Charges for Service
205	Refuse Fund	Collection Of Solid Waste	Charges for Service
206	Balefill Fund	Disposal Of Solid Waste	Charges for Service
221	Aquatics Fund	Provide Swimming Opportunities	Charges, GF, Perpetual Care, 1%
222	Golf Course Fund	Operation Of Municipal Golf Course	Charges, 1% capital contributions
223	Ice Arena Fund	Provide Ice Skating Opportunities	Charges, GF, Perpetual Care
224	Recreation Center Fund	Operation Of Recreational Facilities	Charges, GF, Perpetual Care
225	Hogadon Fund	Provide Ski/Snowboarding Opportunities	Charges, GF, 1% capital support
226	Casper Events Center Fund	Provide Entertainment and Events	General Fund Support
227	Parking Fund	Provide Parking In Downtown Area	Charges
<b>Internal Service</b>			
251	Fleet Maintenance	Stewardship of City Vehicles and Equip	Interdepartmental Charges
252	Buildings and Structures Fund	Stewardship of City Buildings	Interdepartmental Charges/GF Support
253	Health Insurance Fund	Provide Health Benefit Plan To Employees	Premiums, GF
254	Property Insurance Fund	Provide Financing to City's Prop/Liab. Ins.	Interdepartmental Charges/Ins. Reimb
<b>Component Unit</b>			
300	Central Wyo Regional Water System	City maintains accounting functions for JPB	Is not part of City's financial statements
<b>Fiduciary</b>			
310	AMOCO	Investments held on behalf of the AMOCO Reuse Joint Powers Board	

City of Casper Administrative Policy	
<b>Policy Number:</b>	<b>Subject:</b> Fund Reserve Policy
<b>Effective:</b>	
<b>Supersedes All Previous Policies</b>	<b>Category:</b> Finance

## I. Purpose and Scope

To identify major funds within the City's accounting structure for which establishment of a targeted reserve balance is appropriate and for what purpose the reserves are intended.

## II. Goal

To establish minimum levels of reserves for designated funds to ensure stable service delivery, meet future needs, and protect against financial instability.

## III. Funds

The following Funds shall fall under the provisions of this policy:

- Fund 101 – General Fund
- Fund 110 – Weed & Pest Fund
- Fund 201 – Water Fund
- Fund 203 – Sewer Fund
- Fund 204 – Waste Water Treatment Plant
- Fund 205 – Refuse Fund
- Fund 206 – Balefill Fund
- Fund 222 – Golf Fund
- Fund 251 – Fleet Maintenance
- Fund 252 – Buildings and Structures
- Fund 254 – Property Insurance Fund

## IV. Definitions

**Fund Reserve:** That portion of fund balance assigned and designated for the protection of the financial integrity of the Fund. Any cash balance in excess of the reserve requirements shall be referred to as "unassigned cash".

**Operating expense:** Those expenditures incurred necessary to conduct daily operational activities exclusive of capital related expenses and debt principal payments.

**Capital expense:** Those expenditures incurred to acquire assets that meet the depreciation threshold.

**Debt Service:** Those expenditures required to meet the principal payment obligations related to incurred debt.

## V. Reserve Levels/Purpose

The following reserve levels and intended purpose for each Fund shall be as follows:

**General Fund:**

Operating Reserve: 120 days of budgeted operating expense as calculated from most recent Council approved annual budget.

**Weed and Pest Fund:**

Operating Reserve: 90 days of budgeted operating expense as calculated from the most recent Council approved annual budget.

**Water/Sewer/WWTP/Refuse/Balefill Funds:**

Operating Reserve: 90 days of budgeted operating expense as calculated from most recent Council approved annual budget.

Capital Reserve: One year annual depreciation expense as taken from most recent annual audit.

Debt Service Reserve: The greater of one year annual principal payments or as mandated through negotiated contractual agreements and/or terms of debt issuance agreements.

**Golf Fund:**

Capital Reserve: One year annual depreciation expense as taken from most recent annual audit.

**Maintenance/Buildings and Structures Funds**

Operating Reserve: 30 days of budgeted operating expense as calculated from the most recent Council approved annual budget.

**Property Insurance Fund:**

Operating Reserve: Most recent five year average of actual out-of-pocket claims expense.

## **VI. Use and Replenishment of Reserves**

As stated in Section II, reserves are maintained to ensure stable service delivery, meet future needs, and protect against financial instability. As such, utilization of reserves should only be considered in response to a temporary economic downturn, planned stabilization of rates, or funding for unplanned/emergency expenditures. Council shall direct the use of reserves through a budget appropriation process which should include a plan for replenishment.

Target and actual reserve levels will be calculated annually as part of the budget process. Additional contributions that may be needed to obtain the target reserve levels will be budgeted from applicable fund resources over a period of time as deemed appropriate by Council.

**Approved as to Form:**

---

**Approved By:**

**Date:**

---

J. Carter Napier  
City Manager

---



<b>City of Casper Administrative Policy</b>	
<b>Policy Number:</b>	<b>Subject:</b> Special Council Designated Funds
<b>Effective:</b>	
<b>Supersedes All Previous Policies</b>	<b>Category:</b> Finance

## **I. Purpose and Scope**

To identify funds within the City's accounting structure created to set aside funds for specific, Council directed, activities and to establish guidelines for use of and access to such funds.

## **II. Goal**

To ensure fund balances in Council Appropriated Funds are maintained at a level acceptable to Council and spent for only projects/events as directed by Council.

## **III. Funds**

The following Funds shall have been determined to fall under the provisions of this policy:

- Fund 102 – Opportunity Fund
- Fund 103 – Perpetual Care Fund
- Fund 113 – Revolving Land Fund

## **IV. Fund History/Purpose**

### **Opportunity Fund**

The Opportunity Fund was created in 2015 from Optional One Cent #14 dollars "to be used primarily for City's basic infrastructure projects (i.e.; water, sewer, streets, and public safety)".

### **Perpetual Care Fund**

The Perpetual Care Fund was established through contributions from Optional One Cent sales tax and the General Fund. The Fund was established to account for funds set aside to support certain City facilities (constructed or improved using Optional One Cent Sales Tax funds) and operations. Historically, only the interest earnings generated from the Fund corpus has been allocated to spend. Loans have also been authorized from this Fund.

### **Revolving Land Fund**

The Revolving Land Fund was established in fiscal year 2006 to acquire and resell land for redevelopment. It was started with Optional Once Cent sales tax dollars and replenishes through land sale proceeds.



## **V. Authorized Use of Funds/Minimum Fund Balance**

### **Opportunity Fund**

Utilization of funds can only be authorized by Council for infrastructure and public improvement projects. No minimum balance requirement shall be associated with this fund. Unassigned Optional One Cent sales tax collections in excess of the amount projected and allocated through the Council approved Resolution Approving The Community Priorities For Use Of The Optional Sales Tax Special Projects Funds shall be allocated to this Fund. Further contributions to the Fund and the source derived shall be at the discretion of Council.

### **Perpetual Care Fund**

Utilization of funds can only be authorized by Council for support of plant and operational needs of facilities that have been recipients of optional one cent sales tax dollars for construction or improvement. The Fund shall maintain a minimum corpus balance of \$30,000,000 with annual interest earnings allocated for eligible facility maintenance/operational needs. Any authorized expenditure of the fund corpus must include a defined plan for replenishment.

### **Revolving Land Fund**

Utilization of funds can only be authorized by Council for acquisition costs of real property and/or City owned facility improvements. The Fund shall strive to maintain a minimum balance of \$1,000,000. Planned expenditures that would deplete the fund balance below the minimum requirement must include a defined plan for replenishment.

## **VI. Loan Provision**

Authorizing the issuance of loans from Council Appropriated Funds to non-City of Casper owned entities shall be limited to those which utilize the funding to carry out a public purpose in which the City of Casper is statutorily authorized to engage. Loans authorized shall not cumulatively exceed 20% of the Funds unobligated balance and have a maximum term of 10 years. Interest rates shall be set at a percentage not less than the current United States Prime Rate.

**Approved as to Form:**

---

**Approved By:**

**Date:**

---

J. Carter Napier  
City Manager

---

City of Casper Administrative Policy	
<b>Policy Number:</b>	<b>Subject:</b> Debt Policy
<b>Effective:</b>	
<b>Supersedes:</b> City of Casper Debt Policy Dated June 6, 2000	<b>Category:</b> Finance

## I. Purpose and Scope

To utilize debt financing which will provide needed capital equipment, infrastructure improvements, and certain operating funding while minimizing the impact of debt payments on current revenues. To enhance financial management, the City is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning.

## II. Use of Debt Financing

Long-term debt financing, through any long-term obligations permitted to be issued or incurred under Wyoming law, shall only be used to purchase capital assets that cannot be acquired from either current revenues or fund equity and to fund infrastructure improvements and additions. The useful life of the asset or project acquired through long-term debt financing, in part or entirely, shall be at least 5 years.

Short-term debt, consisting of but not limited to interfund borrowing and lease/purchase agreements, may be used for the acquisition of capital assets with a useful life of less than 5 years or for finance emergency operations as approved by the City Council.

In all cases, the useful life of the asset acquires shall exceed the payment schedule of any debt the City assumes.

## III. Assumption of Additional Debt

The City shall not assume more tax-supported general-purpose debt than it retires each year without conducting an objective analysis as to the community's ability to assume and support additional debt service payments. When appropriate, self-supporting revenue bonds shall be issued before general obligation bonds.

## IV. Affordability Targets

General Obligation Bonds. The City desires to avoid issuing general obligation bonds.

In the event it becomes necessary and or beneficial to issue general obligation bonds, the City shall use an objective analytical approach to determine whether it can afford to assume



new general obligation debt. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures. The decision on whether or not to assume new debt shall be based on these costs and benefits, the current conditions of the municipal bond market, and the City's ability to "afford" new debt as determined by the aforementioned standards. The City shall strive to achieve and/or maintain these standards at a low to moderate classification.

Revenue Bonds. For the City to issue new revenue bonds, net operating income, as defined in the ordinance authorizing the revenue bonds in question, shall be:

- Maintained at a minimum of 125% of the average annual debt service, and
- At least 110% of the debt service for the year in which requirements are scheduled to be the greatest.

150% of the maximum annual debt service shall be used for financial planning purposes. Annual adjustments to the City's rate structures should be made as necessary to maintain a 150% coverage factor.

Debt Excluded From Analytical Examination.

Landfill closure and postclosure care cost. State and federal laws and regulations require the City to cover its landfill cells when filled and to monitor and maintain such cells for 30 years after closure. The City recognizes a portion of these costs in each operating period based on estimated landfill capacity used as of each balance sheet date. The cumulative liability is reported in the Balance Sheet of the Balfill Fund. The amount of accrued landfill closure costs is not included in measures used to evaluate the City's debt affordability until such costs are actually paid from proceeds of bonds.

Vested leave benefits. Leave benefits are earned by City employees based on time of service and the rights to certain leave benefits are vested at various rates. Any amount of vested leave benefits in any fund is not included in measures used to evaluate the City's debt affordability.

## **V. Debt Structure**

The City shall normally issue bonds with an average life of 10 years or less for general obligation bonds and 15 years for revenue bonds. The structure should approximate level principal on general obligation bonds and level debt service for revenue bonds. There shall be no debt structures that include increasing debt service levels in subsequent years, with the first

and second year of a bond pay out schedule the exception. There shall be no "balloon" bond repayment schedules that consist of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal starting no later than the second fiscal year after the bond issue. Normally, there shall be no capitalized interest included in the debt structure unless there are no historical reserves upon which to draw.

State loans shall be for a period that provides the lowest costs of funds.

## **VI. Interfund Borrowing**

Upon approval by the City Council, interfund borrowing may be utilized to finance acquisitions of capital assets and emergency operations. Interfund borrowing is limited to no more than 20% of the monetary assets of any lending fund. Interfund lending must be compatible to the cash flow and cash needs of the lending fund. Capital Project and Special Revenue funds shall not lend to other funds. The lending fund shall charge, and the borrowing fund shall pay, market interest rates for debt securities of like maturities.

Interfund borrowing for up to three months may be implemented by staff to cover short-term cash needs of funds awaiting reimbursements from grants or other financing sources or that experience short-term disruptions in cash flow. Generally, the General Fund will be the lender of such borrowings. Interest will not be charged and paid between funds for such short-term interfund borrowings.

## **VII. Derivatives**

The use of derivatives in administering debt can be useful to minimize risk, reduce costs and provide flexibility. However, they may also add risk, restrict flexibility or add cost. The City recognizes the complexity and wide variety of derivatives available. Accordingly, if the use of derivatives is considered, the City, utilizing the services of a financial advisor and legal council, will complete a thorough analysis of all attributes of such use. The analysis shall consider factors outlined in Government Finance Officers Association Recommended Practice on Use of Derivatives by State and Local Governments. Further, each derivative use shall require separate approval of the City Council.

## **VIII. Use of Credit Enhancement**

The City shall seek to use credit enhancement (letters of credit, bond insurance, surety bonds, etc.) when such credit enhancement proves cost-effective. Selection of credit enhancement providers shall be subject to a competitive bid process developed by the City. Credit enhancement may be used to improve or establish a credit rating on a City debt obligation, even if such credit enhancement is not cost effective if, in the opinion of the City as advised by its



Financial advisor, the use of such credit enhancement meets the City's debt financing goals and objectives.

## **IX. Call Provisions**

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the City. When possible, all bonds shall be callable only at par.

## **X. Sale Process**

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants and current law provides for a negotiated sale, a private placement, or a limited public offering. The City shall attempt to award the bonds based on a True Interest Cost (TIC) basis. However, the City may award bonds based on a Net Interest Cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

## **XI. Rating Agencies Presentations**

Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies. Credit rating will be sought from Moody's, Standard & Poor's, and Fitch as recommended by the City's financial advisor.

The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities that comply with the standards of the Government Finance Officers Association for financial reporting and budget presentation and the disclosure requirements of the Securities and Exchange Commission.

## **XII. Debt Refunding/Open Market Purchase**

City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular refunding should exceed either \$50,000 or 3.5% of the refunded maturities.

The City may choose to defease its outstanding indebtedness through purchases of its securities on the open market when market conditions make such an option financially feasible. Such purchases may be made upon the Council's finding that the purchase is in the City's overall best financial interest.

### **XIII. Investment of Debt Proceeds/Interest Earnings**

Debt proceeds may be temporarily invested until needed. Debt proceeds will be invested primarily to assure the safety and liquidity of such investments, and secondarily, to maximize investment yield. The primary liquidity goal is to assure that proceeds will be available to fulfill the purposes of the issue on a timely basis.

Interest earnings received on the investment of debt proceeds shall be used to assist in paying the interest due on bond issues, to the extent permitted by law.

### **XIV. Lease/Purchase Agreements**

Over the lifetime of a lease, the total cost to the City will generally be higher than purchasing the asset outright. As a result the use of lease/purchase agreements in the acquisition of vehicles, equipment and other capital assets shall generally be avoided, particularly if smaller quantities of the capital asset(s) can be purchased on a "pay-as-you-go" basis.

### **XV. Financing Team**

The City may employ outside financial specialists to assist it in developing a bond issuance strategy, preparing bond documents and marketing bonds to investors. The key players in the City's financing transactions comprise the Finance Team and include its financial advisor and bond counsel (if retained for specific financings), the underwriter (on a negotiated sale) and City representatives (City Manager, City Attorney, Financial Services Director, among others). Other outside firms, such as those providing paying agent/registrar, trustee, credit enhancement, auditing, or printing services, are retained as required.

- The Financing Team meets as needed to consider specific financing projects and makes recommendations to the City Council.
- In developing financing recommendations, the Finance Team shall consider:
- The time proceeds of obligation are expected to remain on hand and the related carrying cost;
- The options for interim financing, including short term and interfund borrowing, taking into consideration federal and state reimbursement regulations;
- The effect of proposed action on the tax rate and user charges;
- Trends in interest rates;
- Other factors as appropriate; and



- Professional financial and legal services, including bond counsel, involvement

## **XVI. Selection of Finance Consultants and Other Service Providers**

The Finance Team shall be responsible for establishing a solicitation and selection process for securing professional services that are required to issue City debt. Goals of the solicitation and selection process shall include encouraging participation from qualified service providers, both local and national, and securing services at competitive prices.

Bond Counsel. As part of its responsibility to oversee and coordinate the marketing of all City indebtedness, the City Attorney shall make recommendations to the City Council regarding the selection of bond counsel to be employed and the duration of the employment for individual or a series of financings. The Council shall make such selection, taking into consideration these recommendations.

The bond counsel will issue an opinion as to the legality and tax exempt status of any obligations. The City may also seek the advice of bond counsel on all other types of financing and on any other questions involving federal tax or arbitrage law. Bond counsel is also responsible for the preparation of the ordinance authorizing issuance of obligations and all of the closing documents to complete their sale and will perform other services as defined by contract approved by the City Council.

Underwriters. The Finance Team shall make recommendations to the City Council regarding the selection of underwriting services for all debt issued in a negotiated or private placement sale mode. The selection of underwriters may be for an individual or series of financings or for a specified time period.

Financial Advisor. As needed, the Finance Team shall make recommendations to the City Council regarding the selection of financial advisors to be employed and the duration of such employment. The time period for employment may relate to an individual or a series of financings, or for a specified period of time.

The Financial Advisor will advise on the structuring of obligations to be issued, inform the city of various options, advise the City as to how choices will impact the marketability of city obligations and will provide other services as defined by contract approved by the City Council. To ensure independence, the Financial Advisor will not bid on nor underwrite any City debt issues. The Financial Advisor will inform the City Manager of significant issues.

Paying Agent. As needed, the Finance Team shall make recommendations to the City Council regarding the selection of paying agent services from qualified commercial and trustee banks.

Other Service Providers. As needed the Finance Team shall make recommendations to the City Council or City Manager for selection of other service providers (escrow agents, verification agents, trustees, etc.).

Applicable Laws, Policies, and Solicitation Processes. The solicitation and selection process for such services will comply with Federal and State law and City policy requirements for professional services

The solicitation policy may include formation of a review committee to evaluate written proposals and, if deemed necessary, conduct oral interviews.

In all instances, the City shall promote competition in issuing debt. This will be implemented in the selection of professionals and other service providers, giving consideration to the experience and quality of service, as well as cost. In determining whether to "sell" the debt on a negotiated or competitive basis, the factors outlined in the Government Finance Officers Association recommended practice on "Selecting and Managing the Method of Sale" will be followed.

## **XVII. Conduit Financing**

Conduit financing involves securities issued by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financing for those activities (e.g., economic development, housing, public health services) that have a general public purpose that comply with Federal and State law and that are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists and current law provides, such conduit financing will not in any way pledge the City's faith and credit.

## **XVIII. Ethics/Gift Policy**

In addition to any provisions of any applicable statutes and the City's Code pertaining to Ethics, City officials or staff shall not accept any gifts or benefits from any vendors associated with the issuance of any debt.

## **XIX. Capital Planning**

To enhance creditworthiness and prudent financial management, the City is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning. Evidence of this commitment to systematic capital planning will be demonstrated through adoption and periodic adjustment of the Capital Project and Equipment Acquisition Plans.



**Approved By:**

**Date:**

---

J. Carter Napier  
City Manager

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

DRAFT

RESOLUTION NO.20-168

A RESOLUTION TO ADOPT THE CITY OF CASPER,  
WYOMING, FINANCIAL ADMINISTRATION GUIDELINES  
AND REPEAL RESOLUTION 00-95

WHEREAS, the City of Casper recognizes its' obligation to safeguard the financial stability of the City and provide stewardship over public funds, and

WHEREAS, the City of Casper recognizes the need to establish guidelines that identify the principles to be followed to ensure that the City is financially able to meet its' immediate and long-term service goals and objectives, and

WHEREAS, a document prepared by the City of Casper Finance Division, referred to as the *City of Casper, Wyoming Financial Administration Guidelines* setting forth principles supporting the financial planning and internal financial management of the City has been reviewed and found acceptable by City Council , and

WHEREAS, the City of Casper now desires to formally adopt the provisions of the *City of Casper, Wyoming Financial Administration Guidelines* and repeal any and all conflicting and inconsistent resolutions or other actions.

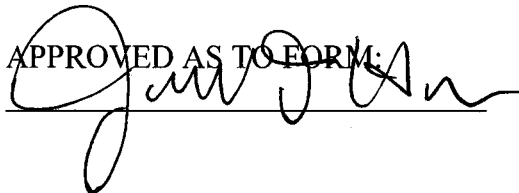
NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING:

SECTION ONE. The *City of Casper, Wyoming Financial Administration Guidelines*, which are attached to this Resolution and are incorporated herein by this reference, are adopted by the City of Casper.

SECTION TWO: Resolution 00-95 is repealed. It is the intention of the City of Casper that if any Resolution or other action of the City of Casper conflicts or is inconsistent with this Resolution then that conflicting Resolution or other action shall be deemed to be repealed to the extent of the conflict or inconsistency.

PASSED, APPROVED, AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:




ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 4, 2020

MEMO TO: J. Carter Napier, City Manager 

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

SUBJECT: Authorizing a Contract for Outside-City Water Service with Arlo B. See  
and Deborah K. See

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action Type**

Resolution

**Recommendation**

That Council, by resolution, authorize a Contract for Outside-City Water Service with Arlo B. See and Deborah K. See.

**Summary**

This contract provides Outside-City water service for 3900 Squaw Creek Road, a parcel of land located west of Casper in the Squaw Creek Area. The property will obtain water service by tying into the new 12-inch West Casper Zone II water main located adjacent to the property.

This property is not contiguous to the Casper City limits and a Commitment to Annex has been signed as it is within Casper's growth boundary. The Public Utilities Advisory Board conceptually approved the contract at its May 27, 2020 meeting and has recommended Council approval.

**Financial Considerations**

No financial considerations

**Oversight/Project Responsibility**

Bruce Martin, Public Utilities Manager

**Attachments**

Resolution  
Agreement  
Commitment to Annex

## CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this 1<sup>st</sup> day of September, 2020, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as "City", and Arlo B. See and Deborah K. See, 3900 Squaw Creek Road, Casper, Wyoming 82604; hereinafter referred to as "Owner."

### RECITALS

- A. Owner is the owner of certain land as described in Exhibit "A" being the S/2 of Lot 35 of the Swingle Ranch Tracts, being located in the NW1/4 of the SE1/4 of Section 24, Township 33 North, Range 80 West of the 6<sup>th</sup> P.M., in Natrona County, Wyoming, with an address of 3900 Squaw Creek Road, Casper Wyoming 82604, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit "A"; and,
- C. Owner can connect by a service line into the 12-inch water main located in Squaw Creek Road; and,
- D. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

#### 1. Service

- a. The property served shall be limited to that described in Exhibit "A." No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), water service connection and meter to the property shown on Exhibit "A." No other properties may be served from this connection.
- c. The Owner shall install one, ¾-inch or 1-inch water service line from the building to be served to the curb box or meter pit at the property line at the Owner's sole cost and expense. The water service line curb box shall be installed approximately ten (10) feet from the transmission line.
- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.

- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this agreement. It shall provide

that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.

- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

#### 8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements in the area at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.
- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees,

and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.



- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info  
Arlo B. and Deborah K. See  
3900 Squaw Creek Road  
Casper, Wyoming 82604

City of Casper  
Attn: Public Services Director  
200 North David  
Casper, Wyoming 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[The rest of this page is intentionally left blank.]



The undersigned mortgagee for Arlo B. and Deborah K. See hereby agrees to, consents, and ratifies this agreement.

8/14/2020  
Date

Wells Fargo Bank, N.A.  
MORTGAGEE

By: [Signature]

Printed Name: Ted Schmitz

Title: Branch Manager

Arlo B. and Deborah K. See  
Outside-City Water Service Contract

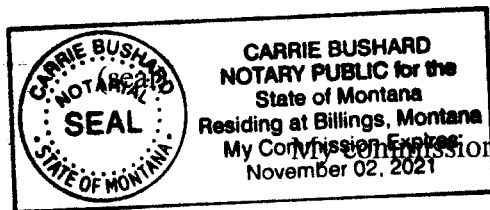
Page 8 of 10

~~STATE OF WYOMING~~  
~~COUNTY OF NATRONA~~ ss.

State of Montana  
County of Yellowstone

This instrument was acknowledged before me this 14 day of August, 2020, by  
Ted Schmitz as Branch Manager  
of Wells Fargo the Mortgagee.

[Signature]  
NOTARY PUBLIC



My Commission Expires: 11-02-2021

Arlo B. and Deborah K. See  
Outside-City Water Service Contract

Page 9 of 10

This instrument was acknowledged before me this 20<sup>th</sup> day of June, 2020,  
by Arlo B. See.

**NOTARY PUBLIC**  
**DARCI ANDERSSON**  
STATE OF WYOMING  
COUNTY OF NATRONA  
My Commission Expires January 26, 2022

  
NOTARY PUBLIC

[illegible]

This instrument was acknowledged before me this 20<sup>th</sup> day of June, 2020,  
by Deborah K. See.

**NOTARY PUBLIC**  
**DARCI ANDERSSON**  
STATE OF WYOMING  
COUNTY OF NATRONA  
**My Commission Expires January 26, 2022**

Ordunza  
NOTARY PUBLIC

[illegible]

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_ the Mortgagee.

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

[illegible]

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020,  
by Steven K. Freel as the Mayor of City of Casper, Wyoming, a Wyoming municipal  
corporation.

(seal)

NOTARY PUBLIC

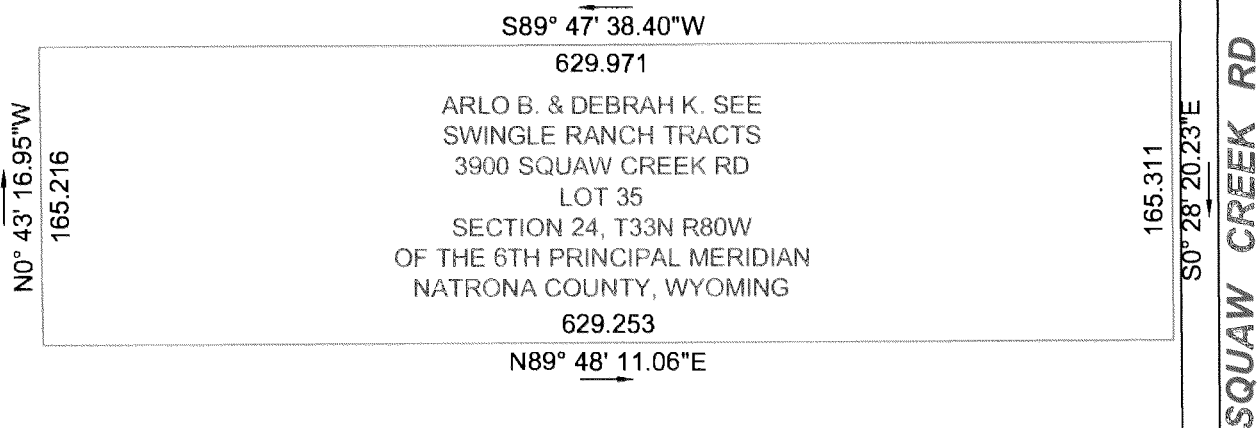
My commission expires: \_\_\_\_\_



VICINITY MAP  
NOT TO SCALE

# LOCATION MAP EXHIBIT "A"

Arlo B. & Deborah K. See  
Outside-City Water Contract  
Exhibit "A" Page 1 of 2



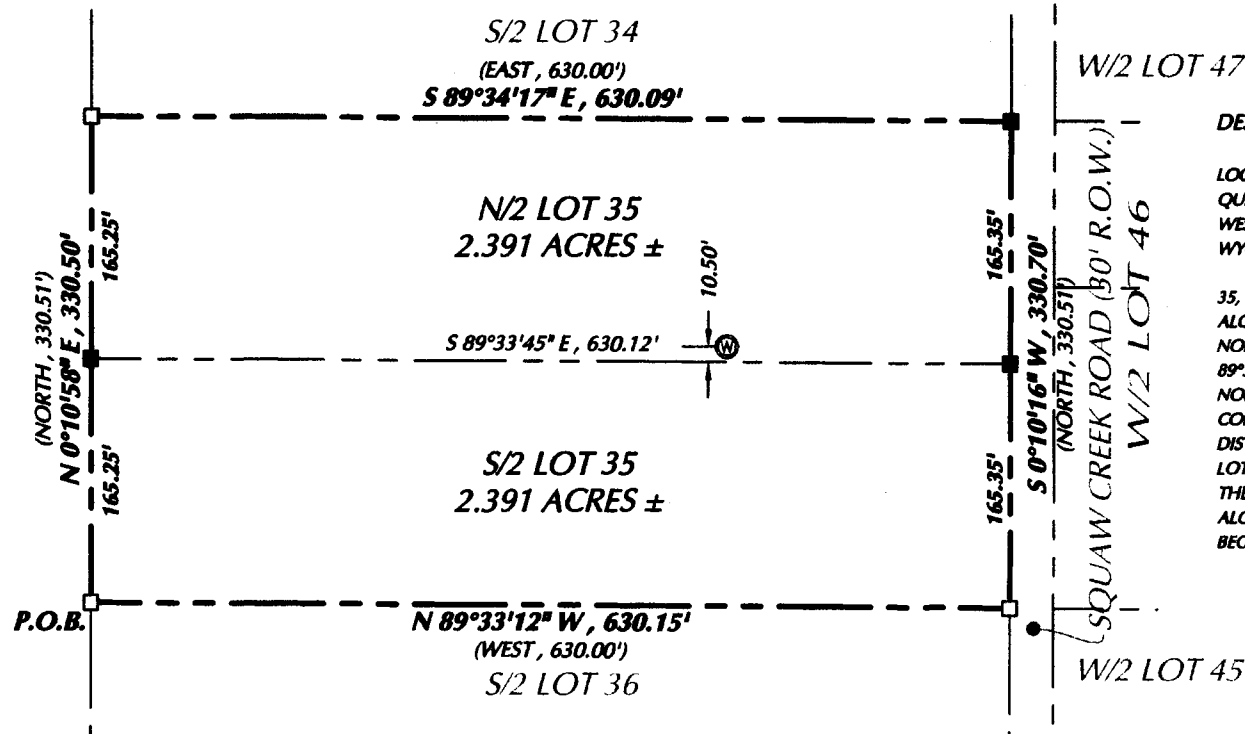
VICINITY MAP  
NOT TO SCALE

## VICINITY MAP

PROPOSED  
SERVICE  
LOCATION



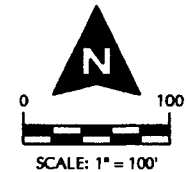
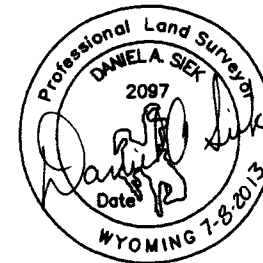




**DESCRIPTION:**

ALL OF LOT 35 OF SWINGLE RANCH TRACTS, BEING LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPLE MERIDIAN, NATRONA COUNTY, WYOMING BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID LOT 35, THENCE NORTH 0°10'58" EAST A DISTANCE OF 330.50 FEET ALONG THE WESTERLY LINE OF SAID LOT 35 TO THE NORTHWESTERLY CORNER OF SAID LOT 35, THENCE SOUTH 89°34'17" EAST A DISTANCE OF 630.09 FEET ALONG THE NORTHERLY LINE OF SAID LOT 35 TO THE NORTHEASTERLY CORNER OF SAID LOT 35, THENCE SOUTH 0°10'16" WEST A DISTANCE OF 330.70 FEET ALONG THE EASTERLY LINE OF SAID LOT 35 TO THE SOUTHEASTERLY CORNER OF SAID LOT 35, THENCE NORTH 89°33'12" WEST A DISTANCE OF 630.15 FEET ALONG THE SOUTHERLY LINE OF SAID LOT 35 TO THE POINT OF BEGINNING, CONTAINING 4.782 ACRES MORE OR LESS.



Arlo B. & Deborah K. See  
Outside-City Water Contract  
Exhibit "A" Page 2 of 2

Prepared by Siek Surveying Service  
600 E. 29th St. / Casper, WY  
PH: (307)266-6829 / FAX: (307)472-4502

RECORD OF SURVEY  
LOT 35, SWINGLE RANCH TRACTS  
6TH P.M., NATRONA COUNTY, WYOMING

Drawn By: BIZ  
Checked By: DAS  
Date Surveyed:  
06/27/2013  
Rev. Date:  
NONE  
Job No.:  
41-13  
SHEET:  
RECORD OF SURVEY

**COMMITMENT TO ANNEX TO THE CITY OF CASPER, WYOMING**  
(Individual Form)

We, Arlo B. See, Deborah K. See, and Wells Fargo Bank, N.A. respectively the owner(s) and mortgagee of the following described real estate located in Natrona County, to-wit:

**ARLO B. SEE AND DEBORAH K. SEE  
3900 SQUAW CREEK ROAD  
CASPER, WYOMING, NATRONA COUNTY  
PROPERTY AS DESCRIBED IN EXHIBIT "A"**

for valuable consideration, the receipt of which is hereby acknowledged, agree and commit to the annexation of the above-described property to the City of Casper, Wyoming at the request of the Casper City Council or on a property owner's petition. The undersigned further waive any statutory or other right to protest any such annexation.

This commitment to annex shall run with and bind the above described real property, and shall be included in every sale, conveyance or mortgage involving the above-described property. This commitment to annex shall be binding upon the Owner(s) and mortgagee, and their heirs, successors, and assigns forever.

6-24-20  
Date

Arlo B. See  
Arlo B. See  
OWNER

Sign  
Here

6-26-2020  
Date

Deborah K. See  
Deborah K. See  
OWNER

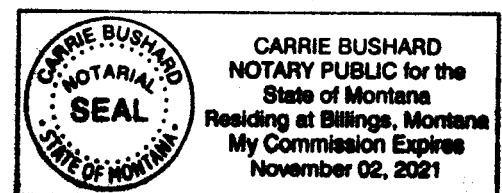
Sign  
Here

6/9/2020  
Date

Wells Fargo Bank, N.A.  
MORTGAGEE

Sign  
Here

By: Ted Schmitz  
Name: Ted Schmitz  
Title: Branch Manager

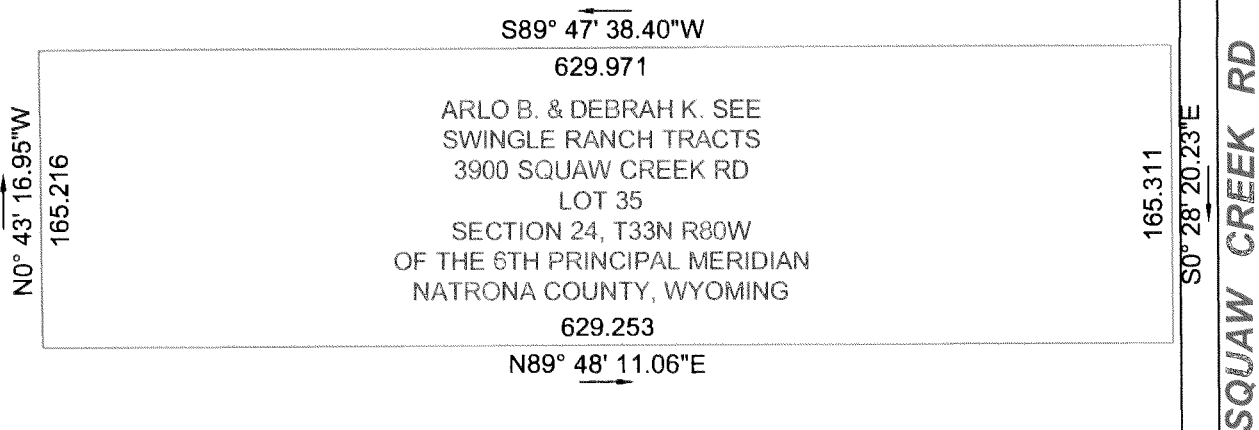




VICINITY MAP  
NOT TO SCALE

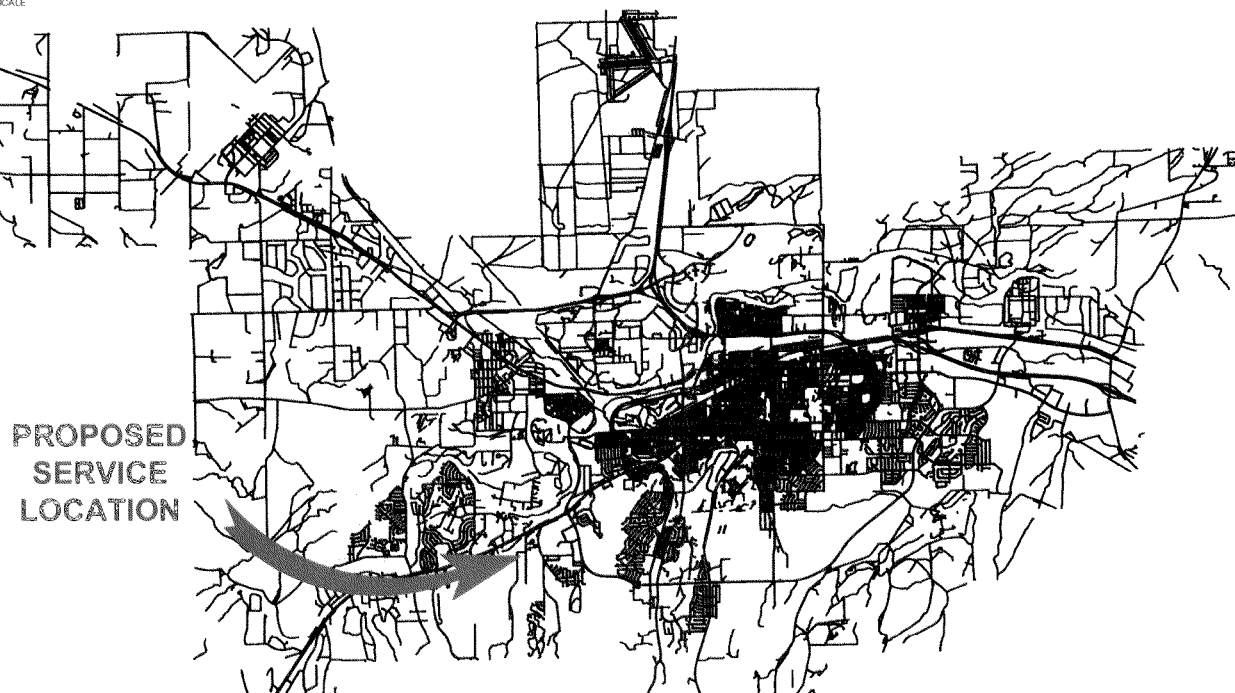
# LOCATION MAP EXHIBIT "A"

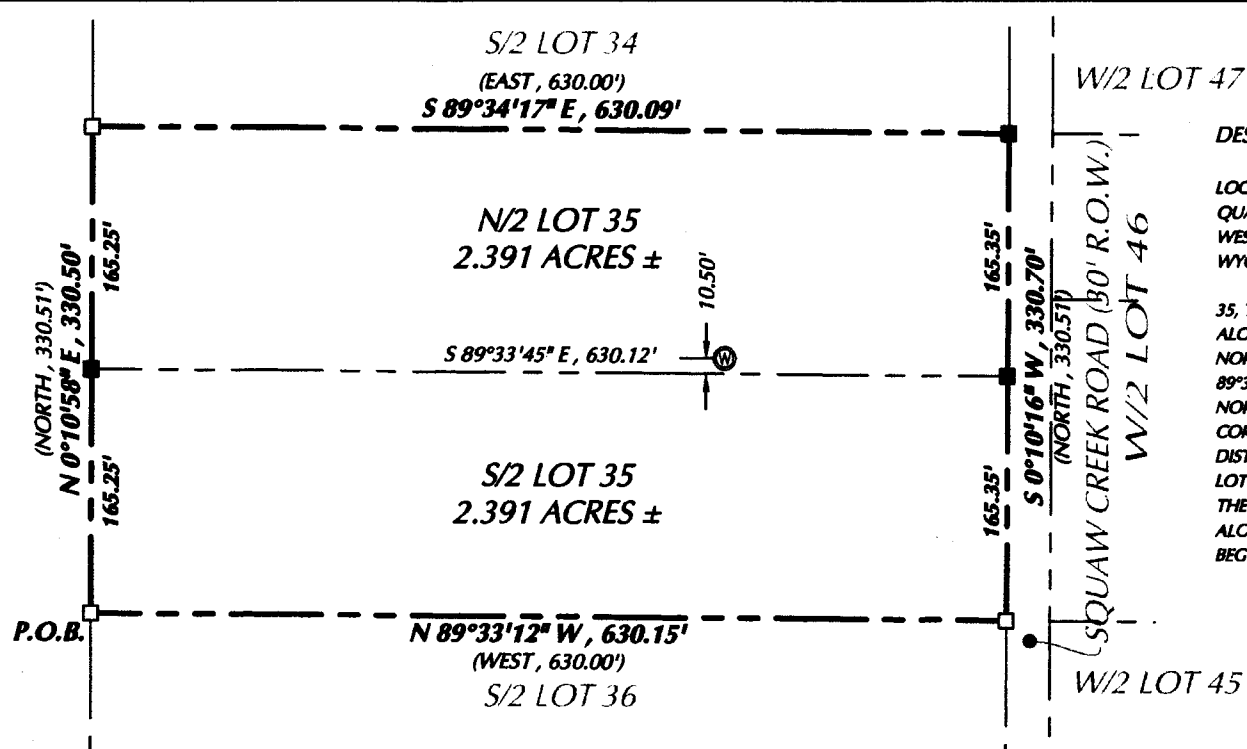
Arlo B. & Deborah K. See  
Outside-City Water Contract  
Exhibit "A" Page 1 of 2



VICINITY MAP  
NOT TO SCALE

## VICINITY MAP





Ario B. & Deborah K. See  
Commitment to Annex  
Exhibit "A" Page 2 of 2

**DESCRIPTION:**

ALL OF LOT 35 OF SWINGLE RANCH TRACTS, BEING LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPLE MERIDIAN, NATRONA COUNTY, WYOMING BEING DESCRIBED AS FOLLOWS:

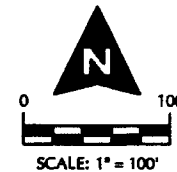
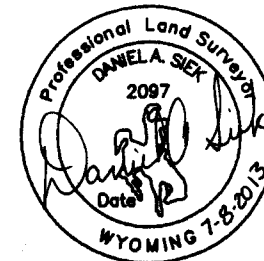
BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID LOT 35, THENCE NORTH 0°10'58" EAST A DISTANCE OF 330.50 FEET ALONG THE WESTERLY LINE OF SAID LOT 35 TO THE NORTHWESTERLY CORNER OF SAID LOT 35, THENCE SOUTH 89°34'17" EAST A DISTANCE OF 630.09 FEET ALONG THE NORTHERLY LINE OF SAID LOT 35 TO THE NORTHEASTERLY CORNER OF SAID LOT 35, THENCE SOUTH 0°10'16" WEST A DISTANCE OF 330.70 FEET ALONG THE EASTERLY LINE OF SAID LOT 35 TO THE SOUTHEASTERLY CORNER OF SAID LOT 35, THENCE NORTH 89°33'12" WEST A DISTANCE OF 630.15 FEET ALONG THE SOUTHERLY LINE OF SAID LOT 35 TO THE POINT OF BEGINNING, CONTAINING 4.782 ACRES MORE OR LESS.

**NOTES:**

- 1) BASIS OF BEARING IS AN ASSUMED BEARING OF S 0°10'16" W ON THE EASTERLY LINE OF LOT 35 OF SWINGLE RANCH TRACTS, NATRONA COUNTY, WYOMING.
- 2) THIS PLAT WAS PREPARED FOR DEBBIE SEE, THE OWNER AND PROPRIETOR OF LOT 35, SWINGLE RANCH TRACT, NATRONA COUNTY, WYOMING.

**SURVEYOR'S CERTIFICATE:**

I, DANIEL A. SIEK, A REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE BY ME IN THE MONTH OF JUNE, 2013 AND THAT THIS PLAT IS AN ACCURATE REPRESENTATION THEREOF.



LEGEND	
	RECOVERED ALUMINUM CAP
	SET 5/8" REBAR W/ALUMINUM CAP
	EX. WATER WELL
	SITE BOUNDARY
	LOT LINES
	MEASURED
	RECORD

Prepared by Siek Surveying Service  
600 E. 29th St. / Casper, WY  
PH: (307)266-6829 / FAX: (307)472-4502

RECORD OF SURVEY  
LOT 35, SWINGLE RANCH TRACTS  
6TH P.M., NATRONA COUNTY, WYOMING

Drawn By: BLZ
Checked By: DAS
Date Surveyed: 06/27/2013
Rev. Date: NONE
Job No.: 41-13
SHEET: RECORD OF SURVEY

RESOLUTION NO.20-169

A RESOLUTION AUTHORIZING A CONTRACT FOR  
OUTSIDE-CITY WATER SERVICE WITH ARLO B. SEE AND  
DEBORAH K. SEE.

WHEREAS, Arlo B. See and Deborah K. See have requested outside-City water service from the City of Casper for the S/2 of Lot 35 of the Swingle Ranch Tracts with an address of 3900 Squaw Creek Road, Casper, Wyoming 82604; and,


WHEREAS, a contract for providing such water service has been proposed containing obligations concerning all parties; and,

WHEREAS, such contract is deemed to be in the best interest of the City of Casper.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a Contract for Outside-City Water Service with Arlo B. See and Deborah K. See, 3900 Squaw Creek Road, Casper, Wyoming 82604.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

  
\_\_\_\_\_


ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 17, 2020

MEMO TO: J. Carter Napier City Manager 

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

SUBJECT: Authorizing a Contract for Professional Services with HDR Engineering, Inc., in the Amount of \$159,075, for conducting a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) update for the water and sewer utilities as required by America's Water Infrastructure Act of 2018 (AWIA).

**Meeting Type & Date:**

Regular Council Meeting  
September 1, 2020

**Recommendation:**

That Council, by resolution, authorize a contract for professional services with HDR Engineering, Inc., in the amount of \$159,075, for the water and wastewater utility RRA and ERP update.

**Summary:**

The AWIA, (Section 2013) passed October 23, 2018, requires that water utility providers develop a RRA and an ERP for their water system. Communities with a population served of 50,000 to 100,000 must complete the RRA by December 31, 2020, and the ERP by June 30, 2021. The City of Casper's 2019 Population is approximately 55,293 (latest US census). While not required by the Act, staff is requesting that an RRA and ERP be completed for the wastewater utilities as well. Completing all water and wastewater assessments and plan updates under one contract will allow the City to take advantage of manpower efficiencies and ensure integrated plans are in place for all utilities.

Risk and resilience assessments are used to identify and evaluate risks to the water and wastewater systems from malevolent acts and natural hazards. The resilience of the pipes/conveyances, physical barriers, source water, water intake, pretreatment, treatment, storage, distribution facilities, and electronic/computer (including their security) systems are all evaluated. The findings of the RRA are incorporated into a full emergency response plan. The ERP identifies strategies and resources to improve the resilience of the system, including physical and cybersecurity. The ERP also provides a cohesive document from which emergency response personnel can obtain the necessary information to respond to a natural or man-made emergency situation.

In 2004, vulnerability assessments and ERP's were completed for the water utilities in accordance with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. The existing assessments and plans will be reviewed and updated using the AWWA Risk and Resilience Management of Water and Wastewater Systems standard so they are current and compliant with AWIA and industry standards through 2024. The RRA portion of this project will include the inspection and evaluation of water and wastewater facilities/sites to identify asset and



threat characterizations. The consequences, vulnerability, and threat likelihood associated with each threat-asset pair will then be evaluated to calculate risk and resilience values to reflect relative risks to critical assets necessary to fulfill the utilities mission. The ERP will be developed in accordance with the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG101) and on American Water Works Association guidance M19. The overall goal of the ERP is to help protect the health and safety of utility employees, customers, and the general public.

Once completed, and as required by the Act, the plans will be certified with EPA. Thereafter, the plans will be updated in-house and recertified every five years.

It is anticipated that a funding agreement will be consummated between the City of Casper and the Central Wyoming Regional Water System for their portion (\$39,768.75) of the RRA and ERP that pertains to the water treatment plant and regional water system operations.

**Financial Considerations:**

Funding for this project will come from each of the water and sewer utility FY21 budgets.

**Oversight/Project Responsibility:**

Bruce Martin, Public Utilities Manager

**Attachments:**

Resolution

Agreement

# CONTRACT FOR PROFESSIONAL SERVICES

## PART I - AGREEMENT

This Contract for Professional Services ("Contract") is entered into on this 1<sup>st</sup> day of September, 2020, by and between the following parties:

1. The City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 ("City").
2. HDR Engineering, Inc., 6300 South Old Village Place, Suite 100 Sioux Falls, South Dakota 57108 ("Consultant").

Throughout this document, the City and the Consultant may be collectively referred to as the "parties."

## RECITALS

A. The City is undertaking a project to conduct a risk and resilience assessment and update emergency response plans for its water and sewer utilities as required by America's Water Infrastructure Act of 2018.

B. The project requires professional services for conducting the assessments and updating the plans as needed in relation to the project.

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

D. The City 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:

Consultant shall perform the services in connection with and respecting the project as provided in Exhibit "A", Page 1 of 17 through Page 17 of 17; and Exhibit "B", Page 1 of 3 through Page 3 of 3, which are attached hereto and made a part of this Contract.

### 2. TIME OF PERFORMANCE:

The services of the Consultant shall be undertaken and completed on or before June 30, 2021.

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 a lump sum of One Hundred Fifty-Nine Thousand Seventy-Five and 00/00 Dollars (\$159,075.00).

4. METHOD OF PAYMENT:

Payment will be made following completion of the terms set forth herein and receipt of an itemized invoice, certified under penalty of perjury, from the Consultant for services rendered in conformance with the Contract, and following approval by the Casper City Council. The invoice for payment must specify the correct amount due; that the Consultant has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

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

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

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

**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

Walter Tremel

ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

Fleur Tremel  
City Clerk

Steven K. Freel  
Mayor

WITNESS

CONSULTANT  
HDR Engineering, Inc.

By: Karen Westenberg  
Printed Name: Karen Westenberg  
Title: Administrative Assistant

By: Jason E. Kjenstad  
Printed Name: Jason Kjenstad, P.E.  
Title: Vice President

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART II - GENERAL TERMS AND CONDITIONS**

#### **1. TERMINATION OF CONTRACT:**

1.1 The City 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 City, 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 City for damages sustained by the City, by virtue of termination of the Contract by Consultant, or any breach of the Contract by the Consultant, and the City may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the City from the Consultant are determined.

#### **2. CHANGES:**

The City 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 City 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 City.

#### **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 City: provided, however, that claims for money due or to become due the Consultant from the City 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 City within five (5) business days of any assignment or transfer.

#### **4. AUDIT:**

The City 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 City, and upon completion of the services to be performed, they will be turned over to the City provided that, in any case, the Consultant may, at no additional expense to the City, 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 City.

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 City.

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 City. 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 subconsultant to perform any services in the scope of this project, unless the subconsultant is approved in writing by the City. Any approved subconsultant shall be paid by the Consultant.

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 subconsultants, 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 City 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 City.

D. *Other Insurance Provisions*

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

1. *Additional Insured Status*

The City, 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 and non-contributory insurance as respects the City, its officers, elected and appointed officials, employees, agents and volunteers.

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 City. Such notice to the City shall be provided in a commercially reasonable time.

4. *Waiver of Subrogation*

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City 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 City 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 City. Unless otherwise approved by the City in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the City, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the City 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 City.

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 City 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 City 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 City reserves the right to require complete,

certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. *Subconsultants*

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

10. *Special Risks or Circumstances*

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

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.

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

## Exhibit "A"

# City of Casper Drinking Water and Wastewater Systems Risk and Resiliency Assessment Project

### General

The following addresses the work tasks and deliverables requested by the Central Wyoming Regional Water System and the City of Casper (City) to complete Risk and Resiliency Assessment project. While a formal scope of work is provided for the Risk and Resilience Assessment (RRA) (Phase I) and to update the Emergency Response Plans (ERPs), a general budget is provided for the Continuity of Operations Plan (COOPs) as information for the City. More detailed scope and budget information for this project elements can be provided at a later date, and completed as Phase II of the overall Risk and Resiliency Assessment project.

America's Water Infrastructure Act of 2018 (AWIA) requires all public water systems serving populations greater than 3,300 persons to assess the risks to, and resilience of, its system (referred to as the Risk and Resilience Assessment or "RRA"). The RRA is to include:

- Risk to the system (supply, treatment, and distribution) from malevolent acts and natural hazards
- Resilience of the infrastructure, including SCADA/cyber resilience
- The monitoring practices of the system
- The financial infrastructure of the system
- The use, storage, or handling of various chemicals by the system
- The operation and maintenance of the system

The assessments are to be finalized and then certified to the Administrator of the Environmental Protection Agency (EPA) by December 31, 2020, for systems serving a population of 50,000 to 100,000.

The RRA must be reviewed at least every five years to determine if the assessment will be revised. Upon review, the water system shall recertify the original assessment or certify a revision to the assessment.

Within six months of completion of the RRA, AWIA also requires each system to submit a letter of certification to the EPA that the Emergency Response Plan (ERP) for a utility was created or updated (where necessary), and at least every 5 years thereafter. For systems serving a population of 50,000 to 100,000, the ERP certification is required by June 30, 2021.

Community water systems shall to the extent possible coordinate with local emergency planning committees established under the Emergency Planning and Community Right-To-Know Act of 1986 when preparing or revising an assessment or emergency response plan under AWIA. Further, systems must maintain a copy of the assessment and emergency response plan for five years after certifying the plan to the EPA.

## Objectives

The primary objective of the RRA is to identify and prioritize risks and provide guidance to support decisions by the utility in allocating resources to risk-reduction initiatives for the water and wastewater systems.

The RRA will assess risks from natural hazards and malevolent acts, including physical and cyber-attacks. This work will consider risk (likelihood of threat occurrence, consequence of failure, and system vulnerabilities) for critical water and wastewater system assets, including source waters, treatment plants, pump/lift stations, storage reservoirs/tanks/vaults, conveyance and distribution systems, service connections, and control systems. HDR will conduct workshops with the City's staff to assist the City in the development of the critical asset list, threats and hazards, and consequence analysis. HDR will work with the City to identify representative asset types to gain efficiencies in determining vulnerabilities common to particular system components. This information may then be extrapolated by the City to apply to other assets in the system.

HDR will work with the City to determine mitigation measures that can be implemented to improved system resiliency. Mitigation measures will address water and wastewater system resilience and may address physical, operational, and network/financial control system vulnerabilities.

HDR will review existing documents, such as local hazard mitigation plans, the City's past vulnerability assessment documentation, existing emergency plans, security procedures, etc. As required by AWIA, the project workshops may periodically include invitations to members of local emergency management agencies, law enforcement, fire department, and other intelligence advisors such as the Department of Homeland Security Protective Service Advisors. These agencies, along with City staff can provide information and insights into local threats which can aid in defining relevant physical hazards and cybersecurity threats to the City's system.

## Standards Used for AWIA-Related Assessments

To prepare the Risk and Resiliency Assessment, HDR will use the following standards:

1. ANSI/AWWA J100-10(R13), American Water Works Association, Risk Analysis and Management for Critical Asset Protection (RAMCAP®) Standard for Risk and Resilience Management of Water and Wastewater Systems Using the ASME-ITI RAMCAP Plus® Methodology, July 1, 2010,
2. EPA Office of Water (MC 140), Baseline Information for Malevolent Acts for Community Water Systems, EPA 817-K-19-001, July 2019.
3. AWWA's Cybersecurity Guidance and Assessment Tool. As cited by AWWA, "This updated Guidance document has been revised to maintain alignment with the NIST Cybersecurity Framework and Section 2013 of America's Water Infrastructure Act (AWIA) of 2018. Collectively these resources provide the water sector with a voluntary, sector-specific approach for implementing applicable cybersecurity controls and recommendation."
4. The City intends to include in this contract an update to their existing Emergency Response Plan; the standard used by HDR for this assessment is ANSI/AWWA G440-17, Emergency Preparedness Practices, Revised August, 2017.

## Methodology Used for AWIA-Related Assessments

The methodology used for the development of this RRA is to be based on the seven steps contained in the J100 Standard work flow process, which include:

- 1) Asset Characterization
- 2) Threat Characterization
- 3) Consequence Analysis
- 4) Vulnerability Analysis
- 5) Threat Analysis
- 6) Risk and Resilience Analysis
- 7) Risk and Resilience Management

All of the materials and information concerning the City's RRA are considered confidential. Federal Freedom of Information Act (FOIA) exemptions allow utilities to keep this information confidential. During the initial organizational phases, HDR will discuss security guidelines with project participants and how to apply them. A secure file-sharing system will be used for the remote transfer of sensitive information between the HDR Team and the City through the course of this project.

## Phase I – Risk and Resilience Assessment

---

### Work Tasks

TASK 1.0 - Project Management

TASK 1.01: Project Initiation/Project Management

The Project Initiation/Project Management Task will be used to establish coordination between the HDR and City project teams, and provide overall management of the project. Tasks include project contracting and set-up activities, coordination of project activities and subconsultants, verification of compliance with the scope of services, management of the project budget and schedule, preparation of monthly invoices, and coordination of quality assurance and quality control (QA/QC) of the tasks and deliverables throughout the project.

Task 1.02: Project Kickoff

A 60-minute project kickoff meeting will be held with key project team members (HDR and City) to introduce the project teams, establish key project team members' roles and responsibilities, define lines of communication, review the scope, objectives and project schedule, and establish the approach that will be used to manage the project. The teams are to discuss existing information that may be used in the RRA, and a preliminary list of attendees who will participate in the various project workshops.

Task 1.03: Project Tracking and Invoicing

Includes tracking of project status, including budget and schedule status, and preparation of monthly invoices and progress reports throughout the course of the project.

#### Task 1 Deliverables

- Project kickoff meeting agenda and notes
- Monthly invoices and progress reports

### Task 1 Assumptions

- One 60-minute project kickoff meeting/call by up to three HDR staff members, including HDR's PM and Technical Lead, either in person or via phone conference.
- Bi-weekly PM meetings/conference calls will be conducted as needed throughout the project with HDR and City project managers and will last no longer than 30 minutes. An estimate of 6 hours for meetings is included for scoping purposes.
- Deliverables will be provided to attendees and others as requested in electronic pdf format.
- Up to 6 monthly invoices and progress reports will be prepared.

### TASK 2 – Data Collection and Review

#### Task 2.01 Data Collection and Review

HDR is to prepare a data request for existing information needed to complete the RRA, which may include but not be limited to the following:

- Vulnerability and risk assessments
- Emergency response plans
- Security plans and procedures
- Business continuity plans (Continuity of Operations Plans - COOP)
- Source water protection plans
- Long range water resources plan
- Comprehensive plan(s)
- Water and wastewater system master plans
- System map(s)
- Local natural hazard mitigation plan(s)
- Control system network diagrams and asset inventory
- Department of Homeland Security (DHS) assessment
- Human resources policies
- Door lock/key policies
- Security camera use and policies
- Other documents that may be related to the assessment of vulnerability and resiliency of the water and wastewater utility, as appropriate.

HDR will conduct up to two 1-hour calls with City staff to discuss system information and data in preparation for the RRA.

### Task 2 Deliverables

- Data Request

### Task 2 Assumptions

- The City will provide data within two weeks of request to HDR in electronic format when possible.
- All documents not publicly accessible will be shared electronically through a secure file-sharing platform.

- Up to two 1-hour calls will be conducted by HDR and will be attended by up to 3 HDR team members.

### TASK 3 – RRA Workshops and Field Assessment

To complete the RRA, a series of three workshops will be conducted to guide the City through the J100 process, including the identification of critical assets and threats, and consequence analysis. The workshops outlined below are designed to leverage the City and other participants' knowledge of the water/wastewater systems and threat environment, and transfer that information into the risk and resilience assessment.

City participants in the workshops should include, but are not limited to senior staff in the areas of Water/Wastewater Operations, Engineering, Maintenance, Communications, Finance, Human Resources, Customer Service, IT, I&C/Operational Technologies, and Safety. Related staff who will be participating in the project should also be in attendance. Other participants may include representatives from Public Works, local law enforcement, the local hazardous materials team and fire department, state and local regulatory agencies, local or regional emergency management, and local or regional Department of Homeland Security. Including the additional participants in some of the project workshops provides critical information and broad perspective about threats to the utility and promotes an understanding of the water/wastewater systems to all participants, particularly first responders.

The workshops will be conducted as outlined below.

#### Task 3.01 Workshop 1: Identification of Critical Assets, Threats and Consequences

The HDR Team will conduct a two-part, seven-hour workshop to introduce the RRA project to the City's project team and other key participants, and to identify critical water and wastewater assets and relevant threats to be used in the J100 analysis.

The first part of the workshop will introduce the RRA and ERP process to participants. It will include a review of the water/wastewater system components and operation, and discussion of background information on AWIA, the RRA and ERP requirements, the J100 analysis methodology, and presentation of the project roadmap and schedule.

The second part of the workshop will include the asset characterization, threat characterization, and consequence analysis. Specific activities include:

**Asset Characterization.** By the J100 Standard definition, a critical asset is an item of value to the utility that, if incapacitated, could result in significant damage to the utility or community to the extent that the utility would be unable to meet its mission. Assets include physical elements, cyber elements, and human elements (critical knowledge or functions of people). The workshop will include an assessment of water system assets, such as the source water, intakes, groundwater wells, water/wastewater treatment plants, pump/lift stations, storage tanks, pipelines, administrative offices, SCADA system, etc. The assets will be reviewed and ranked by consequence of loss/failure to determine the most critical assets. For scoping purposes up to twelve critical water assets, and six critical wastewater assets will be used in the J100 analysis. Other assets may be assessed in a narrative manner in the RRA Report.

**Threat Characterization.** Development of the list of threats will begin with a review of the previous water or wastewater system vulnerability assessments (as available), the list of reference threats from J100, professional insights into threats and hazards from the HDR Team, and utility's institutional knowledge. The list of potential threats and hazards will be reviewed, and refined to include the most relevant threats to the water/wastewater systems. For scoping purposes up to twelve threats and



hazards will be identified for use in the J100 analysis. Other threats identified in the workshop may be considered in the RRA report, but not carried through the J100 analysis.

*Consequence Analysis.* To identify critical assets, consequence of asset loss/failure levels will be established. These are typically categorized by:

- Major sickness/injury and loss of life
- Cost to remediate, and economic loss to the utility
- Economic cost to the region
- Other factors including public perception, extent of service outage, environmental damage, etc.

HDR will lead the City staff through a discussion of consequences to identify up to six consequence categories to be used in the J100 analysis.

Following the workshop, HDR will conduct a 90-minute call with the City's project team to review and confirm the outcome from Workshop 1, including verification of up to eighteen critical assets and twelve threats and hazards to be carried through the risk and resilience analysis. The HDR Team will finalize the critical asset list, threat list, and consequence factors to be used in the J100 analysis, including the development of monetized consequence factors. HDR will also develop monetized consequence factors and threat probabilities to be used in the risk and resilience analysis.

#### Task 3.02 – Field Assessment of Critical Assets

The HDR team will conduct site visits for each of the twelve critical water and six critical wastewater assets with City staff to identify existing mitigations, potential vulnerabilities, security issues, and potential mitigation measures. This information is helpful in completing the risk analysis and for identifying potential mitigations that could reduce asset vulnerability. For some assets, a night visit may also be conducted to assess lighting at the facility and to better observe the potential for vandalism or criminal activity in the area.

Through the previously collected data from the City staff, the HDR Team will gather information on physical and personnel security, access control, systems controls, protection of the source water, and hiring/firing/Human Resources procedures.

The HDR Team will compile individual asset sheets summarizing field assessment and risk analysis results for use in the Draft RRA report.

#### Task 3.03 – Workshop 2: Risk and Resilience Analysis

The HDR Team will conduct a six-hour workshop to perform the J100 Risk and Resilience Analysis for the water and wastewater systems. Analysis of the water and wastewater systems will be conducted in parallel, as breakout sessions, during the workshop. The risk calculation will pair each threat with each critical asset (e.g. 12 critical water assets paired with 12 threats yields 144 water utility threat-asset pairs, similar calculation for wastewater) in an electronic table to assess risk, which is defined in this process as a function of threat likelihood, vulnerability, and consequence. During the workshop, the HDR Team and the City will develop vulnerability values, which, when incorporated with the threat probabilities and consequence of loss values developed in previous scope activities, will result in the development of a risk score and monetized risk value for each threat-asset pair.

Along with the development of risk values, the HDR Team will assist the City team with the identification of mitigation measures that may be used to lower risk or improve resiliency. Mitigation measures may include policy and procedure changes, physical security improvements, general changes at facilities, needs for additional hires, etc. Estimated changes to vulnerability or consequence values will be documented to assess the potential for risk reduction.

HDR will compile the information from the Workshop into the J100 spreadsheet to calculate initial and mitigated risk scores for each threat asset pair. The results of the risk and resilience assessment will be provided to the City for review in preparation for Workshop 3.

The Utility Resilience Index (URI) is a questionnaire in J100, which will also be completed to provide information on operational and financial resilience of the water system. The HDR Team will use the City's information to complete the URI and results will be included in the RRA report.

The requirements of the RRA for the water system include a limited overview of the operation and maintenance of the public water system. The HDR Team will meet with the various City departments and staff members to discuss the status of an asset management program, chemical storage and handling, and any gaps that could be improved to make the City's water and wastewater operations more resilient. This meeting will also include discussion of source water, source water protection, and source water alternatives. The results of this discussion will be included in the RRA reports.

#### Task 3.04 Workshop 3: Review of J100 Results and Risk and Resilience Management Strategies

The HDR Team will conduct a four-hour workshop with the City to review the results of the risk and resilience analysis, and mitigations that were discussed in Workshop 2. Review of water and wastewater systems will be conducted in parallel, as breakout sessions, during the workshop, and can be discussed by the larger group as appropriate. Changes or refinements to risk scoring, as well as further discussion and refinement of mitigation measures will be completed with input from the City teams. The City will select which mitigation measures are most practical and efficient to retain in the analysis.

Following the workshop, HDR will develop order-of-magnitude conceptual costs associated with the implementation of capital mitigation strategies for both the water and wastewater systems and will complete a benefit-cost analysis for the high-risk threat-asset pairs. Risk results will be presented in terms of risk reduction potential, and benefit-cost ratio.

The HDR Team will document the suggested mitigation measures for each of the high-risk threat-asset pairs, and the overall mitigation measures in the draft RRA reports.

#### Task 3 Deliverables

- Workshop agendas and materials
- Asset Summary Sheets
- J100 Workbooks (separate water and wastewater)

#### Task 3 Assumptions

- The City is responsible for workshop logistics, including scheduling, workshop invitations, coordination of refreshments (as needed), and location;
- HDR will develop agendas, provide workshop materials at least one week prior to the meeting, and will facilitate the workshops.
- The workshops will be attended by up to three HDR staff members (in person or virtual)
- HDR will analyze up to 12 critical water assets, 6 wastewater assets and 12 threats in the J100 analysis for this project.
- Site visits for up to 18 critical water/wastewater assets will be conducted in partnership with the City's staff over a period of no more than 2 consecutive working days. Asset types may be grouped together, and a site visit of a single asset which is representative of an asset type may be substituted for multiple site visits for similar assets.
- Up to three HDR staff members will participate in the workshops in person or virtually. If the situation changes due to COVID-19, HDR is prepared to work with the City to modify the work

plan to accommodate all virtual workshops.

#### TASK 4 – Cybersecurity Assessment Review

The primary objective of the cybersecurity portion of this Risk and Resilience Assessment (RRA) is to identify and prioritize risks and provide guidance to support decisions by the utility in allocating resources to reduce risk to levels acceptable to the utility.

Given that cybersecurity threats are continually evolving and vulnerabilities are constantly being sought for exploitation, the utility's ability to completely eliminate this risk is impossible. As such, the focus of this assessment is on risk reduction using applicable recognized standards.

This assessment includes the City's automated monitoring and control systems only; in other words, the plant process control system (PCS) and remote site supervisory control and data acquisition (SCADA) system. Business system/network assessment is excluded with the exception of potential identification as a source of PCS/SCADA System risk or possible means of mitigation. The City's computing systems for financial infrastructure are also excluded except as described below.

#### *Standards Used for AWIA-Related Assessments*

To prepare the Cybersecurity Assessment, HDR will use AWWA's Cybersecurity Guidance and Assessment Tool. As cited by AWWA, "This updated Guidance document has been revised to maintain alignment with the NIST Cybersecurity Framework and Section 2013 of America's Water Infrastructure Act (AWIA) of 2018. Collectively these resources provide the water sector with a voluntary, sector-specific approach for implementing applicable cybersecurity controls and recommendation." The AWWA Tool applies the following standards, best practices, and guidelines to assess cybersecurity threats:

1. International Society of Automation (ISA), ISA-62443 "Security for Industrial Automation and Control Systems"
2. National Institute of Standards and Technology, NIST 800-53 Rev. 4 "Security and Privacy Controls for Information Systems and Organizations"
3. National Institute of Standards and Technology, NIST 800-82 Rev. 2 "Guide to Industrial Control Systems (ICS) Security"
4. U.S. Department of Homeland Security (DHS), Catalog of Control Systems Security: Recommendations for Standards Developers, April 2011

#### *Methodology Used*

Under this scope of services the City will utilize and self-complete the AWWA Guidance Tool Report. HDR will also perform this step and then host a workshop to collaboratively compare results with both AWWA Guidance Tool Reports. It is assumed that this report will be fully completed by the City including September 2019 updates which include features to document risk.

The AWWA Guidance Tool Report will be utilized twice, once fully for the water system and a second time only reviewing the PCS related questions for the wastewater system, since the City of Casper utilizes a common IT and financial system for the water and wastewater utility divisions.

The City will provide one statement of compliance and/or gap summary of Financial Computing Systems conformance to NIST Framework including tools, policies and procedures and staff to address the core framework profile requirements including: "Identify, Protect, Detect, Respond, and Recover". HDR will review the provided statement and supporting documentation. At the City's request, HDR will include this statement and supporting documentation in an Appendix in the cybersecurity RRA report section.

All of the materials and information concerning the City's cybersecurity assessment are considered confidential. Federal Freedom of Information Act (FOIA) exemptions allow utilities to keep this information confidential. During the initial organizational phases, HDR will discuss security guidelines with project participants and how to apply them. A secure file-sharing system will be used for the remote transfer of sensitive information between HDR and the City through the course of this project.

#### Cybersecurity Task 4.01: Data Collection and Familiarization

The objective is effective collaboration between the City and HDR to ensure the best answers are used as input to the AWWA Cybersecurity Tool.

- HDR will submit a data request for the following information required to develop a high-level understanding of the City's PCS/SCADA water and wastewater Systems:
  - OSI Layer 2 Physical Network Drawings – This is a physical network diagram that shows all devices connected to the PCS, SCADA System, OT DMZ, etc. An example is available upon request.
  - OSI Layer 3 Logical Network Drawing – This is a conceptual drawing that shows all subnets (zone) and connecting devices (conduits). This is a high-level drawing that can look very different from the Layer 2 drawing. Subnets may include Business, Process Control System, SCADA, etc. Connecting devices may include routers, firewalls, Layer 3 switches, etc. An example is available upon request.
  - Control System Asset Inventory – This is a list of all PCS/SCADA hosts, ip addresses, subnet masks, default gateways, etc. This inventory should also include a list of all software, versions, patch level, etc. in use by the PCS/SCADA System. An example is available upon request.
  - PCS/SCADA System Policies, Procedures, and Standards
  - Statement of compliance and/or gap summary of Financial Computing Systems conformance to NIST Framework including tools, policies and procedures and staff to address the core framework profile requirements including: "Identify, Protect, Detect, Respond, and Recover".
- HDR will review the documentation provided by the City.
- HDR will review the water and wastewater Excel workbook that the City generates using the AWWA Cybersecurity Guidance Tool Report in light of the information provided.
- HDR will host a one-hour teleconference (referred to herein as AWWA Workshop 1A). The purpose of Workshop A is to review and discuss the "yes/no" answers the City used as input to the AWWA Cybersecurity Guidance Tool for the water system and common infrastructure (IT, Financial, Procurement, etc).
- HDR will host a one-hour teleconference (referred to herein as AWWA Workshop 1B). The purpose of Workshop B is to review and discuss the "yes/no" answers the City used as input to the AWWA Cybersecurity Guidance Tool for the wastewater System (it is assumed that the non-PCS question responses will remain the same as those in workshop A).
- For both workshops, HDR will lead this discussion and capture a few sentences of background information in a spreadsheet to support the yes/no answers; information captured will be the minutes of this workshop. This workshop will help HDR to further understand the PCS/SCADA

System. Note that it is common to change a couple of the input answers during this workshop. If that happens, HDR will utilize the AWWA Cybersecurity Tool to generate a new Excel workbook for use with Workshops 2A & 2B (described below).

- HDR will send a copy of the Workshops 1A & 1B spreadsheet and background information for review and comment. HDR will address any comments received.

#### Cybersecurity Task 4.02: Assessment Review

This task provides for the completion of an assessment by the City and also HDR using the AWWA Cybersecurity Tool along with a collaborative review of those assessment results.

- The City and HDR will use copies of the final Excel workbook from Workshop A to independently assign a control status to each of the 100 possible AWWA recommended cybersecurity controls. HDR will perform this task based on their very good understanding of the AWWA controls and their relatively limited understanding of the PCS/SCADA System. The City will perform this task based on their very good understanding of the PCS/SCADA System and (presumably) their relatively limited understanding of the AWWA controls. HDR will combine the control statuses from both Excel workbooks into one workbook for use during Workshops 2A and 2B (described below).
- HDR will host a teleconference (referred to herein as Workshops 2A & 2B). Workshop 2A (water) and 2B (wastewater) will be a discussion of AWWA controls statuses where the City and HDR assigned different control statuses. The control statuses that already agree will not be reviewed because it can take 5 hours or more to go through all of the controls. Each workshop is planned for up to 3 hours. The City and HDR will discuss the subset of controls that differ and work to agree on final control statuses. HDR will capture a few sentences of supporting information in the “Notes” column for each control with a final status of “Partially Implemented” or “Fully Implemented and Maintained.” This is because the City is making an assertion as to the completeness of those controls. The supporting information captured in the “Notes” column will be the minutes for this workshop. The control statuses that may be assigned and their meaning are, as follows:
  - **Not Planned and/or Not Implemented - Risk Accepted** – No Workshop 2A or 2B action required.
  - **Planned and Not Implemented** – No Workshop 2A or 2B action required. Utility recognizes work needs to be done.
  - **Partially Implemented** – This is an assertion. A few sentences will be captured to support this status. Utility recognizes work needs to be done.
  - **Fully Implemented and Maintained** – This is an assertion. Utility claims existing system meets the intent of the control references (not just the example). Ideally, HDR has documentation to support the claim. A few sentences will be captured to support this status.
- HDR will send the Excel workbook with the final statuses and “Notes” to the City for review and comment. HDR will address any comments received.

#### Cybersecurity Task 4.03: Cyber Report

This task will summarize the process and results from the preceding tasks into a cybersecurity report section that will be included in the final RRA reports for the water and wastewater systems.

##### Task 4 Deliverables:

- HDR will formulate a Request for Information to the Client that lists information required to develop a high-level understanding of the PCS/SCADA System.
- AWWA Cybersecurity Tool Input Answers spreadsheet completed under Workshops 1A & 1B.
- AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshops 2A & 2B.
- HDR will develop a Cybersecurity Report with the following sections:
  - Report body documenting the process used and key contextual information about Appendices 1, 2, and 3.
  - Appendix 1 – The AWWA Cybersecurity Tool Input Answers spreadsheet completed under Workshop 1A.
  - Appendix 2 – The AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshop 1B.
  - Appendix 3 – The AWWA Cybersecurity Tool Input Answers spreadsheet completed under Workshop 2A.
  - Appendix 4 – The AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshop 2B.
  - Appendix 5 – The definitions of the priorities generated by the AWWA Cybersecurity Tool.

##### Task 4 Assumptions

- The City will provide timely, reasonable information in response to the HDR request for information and documentation required to develop a high-level understanding of the PCS/SCADA System.
- HDR will review the received documentation to understand the physical & logical network architectures, system boundaries, and comparison to current industry standards in preparation to conduct workshops as part of subsequent tasks.
- During the review, HDR may need to request additional information from the City to clarify items and will transmit that request to the City in writing.
- The City will complete the AWWA Cybersecurity Tool.
- The City will participate in workshops with staff that have a good understanding of IT and OT systems.
- The City will provide a statement of compliance and/or gap summary of Financial Computing Systems conformance to NIST Framework including tools, policies and procedures and staff to address the core framework profile requirements including: “Identify, Protect, Detect, Respond, and Recover”. If requested by the City, HDR will include this information in a separate appendix in the Cybersecurity RRA Report Section.
- The workshops will be held using a virtual collaboration solution (e.g. WebEx).

- Information and Services Provided by Others:
  - The City will update Final AWWA Cybersecurity Guidance Tool based on findings documented in workshop minutes. This will occur after final deliver of the Cybersecurity RRA Report Section.
  - The City will provide timely review of workshop meeting minutes.
- Appendix C will contain the AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshop 1A. This spreadsheet will contain cybersecurity controls with an unquantified gap to be filled where the status is “Partially Implemented” or “Planned and Not Implemented.” The City will review the control references and determine the cybersecurity objectives/outcomes/goals appropriate for their PCS/SCADA System and other factors (e.g. risk tolerance, staff levels, budget, etc.). This will be a follow-up exercise to be performed by the City after delivery of the report.

The effectiveness of operational technology systems (“OT Systems”) and financial information technology systems (“Financial IT Systems”) and features designed or recommended by HDR are dependent upon the City’s continued operation and maintenance of the OT and Financial IT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT and Financial IT Systems. The City shall be solely responsible for operating and maintaining the OT and Financial Systems in accordance with applicable industry standards (i.e. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, the City recognizes and agrees that OT and Financial IT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed or recommended by HDR are intended to reduce the likelihood that OT and Financial IT Systems will be compromised by such incidents. However, HDR does not guarantee that the City’s OT and Financial IT Systems are impenetrable and the City agrees to waive any claims against HDR resulting from any such incidents that relate to or affect the City’s OT and Financial IT Systems.

#### TASK 5 – RRA Report and Implementation Plan

HDR will document the methods and findings of the RRA analysis into separate RRA reports for the water and wastewater systems. The HDR Team will prepare one draft and one final version of the RRA reports, which are to include:

- Description of the analysis methodology
- Documentation of results of the Risk Analysis
- Overview of utility resilience and potential mitigation measures
- Draft implementation plan
- Results of the Cyber Security Assessment
- Results of the Utility Resilience Index evaluation
- Asset Summary Sheets

The HDR Team will submit the draft RRA reports, including draft implementation plans, to the City for review. It is assumed that the City’s comments will be received within two weeks after receipt of the

draft reports. A meeting (in person for local HDR staff and via conference call for others) with the City and HDR teams will be held to clarify and resolve comments on the draft reports and implementation plans. The HDR Team will revise the reports and provide the final document to the City in electronic format.

The RRA report for the water system is not required to be submitted to EPA. The City is to formally certify the completion of the RRA with EPA.

#### Deliverables

- One draft and one final RRA Report for each utility to include a draft implementation plan and Cybersecurity Assessment appendix, delivered in electronic form.

#### Assumptions

- The City will provide comments on the draft reports and implementation plans within two weeks of receipt.
- HDR will provide final reports within 10 days of receipt of the City's comments on the draft materials.
- The City will certify completion of the RRA for the water system with the EPA as required.

## **Phase I Schedule**

The anticipated duration for the proposed scope of work is approximately 5 months. The key date is the City's Certification of the Final RRA report by 12/31/20 in accordance with the requirements of the America's Water Infrastructure Act. (AWIA). Given the workshop-centric approach to this project, a final project deliverable work plan and workshop schedule will be provided following the project initiation task kick off meeting.

The scope is based on in-person workshops. If the situation changes due to COVID-19, HDR is prepared to work with the City to modify the work plan to accommodate virtual workshops.

## **Phase II – Emergency Response Plan**

---

The following addresses the work tasks and deliverables requested by the City of Casper (City) to complete an update to their Emergency Response Plans (ERP) for the water and wastewater systems. America's Water Infrastructure Act (AWIA) of 2018 requires all public water systems serving populations greater than 3,300 persons to assess the risks to, and resilience of, its system (referred to as the Risk and Resilience Assessment or "RRA").

Within six months of completion of the RRA, America's Water Infrastructure Act of 2018 also requires each system to submit a letter of certification to the EPA that the Emergency Response Plan (ERP) for a utility was created or updated (where necessary), and at least every 5 years thereafter. For systems serving a population of more than 50,000, the ERP certification is required by June 30, 2021 at the latest or six months after certifying completion of the RRA. The ERP must contain the following elements:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;



- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals; and
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

The ERP can be developed based on existing emergency plans, and is required to include response protocols for any type of emergency or event identified as a threat during the RRA. The suggested format for the ERP is based on the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG101) and on American Water Works Association guidance M19, with sections including the basic plan, hazard-specific procedures, and communication/coordination information. Community water systems shall, to the extent possible, coordinate with local emergency planning committees established under the Emergency Planning and Community Right-To-Know Act of 1986 when preparing or revising an assessment or emergency response plan under AWIA. Further, systems must maintain a copy of the assessment and emergency response plan for five years after certifying the plan to the EPA.

#### TASK 1 – Emergency Response Plan (ERP)

##### **1.01 ERP Kickoff Meeting and Task Coordination**

- HDR will conduct a kickoff meeting with the City to detail the project schedule, review the work plan, identify utility staff to participate in ERP development (including utility leaders, finance, human resources, operations, field, and customer-service staff), discuss utility background/history in emergencies and emergency exercises, and identify any additional information to be reviewed.
- Information such as existing emergency plans/information that is provided electronically by the City will be reviewed by the HDR team before the kickoff meeting.

##### **1.02 ERP Workshops and Information Collection**

- HDR will conduct a workshop with the City ERP Team, and representatives from outside agencies such as emergency management, police, fire, HAZMAT, Department of Homeland Security, and others related to emergency response. It is paramount that decision-makers for the City attend this workshop so that the contents of the ERP contain procedures with leadership approval.
- This workshop will include an update of your existing emergency procedures (Incident Action Plans) and development of up to 8 new procedures for emergency response (including responses to the threats identified in the RRA). HDR will utilize and further develop the City's existing response actions in development of these procedures.
- The City will designate the incident management team, including identifying three people for each role. Attendees will also discuss resiliency measures and equipment needed.

##### **1.03 Draft Emergency Plan (Development, Review, and Final Version)**

- Based on information gained from earlier tasks, on existing City emergency plans, and on industry guidance, HDR will draft the ERPs. The revised ERPs will include items required by AWIA. The document will be reviewed during an interactive half-day workshop with the City's ERP Team. The workshop will consist of active exercises and discussions to check the information throughout the document.
- HDR will update the draft ERPs and deliver final ERP documents.
- The City will then certify, by letter to the Administrator of the EPA, that the water ERP has been completed, copying HDR on the correspondence. Such certification will remain valid for five years. It is recommended that the City perform a review yearly and significant revision after four years, recertifying to EPA following each revision.

#### Deliverables

- Meeting and workshop agendas
- Draft water and wastewater ERP (electronic version only)
- Final water and wastewater ERP (electronic and one hard copy)

#### Assumptions

- The City has existing Emergency Operation Plans to update.
- The ERP kickoff meeting will be held as a video conference call for those team members that are not local.
- Meeting and workshops will be held virtually. The City will assist HDR with scheduling and reserving meeting venues for City staff.
- The City will be available for workshops and meetings related to this task.
- The City will provide data as requested by HDR.
- The City will coordinate with non-utility agency staff (such as police or fire departments) who are part of the ERP Team.
- The City will provide HDR with an updated list of emergency contacts for HDR to include in the ERP.
- The City will provide additional changes/comments on the draft ERPs within 10 days after the workshop.
- All existing documents will be provided by the City in electronic files which can be utilized in the ERP.
- The City will file certification by letter to the Administrator of the EPA following completion of the water ERP.

## **Phase II Schedule**

The anticipated duration for the proposed scope of work is approximately 6 months. The target dates for the key milestones for the project are ERP certification by June 30, 2021.

## Phase III – Continuity of Operations Plan

---

HDR will support Casper Public Utilities Division in the development of an updated Continuity of Operations Plan (COOP). The COOP is scheduled to be completed as a third phase of this project and is assumed that a final scope and budget for these services will be added by an amendment to this project. The information gathered in the RAA and ERP process will assist in defining the magnitude of the final COOP scope and associated. As such, Phase III activities provided herein are for reference and work plan methods, and are not included in the current Scope of Work. A separate, detailed scope of work will be submitted to the City for the COOP task upon request.

### **General Methods and Standards**

The focus of the COOP work plan is to build on existing business continuity planning documents and processes for alignment with authoritative published guidance and industry best practices, and conclude with an “Actionable Plan” to support effective implementation. The review will consist of a review of existing business continuity documentation, interviews and workshops with staff from across the organization to identify mission-essential functions, and documentation of existing gaps and potential areas for advancement. HDR will utilize a workshop-driven process similar to the previous RRA and ERP approach to gather the information and build team understanding and consensus. The final findings and recommendations will be documented in a Continuity of Operations Planning Annex to the ERP developed in Phase II. The standards of care by which the assessment and COOP will be prepared is the Water Research Foundation (WRF) *Business Continuity Planning: Guidance Document* (published jointly by WRF/AWWA/USEPA, 2013). This standard recommends the following elements be included in a continuity plan:

- Concept of operations (roles and responsibilities, plan security, plan activation/deactivation)
- Mission essential functions
- Critical resources
- Vital records and data
- Alternate facilities
- Delegation of authority
- Succession planning
- Alert notification procedures
- Devolution
- Reconstitution
- Tests, training and exercises

HDR’s final scope of work will address each of these continuity elements at some level to meet this need for Casper’s Public Services Division.

### **Estimated Fee and COOP Project Schedule**

Consistent with our discussions, HDR proposes a budgetary estimate of \$30-\$40,000 be established to assess and develop and updated COOP for the water and wastewater systems managed by the Public Utilities Division. To better frame this budget estimate, we have assumed that:

- The breadth of interviews would be limited to the five sections (Water Supply, Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment) operating under the Public Utilities Division umbrella,
- On-site training exercises would not be included in this base estimate (typical budget for this service is approximately \$10,000), and
- The focus of the COOP is an actionable Annex to the ERP undated in Phase II.

HDR can complete this work within 3-4 months following completion of the ERP services.

Exhibit "B"

**City of Casper Drinking Water and Wastewater Systems  
Risk and Resiliency Assessment and Emergency Response Plan**

Task Description		Total
<b>Labor</b>		
Task 1.0: Project Initiation/Project Management		\$5,125
Task 2.0: Data Collection and Review		\$4,685
Task 3.0: RRA Workshops and Field Assessments		\$48,295
Subconsultant		\$10,100
Task 4.0: Cybersecurity Assessment Review		\$12,660
Task 5.0: RRA Report and Implementation Plan		\$16,565
Task 6.0: ERP		\$9,775
Subconsultant		\$49,700
Total Labor		\$156,905
Expenses		\$2,170
<b>Total Fee</b>		<b>\$159,075</b>

## HDR Engineering 2020 Hourly Billing Rates

Enclosed are the 2020 Hourly Billing Rates for HDR Engineering. These rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not include reimbursable expenses or hourly rates for equipment as defined below.

<b>Description</b>	<b>Billing Rate/Hour</b>
Managing Principal	225
Senior Project Manager	205
Project Manager III	195
Project Manager II	180
<u>Project Manager I</u>	<u>165</u>
Engineer VI	195
Engineer V	180
Engineer IV	165
Engineer III	145
Engineer II	130
<u>Engineer I</u>	<u>115</u>
<u>ASME Disciplines</u>	<u>180</u>
Engineering/Field Services Technician III	120
Engineering/Field Services Technician II	105
<u>Engineering/Field Services Technician I</u>	<u>95</u>
Cadd/GIS Technician IV	135
Cadd/GIS Technician III	115
Cadd/GIS Technician II	105
<u>Cadd/GIS Technician I</u>	<u>95</u>
Right of Way IV	195
Right of Way III	175
Right of Way II	155
<u>Right of Way I</u>	<u>120</u>
Environmental Scientist V	175
Environmental Scientist IV	160
Environmental Scientist III	140
Environmental Scientist II	125
<u>Environmental Scientist I</u>	<u>110</u>
Senior Land Surveyor	150
Land Surveyor	130
Survey Technician III	120
Survey Technician II	110
<u>Survey Technician I</u>	<u>95</u>
Senior Construction Manager	195
Construction Manager	155
Construction Engineer	125
<u>Construction Inspector</u>	<u>95</u>
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	125
<u>Strategic Communications/Graphic Designer I</u>	<u>95</u>
Project Controller	95
Project Assistant	85
Admin Assistant	70

HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise is not subject to the above rates and associated billing rates are to be determined at the time of contract negotiation.

**Direct Expenses**

Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
Mileage	\$0.75 per mile

## Printing:

B&W 8.5x11	\$0.041 each
Color 8.5x11	\$0.138 each
B&W 11x17	\$0.079 each
Color 11x17	\$0.273 each
Plots Bond	\$0.459 per sq. ft.

**OTHER REIMBURSABLE EXPENSES**

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense. Unless negotiated otherwise in the contract, ENGINEER will add 10% to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability. Hourly equipment charges apply to specific equipment used on the project.

RESOLUTION NO. 20-170

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH HDR ENGINEERING, INC. FOR COMPLETION OF A RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN UPDATE FOR THE WATER AND WASTEWATER UTILITIES.

WHEREAS, the City of Casper desires to secure an engineering firm to provide professional services for the completion of a risk and resilience assessment and emergency plan update for the water and wastewater utilities; and,

WHEREAS, HDR Engineering, Inc. is able and willing to provide those professional services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a Contract for Professional Services with HDR Engineering, Inc. in the amount of One Hundred Fifty-Nine Thousand Seventy-Five Dollars (\$159,075) for services more specifically delineated in the Contract.

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments and contract extensions, using appropriate funds, throughout the project as prescribed by the Contract, for a total amount not to exceed One Hundred Fifty-Nine Thousand Seventy-Five Dollars (\$159,075).

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:



ATTEST:


CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor



August 24, 2020

MEMO TO: J. Carter Napier, City Manager   
FROM: Tim Cortez, Director of Parks and Recreation  
SUBJECT: University of Wyoming Agriculture Extension Contract

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action type**

Approval

**Recommendation**

That Council authorize, by Resolution, a contract between the University of Wyoming and the City of Casper for the purposes of cultivating and educating citizens on the topics of horticulture and related items.

**Summary**

The University of Wyoming and the City of Casper have had a long-standing partnership in educating our citizens in horticulture, floriculture, urban forestry, and turf management.

This education is provided by a University of Wyoming extension professional. The City of Casper provides funding for approximately half of the salary for this professional. The remainder is provided by the university.

**Financial Considerations**

The City of Casper portion of the contract is \$19,802.

The funding is provided through one cent funding and this amount reflects a 20% reduction from last year.

**Oversight/Project Responsibility**

Tim Cortez, Director of Parks and Recreation

**Attachments**

Resolution

Contract between the University of Wyoming and the City of Casper

## CONTRACT FOR PROFESSIONAL SERVICES

### PART I - AGREEMENT

This Contract for Professional Services ("Contract") is effective the 1<sup>st</sup> day of July, 2020, by and between the following parties:

1. The City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 ("City").
2. The University of Wyoming, 1000 E. University Ave., Dept. 3354, Laramie, Wyoming 82071 ("Contractor").

Throughout this document, the City and the Contractor may be collectively referred to as the "parties."

### RECITALS

A. The City is undertaking a project to benefit the citizens and City staff on horticulture/floriculture/urban forestry/turf management.

B. Under the Federal Smith-Lever Act of 1914, the State Acceptance Act of 1915, and amendments thereto covering Extension programs, the City desires an Extension Professional to assist and encourage the development of horticulture programming (position currently held by Donna Hoffman).

C. The University employs such Extension Professionals.

D. The Parties wish to continue their long running partnership for the conduct of this service.

**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 Contractor shall perform the following services in connection with and respecting the project:

- a. Employ an Extension Professional whose primary place of employment shall be 2011 Fairgrounds Road, Casper, Wyoming. The Extension Professional shall be able to demonstrate a high proficiency in regard to horticulture, floriculture/urban forestry/turf management and the execution of public educational programs and public outreach programs. The Extension Professional shall:

i. Field queries and provide expert advice to citizens and property owners within Natrona County relative to horticulture, arboriculture, and related fields. The fielding of queries may involve investigation, research, and site visits, as appropriate.

ii. Create, execute, and manage public outreach programs that will promote and enhance positive behaviors such as gardening, planting, volunteerism, and public beautification, with an emphasis on activities that will achieve enhanced beautification, food production, flood control, fire control, pest control, biodiversity, waste and soil conservation, and environmental protection for the residents and property owners of Natrona County.

iii. Provide general assistance to the City Parks Manager, at his or her request, on matters related to horticulture, arboriculture, landscaping, and public outreach or public education.

2. TIME OF PERFORMANCE:

The services of the Contractor shall be undertaken and completed on or before the 30<sup>th</sup> day of June, 2021. Contract may be terminated by either party upon thirty (30) days written notice to the other party. In the event this Contract is terminated, the Contractor will return unused funds contributed by the City.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Contractor shall be compensated for services performed in accordance with paragraph 1, not to exceed a lump sum of Nineteen Thousand Eight Hundred and Two Dollars (\$19,802.00).

4. METHOD OF PAYMENT:

Payment will be made following completion of the terms set forth herein and receipt of an itemized invoice from the Contractor for services rendered in conformance with the Contract, and following approval by the Casper City Council. The invoice for payment must specify the correct amount due; that the Contractor has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

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

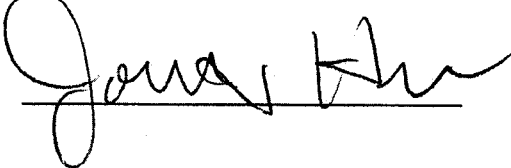
6. EXTENT OF CONTRACT:

This Contract represents the entire and integrated Agreement between the City and the Contractor, 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 City's and the Contractor's authorized representatives.

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

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

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

WITNESS

CONTRACTOR  
University of Wyoming

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

By: Barbara Ann Rasco  
6266884667A14D0...

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

Printed Name: Barbara Ann Rasco

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

Title: Dean, CoANR

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART II - GENERAL TERMS AND CONDITIONS**

#### **1. TERMINATION OF CONTRACT:**

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

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

#### **2. CHANGES:**

The City 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 Contractor's compensation, which are mutually agreed upon between the City and the Contractor, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Contractor's compensation unless approved by Resolution adopted by City.

#### **3. ASSIGNABILITY:**

The Contractor 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 City: provided, however, that claims for money due or to become due the Contractor from the City 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 City within five (5) business days of any assignment or transfer.

4. AUDIT:

The City or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor 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 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor 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 Contractor 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 Contractor 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 Contractor under this Contract shall be considered the property of the City, and upon completion of the services to be performed, they will be turned over to the City provided that, in any case, the Contractor may, at no additional expense to the City, make and retain such additional copies thereof as Contractor 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 Contractor be released to any person, agency, corporation, or organization without the written consent of the City.

7. FINDINGS CONFIDENTIAL:

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

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Contractor 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 Contractor 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 City. All of the services required shall be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by Contractor shall be employed in conformity with applicable local, state or federal laws.

10. SUBCONTRACTOR:

The Contractor shall not employ any subcontractor to perform any services in the scope of this project, unless the subcontractor is approved in writing by the City. Any approved subcontractor shall be paid by the Contractor.

11. INSURANCE AND INDEMNIFICATION:

A. **Prior to the commencement of work**, Contractor 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 Contractor, its subcontractors, agents, representatives, or employees.

B. *Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** A General Liability Policy – CG 20 20 11 85 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 shall be in place during the term of this agreement. The coverage shall also include the City of Casper, Wyoming, its employees, agents and officers, as an additional insured and coverage shall be primary CG 20 01 04 13, for any claims arising from the alleged actions and/or failures to act of Extension professionals.
2. **Automobile Liability:** The University of Wyoming, acknowledges, represents and agrees that it is and shall continue to be self-insured for claims and lawsuits arising from the use of motor vehicles and that it has sufficient liquid and available assets

to resolve claims/lawsuits for the wrongful acts of contractor, to the extent of Five Hundred Thousand Dollars (\$500,000.00) per occurrence.

3. Workers' Compensation: as required by the State of Wyoming with Statutory Limits.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Contractor'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. This insurance shall be primary and shall include as an additional insured the City of Casper, Wyoming, its employees, agents and officers for alleged wrongful actions or inactions of Extension professionals.

*C. Other Insurance Provisions*

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

1. *Additional Insured Status*

The City, 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 Contractor including materials, parts, or equipment furnished in connection with such work or operations.

2. *Primary Coverage*

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

3. *Notice of Cancellation*

The above coverage shall not be canceled, materially changed, or reduced, except with notice by Contractor to the City. Such notice to the City shall be provided 30 days prior to a change in coverage.

4. *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 City.

5. *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, Contractor'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 Contractor 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.

6. *Verification of Coverage*

Contractor shall furnish the City 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 City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them.

7. *Subcontractors*

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that the City is an additional insured on insurance required from subcontractors.

- D. Neither party shall indemnify, defend, or hold harmless the other 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 out of this contract. Furthermore, for the avoidance of doubt, the University is not responsible for providing insurance for the negligent actions or omissions of any City employees.

12. INTENT:

Contractor 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 Contractor shall perform all of the services for the compensation set forth in this Contract. Contractor 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 City by Resolution of its governing body. Contractor 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 Parties do not waive any right or rights they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the Parties specifically reserve the right to assert any and all rights, immunities, and defenses they 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.

RESOLUTION NO. 20-171

A RESOLUTION AUTHORIZING AN AGREEMENT  
BETWEEN THE CITY OF CASPER AND THE UNIVERSITY OF  
WYOMING FOR THE PURPOSE OF A JOINT  
HORTICULTURE SERVICE.

WHEREAS, the City has undertaken and wishes to continue a project to benefit the citizens of Casper and City staff on the cultivation and education addressing horticulture/floriculture/urban forestry/turf management; and,

WHEREAS, under the Federal Smith-Lever Act of 1914, the State Acceptance Act of 1915, and amendments thereto covering Extension programs, the City desires an Extension Professional to assist and encourage the development of horticulture programming; and,

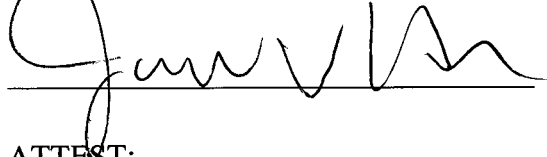
WHEREAS, the University of Wyoming employs such Extension Professionals and has provided such professionals for use in and by the City of Casper; and,

WHEREAS, the Parties wish to continue their long running agreement, agent, and relationship for the provision and conduct of this service.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, the Contract for Professional Services between the City of Casper and the University of Wyoming for fiscal year 2021 to provide a horticulture service to the citizens of Casper.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 26, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Tim Cortez, Director of Parks and Recreation  
SUBJECT: Support of the Governor's CARES Allocation Model

**Meeting Type & Date**

Regular Council Meeting, September 1, 2020

**Action type**

Approval Requested

**Recommendation**

That Council approve, by resolution, an act of support for the CARES allocation model proposed by the Governor of Wyoming.

**Summary**

The current method of allocating federal CARES monies is inefficient and very restrictive. As a result, the Governor of Wyoming has proposed a more direct distribution method, which would reduce the application process and hence speed up the distribution process. This model would allow municipalities and counties to receive monies based on population, number of COVID-19 cases, and sales tax generated.

The distributed monies would be placed in an account held by the City and could be used for reimbursement when the requisite conditions have been met. Monies not used by December 30<sup>th</sup> would revert back to the State.

The attached resolution would be sent to the State Loan and Investment Board as a show of support of the Governor's model in hopes it will be adopted.

**Financial Considerations**

None at this time.

**Oversight/Project Responsibility**

Tim Cortez, Director of Parks and Recreation

**Attachments**

Resolution

RESOLUTION NO. 20-172

A RESOLUTION SUPPORTING THE STATE OF WYOMING GOVERNOR'S PROPOSAL TO HAVE THE STATE LOAN AND INVESTMENT BOARD CONSIDER MODIFYING ITS RULES TO ADOPT AN ALLOCATION MODEL FOR DISTRIBUTION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES ACT) FUNDING TO LOCAL GOVERNMENTS.

WHEREAS, the State of Wyoming, through its State Loan and Investment Board, has received Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding from the federal Government; and,

WHEREAS, the application process for CARES Act grant funding for municipalities and counties has been arduous; and,

WHEREAS, critical services of local governments have been impacted, curtailed, or eliminated, as a result of the economic impacts of the COVID-19 pandemic, and CARES Act funds are essential to trying to maintain critical services; and,

WHEREAS, CARES Act funding must be obtained *and* spent by December 30, 2020, or it reverts to the Federal Government; and,

WHEREAS, switching to a formula-based allocation model for distribution of CARES Act funding provides a more equitable and efficient approach.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized, and the City Clerk to attest, this Resolution to support and recommend that the Governor's proposed allocation model for distribution of CARES Act funding to local governments be adopted by the State Loan and Investment Board.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM

  
\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation


---

Fleur Tremel  
City Clerk

---

Steven K. Freel  
Mayor

August 26, 2020

MEMO TO: J. Carter Napier, City Manager 

FROM: Tim Cortez, Director of Parks and Recreation  
Zulima Lopez, Risk Manager  
Pete Myers, Assistant Financial Services Director  
Jason Speiser, Deputy Fire Chief  
Rich Brown, Lieutenant Casper Police

SUBJECT: COVID-19 CARES Grant Reimbursement

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action type**

Approval Requested

**Recommendation**

That Council approve, by resolution, an authorization to submit a reimbursement application to the State Loan and Investment Board (SLIB) for an allocation of Coronavirus Aid, Relief, and Economic Security Act (CARES) monies from the federal government.

**Summary**

The federal government has allocated monies to states for the purposes of preventing the spread of COVID-19. The State Legislature has further allocated these funds in a manner where a large portion of Wyoming's CARES monies are available to local governments within the state for expenses already incurred to prevent the spread of COVID-19. Furthermore, the reimbursement grant may be used to pay for anticipated expenses.

The grant covers expenses from March 1, 2020 to December 30, 2020. There are three remaining SLIB meetings this year where grant applications are considered. The City of Casper can submit an application for any of these meetings and may submit more than once.

The current application covers all past expenses as well as what is anticipated between now and the end of the year. The State Attorney General's office will audit the application and determine what expenses meet the CARES act criteria. The approved expenses will then be submitted to SLIB for approval.

City staff wishes to submit this application for the next SLIB meeting on October 1, 2020. A resolution from the City is required for the application.

**Financial Considerations**

Expenses already incurred for FY20:

PPE/Operational Supplies	\$59,594
Technology	\$13,061
Contracted Work (Cleaning and other services)	\$42,030
Staff Labor Hours (Fully Loaded)	<u>\$284,403</u>
Total COVID related expenses as of June 30	<b>\$399,088</b>

**Oversight/Project Responsibility**

Tim Cortez, Director of Parks and Recreation

Zulima Lopez, Risk Manager

Pete Myers, Assistant Financial Services Director

Jason Speiser, Deputy Fire Chief

Rich Brown, Lieutenant Casper Police

**Attachments**

Resolution



RESOLUTION NO. 20-173

A RESOLUTION AUTHORIZING SUBMISSION OF A CORONAVIRUS RELIEF GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE CITY OF CASPER FOR THE PURPOSE OF PREVENTING THE SPREAD OF COVID-19.

WHEREAS, the Governing Body for the City of Casper desires to participate in the CORONAVIRUS RELIEF GRANT program to assist in financing this request; and

WHEREAS, the Governing Body for the City of Casper recognizes the need for the request; and

WHEREAS, the Coronavirus Relief Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

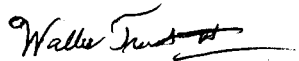
WHEREAS, if any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES ACT, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That a grant application in the amount of up to Ten Million Dollars shall be submitted to the State Loan and Investment Board for consideration at the next Board meeting after application process to assist in funding the prevention of the spread of COVID-19.

BE IT FURTHER RESOLVED, that the City Manager is hereby designated as the authorized representative of the City of Casper to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 17, 2020

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director  
Shad Rodgers, Streets Division Manager  
Terry Cottenor, Engineering Technician

SUBJECT: Authorizing a Contract for Professional Services with ALSCO in the Amount of \$521,054.04, for Professional Laundry Services for the Public Services Department and Support Services Department.

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action type**

Resolution

**Recommendation**

That Council, by resolution, authorize a contract for professional services with ALSCO, in the amount of \$521,054.04, for professional laundry services for the Public Services Department (PSD) and Support Services Department (SSD). This amount reflects the total for the next three (3) years, at a cost of \$173,684.68 per year.

**Summary**

Over the years, the City of Casper has provided uniforms in the form of pants, shirts, lab coats, or coveralls for employees within the Public Utilities (Water/Sewer/Wastewater), Solid Waste, Streets (Streets/Traffic), Fleet Maintenance and Meter Services Divisions. In addition, doormats, mops, rags, shop towels, fender covers, linens for the office areas, entryways, and restrooms for buildings associated with the above listed divisions have been provided. The approved amount is dependent on the number of employees and the requested amounts of linens to be laundered.

A request for proposals was sent to qualified vendors to furnish professional laundry services. The City received two (2) proposals from interested vendors, which were reviewed by PSD and SSD staff. ALSCO provided the lowest price proposal and met all the necessary specifications. ALSCO's proposal for professional laundry services is \$173,684.68 per year, for a total amount of \$521,054.04 over three years.

**Financial Considerations**

The total contract amount of \$521,054.04 will be provided from the General Fund allocated to the various divisions in the Public Services Department and Support Services Department.

**Oversight/Project Responsibility**

Shad Rodgers, Streets Division Manager, Public Services Department.

**Attachments**

Resolution

Contract for Professional Services

## CONTRACT FOR PROFESSIONAL SERVICES

### PART I - AGREEMENT

This Contract for Professional Services ("Contract") is entered into on this 1<sup>st</sup> day of September, 2020, by and between the following parties:

1. The City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 ("City").
2. ALSCO, 3200 Prospector Drive, Casper, Wyoming 82604 ("Contractor").

Throughout this document, the City and the Contractor may be collectively referred to as the "parties."

### RECITALS

- A. The City desires to utilize professional laundry services.
- B. The project requires professional services for leasing and providing laundry delivery services, repairs and replacement of uniforms, shirts, pants, coveralls, mats, and miscellaneous supplies to the Public Services Department and the Support Services Department of the City of Casper.
- C. The Contractor represents that it is ready, willing, and able to provide the professional services to City as required by this Contract.
- D. The City desires to retain the Contractor 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 Contractor shall perform the following services in connection with and respecting the project:

- Provide and deliver uniforms, shirts, pants, coveralls, lab coats, shop coats, and miscellaneous supplies to the Public Services Department and the Support Services Department as required, and clean, repair, or replace as needed per the weekly quoted price provided in the Contractor's proposal attached as Exhibit "A" and hereby made part of this Contract.

- New items shall be furnished to all employees within the Public Utilities, Solid Waste, Streets, Fleet Maintenance, and Meter Services within thirty (30) days of the renewal date with no additional charge to the City.
- All goods are to be laundered and returned on a weekly basis. All delivery discrepancies, such as incorrect sizing, incorrect color, unacceptable condition, etc., must be resolved within fifteen (15) days of written or verbal notification of complaint.
- Contractor shall maintain an accurate and up-to-date permanent record for each individual employee of all uniforms picked up and delivered for each delivery date. Such record shall be made available to the City within two (2) business days from the date of request.
- Contractor shall identify garments with a bar code that can be scanned with a bar code reading instrument. The bar code shall identify the employee to which the garment belongs. In addition, if requested, each garment delivered or picked up shall be scanned to record the quantity and status (delivery, pick up, repair, alteration, etc.) of each garment for each employee. A status report detailing the results of the scans shall be available to the City within two (2) business days from the date of request. Bar coding services shall not be an additional cost to the City, but shall be included in the cost for leases of the uniforms.

2. TIME OF PERFORMANCE:

The services of the Contractor shall commence on the 18<sup>th</sup> day of October, 2020, and the term of this Contract shall be for three (3) years from that date.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Contractor shall be compensated for services performed in accordance with paragraph 1, not to exceed Five Hundred Twenty-One Thousand Fifty-Four and 04/100 Dollars (\$521,054.04).

4. METHOD OF PAYMENT:

Monthly payments will be made following completion of the terms set forth herein and receipt of an itemized invoice, certified under penalty of perjury, from the Contractor for services rendered in conformance with the Contract, and following approval by the Casper City Council. Each invoice for payment must specify the correct amount due; that the Contractor has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

If amounts owed by the Contractor to the City for any goods, services, licenses, permits or any other items or purpose remain unpaid beyond the City's general credit policy,

those amounts may be deducted from the payment being made by the City to the Contractor 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.

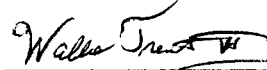
6. EXTENT OF CONTRACT:

This Contract represents the entire and integrated Agreement between the City and the Contractor, 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 City's and the Contractor's authorized representatives.

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

**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

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

WITNESS

CONTRACTOR  
ALSCO

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

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

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

Printed Name: Don Schell

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

Title: General Manager

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART II - GENERAL TERMS AND CONDITIONS**

#### **1. TERMINATION OF CONTRACT:**

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

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

#### **2. CHANGES:**

The City 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 Contractor's compensation, which are mutually agreed upon between the City and the Contractor, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Contractor's compensation unless approved by Resolution adopted by City.

#### **3. ASSIGNABILITY:**

The Contractor 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 City: provided, however, that claims for money due or to become due the Contractor from the City 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 City within five (5) business days of any assignment or transfer.

#### **4. AUDIT:**

The City or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor 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 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor 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 Contractor 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 Contractor 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 Contractor under this Contract shall be considered the property of the City, and upon completion of the services to be performed, they will be turned over to the City provided that, in any case, the Contractor may, at no additional expense to the City, make and retain such additional copies thereof as Contractor 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 Contractor be released to any person, agency, corporation, or organization without the written consent of the City.

7. FINDINGS CONFIDENTIAL:

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

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Contractor 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 Contractor 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 City. All of the services required shall be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by Contractor shall be employed in conformity with applicable local, state or federal laws.

10. SUBCONTRACTOR:

The Contractor shall not employ any subcontractor to perform any services in the scope of this project, unless the subcontractor is approved in writing by the City. Any approved subcontractor shall be paid by the Contractor.

11. INSURANCE AND INDEMNIFICATION:

A. **Prior to the commencement of work**, Contractor 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 Contractor, its subcontractors, 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 Contractor 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 Contractor'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 Contractor maintains higher limits than required under this Agreement, then the City shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- D. *Other Insurance Provisions*

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

1. *Additional Insured Status*

The City, 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 Contractor 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 Contractor'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 and non-contributory insurance as respects the City, its officers, elected and appointed officials, employees, agents and volunteers.

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 City. Such notice to the City shall be provided in a commercially reasonable time.

4. *Waiver of Subrogation*

Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor 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 City has received a waiver of subrogation endorsement from the insurer.

5. *Deductibles and Self-Insured Retentions*

Contractor 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 City. Unless otherwise approved by the City in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the City, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- b. *Option 2:* Contractor 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 Contractor is unable to pay any deductible or self-insured retention amount(s) required by the insurance policy. Contractor 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 City.

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, Contractor'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 Contractor 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*

Contractor shall furnish the City 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 City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. *Subcontractors*

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that the City is an additional insured on insurance required from subcontractors.

10. *Special Risks or Circumstances*

City 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. Contractor agrees to indemnify the City, the City'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 Contractor and any subcontractor thereof.

12. INTENT:

Contractor 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 Contractor shall perform all of the services for the compensation set forth in this Contract. Contractor 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 City by Resolution of its governing body. Contractor 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 City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the City specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

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.

# Exhibit "A"

## ALSCO PRICE PROPOSAL


Item No.	Description	Estimated Qty. of Employees	Weekly Cost Per Employee	Annual Cost (Qty. of Employees X Weekly Cost X 52)
1	<b>Weekly Uniform Lease:</b> <b>MENS Option 1</b> 15 Standard Pants/Jean/Winter pants in combination 15 Standard or Enhanced visibility industrial Shirts (L/S or S/S) per Employee; 7 Pants/Jean and 7 Shirts Laundered Each Week	221	\$ P 3.50 \$ S 3.64	\$ P 40,222.00 \$ S 41,830.88
2	<b>Weekly Uniform Lease:</b> <b>MENS Option 2</b> 15 Standard Pants/Jean per Employee; 7 Pants/Jean Laundered Each Week	221	\$ P 3.50	\$ P 40,222.00
3	<b>Weekly Uniform Lease:</b> <b>WOMENS Option 1</b>	10	\$ P 3.50 \$ S 3.64	\$ P 1820.00 \$ S 1892.80

	15 Standard Pants/J Jeans and 15 Standard Shirts (L/S or S/S) per Employee; 7 Pants/J Jeans and 7 Shirts Laundered Each Week			
4	<b>Weekly Uniform Lease: WOMENS Option 2</b> 15 Standard Pants/J Jeans per Employee; 7 Pants/J Jeans Laundered Each Week	10	\$ 3.50	\$ 1820.00
5	<b>Weekly Light Coverall Lease:</b> 2 per Eligible Employee; Laundered Each Week	60	\$ 2.00	\$ 6240.00
6	<b>Weekly Heavy Coverall Lease:</b> 2 per Eligible Employee; Laundered Each Week	60	\$ 2.00	\$ 6240.00
7	<b>Weekly Lab Coat:</b> 2 per Eligible Employee; Laundered Each Week	60	\$ 1.80	\$ 5616.00
8	<b>Weekly Shop Coat:</b> Laundered Each Week	60	\$ .90	\$ 2808.00
9	<b>Solid Waste Light coverall</b> 11 per employee; 5 Laundered Each week	20	\$ 5.00	\$ 5200.00

Item No.	Description	Estimated Weekly Quantities	Weekly Cost For Each Unit	Annual Cost (Weekly Cost X 52)
910	Shop Cloths	600	\$ .08	\$ 2496.00
111	Micro Tech Pro Towels	40	\$ .15	\$ 312.00
112	2x3 Mats	15	\$ 2.00	\$ 1560.00
113	3x5 Mats	20	\$ 2.25	\$ 2340.00
114	3x5 Mats, Safety	27	\$ 2.25	\$ 3159.00
115	3x5 Mats, Super Tread	5	\$ 1.25	\$ 325.00
116	3x5 Mats, Comfort	5	\$ 1.25	\$ 325.00
117	3x10 Mats	13	\$ 4.25	\$ 2873.00
118	Urinal Mats	5	\$ 1.15	\$ 299.00

119	Bar Towels	90	\$ 1.15	\$ 702.00
120	Bath Towels	60	\$ .30	\$ 936.00
221	Towel Cabinet	13	\$ 1.50	\$ 1014.00
222	36" Dust Mop	10	\$ 2.00	\$ 1040.00
223	Mop Head	23	\$ 2.00	\$ 2392.00

Description	Replacement Cost
Standard Shirt Short Sleeve	\$ 23.00
Standard Shirt Long Sleeve	\$ 23.00
Standard Pants	\$ 27.00
Lightweight Coverall	\$ 25.00
Heavyweight Coverall	\$ 28.00
Lab Coat	\$ 27.00
Shop Coat	\$ 27.00
Shop Cloth	\$ 1.05
Fender Cover	\$ 6.00
Micro Tech Pro Towels	\$ 1.70

  
 Service Manager  
 7/27/2020  
 Joe Caracena



RESOLUTION NO. 20-174

A RESOLUTION AUTHORIZING CONTRACT FOR PROFESSIONAL SERVICES WITH ALSCO FOR PROVIDING PROFESSIONAL LAUNDRY SERVICES TO THE PUBLIC SERVICES DEPARTMENT AND SUPPORT SERVICES DEPARTMENT.

WHEREAS, the City of Casper desires to enter into a contract for services related to the provision of uniforms and supplies and delivery services for a period of three (3) years; and,

WHEREAS, the project requires professional services for providing, laundering and delivery of said uniforms and supplies; and,

WHEREAS, ALSCO represents that it is ready, willing and able to provide the professional services to the City as required by this Contract; and,

WHEREAS, the City desires to retain the Contractor for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an agreement with ALSCO for those services, equal to a total amount not to exceed of One Hundred Seventy-Three Thousand Six Hundred Eighty-Four and 68/100 Dollars (\$173,684.68) each year, and not to exceed Five Hundred Twenty-One Thousand Fifty-Four and 04/100 Dollars (\$521,054.04) for a period of three (3) years.

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments throughout the term of the contract

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:  
(Professional Laundry Services, Project 20-028)

  
\_\_\_\_\_

ATTEST:



CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

ALSCO  
Professional Laundry Services  
Project No. 20-028

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 27, 2020

**MEMO TO:** J. Carter Napier, City Manager   
**FROM:** Fleur Tremel, City Clerk   
John Henley, City Attorney  
**SUBJECT:** Authorizing the Creation of the Casper Youth Council and Approving an Advisory Committee to and for the City of Casper City Council.

**Meeting Type & Date**

Council Meeting  
September 1, 2020

**Action type**

Resolution

**Recommendation**

That Council, by resolution, authorize the creation of the Casper Youth Council and approve an Advisory Committee to and for the City of Casper City Council.

**Summary**

The City of Casper has a unique opportunity to engage our youth, to provide opportunities for them to better understand how our city operates/functions, and to create a platform that bridges the gap between our youth, city government, and community.

In 2020, Suburban Stats ([suburbanstats.org](http://suburbanstats.org)) reports that there are approximately 2,400 Natrona County residents aged 15 to 19. These youth are important to the life and future of our city; they are future voters, Council members, business owners, and community leaders. According to the National League of Cities Institute for Youth, Education and Families, "One of the basics of ensuring your city is meeting the needs of its young people is to actively and authentically engage your local youth in the process."

Through the establishment of an Advisory Committee, the Casper Youth Council, the City of Casper will proactively engage youth in the process of city governance and give them a voice in the shaping of our community.

On August 25, 2020, City Council heard the proposal and asked that it move forward for formal approval.

**Financial Considerations**

Impact Wyoming will secure funding from the private sector and/or grants to fund the Casper Youth Council.

**Oversight/Project Responsibility**

Elissa Ruckle, Casper Youth Council Advisor

**Attachments**

Resolution

By-Laws

**Article I: NAME**

The name of this committee shall be the Casper Youth Council (herein referred to as the "CYC").

**Article II: Location**

The CYC is located in Casper, Natrona County, Wyoming.

**Article III: Mission**

The mission of the Casper Youth Council is to improve youth civic engagement, community involvement, and understanding of local government.

**Article IV: Membership**

Section 1: Eligibility. Membership shall be open to any person between Ninth (9<sup>th</sup>) and Twelfth (12<sup>th</sup>) grades, who attends a Natrona County School District high school, a charter school, is home schooled, or lives in Casper with a reasonable desire and willingness to promote and foster the aims and objectives put forth in Articles III and IV. Prospective members, interested and eligible, may fill out a membership application for consideration of the CYC Election Committee.

Section 2: Selection Criteria. To be elected to the CYC, applicants must demonstrate interest in the CYC's mission conveyed in Article III, submit a completed application with references to the Election Committee, and commit to attending a minimum of two (2) meetings monthly.

Section 3: Selection Process. Annually, in accordance with ensuring staggered terms, members will be selected from a pool of applicants to serve on the committee. A standard application will be established to elicit interested and qualifying individuals. The application process will remain open year-round, allowing a pooling of applications, with an annual deadline established each June 1st. Every August the pool of applicants will be reviewed by an Election Committee consisting of the Casper Youth Council Chair, Casper Youth Council Vice Chair, the Casper City Council Liaison, CYC Advisor (or appointed designee) and at least two (2) community members. The Election Committee shall select members based on the applicant's response to application questions, references, and in-person interview. Selection for vacant positions shall be made early August, with notification of selection announced late August, allowing for terms to begin in September annually.

Section 4: Numbers. CYC membership shall be comprised of up to twelve (12), regular members, with:

- three (3) representatives from each of the three (3) primary high schools - NCHS, KWHS, and RHS
- three (3) home school/charter school representatives

CYC shall include a Committee Chair (President), Committee Vice Chair (Vice President), Committee Secretary, and Committee Treasurer.

Section 5: Membership. 2-year term of membership, unless a senior in high school, then a 1-year term; members can serve up to 2 terms upon successful re-election. Youth members who reach the age of nineteen (19) while in office shall be deemed to have resigned their position as of the date of their (19th) birthday.



Section 6: Organization. The committee shall, at its first organizational meeting and at each first meeting in September of subsequent years, elect from its membership the officers it may deem necessary; to include a Chair, a Vice-Chair, and a Secretary. The Vice-Chair shall act in the absence or disability of the Chair. In case the Chair or Vice-Chair vacates their appointment, the Committee shall immediately select a replacement.

Section 7: Officer Positions. Members appointed to officer positions will serve a term of 2 years. To hold an Officer Position (Chair, Vice Chair, Secretary, and Treasurer) members must be appointed by a majority of the CYC members.

Section 8: Honorary Members. A designated City Council Liaison, City Manager of Casper or his/her designee, and an Impact Wyoming designated CYC Advisor (CYC Advisor) shall be honorary members of the CYC, without voting privileges.

Section 9: Non-Political Involvement. CYC cannot and will not make any endorsements of a candidate for an elected office and no member can represent themselves as representing the CYC in a partisan or contested electoral political campaign.

Section 10: Compensation: No Member of the CYC shall at any time receive compensation for their work as a member of the CYC.

Section 11: Attendance: CYC members are required to attend one (1) Casper City Council meeting monthly and one (1) CYC meeting monthly. Any CYC member who submits a valid reason, through official means, prior to the prospective meeting or within forty-eight (48) hours of a missed meeting shall have such absence excused.

- a. "Official means" is defined as notifying the CYC Advisor, the CYC Chair or CYC Vice Chair via e-mail, text, or phone call
- b. A member who has two unexcused absences will be alerted that by missing another meeting the member is in jeopardy of removal from CYC by a majority or 2/3 vote of the CYC membership, not counting the member who is the subject of the vote.

#### **Article V: Membership Duties**

Section 1: Duties of All Members: All members may vote at CYC meetings unless a member has a conflict of interest. Members must maintain a good reputation in the community at large and act to further the purpose and mission of the CYC.

Section 2: Subcommittees: The Committee Chair may create a subcommittee at any time made up of CYC members to address a specific item or issue.

Section 3: Communication: All group communication, whether in person or online, will always be respectful and professional.





## **Article VI: Officers**

Section 1: Officer Duties: Officers shall have the power to conduct, manage and control the affairs of the CYC. Officer terms may last for one (1) year, beginning in October.

Section 2: Composition: The elected officers shall consist of the Chair, Vice Chair, Secretary, and Treasurer.

Section 3: Chair: The Chair, or the officer next in line (see Section 3, point b), shall preside at all meetings of the CYC. The Chair, and only the Chair, shall sign as Chair of the Casper Youth Council all certificates of membership, all contracts, and all other instruments. The Chair will lead CYC meetings and will set the agenda for said meetings. Chair shall designate subcommittees for individual projects or issues and appoint a chair, co-chair, and members.

If the Chair is unable to attend a meeting, his or her duties will fall, in order, to

- a. Vice Chair
- b. Secretary
- c. Treasurer

Section 4: Vice Chair: The Vice Chair, or the officer next in line (see Section 3, point b), shall assume the responsibilities of the Chair in his/her absence. The Vice Chair shall also be responsible for CYC recruitment and the CYC election process.

Section 5: Secretary: The Secretary shall keep minutes of all CYC meetings, keep the membership book showing the name of each member and contact information, and sign, where required, all committee papers in conjunction with the Chair. The Secretary shall be responsible for communications within the membership, external communications from CYC, and CYC social media presence.

Section 6: Treasurer: The Treasurer shall be the custodian of all funds of the CYC. The Treasurer must account for and disperse such funds with the guidance and approval of CYC Officers, the CYC Advisor, and City Council Liaison.

Section 7: Secretary-Treasurer: When decided by the committee, the responsibilities of both Secretary and Treasurer can be taken on by a single member of the committee, to be referred to as the Secretary-Treasurer.

## **Article VII: Meetings**

Section 1: Regular Meetings: Regular meetings will be held.

Section 2: Special Meetings: Special meetings of members may be called at any time, by the vote of three-fourths majority of the Officers or upon petition to the Secretary approved by one-fifth of the members. At special meetings of the members, only such business as stated in the call for such meeting shall be transacted.

Section 3: Quorum: At least 8 members of the CYC must be present to conduct business.



**Article VIII: Amendments:**

These bylaws may be altered or amended at any meeting called by for that purpose, by an affirmative vote of 2/3 of the members present at the meeting duly called. The Bylaws shall be reviewed and revised at least once a year, in October.

**Article IX: Dissolution:**

The issue to dissolve the CYC must be presented to the CYC membership, Officers, CYC Advisor, and City Council Liaison in a regular meeting. The decision to dissolve will be determined by a majority vote of membership. Upon dissolution, all records of business transactions related to the CYC will become the property of Impact Wyoming.

**ADOPTED AND APPROVED** by the Casper Youth Advisory Council, Casper, Wyoming this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

ATTEST:

\_\_\_\_\_  
City Council Liaison

\_\_\_\_\_  
Casper Youth Council Advisor



RESOLUTION NO. 20-175

A RESOLUTION AUTHORIZING THE CREATION OF  
THE CASPER YOUTH COUNCIL AND APPROVING  
AN ADVISORY COMMITTEE TO AND FOR THE  
CITY OF CASPER CITY COUNCIL.

WHEREAS, the City of Casper has a unique opportunity to engage our youth, to provide opportunities for them to better understand how our city operates/functions, and to create a platform that bridges the gap between our youth, city government, and community; and,

WHEREAS, in 2020, Suburban Stats reported that there are approximately 2,400 Natrona County residents aged 15 to 19; and,

WHEREAS, these youth are important to the life and future of our city as they are future voters, Council members, business owners, and community leaders; and,

WHEREAS, according to the National League of Cities Institute for Youth, Education and Families, one of the basics of ensuring your city is meeting the needs of its young people by actively and authentically engaging your local youth in the process; and,

WHEREAS, through the establishment of an Advisory Committee, the Casper Youth Council, the City of Casper will proactively engage youth in the process of city governance; and

WHEREAS, Impact Wyoming will secure funding from the private sector and/or grants to fund the Casper Youth Council.

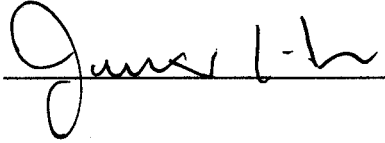
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Casper Youth Council is accepted and adopted as an advisory committee to and for the City of Casper City Council.

PASSED, APPROVED, AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2020.

(THIS SPACE INTENTIONALLY LEFT BLANK)



APPROVED AS TO FORM:

  
\_\_\_\_\_


ATTEST:


\_\_\_\_\_  
Fleur Tremel  
City Clerk

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 28, 2020

MEMO TO: J. Carter Napier, City Manager 

FROM: Keith McPheeters, Police Chief  
John Henley, City Attorney 

SUBJECT: Annual Update to the Memorandum of Understanding between Natrona County School District #1 and the City of Casper for School Resource Officer Services

**Meeting Type & Date**

Regular Council Meeting  
September 1, 2020

**Action type**

Resolution

**Recommendation**

Pass the Resolution to approve the proposed Annual Update (from last year) to the Memorandum of Understanding with NCSD #1 for School Resource Officers (SROs).

**Summary**

In an effort to enhance local school safety, the Casper Police Department and Natrona County School District #1 have agreed to cooperatively facilitate the following increases in School Resources Officers:

- Academic Year 2020-2021, an increase from 8 SROs and 1 SRO Sergeant to a total of 9 SROs and 1 SRO Sergeant.

In exchange for these police services, Natrona County School District #1 agrees to reimburse the City of Casper in the amount of 70% of the Salary and Benefits of the SROs and Sergeant, as well as providing for vehicle charges.

During summer months, when calls for police services are at their traditional annual highpoint, the SROs would revert back to augment existing Patrol functions.

This mutual agreement provides for significantly enhanced school safety while also providing an increased patrol capacity during the summer months, without incurring associated personnel expenses throughout the entire year. Both the community and the schools benefit from this cooperative agreement. In addition to the modifications of number of officers and reimbursement to the City from the School District, the other material modifications from last year's MOU are an expanded use of body cameras and the establishment of responsibilities for public record retention.

**Financial Considerations**

Revenues to the City of Casper pursuant to the contract.

**Oversight/Project Responsibility**

Casper Police Department Command Staff

**Attachments**

Annual Update to the Memorandum of Understanding between the City of Casper and the Natrona County School District #1 Resolution

**The Annual Update for Academic Year 2020-2021 to the  
MEMORANDUM OF UNDERSTANDING  
BETWEEN CITY OF CASPER AND NATRONA COUNTY SCHOOL DISTRICT  
CONCERNING SCHOOL RESOURCE OFFICERS**

**PARTIES**

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of September, 2020, by and between the City of Casper, Wyoming, a municipal corporation organized under the laws of the State of Wyoming, acting by and through its political subdivision, the Casper Police Department, hereinafter referred to as the "CITY" or "DEPARTMENT" whose address is 201 North David Street, Casper, WY 82601, and the Natrona County School District #1, hereinafter referred to as the "DISTRICT" or "NCSD" whose address is 970 North Glenn Road, Casper, WY 82601.

WITNESSETH:

WHEREAS, the DISTRICT has identified the need for police services at various schools and school-related events under its control and supervision; and,

WHEREAS, the CITY has a municipal police agency engaged in providing police services to the City of Casper; and,

WHEREAS, the DISTRICT desires to obtain the police services of the CITY, and the CITY desires to provide said services through School Resource Officers (SROs); and,

WHEREAS, the CITY and the DISTRICT entered into a "Memorandum of Understanding Between the City of Casper and Natrona County School District Concerning School Resource Officers" for a ten (10) year period the first year of which was the 2018-2019 academic school year; and,

WHEREAS, the AGREEMENT provides for an annual update to the AGREEMENT; and,

WHEREAS, the parties have negotiated the update for the 2020-2021 school year in good faith and both parties are in agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and covenants hereinafter contained, the parties agree as follows:

1. The AGREEMENT between the parties is for a ten (10) year term, commencing during the Academic Year 2018-2019, unless terminated sooner as provided in the AGREEMENT. This 2020-2021 annual update constitutes and fulfills a requirement for an annual update for the continuance of the AGREEMENT for academic year 2020-2021. This AGREEMENT update shall commence July 1, 2020, and will continue through June 30, 2021. The AGREEMENT will continue

for the subsequent academic years through June 30 of 2028, according to the academic year for each subsequent year as published by the DISTRICT. So as to facilitate adequate budgetary stewardship, a copy of the ensuing academic year calendar will be provided to the CITY by the DISTRICT no later than March 1st of the preceding academic-year.

This annual update to the AGREEMENT shall generally be in effect for 175 days of service. It does not include SRO services on NCSD holidays. The last day of this remaining eight (8) year term AGREEMENT shall be the last day of the regular 2028 academic calendar year.

The DEPARTMENT shall have no obligation under this AGREEMENT to provide SRO services to the DISTRICT at any school location during any time that such school location is closed by official action of the DISTRICT. Except as provided in this AGREEMENT, the DEPARTMENT shall have no obligation to provide SRO services to the DISTRICT, as described in this AGREEMENT, beyond the hours provided for in this AGREEMENT.

2. The CITY shall appoint a representative who shall be responsible for managing and coordinating the CITY's performance under this AGREEMENT, and shall identify this representative to the DISTRICT by name and telephone number, updating such information in writing no later than five (5) days after a change in the designated representative. The DISTRICT shall appoint a representative who shall be the point of contact for the DISTRICT and who shall be responsible for working with the CITY and coordinating the SRO program with the CITY, and shall identify this representative to the CITY by name and telephone number, updating such information in writing no later than five (5) days after a change in the designated representative.
3. The CITY agrees to provide routine police services to the DISTRICT under the terms and conditions herein contained. The duties assumed by the CITY under this AGREEMENT are duties owed generally to the public. The DISTRICT acknowledges that violations of DISTRICT or school policies, student discipline issues, or other matters that do not rise to the level of criminal activity remain the general purview of the DISTRICT. As such, student behavioral problems or similar events, unless criminal in nature or posing a threat of imminent physical danger to the student or others, will not generally result in the use of police force to restrain, detain, or otherwise restrict the activities of a student or students engaged in such activity.

The primary charge of the SRO Program is the reduction, prevention and responsiveness to school-related violence and crime committed by juveniles and

young adults. The SRO Program aspires to create and maintain a safe, secure and crime-free learning environment for students, educators and the surrounding school community. In addition, the SRO Program is designed to develop and enhance rapport between youth, parents, the surrounding school community, police officers, school leaders and staff. This is reinforced by assigning SROs employed by the City of Casper Police Department to Natrona County School District facilities.

When performing law enforcement responsibilities, SROs shall comply with the Policies and Procedures of the Casper Police Department; where such policies conflict with policies and procedures promulgated by the DISTRICT, SROs shall defer to the Policies and Procedures of the Casper Police Department. In such circumstances, a Supervisor of the Casper Police Department and a representative of NCSD shall be notified as soon as is practicable.

The primary duties and activities of SROs include, but are not exclusive to:

- (a) All peace officers' duties of the Casper Police Department.
  - (i) The SRO's primary focus within the schools shall be law enforcement responsibilities (safety and security), and will not generally include school discipline and classroom management.
  - (ii) The SRO's duties will include, but shall not be limited to, responding to and investigating possible criminal acts on school grounds and/or events.
  - (iii) In order to maximize the deterrent capacity of the SRO's presence at the campuses which they normally patrol, each SRO should be highly visible throughout the assigned and supported campuses, yet be reasonably unpredictable in their movements. For officer safety reasons, each SRO should generally avoid establishing any set routine, which allows predictability in their movements and their locations.
- (b) SROs shall act swiftly and cooperatively in responding to potential criminal activities.
- (c) SROs shall help protect the lives and property of students, DISTRICT personnel and the public on or adjacent to DISTRICT property.

- (d) Except in emergency, urgent or preliminary public safety inquiry circumstances, SROs shall follow these conditions for interviewing or searching students suspected of criminal activity:
- (i) SROs may question a student about subjects that may result in or identify a crime, threat or concern utilizing the following process. ***See Natrona County School District No. 1 Board Policy 5401.*** Unless an emergency or urgent circumstance exists, any law enforcement officer (LEO) desiring to question a student at school must notify the school principal or the principal's designee in advance so that permission for questioning may be obtained from a parent or guardian of the child.
  - (ii) Once notified that a parent or guardian asks that the student not be questioned until he/she or his/her designee arrives, the principal will advise the LEO and ask that the officer wait to question the student until the parent or guardian arrives.
  - (iii) If the parent or guardian cannot be reached, the student may be questioned by the officer with the principal or the principal's designee present. The principal or his/her designee must be present when any law enforcement interview of a child is conducted on school property.
  - (iv) Pursuant to Wyoming Statute 14-6-206(c), after issuing any citation to a child for a violation of a state or federal law or a municipal ordinance for which incarceration or a fine may be imposed, the law enforcement agency issuing the citation or its designee shall take reasonable actions to notify the child's parent, guardian or custodian.
  - (v) If the parent or guardian is the subject of a potential abuse or neglect allegation, neither the LEO nor the Department of Family Services (DFS) is required to, nor may the principal or his/her designee, notify the parent or guardian prior to a LEO and/or a DFS representative questioning the child. In such circumstances, the LEO and/or DFS representative shall question the student with the principal or his/her designee present.
  - (vi) If there are exigent or urgent circumstances that prevent prior parent notification:

- a) Parent or guardian shall be notified as soon as reasonably possible.
  - b) School personnel will serve '*in loco parentis*' (in the place of a parent or guardian)
  - (vii) Absent exigent or urgent circumstances, a principal or designee shall be consulted before the SRO conducts questioning of a student or searches a student's person, possessions or locker to allow time to express any concerns about the reasonableness and to notify parent or guardian.
  - (viii) When there is probable cause to believe the student has committed or is committing a felony offense or the offense at issue poses a threat of serious and immediate injury the SRO may conduct questioning or search at school without notice to school personnel, parent/s or guardian/s.
  - (ix) SROs may not request that school officials conduct a search of the student's person, possessions, or locker to evade the probable cause standard required of law enforcement.
  - (x) Nothing herein shall prevent the SRO from engaging students in casual conversation about subjects other than inquiries related to suspected criminal activity.
  - (e) SROs shall provide educational support, when applicable, for in-service training for school staff and students on emergency preparedness, crisis intervention, crime trends, law enforcement policies and intervention methods.
  - (f) SROs shall serve as a resource for school safety teams. SROs are liaisons to help gather and share information about emergency planning, improving access to safety or security resources, and partner in developing effective strategies to prevent and/or minimize dangerous situations on or near the campus or involving the members of the school's community at school-related activities.
  - (g) SROs shall create a visible and positive presence in the school community to promote respect, trust for law enforcement and a positive relationship between students, parents and the DISTRICT.
4. All costs incurred by the DEPARTMENT in the performance of duties under this AGREEMENT shall be paid by the DEPARTMENT, including salaries and



wages, and the DISTRICT shall reimburse the DEPARTMENT for all such costs and fees as set forth in this AGREEMENT (see EXHIBIT 1), except that overtime costs for services provided in this AGREEMENT shall be in addition to the costs and fees set forth in this AGREEMENT.

- (a) The DEPARTMENT shall also be responsible for providing:
  - (i) Necessary law enforcement related equipment.
  - (ii) Police vehicles.
  - (iii) Secured gun safes to be maintained in a designated school office/location.
  - (iv) The selection and purchase of such weapons storage units is the DEPARTMENT's responsibility and such units will remain the property of the CITY.

Vehicles and equipment assigned to, utilized by, or purchased for the intended use of any SRO pursuant to this AGREEMENT shall remain at all times under the ownership of the CITY, including upon and after any lawful termination of this AGREEMENT.

5. The DISTRICT agrees to:

- (a) Provide timely assistance and communication of information which may be relevant to the law enforcement needs of the SRO or Officer in pursuit of his/her duties. All such communications and the sharing of information shall be consistent with local, state and federal law governing DISTRICT communications.
- (b) Along with SROs and the DEPARTMENT, coordinate and share information as necessary, within the constraints of local, state and federal law, for each to respond to public records act or public comment requests.
- (c) Administer school discipline for typical adolescent behaviors occurring within the school, on school property or at school activities without involving or referring the matter to an SRO unless school safety is at risk or law requires reporting.
- (d) Request SRO involvement in school-based incidents limited to situations when it is necessary to protect the physical safety of students, staff and/or the public from imminent harm, vandalism or

destruction of property, or the behavior involves potential criminal behavior of persons other than students.

- (e) DISTRICT staff shall take reasonable efforts to intervene or mitigate escalating typical adolescent behavior and misconduct prior to property destruction or assaultive behavior, whereupon police intervention is then expected or required.
- (f) Law enforcement referrals shall be made for the following incidents:
  - (i) Fights, assaults or battery involving bodily harm or threats of bodily harm;
  - (ii) Other serious or violent offenses, such as robbery, extortion, arson, or sexual assault;
  - (iii) Use or possession of dangerous weapons or items, to include knives, guns, explosive devices;
  - (iv) The sale, possession or use of illegal drugs or alcohol; and/or
  - (v) Any form of a threat of physical harm made to the school facility or members of the school or general community.
  - (vi) Any other public safety information received or obtained by the DISTRICT that has bearing on the life or property rights of others within the extended community.
- (g) Ensure that the decision to involve the SRO or law enforcement in any school-based incident is made by the principal or principal's designee, absent exigent circumstances.
- (h) Cooperate with law enforcement-initiated investigations and actions without hindering or interfering with the Casper Police Department's or the assigned SRO's official duties. Law enforcement's lawful ability to detain and arrest for actual or suspected crimes, having met requisite constitutional obligations prior to such arrest or detention, shall not be infringed upon by the DISTRICT or its agents.
- (i) Immediately notify the SRO or Officers responding to a school-based incident if a referred student has a disability that requires special treatment or accommodations.

- (j) Provide an appropriate, school-based, private, secure, office space for each SRO with appropriate access to technology support required for the efficient functioning and performance of the SRO.
- (k) In order to maintain the security of confidential, classified, or restricted information and materials, and to maintain the integrity of weapon storage units, school-based designated SRO offices shall contain a lockable desk and lockable file cabinet to be provided by the DISTRICT, as well as the SRO gun safe (to be provided by the CITY and installed by the DISTRICT as referenced herein). The desk and file cabinet in the SRO office shall be accessible to the Casper Police Department, which shall hold the keys thereto. Access to the SRO's office shall be limited to District Administration and Maintenance in the presence of the SRO Supervisor, unless an emergency or unsafe situation exists.
- (l) Install/mount a secured gun safe, to be provided by the CITY, permanently affixed to a reasonably immovable object to the greatest extent possible, to be maintained in the designated SRO Office for the placement of a secure weapons storage unit for the purpose of the safe storage of weapons on DISTRICT property in such a way as to be readily available to the SROs, as needed, yet generally inaccessible to all other persons.
- (m) SROs shall have access to the NCSD:
  - (i) Administrative Student Management system (Infinite Campus) and the information that is contained within that system consistent with local, state and federal law.
  - (ii) Security camera systems.
- (n) SROs shall have key fob access to NCSD facilities as limited by NCSD.
- (o) NCSD will comply with all Governor's and/or Local Public Health Orders and/or NCSD Board Policy/Regulation/Guideline Health Orders.

SROs shall comply with such orders while providing services to any NCSD campuses, events and activities. Any identified 'school' state orders and/or local orders and/or NCSD policies/regulations/guidelines

are applicable to contracted service providers while providing services to NCSD.

Active example currently identified through August 15, 2020: In 2020-21 schools are currently identified under the Governor's Public Health Order requiring individuals to wear face coverings when social distancing of 6' cannot be maintained. When individuals are able to be socially distanced (6' or greater) face coverings may be removed. Face coverings will cover the nose and mouth and surrounding areas of the lower face.

NCSD will provide all updated Governor's and/or Local Public Health Orders and/or NCSD Board Policies/Regulations/Guideline Health Orders to SRO within five (5) days of receipt of the same, during the applicable academic year. NCSD and SRO, during the term of this agreement, shall adjust their activities hereunder to comport with any updates of the preceding Order/Policies, within Ten (10) days of a Party's receipt of the same.

6. In return for police services to be provided by the DEPARTMENT pursuant to this AGREEMENT, the DISTRICT agrees to pay the CITY treasurer for the 2020-2021 school year the sum equal to 70% of base salary and benefits for ten (10) officers (to include a sergeant) and as set forth below. Said sum shall be paid in four equal installments (beginning September 15, 2020 through June 8, 2021) after the execution of this AGREEMENT. The CITY will invoice the District for each installment. In addition, the DISTRICT shall reimburse the DEPARTMENT for overtime costs incurred by the DEPARTMENT in the performance of services described below.

Costs shall be as established in EXHIBIT 1.

At the discretion of the CITY, SRO attendance at reasonably scheduled, extracurricular DISTRICT events occurring outside of normal school hours may be facilitated through the scheduled adjustment of the same workweek of the assigned SRO, when such adjustments are consistent with the Fair Labor Standards Act. DISTRICT events requiring a police presence in excess of a standard 40-hour work week, as well as notable events, which, by their very nature, require an enhanced, dedicated police presence, will be staffed by the CITY at the DISTRICT's expense. Officers at athletic events, school dances, and other special events as may be determined by mutual AGREEMENT between the

DEPARTMENT and the DISTRICT, are subject to the availability of DEPARTMENT personnel. At such events, the DISTRICT agrees to reimburse the CITY for police personnel expenses at the anticipated rate (FY2021) of \$61.68 per hour for Police Officers and \$72.08 per hour for Police Supervisors. During subsequent fiscal years, such rates are subject to any incremental, actual increases for which employees within the same general classification are eligible, such as cost of living increases or similar personnel actions. In accordance with established procedures of the Casper Police Department, which generally allow for an equitable allocation of extra-duty assignments through a first-come, first-served basis, the CITY shall have sole discretion as to which personnel staff said events in addition to any SROs voluntarily fulfilling any such assignment.

7. The staffing level and charges are stated in Exhibit 1, hereto. An exception to the identified staffing and charges may be allowable, resulting in a prorated reduction in payment by the DISTRICT to the CITY for SRO services, due to difficulty in recruiting and retaining available officers; any shortfall in officers provided shall result in a proportionate deduction of the amount to be paid by the DISTRICT.
8. The selection and personnel assignment of SROs and supervisors is exclusively the province of the CITY via the Casper Police Department. The Department will provide the DISTRICT the opportunity to participate in the selection process of candidates for unfilled SRO positions. In furtherance of employee retention, training, strategic planning, long-term organizational needs, and individual or organizational professional development, it is to be expected that the individual tenure of SROs and the supervisor in the positions referenced in this AGREEMENT shall generally be for a maximum of three (3) academic years, at which time, other personnel will replace the outgoing SROs or supervisor.
  - (a) For the 2020-21 school, year ten (10) officers (to include a Sergeant) stationed variously at High Schools, Junior High Schools, and Elementary Schools within the DISTRICT as determined by the DISTRICT.
    - (i) Kelly Walsh High School
    - (ii) Natrona County High School
    - (iii) Pathways Innovation/Roosevelt High School Campus
    - (iv) Casper Classical Academy Middle School
    - (v) Centennial Junior High School
    - (vi) CY Middle School

- (vii) Dean Morgan Junior High School
  - (viii) Eastside and Central Support (Office located at Sagewood Elementary School)
  - (ix) Westside and Central Support (Office located at Cottonwood Elementary School)
  - (x) Westside and Central Support (Projected office located at Paradise Valley Elementary School)
- (b) If the DISTRICT elects to deploy an officer or officers for Natrona County Summer School, the contracted officer/s shall be stationed at a location and for hours to be determined by mutual agreement between the DEPARTMENT and the DISTRICT. Such officer(s) will generally be responsible for calls at all schools participating in the summer school program. A sum equal to the base salary and benefits for each participating officer for the period summer school is in session shall be paid within thirty (30) days of the notification to the DEPARTMENT by the DISTRICT. The officer(s) assigned to the Natrona County Summer School program shall perform routine police services during regular summer school hours.
- (c) In the event that the DISTRICT elects to commence NCSD Summer School activities, the DISTRICT shall notify the DEPARTMENT, in writing, of this intent no later than 45 days in advance of said commencement so as to allow for appropriate allocation of staffing, resources, and strategic planning on the part of the DEPARTMENT to accommodate such services.
- (d) NCSD purchased days of service, 175 days per SRO (1,750 days of service) via the allocation of ten (10) police personnel during the term of the contracted service.

A designated City representative will communicate daily any absent officer from the described purchased services to the NCSD representative.

Bi-weekly time and summary effort logs, constituting a record of dispatch-documented time spent at each school and an accounting of the calls for police services responded to (or generated by) SROs, will be submitted to the NCSD representative for each assigned officer.

If any SRO is absent for five (5) or more consecutive school days, the DEPARTMENT will provide a replacement officer to cover the SRO's duty assignment or will prorate the contract to reflect the reduction in days on the next invoice.

- (e) Upon the successful staffing of SROs as anticipated for Academic Year 2020-2021, three (3) SROs will be assigned responsibilities to assist "where needed," including potential responsibilities in DISTRICT elementary schools, but will also primarily be used to support existing SROs in the consistent providing of SRO responsibilities, including short term coverage for absent SROs.
9. The DISTRICT and CITY are aware that each party to this AGREEMENT is subject to the supervision of separately elected political entities. Each party to this AGREEMENT obtains funding from the above-referenced political entities and is funded subject to annual budget approval. It is a requirement of their AGREEMENT that each party hereto shall notify the other immediately if a party's future fiscal year funding for this AGREEMENT is curtailed or eliminated. In the event that either party's future funding is curtailed, either party may terminate this contract with ninety (90) days written notice to the other, after the curtailed funding has been adopted, by the elected Board of Trustees or City Council, as the case may be.
  10. Each party hereto shall be responsible for the potential or actual (regular, gross or willful) negligence or other acts of its agents, employees, representative and other personnel. The CITY is a participant in the Wyoming Association of Risk Management (WARM) and is insured by WARM to the limits described in the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.* as amended. Neither of the parties hereto waives any right or rights they may have pursuant to the Wyoming Governmental Claims Act, and the parties hereby specifically reserve the right to assert any and all rights, immunities, and defenses they may have thereunder.
  11. The CITY shall be responsible for all employment matters such as computing wages, salaries, benefits and other compensation, managing pension plans, providing uniforms, selection of equipment, vehicles and that which is explicitly referenced in this AGREEMENT, including training and the like. However, as part of the evaluation of the program and the obtaining of feedback on the performance and suitability of the SROs and supervisors or, for purposes of internal investigations, the DISTRICT shall provide input and feedback as requested and will also provide information and statistical data as may be

reasonably needed. Nothing herein shall make SROs or DEPARTMENT employees of the DISTRICT.

12. CITY personnel shall be directly supervised by a Lieutenant as designated by the Chief of Police. CITY personnel will coordinate their activities with the NCSD representative to which the SROs are assigned. The SRO Sergeant, although assigned an office at a school of the DISTRICT's choice, will, by expectation and necessity, have a primary responsibility to supervise and carry out the supervisory responsibilities of the SRO program, as well as to intermittently monitor the SROs assigned to other DISTRICT schools and, as such, may not be continually and exclusively present at the school to which he or she has been assigned an office space. While at the school at which he or she is officed, the SRO Sergeant may choose to personally resolve, or delegate the resolution of, SRO related issues at that school, where such issues are not emergent in nature. In times of emergencies, natural or man-made disasters, or other public safety incidents, CITY personnel provided pursuant to this AGREEMENT shall be subject to immediate recall and reassignment to other public safety needs, as determined by the CITY. Absences from SRO duties during such occurrences will not be a reimbursable event.
13. CITY personnel providing services pursuant to this AGREEMENT shall conduct themselves as police officers and shall at all times follow the policies and procedures of the CITY and the Casper Police Department.
  - (a) SROs of the Casper Police Department are equipped with both body-worn cameras and in-car camera systems, and generally work in an environment that includes audio and video recording of their interactions and surroundings. As a function of their employment, they are mandated, by Casper Police Department Policy, to utilize audio and video recording equipment when performing any police duty or responsibility.

Audio and video recordings created by the CITY serve a variety of purposes, including, but not limited to, performance evaluation and feedback, training, evidence gathering and preservation, and the unbiased documentation of events and interactions.

These recordings, and especially body-worn camera recordings, are generally protected from release under the Wyoming Public Records Act. The DISTRICT shall not preclude, nor attempt to preclude, the use of such equipment by SRO personnel and other police personnel performing police responsibilities on any school property or at any school function.



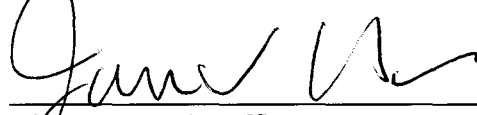
- (b) The CITY will notify the DISTRICT prior to the public release of any audio or video recording substantially involving DISTRICT personnel, its students, their parents, guardians, or family members of students (when on school property or at school functions), or which substantially focuses on DISTRICT properties or equipment.
  - (c) Where lawful, or required by law, uninvolved persons or children will be digitally redacted prior to the public release of any such recording.
- 14. The CITY shall provide SRO police services to the DISTRICT at locations and times as will be agreed upon by the parties in confidential communications (subject to the Wyoming Public Records Act, Wyo. Stat. § 16-4-201, *et seq.*) The parties acknowledge that vacations, reasonable sick or disability leave, mandatory qualifications, in-service training, as well as applicable training related to the maintenance and progression of professional skills and future promotional opportunities, is a function of normal Casper Police Department employment and that the SROs and supervisor(s) are entitled to the use of such vacations, sick leave, and access to work-related trainings. In the event of an extended, unanticipated absence, disability or the administrative restriction of duty of any SRO or supervisor, or any other event which may cause a SRO or supervisor to be absent for more than a period of five (5) consecutive working days, the CITY shall assign a temporary or permanent replacement for the absent SRO or supervisor. Such occurrences are not a reimbursable event.
- 15. Pursuant to this AGREEMENT, assigned CITY personnel shall devote substantially all of their working time during the academic school year described in this AGREEMENT to providing police services to the DISTRICT and to performing the associated requisite responsibilities to maintain such services and their capacity to perform their police function.
- 16. As a matter of routine, the DISTRICT shall provide the CITY timely information of all known or suspected crimes or threats, within or directed at DISTRICT schools, facilities and activities or which involve any persons related thereto, whether committed or made by students, DISTRICT personnel, DISTRICT contractors or vendors, volunteers or visitors to the DISTRICT. Likewise, the CITY shall provide timely information to the DISTRICT regarding matters of school safety.
- 17. The DISTRICT and the CITY are individually responsible for the collection, maintenance, and dissemination of any records generated in the course of their

participation in this AGREEMENT according to their individual policies and applicable laws governing public records. As such, the DISTRICT and the CITY shall not release records belonging to the other without the express approval and written authorization of the party which created or maintains the record.

18. This AGREEMENT shall not be modified or altered unless mutually agreed upon by the parties in writing.
19. This AGREEMENT contains the entire understanding of the parties. There are no understandings between the parties, written or otherwise, not contained herein. Each party acknowledges that they have consulted with or have had the opportunity to consult with legal counsel regarding this AGREEMENT.
20. If any provision, section, subsection, sentence, clause or phrase of this AGREEMENT is invalidated by any court of competent jurisdiction, such a holding shall not affect the validity of the remainder of the AGREEMENT which shall continue in full force and effect.
21. This AGREEMENT shall be governed by the laws of the State of Wyoming. Neither party waives any claims, rights or defenses it has or may have pursuant to the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.* The parties specifically reserve the right to assert any and all rights, immunities and defenses they have or may have, now or in the future, pursuant to the Wyoming Governmental Claims Act.
22. The parties to this AGREEMENT do not intend to create in any other individual or entity the status of third-party beneficiary, and this AGREEMENT shall not be construed so as to create such status. The rights, duties and obligations contained in this AGREEMENT shall operate only between the parties to this AGREEMENT, and shall insure solely to the benefit of the parties to this AGREEMENT. The parties to this AGREEMENT intend and expressly agree that only parties signatory to this AGREEMENT shall have any legal or equitable right to seek to enforce this AGREEMENT, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this AGREEMENT, or to bring an action for the breach of this AGREEMENT.
23. The parties agree that this AGREEMENT does not create any agency relationship between the CITY and the DISTRICT, and no representations of any kind, type or nature made by one party shall be binding upon or create a duty in the other party.

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

APPROVED AS TO FORM

  
\_\_\_\_\_  
City Attorney's Office

ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

NATRONA COUNTY SCHOOL  
DISTRICT NO. 1

\_\_\_\_\_  
Michael Jennings  
Superintendent

## EXHIBIT 1

### **For the 2020-21 school-year:**

1. NCSD will pay \$633,500.00 for the services of nine (9) SROs and one (1) SRO Supervisor.
  - a. This is 70% of the estimated annual salary and benefits per officer (\$93,213).
  - b. The differential in dollars between payment and actual CPD costs can be used by the City of Casper for other CPD needs (supervisor salary, equipment, etc.).
2. NCSD would also include ongoing equipment/other costs of \$14,100 of ongoing funds per officer (10 officers) for an additional \$141,000 of ongoing annual dollars if 10 officers are maintained.

RESOLUTION NO. 20-176

A RESOLUTION AUTHORIZING AN ANNUAL UPDATE TO  
THE MEMORANDUM OF UNDERSTANDING WITH THE  
NATRONA COUNTY SCHOOL DISTRICT #1 AND THE CITY  
OF CASPER FOR SCHOOL RESOURCE OFFICER SERVICES

WHEREAS, the City and the District entered into a "Memorandum of Understanding Between the City of Case and Natrona County School District #1 Concerning School Resource Officers" for a ten (10) year period the first year of which was the 2018-2019 academic school year; and,

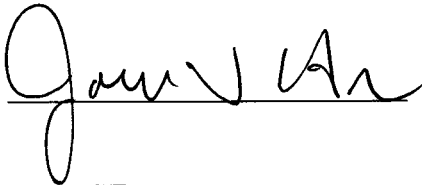
WHEREAS, the Agreement provides for an annual update to the Agreement; and,

WHEREAS, the parties have negotiated the update for the 2020-2021 school year in good faith and both parties are in agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized to execute, and the City Clerk to attest, the Annual Update to the Memorandum of Understanding with the Natrona County School District #1 and the City of Casper for School Resource Officer Services.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Steven K. Freel  
Mayor

August 5, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Tracey L. Belser, Support Services Director *TLB*  
SUBJECT: That Council, by Minute Action, Appoint Dennis R. Gazdiewich to a Three (3) Year Term as a Civil Service Commissioner, Effective September 2, 2020.

Meeting Type & Date:  
Regular City Council Meeting  
September 1, 2020

Action Type:  
Minute Action

Recommendation:  
That Council, by minute action, authorize the appointment of Dennis R. Gazdiewich to the Civil Service Commission for a three (3) year term expiring September 30, 2023.

Summary:  
Pursuant to Wyoming State Statute 15-5-103, the Civil Service Commission consists of three (3) members who shall be appointed by the mayor and confirmed by the governing body. Each commissioner shall be a qualified elector of the city and serve for a three (3) year term. Commissioner Carol Crump resigned from her term June 25, 2020; leaving a vacancy for a voluntary position to serve on the Civil Service Commission.

Public notice of this opening was published with the Casper Senior Center, Serve Wyoming, and Rotary Chapters, to submit a letter of interest to the Human Resources Department. Five (5) letters of interest were received and interviewed by the Civil Service Commission, Greg Groves and James Tim Monroe, and Human Resources Technician, Heidi Rood.

The recommendation by the Civil Service Commission is to appoint:

- Dennis R. Gazdiewich to a three (3) year term

Financial Considerations:  
No Financial Considerations

Oversight/Project Responsibility  
Heidi Rood, Human Resources Technician  
Tracey Belser, Support Services Director

Attachments  
Application Materials  
Advertisement Copy

Hidi Rood  
HR Technician  
City of Casper

Good afternoon,

7/18/2020

Thank you for visiting with me several days ago. I am very much interested in the board position with the Civil Service Commission. After visiting with you regarding the duties involved, I was impressed with the letter of information which detailed out the duties and responsibilities. Attached you will find a separate letter of resume, which will summarize the past 42 years since graduation from college.

As per our phone conversation, I never had an official resume, as I was hired straight out of college. My wife and I moved to Casper 42 years ago with the intent of getting some experience and then moving on. What we found was that Casper is home and there was no need to look elsewhere. I am often "ribbed" about being from out of state (42 years), but my response to that kidding is that we do not have a choice as to where we are born, but we do have a choice as to where we live-- and this is it!

We have a daughter (37) who is married, and we are blessed with two grandchildren. Our daughter is a Dental Hygienist and her husband is technician at Wyoming Machinery.

I have always had a passion for helping and assisting others, but at the same time following the rules and regulations with compassion. Thank you for your time and consideration with this process.

Sincerely,

Dennis Gazdiewich

Dennis R. Gazdiewich  
4810 South Ash Street  
Casper, Wyoming 82601  
307-235-8848 Home  
307-277-2337 Cell  
December 7<sup>th</sup>, 1949

### **Military**

United States Air Force  
1968-1972 Honorable Discharge-4years active, 2 years inactive

### **Education**

Wheat Ridge Senior High School  
Wheat Ridge Colorado  
Graduated 1968

Colorado State University  
Ft. Collins, Colorado  
Bachelor of Science, Political Science  
Graduated 1978

Worked on a master's Program, which was experimental with CSU and we ran out of money and was offered a position with the State of Wyoming.

Federal classes with the Internal Revenue Service.  
Contracting classes with the USDA-NRCS

### **Employment**

State of Wyoming

Employment Security Commission note-this Department underwent many name changes in the 30 years I was involved with them.

I started out as an interviewer helping individuals find employment, then moved on to vocational counselor, then adjudicated unemployment claims both lower and higher authority. Management analyst and worked with the Wyoming Attorney General's office the final 12 years of my state employment, with the Department of Employment, in the writing and negotiation of contracts. I had brief employment with Culverts Industrial Supply, but we had a conflict regarding business practices, so I left and was immediately rehired by the State of Wyoming.

### **United States Department of Revenue**

I was an Individual Tax Advisory Specialist (ITAS) with the Internal Revenue Service in the Dick Cheney Federal Building for 6 ½ years. We assisted taxpayers with issues regarding their Federal Income Tax; we were not audit, nor were we enforcement. We explained their tax return issues and requirements and presented a variety of ways to resolve them. It was a very good position.

I left for a short time as I was "hired away" to be the state contract manager for USDA-NRCS for the state of Wyoming. It was good position, but I missed helping the people, so I returned to the IRS.



**Hobbies and Interests**

Family, friends, camping, fishing, skiing, golf, reading

**Clubs and Organizations**

Casper Rotary Club

Mason's, Independence Rock Lodge 56

Casper Shrine Club

Flycasters Club

Member of Shepherd of the Hills Presbyterian Church

# **PUBLIC SERVICE OPPORTUNITY**

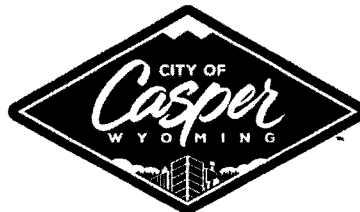
**The City of Casper is accepting applications from interested individuals who wish to serve as members of the Civil Service Commission.**

The Civil Service Commission is responsible for the oversight of the City of Casper sworn police and fire personnel matters including testing procedures, entry-level testing, promotional exams and disciplinary actions. The Commission consists of three members that are committed to serve three (3) year terms.

We are seeking an individual who has high integrity, discretion, communication skills and professionalism. The ideal individual is community oriented and committed to being an active board member. The successful candidate must be willing to volunteer their personal time and be able to handle information with the utmost confidentiality.

If you are interested in participating in the altruistic work of this board, please submit a letter of interest, along with a brief resume of your experience, to the Human Resources Office, 200 North David Street – Suite 107, Casper, Wyoming, 82601. The deadline for accepting these applications is **Friday, November 15, 2019.**

If you have questions about the work of the board, please call Heidi Rood at (307) 235-8421.



August 20, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Tracey L. Belser, Support Services Director *TLB*  
Andrew Beamer, Public Services Director  
Dan Coryell, Fleet Manager  
Shad Rodgers, Streets and Traffic Manager

SUBJECT: Authorize the Purchase of One (1) Used Hamm Pneumatic Roller in the Total Amount of \$28,500 for Use by the Streets Division of the Public Services Department.

Meeting Type & Date

Regular Council Meeting

September 1, 2020

Action type

Minute Action

Recommendation

That Council, by minute action, authorize the purchase of one (1) used 2014 Hamm Pneumatic Rubber Tire Roller, from Honnen Equipment, Casper, Wyoming, for use by the Streets Division of the Public Services Department, in the total amount of \$28,500.

Summary

On July 14, 2020, quotes were requested for one (1) used Pneumatic Rubber Tire Roller. Three (3) quotes were received from vendors. With equipment capital money left over from FY20 from the purchase and up fitting of three (3) new tandem dump trucks with salters and plows in the amount of \$55,578, the Streets Division desires to replace their existing pneumatic roller with a 2014 used pneumatic roller. The current pneumatic roller, which was purchased in 2007, has come to Fleet Services numerous times and is now inoperable due to articulation failures during driving operations. This 2014 used roller will be utilized for alley and paving operations. The recommended purchase of this Hamm Pneumatic Roller meets all of the required specifications for this application. Trade-in value and quotes are as follows:

<u>Bid Item</u>	<u>Vendor</u>	<u>Amount</u>	<u>Trade-In</u>	<u>Total Amount</u>
(1) One Hamm Pneumatic Roller	Honnen Equipment Casper, WY	\$40,500	\$12,000	\$28,500
(1) One CAT Z970R	Wyoming Machinery Casper, WY	\$51,765	N/A	\$51,765
(1) One Bomag BW-11	Power Equipment Casper, WY	\$67,000	N/A	\$67,000

Financial Considerations

This purchase is possible with left over FY20 Capital Equipment money.

Oversight/Project Responsibility

Dan Coryell, Fleet Manager, will make the purchase, with oversight transferred to Shad Rodgers, Streets and Traffic Manager, after the equipment is received.

Attachments

No Attachments

## Jessica Hall

---

**From:** Cody Wulffenstein <CodyWulffenstein@honnen.com>  
**Sent:** Monday, July 13, 2020 2:02 PM  
**To:** Shad Rodgers  
**Subject:** 2014 Hamm GRW280i-10 Honnen

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attached is a preview on that GRW pneumatic I have in the fleet

Let me know if the pictures come across ok or if the sizing is good. Some browsers make you download the pictures, some size them weird. If anything is goofy let me know and Ill get you individual pics.

This just left out to rent from Gillette to Utah but it is set to come back. Only thing that will vary is the hours slightly.

**Cody Wulffenstein**  
Territory Manager  
Honnen Equipment Co.  
150 Salt Creek Highway I Mills, WY 82644  
O: 307-266-4474 | C: 307-258-0615  
[CodyWulffenstein@honnen.com](mailto:CodyWulffenstein@honnen.com)  
[www.honnen.com](http://www.honnen.com)



Connect with us!



**“Wyoming, practicing social distancing since 1890”**





Monday, July 13, 2020  
From: CODY WULFFENSTEIN  
Contact: [CodyWulffenstein@honnen.com](mailto:CodyWulffenstein@honnen.com)

**HE HONNEN  
EQUIPMENT**  
HONNEN EQUIPMENT CO.  
150 Salt Creek Highway  
MILLS, WY 82644  
(303) 416-8568

Will follow up with better pictures. Machine is currently on rent so hours will vary. Machine left to Utah end of last week.

**2014 Hamm GRW280i-10 — Paving Equipment**

**\$40,500 US**

Monday, July 13, 2020  
From: CODY WULFFENSTEIN  
Contact: [CodyWulffenstein@honnen.com](mailto:CodyWulffenstein@honnen.com)

**HE HONNEN  
EQUIPMENT**  
HONNEN EQUIPMENT CO.  
150 Salt Creek Highway  
MILLS, WY 82644  
(303) 416-8568



Serial # H2120033

Stock # 45663

Hours 1693

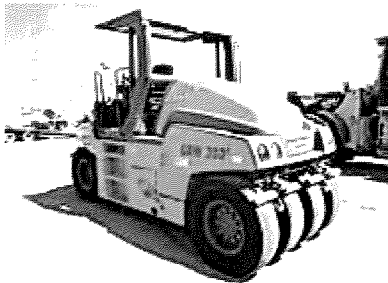
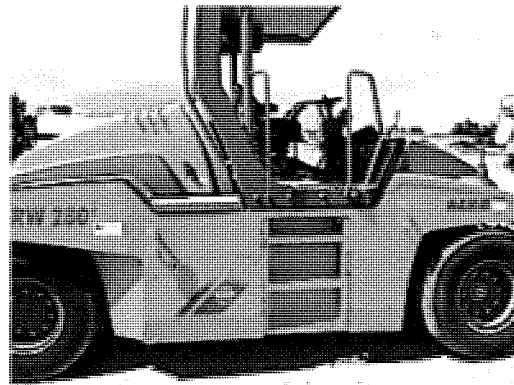
### Equipment Description

GRW280i-10 8 TIRE PNEUMATIC RUBBER TIRED ROLLER W/ WATER TANK. ROPS MACHINE

Monday, July 13, 2020  
From: CODY WULFFENSTEIN  
Contact: [CodyWulffenstein@honnen.com](mailto:CodyWulffenstein@honnen.com)

**HE HONNEN  
EQUIPMENT**  
HONNEN EQUIPMENT CO.  
150 Salt Creek Highway  
MILLS, WY 82644  
(303) 416-8568

### Additional Photos





Monday, July 13, 2020

From: CODY WULFFENSTEIN

Contact: [CodyWulffenstein@honnen.com](mailto:CodyWulffenstein@honnen.com)



HONNEN EQUIPMENT CO.

150 Salt Creek Highway

MILLS, WY 82644

(303) 416-8568

This is an automated communication from MachineFinder by Deere and Company. Sent on behalf of CODY WULFFENSTEIN at HONNEN EQUIPMENT CO.. Contact: [CodyWulffenstein@honnen.com](mailto:CodyWulffenstein@honnen.com)

Copyright 2020 Deere & Company. All rights reserved.

## Jessica Hall

---

**From:** Daniel (Dan) J Holman <DJHolman@wyomingcat.com>  
**Sent:** Monday, July 13, 2020 5:11 PM  
**To:** Shad Rodgers  
**Subject:** CAT CW14  
**Attachments:** 2016 CW14 Serial # LTJ00421.pdf

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

Shad, I could get this machine to you for \$51,765..... Maybe a touch cheaper if the freight comes in right.  
Would this work??  
Thanks, DH

Dan Holman  
Wyoming Machinery Company  
Machine Sales- Sublette, Fremont, Natrona, and Converse Counties  
307-267-0645  
[djholman@wyomingcat.com](mailto:djholman@wyomingcat.com)

Integrity Commitment Excellence Teamwork

---

This message and any attachments are confidential and only for the use of the intended recipient(s). Any other use or disclosure without the express permission of Wyoming Machinery Company is strictly prohibited.

2016 CATERPILLAR

CW14

COMPACTORS

INSPECTION DETAILS

Inspection Type	Marketing
Inspection #	2668596
Inspection Status	Completed
Created	06/09/20 11:47:38
Updated	07/12/20 12:37:12
Created By	Lassiter, Stanley M.
Inspector	Brito, Andres
Salesperson	Catusedd500, Yancey
Stock #	UC11270
Serial #	LTJ00421
SMU / Hours	4,706



FEATURES

- EPA LABEL

• LIGHTING

• OOPS

**CONDITION**

●●● Good

●● Fair

● Poor

Approved Repair

**GENERAL APPEARANCE**

●●● Cab or Canopy

●●● Decals

●●● Eng. Enclose Hood / Stack

●● Front Frame  
Right front corner dented and  
repaired

●●● Fuel Tank

●●● Grab Irons

●● Paint  
Normal wear according with  
hours

●●● Radiator Grill &amp; Shroud

●●● Rear Frame

●●● Steps / Ladder

**YES** S.O.S. TakenNotes - GENERAL APPEARANCE  
Water tank cap missing**SAFETY ITEMS**

●●● Back Up Alarm

●●● Brake Hold

●●● Horn

●●● Parking Brake

●●● ROPS or Non-ROPS

●●● Seat Belt

**GAUGES, OPERATOR STATION, CONSOLE**●● Dash Console  
Cover missing

●●● Door Latches











●● Floor Boards  
Normal wear according with  
hours

●●● Gauges

●●● Meter

●●● Seat Cushion / Arm Rest

●● Switches  
Fading out hard to read

**NO** Current O&MM**NO** Current Parts Manual**NO** Current Safety Manual**ENGINE** Air Cleaners Engine Supports Fuel Injection System Governor Turbocharger / Blower**NO** Blow By**NO** Compression in Radiator**YES** Fluid Levels OK?**NO** Knocking**NO** Oil Leaks**NO** Water in OilAnti-Freeze Color  
RedDiesel Exhaust Fluid (DEF) Level  
N/AFuel Level  
100% no gaugeOil Pressure (H/L/N)  
NormalSmoke (B/D/L/W)  
Black**COOLING SYSTEM** Belts / Pulleys Coolers Fan Fan Drive Hoses Radiator Water Pump**ELECTRICAL, STARTING AND CHARGING SYSTEM** Alternator Batteries / Cables Beacon Lighting Starter Wiring**TRANSMISSION** Case Overall Operating Condition Pump Seals Transmission - Forward Shifts Transmission - Reverse Shifts**NO** Leaks**NO** Transmission - Noisy

STEERING

- Steering Linkage
- Steering Valves / Pumps

HYDRAULICS

- Cylinders
- Hose Lines
- Propel Motor
- Propel Pump
- Tank

DRUM

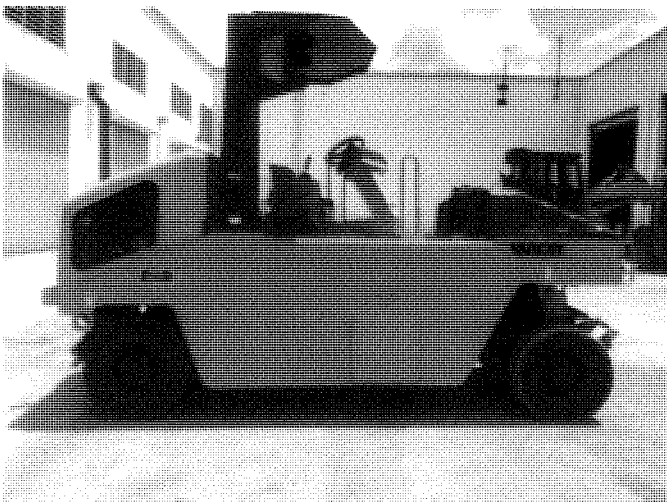
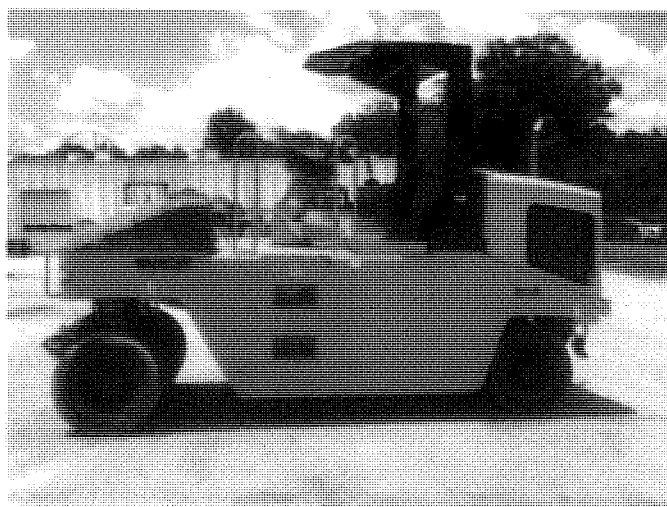
- Cleaner Bars
- Water Dist. Mats

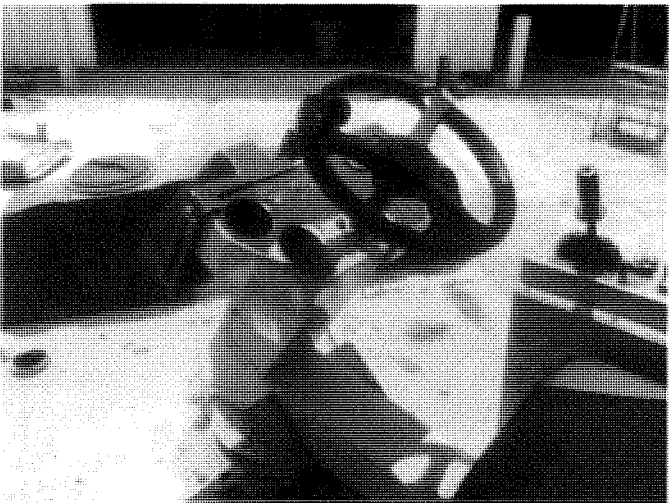
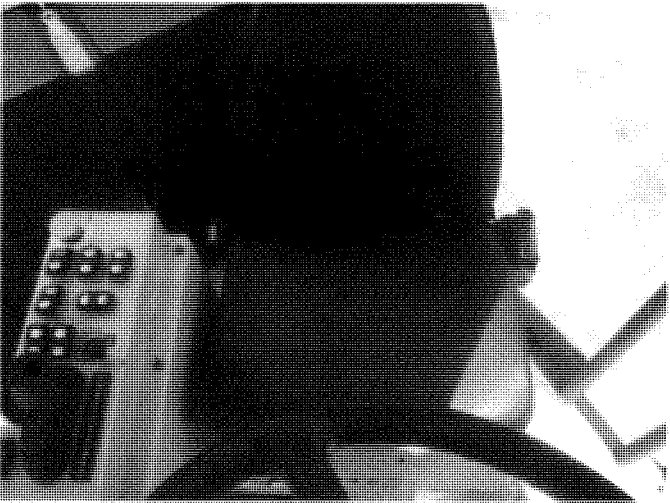
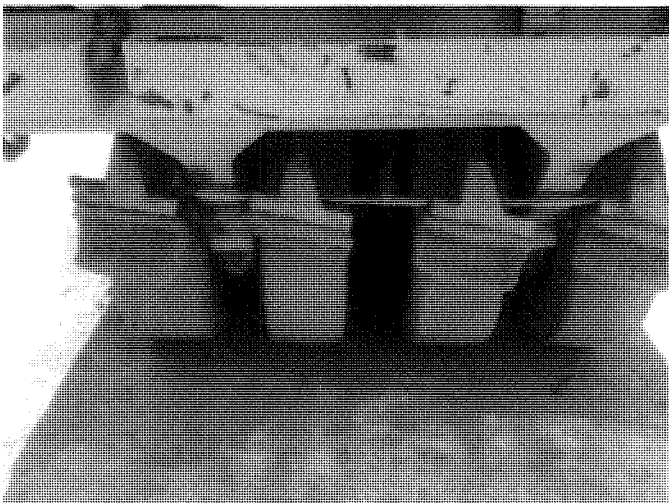
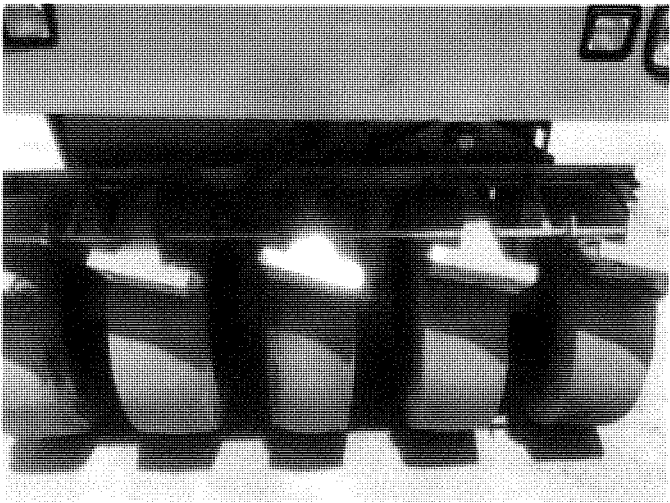
TIRES

	Make / Serial#	Tread Depth in 1/32"	% Life Remaining	Recapped	Tread Cuts/Chunks	Side Cuts Section
Left Front	Pack-master			NO	NO	NO
Left Rear	Titan			NO	YES	NO
Right Front	Pack- master			NO	NO	
Right Rear	Pack-master			NO	NO	NO

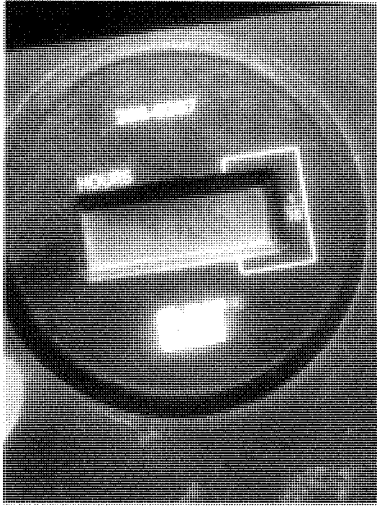
Tire Size - TIRES  
7.50-15



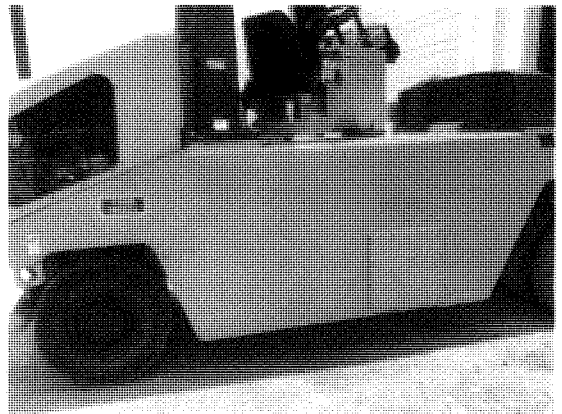
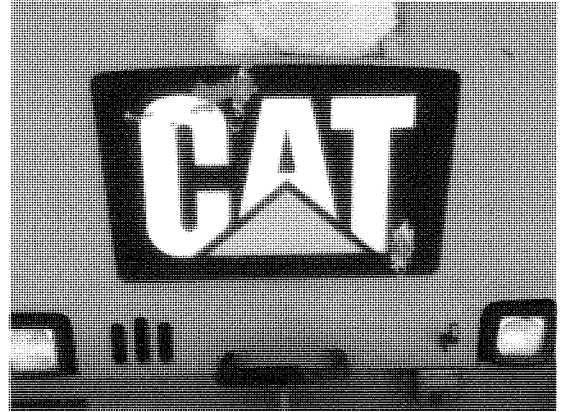
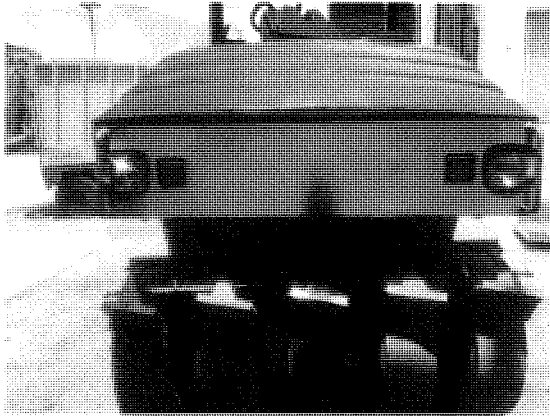






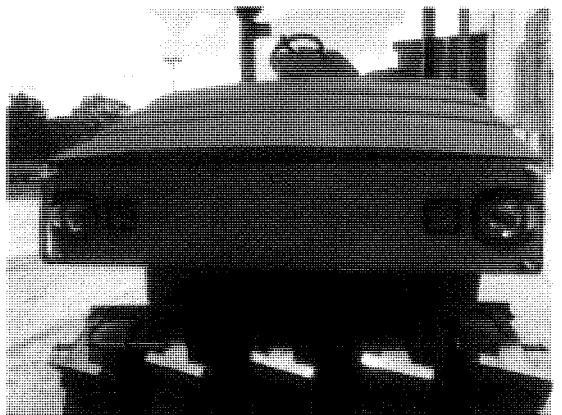


●●● Decals

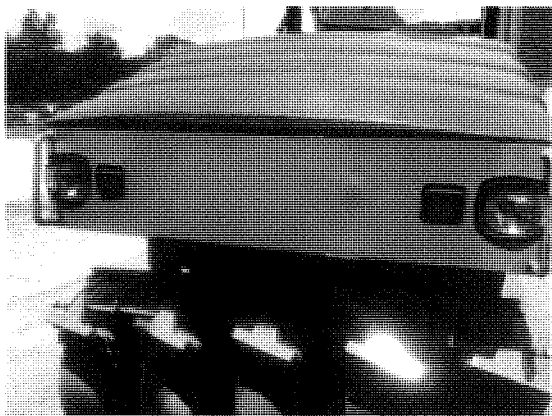


●● Front Frame

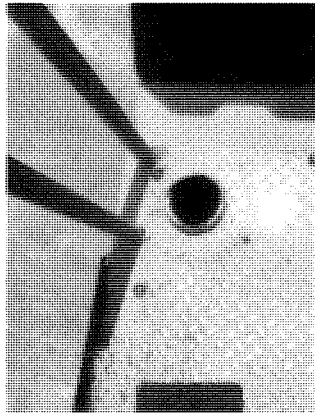
Right front corner dented and repaired



●● Paint  
Normal wear according with hours



Notes - GENERAL APPEARANCE  
Water tank cap missing



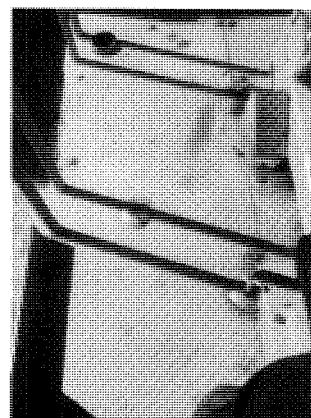
●●● Seat Belt



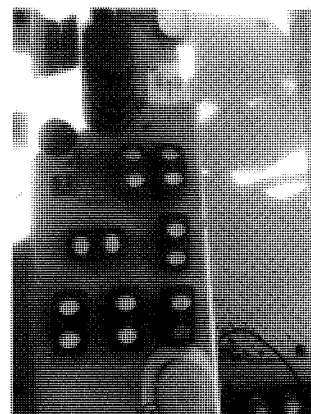
- Dash Console  
Cover missing



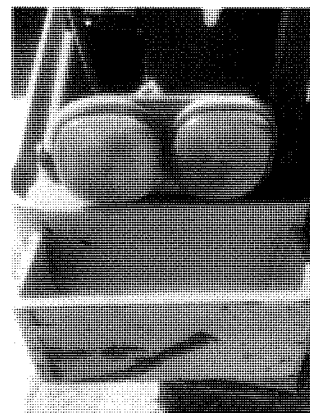
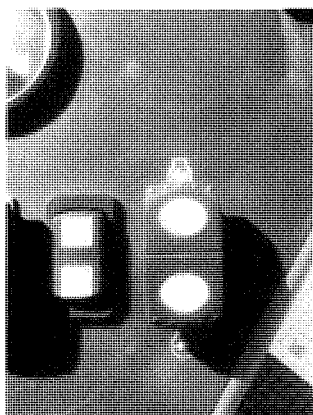
- Floor Boards  
Normal wear according with  
hours



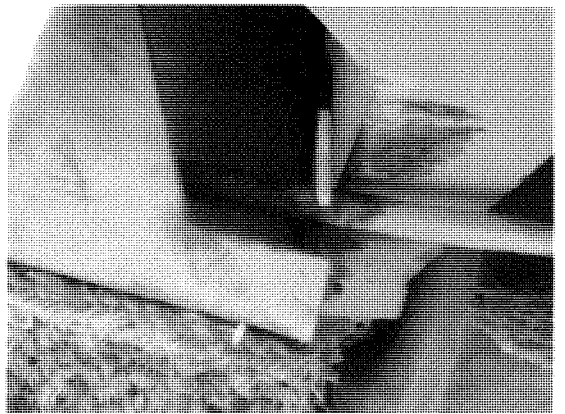
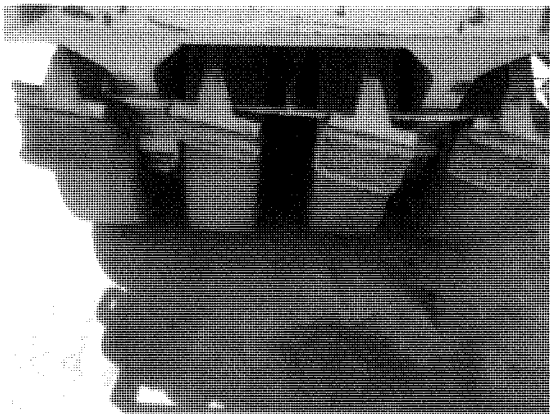
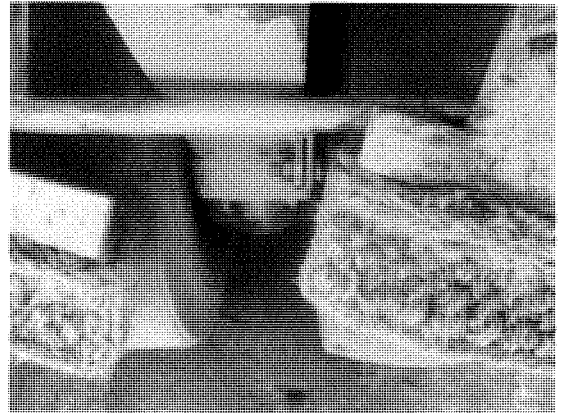
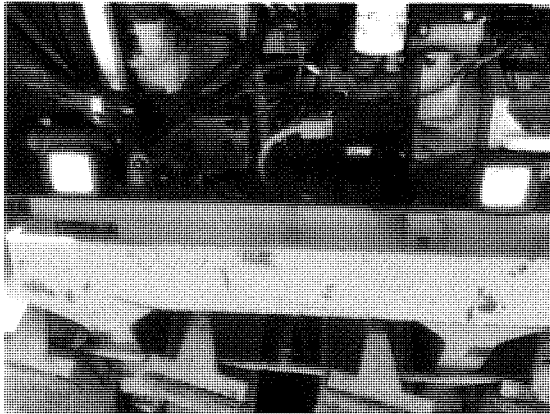
- Switches  
Fading out hard to read



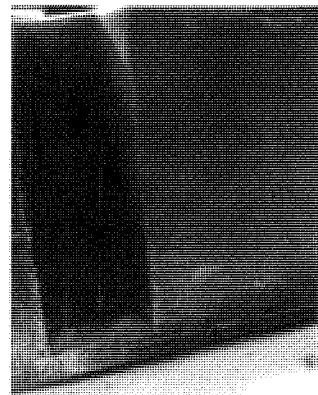
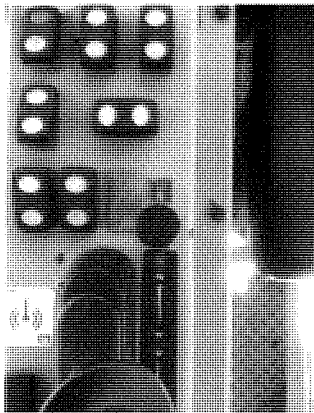
- Lighting

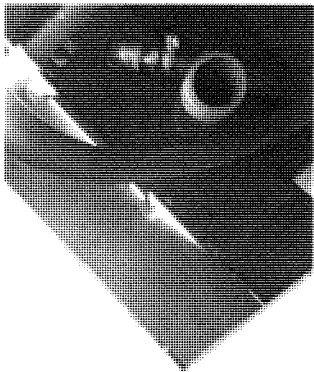


●● Cleaner Bars

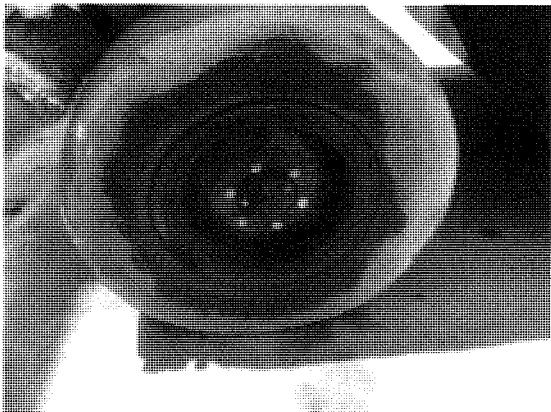


●●● Water Dist. Mats

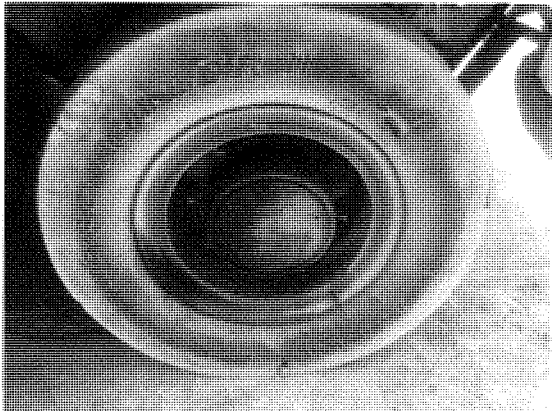




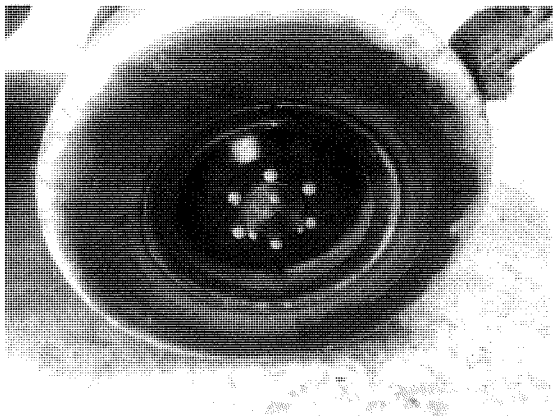
	Make / Serial#	Tread Depth in 1/32"	% Life Remaining	Recapped	Tread Cuts/Chunks	Side Cuts Section
Left Front	Pack-master			NO	NO	NO



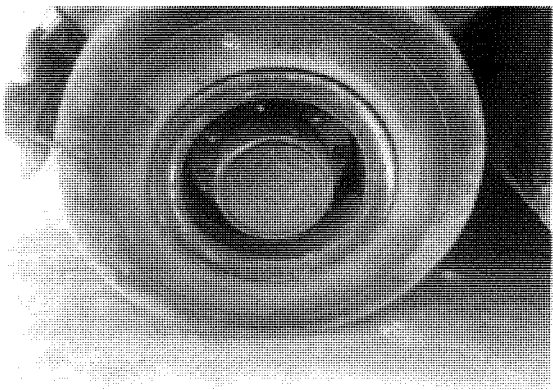
	Make / Serial#	Tread Depth in 1/32"	% Life Remaining	Recapped	Tread Cuts/Chunks	Side Cuts Section
Left Rear	Titan			NO	YES	NO



	Make / Serial#	Tread Depth in 1/32"	% Life Remaining	Recapped	Tread Cuts/Chunks	Side Cuts Section
Right Front	Pack- master			<b>NO</b>	<b>NO</b>	



	Make / Serial#	Tread Depth in 1/32"	% Life Remaining	Recapped	Tread Cuts/Chunks	Side Cuts Section
Right Rear	Pack-master			<b>NO</b>	<b>NO</b>	<b>NO</b>





## Jessica Hall

---

**From:** Korey Washut <kwashut@power-equip.com>  
**Sent:** Thursday, July 16, 2020 6:20 AM  
**To:** Shad Rodgers  
**Subject:** Bomag BW-11

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Shad,

Here is a list of BW-11, if you like one let me know I can get pictures and due a formal quote. Thank You

2017	Bomag	BW-11	539 hrs.	\$ 67,000.00
2017	Bomag	BW-11	355 hrs.	\$ 73,000.00
2018	Bomag	BW-11	133 hrs.	\$ 77,000.00
2018	Bomag	BW-11	155 hrs.	\$ 81,000.00

**Korey Washut**

Product Support Representative

O: 307-577-9700 Ext. 5517

F: 307-577-9703

C:406-589-6516





August 17, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Tracey L. Belser, Support Services Director *TLB*  
Andrew Beamer, Public Services Director  
Cynthia Langston, Solid Waste Division Manager  
Dan Coryell, Fleet Manager  
Sean Orszulak, Solid Waste Superintendent

SUBJECT: Authorizing the Sole Source Purchase of One (1) Used Nilfisk Floor Cleaning System from Norco Company of Mills, Wyoming, in the Total Amount of \$24,274.21 for Use by the Solid Waste Division of the Public Services Department.

Meeting Type & Date

Regular Council Meeting  
September 1, 2020

Action type

Minute Action

Recommendation

That Council, by minute action, authorize the sole source purchase of one (1) used Nilfisk Floor Cleaning System SC6000 36C ECOFL 312AH AGM from Norco of Mills, Wyoming, in the total amount of \$24,274.21 to for use in the Solid Waste Division of the Public Services Department.

Summary

This equipment will function in the City of Casper Material Recovery Facility to remove floor debris that accumulates during the baling process of recyclable commodities. The Material Recovery Facility is set to open on October 15, 2020.

Staff recommends this purchase based on the following considerations:

- Other brands including Global and Namco do not have a local dealer to provide maintenance and/or warranty repair.
- Nilfisk has a used demo unit with 3.9 hours of service that will save the City of Casper \$3,371.43 over purchasing a new unit.
- Norco is including a 5-year parts and 2-year labor warranty because it is a demo machine.
- This purchase supports the City of Casper buying local during the Covid-19 pandemic and helps support the local economy.

<u>Item</u>	<u>Vendor</u>	<u>Amount</u>
(1) Used Nilfisk SC6000	Norco Mills, WY	\$24,274.21

The City Manager approves of this Sole Source as required per the City's financial policies.

Financial Considerations

This purchase was approved in the FY21 adopted budget and is funded by Balefill Fund Reserves.

Oversight/Project Responsibility

Dan Coryell, Fleet Manager, will make this purchase with oversight transferred to Sean Orszulak, Solid Waste Superintendent in the Public Services Department, after the equipment is received.

Attachments

Product Specification Sheet/Brochure

# SC6000™

Rider Scrubbers



Industrial-grade  
productivity

Productive | Extended runtime  
Durable | Compact package for tight environments  
Easy to use | Intuitive industrial design  
Sustainable | Optimized water and chemical usage

Available with **ecoflex™** system

 **Advance**  
by Nilfisk

# Higher productivity with a lower

## Unparalleled durability and ease of use.

- 1** *Larger battery capacity for up to 30% greater run-time*
- 2** *Off-set deck allows edge cleaning without added complexity or cost*
- 3** *SmartFlow™ automatically adjusts water flow with speed, cutting water and chemical use by up to 50%*
- 4** *Extended-life cylindrical-deck design for trouble-free operation*
- 5** *SmartKey™ provides unique supervisor and user-level access*
- 6** *Tools-free design and click-on disc brushes make brush and squeegee blade replacements a smooth, and fast process*



## Food and Beverage Warehouses

## Distr

# cost to clean.

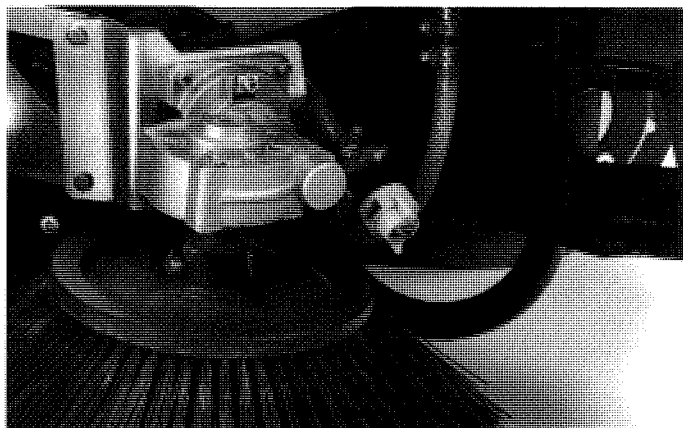


- 7** *Intermittent solution-off function reduces water in turns for safe cleaning results*
- 8** *Deck fully protected by rugged steel doors minimizing the risk of damage to critical components*
- 9** *EcoFlex™ System provides an optimal, flexible cleaning solution (optional)*
- 10** *DustGuard™ suppresses fugitive dust (optional)*
- 11** *Right side broom provides true edge cleaning (optional)*

## Manufacturing Plants Production Centers

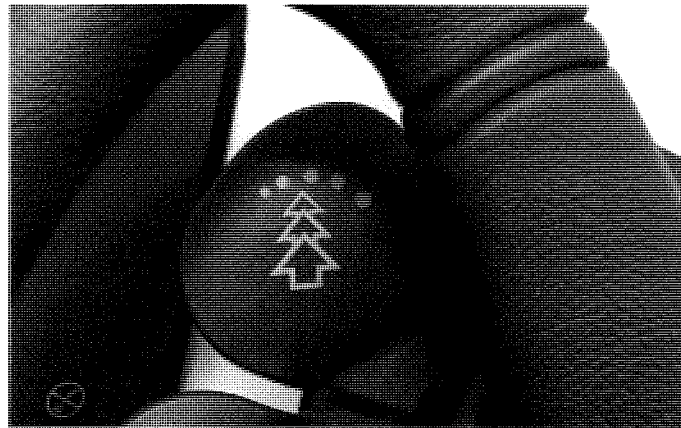
# Effective. Sustainable.

## DustGuard™



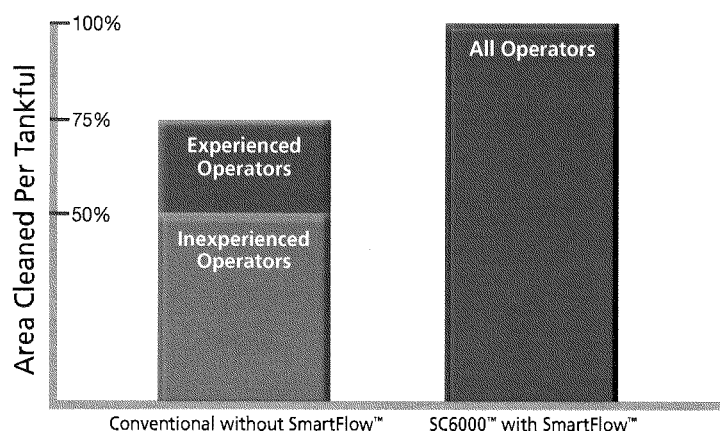
DustGuard™ minimizes side broom fugitive dust generation and provides optimal sweeping performance. (optional)

## EcoFlex™ System



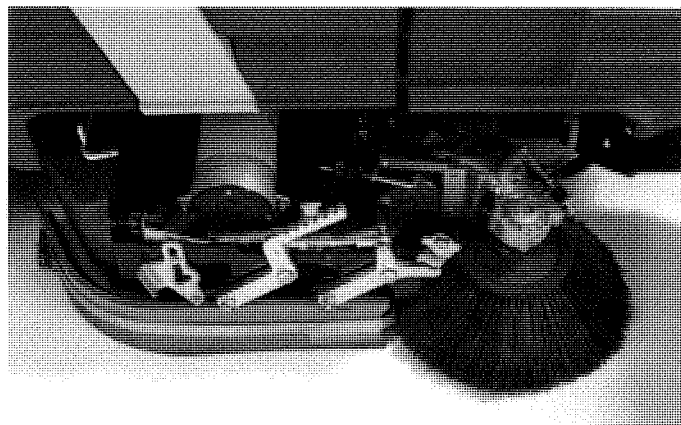
Flexible cleaning solution with intuitive modes of operation. (optional)

## SmartFlow™



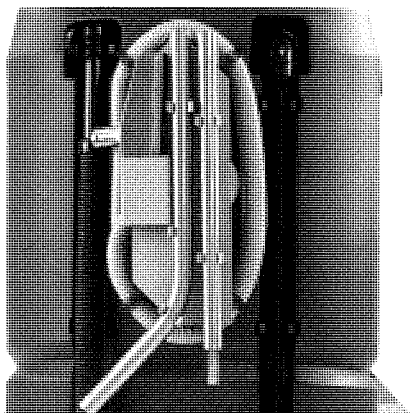
SmartFlow™ adjusts solution flow with the machine's speed, using up to 50% less water and chemicals. Proportionally higher productivity with fewer dump and refill cycles per tankful.

## Off-set deck



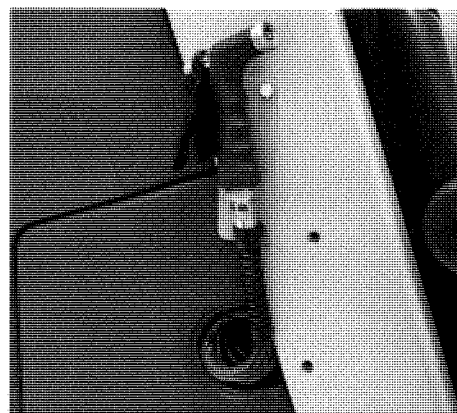
The off-set deck provides high quality edge cleaning without any added complexity or cost.

## Vac wand



Wet vacuuming in more confined areas. (optional)

## Wash hose kit

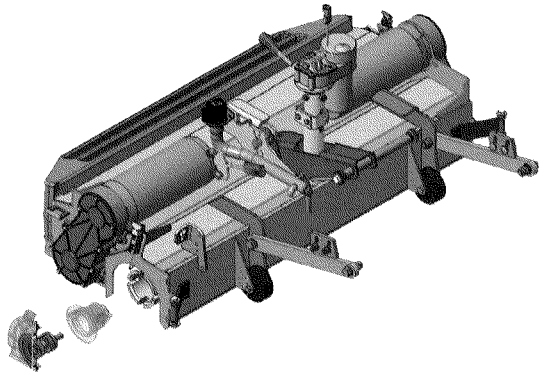


Apply solution to the floor in conjunction with vac wand, or used for machine cleaning. (optional)



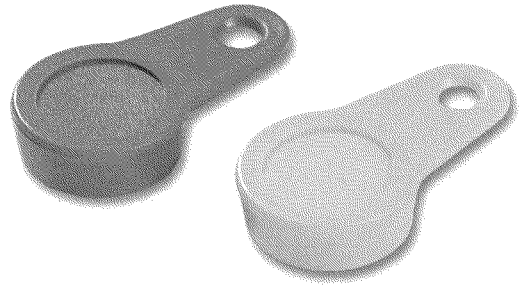
# Durable. Customizable.

## Extended life cylindrical deck



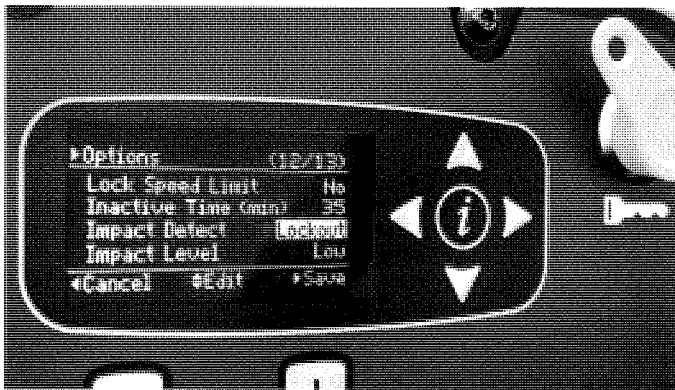
Provides up to 4X longer drive component life compared to nearest competitor.

## SmartKey™



Provides unique levels of user access to produce consistent results and reduces total cost of cleaning.

## Impact detection



Minimizes downtime and associated repair costs through greater operator accountability.

## Heavy duty bumper



Protects the value of your investment by minimizing risk of damage from frontal impact. (optional)

Available with

**ecoflex**<sup>TM</sup> system

*Floor*   
*to Ceiling*  
*cleaning*

## Technical Specifications

Models	SC6000™ 36C	SC6000™ 34D	SC6000™ 40D
Scrubbing and Recovery Systems			
Scrub Deck Type	Cylindrical	Disc	
Scrub Path	36 in (91 cm)	34 in (86 cm)	40 in (102 cm)
Maximum Scrubbing Coverage Rate Per Hour	93,450 ft²	88,250 ft²	103,850 ft²
Scrub Brush Size	36 x 7.1 in (102 x 18 cm)	17 in (43 cm)	20 in (51 cm)
Scrub Brush Speed	760 rpm	250 rpm	
Brush Motor Power	2 x 1 hp (0.8 kW)		
Sweeping Path with Optional Side Broom	43 in (109 cm)	Not Applicable	
Debris Hopper Capacity	0.43 ft³ (12.2 L)	Not Applicable	
Solution / Recovery Tank Capacity	50 gal (190 L)		
Vacuum Motor	0.8 hp (0.6 kW) - dual vac optional		
Waterlift (Sealed)	Single Vac - 57 in (145 cm) / Dual Vac - 63 in (160 cm)		
Battery and Propulsion System			
Battery Options / Run Time	36 V, 310 wet/312 AGM Ah C20 – Up to 3.5 hrs 36 V, 420 Ah wet C20 – Up to 4.5 hrs		
Propulsion System	Variable speed AC brushless drive		
Propel Speed Forward	5.6 mph (9 km/hr)		
Propel Speed Reverse	2.6 mph (4.2 km/hr)		
Propel Motor (Peak)	1.6 hp (1.2 kW)		
Gradeability			
Transport @ Gross Weight	18.5% (10.5°)		
Scrubbing	12.2% (7°)		
Dimensions/Weight/Sound			
Length	70 in (178 cm)		
Width	46 in (117 cm)	39 in (99 cm)	46 in (117 cm)
Width with Squeegee	48.5 in (123 cm)	43 in (109 cm)	48.5 in (123 cm)
Height	62.3 in (158 cm)		
Minimum Aisle Turn	79.5 in (202 cm)		
Weight			
GVW	2,359 lb (1,070 kg)		
Empty	1,784 lb (810 kg)		
Sound Level IEC 60335-2-72, ISO 11201*	69 dB A		

Specifications are subject to change without notice.



## Available Accessories

- Right side broom
- EcoFlex™
- DustGuard™
- Tubular heavy-duty bumper
- Overhead guard
- Rear squeegee guard
- LED headlights
- Wash hose kit
- Suspension seat
- Warning beacon
- Back-up alarm
- Vac wand
- Autofill kit
- Onboard charger

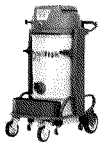
## Smart cleaning.

Our products are designed using innovative technologies that increase productivity and drive down the cost to clean.

Maintain peak performance with Nilfisk Parts.

We also offer industrial vacuums and pressure washers.

Please visit us on the web, or ask your sales representative for more information.



E-mail: [questions@nilfisk.com](mailto:questions@nilfisk.com)

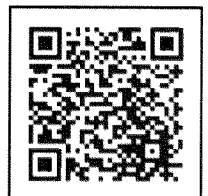


<http://www.pressure-pro.com>  
<http://www.hydrotek.us>

Reach a new standard of cleaning power.  
Visit <http://www.advance-us.com> or contact your Advance sales representative to learn more.



©2017 Nilfisk, Inc. Form L3447A 5-1-17



## Nilfisk, Inc.

9435 Winnetka Avenue North  
Brooklyn Park, MN 55445  
[www.advance-us.com](http://www.advance-us.com)  
Phone 800-214-7700  
Fax 800-989-6566


240 Superior Boulevard  
Mississauga, Ontario, Canada L5T 2L2  
[www.nilfisk-advance.ca](http://www.nilfisk-advance.ca)  
Phone 800-668-8400  
Fax 800-263-5111





August 17, 2020

MEMO TO: J. Carter Napier, City Manager 

FROM: Tracey L. Belser, Support Services Director   
Dan Coryell, Fleet Manager

SUBJECT: Authorize the Purchase of One (1) New-Dedicated Turf Sprayer, in the Total Amount of \$56,836.00 for Use by the Weed and Pest Sub-Division of the Parks and Recreation Department.

Meeting Type & Date

Regular Council Meeting

September 1, 2020

Action type

Minute Action

Recommendation

That Council, by minute action, authorize the purchase of one (1) new-dedicated turf sprayer, from Midland Implement Co., Billings, Montana, for use in the Weed and Pest sub-division of the Parks and Recreation Department, in the total amount of \$56,836.00.

Summary

On August 14, 2020, bids were publicly open for one (1) new-dedicated turf sprayer; one (1) bid was received. The dedicated turf sprayer will be utilized by Weed and Pest -division of Parks for treating all ornamental and noxious weeds as well as applying liquid fertilizers where needed. Currently Weed and Pest has a spray trailer, a four-wheeler, and a small gator, which are all used to accomplish spraying operations. A dedicated sprayer will allow more acres to be treated more efficiently and safely. This dedicated sprayer will calculate the correct amount of chemical needed and adjust accordingly with the speed of travel.

As required by Wyoming State Statute 15-1-113(b), a bid notice was published in a local newspaper once a week for a minimum of two (2) consecutive weeks. The bids were as follows:

<u>Bid Item</u>	<u>Vendor</u>	<u>Bid Amount</u>	<u>Trade</u>	<u>Net Cost</u>
(1) New Sprayer Toro 5800G	Midland Implement Billings, MT	\$56,836.00	NA	\$56,836.00

The recommended purchase of the dedicated turf sprayer from Midland Implement Co., Billings, MT complies with the intent of all specifications. There is no trade for the new sprayer.

Financial Considerations

This purchase was approved in the FY21 adopted budget and is funded by Weed and Pest reserves.

Oversight/Project Responsibility

Dan Coryell, Fleet Manager, will make this purchase with oversight transferred to Randy Norvelle, Parks Manager in the Parks and Recreation Department, after the equipment is received.

Attachments

Bid Specification

**CITY OF CASPER**  
**FLEET MAINTENANCE DIVISION**  
**CITY OF CASPER**  
**July 23, 2020**

Notice is hereby given that the City of Casper, Wyoming will receive sealed bids at the Casper Service Center, 1800 E. "K" Street, Casper, Wyoming, **until 4:00 p.m., August 14, 2020** for the following:

One (1) New or Used **Dedicated Turf Sprayer**, to be used in the Weed and Pest Section of the Parks and Recreation Department.

**General Specifications:**

It is the intent of these specifications to specify the minimum requirement for the furnishing and delivery of one (1) Dedicated Turf Sprayer. The unit shall be new, demo, or slightly used and have less than three-hundred (300) hours and be less than twelve (12) months old, with full factory warranty. Unit shall be delivered complete and ready for service, as specified, and shall be equipped with all of the manufacturer's standard equipment, as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments specified herein.

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>BIDDER'S SPECIFICATIONS</u>
ENGINE:	Power: 4 cylinder gas, EFI, 50 hp minimum. Cooling Method: Liquid	_____
FUEL TANK:	Fuel Tank Capacity: 12 U.S. Gallon minimum.	_____
TRANSMISSION:	Hydrostatic system, rear wheel drive, foot pedal control of forward/reverse	_____
GROUND SPEED:	0-10 mph forward 0-4 mph reverse	_____ _____
TIRES:	4 ply smooth tread – Front 4 ply turf tread – Rear	_____ _____
BRAKES:	2-wheel mechanical cable operated multi disc brakes. Hydrostatic braking through drive train.	_____
MAIN FRAME:	Welded high strength tubular construction	_____

SUSPENSION: Front: Straight axle with twin independent leaf springs and dual shock absorbers.  
Rear: Rigid with floatation tires

STEERING: Hydraulic with dedicated power source 48° steering angle.

INSTRUMENTATION: Analog spray system pressure gauge, fuel gauge, battery lamp, oil pressure lamp, coolant temp. lamp, ignition key switch

CONTROLS: Spray pump switch, tank agitation switch, individual boom selection switches, master boom switch, manual/automatic spray switch, boom lift/lower switches, USB port, 12V power socket

SEATS: Bucket seats (2)

SPRAYER:

SOLUTION TANK: High density, impact resistant polyethylene with a minimum 16" fill well

CAPACITY: Minimum 300 Gallons

SPRAY PUMP: Rated at 49gpm, 220 psi maximum

AGITATOR: Side mounted jet agitation nozzles

BOOM ASSEMBLY: 20.5' length, 4 nozzles per selection, triangular truss-style open boom, 12 total nozzle mounts with diaphragm check valves

ACCESSORIES:

Clean Rinse Tank  
Foam Marking Kit  
Clean Load Inductor Kit  
Hose Reel W/Spray

INSPECTION AND DELIVERY: Upon delivery there will be 10 days allowed for inspection of the unit to verify it meets all specifications.  
A copy of the order confirmation to be

provided upon completion of order. Full copy of specifications must be delivered with the completed unit.

---

**WARRANTY:** A minimum of a 12-month full warranty to begin upon City's acceptance of the equipment. The winning vendor shall deliver a comparable dedicated turf sprayer at no charge, or credit the City of Casper parts or rental credit of equal value, if the dedicated turf sprayer is non-operable for more than 36 consecutive hours due to manufacturer defects or failure for a minimum of one (1) year after delivery.

---

**FILTER:** A full set of filters shall be provided for the unit at no extra cost.

---

**MANUALS:** Two (2) complete sets of operator's manuals, (2) sets of service manuals, and (2) sets of parts manuals shall be supplied (made specifically for sprayer being sold). NO EXCEPTIONS.

---

**TRAINING:** The successful bidder shall provide a training program at the Casper Service Center maintenance building, sufficient in scope for long/short term efficient, effective, economical and safe operation and maintenance (included in the price of the unit).

---

**NOTE: This form may be duplicated.**

Exceptions to any of the provisions of these specifications may be waived provided they are clearly stated in the bid, and if in the opinion of the City of Casper, the bid complied with the intent of the specification.

Should funding be inadequate to cover the items bid, all bids may be rejected or quantities adjusted to fit budget amount.

All contacts should be made through Dan Coryell, Casper Service Center, 1800 East K Street, Casper, Wyoming, 82601. Phone 307-235-8410.

**PROPOSAL FOR FURNISHING  
ONE (1) NEW OR USED DEDICATED  
TURF SPRAYER FOR THE  
WEED AND PEST SECTION OF THE  
PARKS AND RECREATION DEPARTMENT**

Proposal of (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_

to furnish equipment as specified to the City of Casper, Wyoming, in accordance with specifications dated July 23, 2020.

BID ITEM: \_\_\_\_\_  
Description: \_\_\_\_\_

Make and Model: \_\_\_\_\_  
Federal Certified GVW: \_\_\_\_\_

- I. Price bid for One (1) New or Used dedicated turf sprayer, as specified \$ \_\_\_\_\_
- II. Delivery: F.O.B. City of Casper within \_\_\_\_\_ calendar days after award of contract by City Council.
- III. Trade in unit will be considered optional if, in the opinion of the City of Casper authorized staff, it is found to be in the best interest of the City of Casper to do so.

In addition to this proposal, the undersigned herewith submits complete information, including specifications and descriptive literature to fully describe and illustrate the equipment and accessories offered. Incomplete bid specification will be considered non-compliant and rejected.

Bidder proposes to deliver equipment in accordance with the schedule above and agrees that liquidated damages will be charged to him in accordance with specifications if delivery is not made in accordance with said schedule.

A bid bond, certified check, or cashier's check made payable to the City of Casper, Wyoming, in an amount of five percent (5%) of the total amount of this bid is enclosed as per requirements of section II. The undersigned certifies that he understands the specifications relating to said bid security and agrees to the conditions set forth in said specifications.

Discounts will be allowed for prompt payment as follows:

10 Day \_\_\_\_\_%; 20 Days \_\_\_\_\_%; 30 Days \_\_\_\_\_%.

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**CITY OF CASPER, WYOMING**  
**SPECIFICATIONS FOR**  
**ONE (1) New or Used Dedicated Turf Sprayer**  
**(Approved by the City Attorney, 2014)**  
**Dated the 23<sup>rd</sup> day of July, 2020**

**I.     GENERAL:**

The following specifications, including exhibits, attached hereto, shall constitute the minimum acceptable specifications for the goods and/or services for which bids are requested. Bidders shall include all items standard to article bid, whether or not specifically mentioned in these specifications.

All goods shall be new and the latest current production models meeting the terms of the specifications.

No bids may be withdrawn within thirty (30) days after the scheduled closing time for receipt of bids without the consent of the City of Casper, Wyoming.

**II.    BID GUARANTY:**

The City of Casper is required by Wyoming Statutes, 15-1-113, to receive a certified check, cashier's check, bank draft upon a reputable bank, or a bid bond in the amount of five percent (5%) of the total bid shall be provided for each bid submitted. If the bid is for more than one hundred and fifty thousand dollars (\$150,000), only a bid bond with sufficient surety in the amount of five percent (5%) of the total bid amount will be accepted to consider any bid. Bid with deposit shall be filed with the FLEET OFFICE, Casper Service Center, 1800 E. "K" Street, Casper, WY 82601, securely sealed, and endorsed upon the outside of the wrapper, with a brief statement as to the nature for which the bid is provided. Upon bid award, such surety shall be returned to the unsuccessful bidder(s). In the case of the successful bidder, five percent (5%) surety will be retained by the City until a proper bond or other proper bid guarantee to secure performance has been filed and approved if required by the specifications of the bid.

**III.   SCHEDULE FOR DELIVERY AND LIQUIDATED DAMAGES:**

Unless a schedule has been specified in the bidding documents, each bidder shall specify, in its proposal, the time required for delivery of his goods to the place designated.

The provisions of Section II BID GUARANTY, shall apply to all bids, contracts and delivery times as specified. Failure to enter into a contract for said bid with the city within 30 days of the award or failure to proceed and/or deliver upon said bid or contract will result in forfeiture of bid guarantee.

**IV.    PLACE OF DELIVERY:**

The successful bidder shall deliver the goods to the City of Casper, Casper Service Center, 1800 East "K" Street, Casper, Wyoming, unless otherwise specified.

**V. CONDITIONS OF DELIVERY; RIGHT OF INSPECTION:**

Goods, when delivered, shall be accompanied by a Statement Dealer's Certificate of Servicing and Inspection signed by the bidder certifying that the goods have been inspected and complies in all respects to the contract. Bidder shall attach to said statement a certificate by the manufacturer of the goods certifying that said goods have been inspected and serviced in the event the goods are not manufactured by the bidder. The City may, in its discretion, waive this requirement.

The City further reserves the right to make an inspection of the goods within a reasonable time after delivery to ensure compliance with the contract. Failure by City to make such inspection or upon inspection, failure to discover defects which cannot reasonably be discovered upon inspection, shall not constitute a waiver or be a limitation upon any remedy which the City may have at law or in equity.

**VI. WARRANTY:**

Each bidder shall enclose, with their bid, a copy of the warranty which applies to the goods proposed to be furnished. The warranty supplied will be considered by the City in determining the responsibility of the bidders.

**VII. SERVICE FACILITIES:**

It is essential that repair parts and service be adequate and readily available so that the goods can be maintained in good operating condition without protracted time loss for repairs.

The BIDDER SHALL CLEARLY STATE in his proposal the extent to which he carries a complete inventory of repair parts and service facilities. The City reserves the right to evaluate past performance of each bidder in analyzing the bid received and to consider such evaluation, in addition to other factors, in awarding the contracts for equipment.

**VIII. DETAILED SPECIFICATIONS:**

Goods bid shall conform to the detailed specifications outlined for the various bid items, attached hereto. No deviations from the terms of the specifications will be allowed, and such deviations shall be grounds for rejection of any bid, provided, however, that the City may allow any deviation if it finds, in its sole discretion, that the deviation is not a material deviation.

If bidder submits a bid using differing materials from those specified, he shall submit complete specifications for those items, including proposed manufacturer and catalog numbers with appropriate literature. The City may consider such specifications if it finds, in its sole discretion, that said specifications meet the intent of its specifications set forth herein and do not differ materially from its specifications.

**IX. STATEMENT OF COMPLIANCE:**

Should any requirement in these specifications not be included in manufacture's specifications sheets, bidder shall include with his bid, a statement of compliance. Failure to do so may be held as grounds for disqualification of bid.



**X. CONSIDERATION OF BIDS:**

The City of Casper, Wyoming, reserves the right to evaluate all bids received on the basis of the conformance with these specifications, the availability of repair parts, and the adequacy of service facilities, the delivery schedules, and other criteria as well as (net) cost, and to consider such evaluation in awarding contracts for the furnishing of the bid items specified. The City will award the contract to the lowest responsible bidder.

**XI. PAYMENT**

The City shall make a lump sum payment upon delivery and acceptance of all goods bid. A complete City of Casper voucher shall be processed for payment after an invoice is received from the vendor. Payment will be made within forty-five (45) days pursuant to Wyoming State Statute 16-6-601.

**Statute W.S. 16-6-602:**

**16-6-601. Definitions.**

(a) As used in this article:

(i) "Agency" means any department, agency or other instrumentality of the state or of a political subdivision of the state;

**W.S. 16-6-602. Payment of agency accounts; interest.**

Except as provided by contract, any agency which purchases or procures goods and services from a nongovernmental entity shall pay the amount due within forty-five (45) days after receipt of a correct notice of amount due for the goods or services provided or shall pay interest from the forty-fifth day at the rate of one and one-half percent (1 1/2%) per month on the unpaid balance until the account is paid in full, unless a good faith dispute exists as to the agency's obligation to pay all or a portion of the account.

**XII. SALES TAX EXEMPTION CERTIFICATE:**

The City of Casper, Wyoming, is exempted for paying the sales tax specified by Wyoming Statutes, and from paying Federal Excise taxes. Upon request, an exemption certificate will be furnished to the successful bidder.

**XIII. GOVERNING LAW:**

In the event of any claim, suit, or demand which may result from a bid or bids submitted thereunder, or the award of any contract as a result of submission of a bid, the bidder or bidders agree that Wyoming law shall govern any such claim, suit, or demand the rights and duties of the parties thereunder.

#### **XIV. ADDITIONAL INFORMATION:**

If additional information is required, written instructions shall be issued. No oral instructions or interpretations will be considered binding unless confirmed in the form of addenda and shall be furnished to all bidders who shall submit a signed copy of all addenda with their bid. Please refer all questions to Dan Coryell, 1800 East "K" Street, Casper, Wyoming, 82601, (307) 235-8410.

August 17, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Tracey L. Belser, Support Services Director *TLB*  
Andrew Beamer, Public Services Director  
Cynthia Langston, Solid Waste Division Manager  
Dan Coryell, Fleet Manager  
Sean Orszulak, Solid Waste Superintendent

SUBJECT: Sole Source Purchase of One (1) Used 962 Caterpillar Front End Wheel Loader  
Serial Number EJB00936, in the Total Amount of \$195,346.14, for Use by the  
Solid Waste Division.

Meeting Type & Date

Regular Council Meeting  
September 1, 2020

Action type

Minute Action

Recommendation

That Council, by minute action, authorize the sole source purchase of one used front end wheel loader from Wyoming Machinery Company of Mills, Wyoming in the amount of \$195,346.14. The equipment will be used by the Solid Waste Division, of the Public Services Department.

Summary

The City of Casper is currently renting a 962 Caterpillar Front End Wheel Loader to help offset the additional workload of receiving multiple windmill blade projects in 2019. Future windmill blade projects are scheduled throughout the remainder of this year and into 2021. The agreement the City of Casper has with Wyoming Machinery allows for the money spent in rental to go towards the purchase price of the loader. Because the operational need is ongoing, and this loader serves as a backup when other loaders are down for service and/or repair, staff recommends applying the rental credit towards the listed price and purchasing the loader.

<u>Item</u>	<u>Vendor</u>	<u>Amount</u>	<u>Rent PD</u>	<u>Net Total</u>
(1) 962 Caterpillar Front End Wheel Loader	Wyoming Machinery Mills, WY	\$256,047.38	\$60,701.24	\$195,346.14

Financial Considerations

This purchase was approved in the FY21 adopted budget and is funded by Balefill Fund Reserves.

Oversight/Project Responsibility

Dan Coryell, Fleet Manager, will make this purchase, with oversight transferred to Sean Orszulak, Solid Waste Superintendent in the Public Services Department, after the equipment is received.

Attachments

Product Specification Sheet/Brochure

**CITY OF CASPER**  
**FLEET MAINTENANCE DIVISION**  
**CITY OF CASPER**  
**(307) 235-8245**

Notice is hereby given that the City of Casper, Wyoming will receive sealed bids at the Finance Office, City Hall, 200 North David, Casper, Wyoming, **until 3:00 p.m., July 1, 2020** for the following:

One (1) **used front-end wheel loader**, with less than three thousand (3000) hours and age of the machine less than 2 years. This vehicle is to be used by the Solid Waste Division of the Public Services Department; units must have the minimum specifications of:

General

Specifications: It is the intent of these specifications to specify the minimum requirement for the furnishing and delivery of one (1) front-end wheel loader. **The front-end loader will be awarded following the bid opening.** One (1) front-end wheel loader shall be less than twenty four months old with less than one thousand (3,000) hours, with a factory warranty, a 5-year buy-back guarantee, and a 5-year preventative maintenance package. Unit shall be delivered complete and ready for service, as specified, and shall be equipped with all of the manufacturer's standard equipment, as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments specified herein.

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>BIDDERS SPECIFICATIONS</u>
2.	Dimensions	
	Wheel Base: 11 feet	
	Height: less than 11 feet 4 inches	
	Width: 9 feet 6 inches	
	Ground clearance no less than 1 foot	
3.	Engine	
	Tier 4 Final Stage IV ACERT	
	Engine bore shall be 4.13" (105mm)	
	Engine stroke shall be 5.31" (135mm)	
	Net torque shall be 858 ft-lb @ 1300 rpm	
	Engine shall be configured to provide constant net horse power at full parasitic load.	
4.	Displacement	
	7000 cc Minimum	
5.	Diesel	
	C7.1 Liter/428 cubic inch or Equivalent	
	250hp @2100rpm net	
	Gross 270 hp or greater.	
	Turbo Charged	

**ITEM****MINIMUM SPECIFICATIONS****BIDDERS  
SPECIFICATIONS**

7. Cooling  
System

Air Cooled

System shall be isolated from the engine compartment by a non-metallic shield.

Variable speed fan shall draw air in from the rear of the machine and exhaust it out the sides and top of the hood.

8. Transmission

5 Speed

Machine shall have an electronic powershift countershaft transmission.

Machine shall have standard lock-up Clutch Torque-Converter to allow increased speeds when roading or when climbing ramps.

Machine shall have standard differential locks for the front axle, actuated by a foot mounted in the left side of the cab, with automatic front / rear diff locks as an option.

A electro-hydraulic parking brake disc and caliper shall be standard for ease of service.

Machine shall have and Electric Clutch Pressure Control to modulate clutch engagement individually to allow smoother speed and directional shifts.

Machine shall have a variable shift control that allows the transmission to upshift at lower engine RPM's.

Machine shall have five speeds forward with a maximum of 24.9 mph and three speed reverse with a maximum of 16 mph

Machine shall have an electronically controlled, variable on-demand speed fan.

Torque based down shift from 2<sup>nd</sup> to 1<sup>st</sup> gear shall be standard as opposed to speed based.

**ITEM**

**MINIMUM SPECIFICATIONS**

**BIDDERS**  
**SPECIFICATIONS**

9. Serviceability      Machine shall have well protected, easily visible sight gauges for transmission oil, hydraulic oil, and radiator coolant.
- A single mechanical lift cylinder with manual back up shall be standard to open the hood.
- If necessary the entire hood shall be removable using built in lift points.
- With the hood closed, quick checks on engine oil and coolant sight gauges can be completed through the rear clamshell.
- Panels behind the tires shall lift up and can be removed for additional access.
- Roading fenders shall hinge from the rear and swing out, allowing easier access to the engine compartment.
- The clamshell hood shall allow for easy access to the front and rear faces of the radiator and ATAAC cores for easy cleaning.
- A perforated and corrugated grill shall minimize debris buildup and shall swing out for easy cleaning and access to the cooling cores.
- Cab air filters shall be easily accessible from the exterior of the cab.
- Brake wear indicators shall be standard for ease of inspection.
- Grease fittings shall be grouped in two locations on the right side of the machine.
- Auto lube shall be available for precise, auto lubrications of pins and bushings.
- Master shut down switch shall be housed with the relay panel.

10. Emission      Tier 4 Emission package shall be mounted on a platform bolted to the machine frame and allow access to the top of the engine.

**BIDDERS**  
**SPECIFICATIONS**

[illegible]





<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>BIDDERS SPECIFICATIONS</u>
	Deutsche connectors and wire braiding shall ensure electrical connections resist corrosion and dust.	<hr/> <hr/> <hr/> <hr/>
17. Mirrors	Two (2) bracket mirrors, LH/RH	<hr/> <hr/> <hr/> <hr/>
18. Bucket	<p>One (1) each:</p> <p>4 Yard Heavy duty <b>BALDERSON</b> style bucket.</p> <p>4 Yard heavy duty construction <b>Fusion</b> Style specifically warrantied against cracking for full 5 years.</p> <p>1 Heavy duty <b>Fusion</b> style fork attachment with trash rack and 8 foot tines.</p> <p>Bucket shall be equipped with bolt on cutting edges.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
19. Operators station cab	<p>The operator sound pressure level for a standard machine configuration shall be a maximum of 70 dB(A) with the cooling fan speed set at Maximum value per ISO 6396:2008.</p> <p>Cab shall be attached to the frame with viscous mounts to reduce the shock loads from the frame.</p> <p>Ladder shall be at a 15 degree incline for easy entry and exit.</p> <p>Platforms shall be wide enough to allow ease of movement to the front or rear of the machine.</p> <p>Front hinge cab door shall be able to be opened and closed by the operator while seated and shall feature sliding windows on both sides that can be opened incrementally with one hand operation.</p> <p>Front hinged cab door shall open automatically with the assistance of a gas strut.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**ITEM**

**MINIMUM SPECIFICATIONS**

**BIDDERS**  
**SPECIFICATIONS**

Pull type door handle shall be located on the lower right hand corner of the door for easy access when standing on the ground, or first step of the ladder.

Full length ladder shall be standard on the right side to facilitate safe exit if needed.

Convex windshield shall help enhance visibility, increase cab space, decrease sound levels in the cab, and offer more durability than flat glass.

Wey arm wipers shall be on both front and back windows.

Cab roof shall have channels to direct rain off the corners of the cab to keep the windows clear.

Cab shall have an overhang on all sides to protect the operator from glare.

Window access platform shall extend along the front of the convex windshield, for fast safe, and more convenient cleaning access.

Non slip step near the A pin and horizontal folding (along a vertical axis) external mirrors shall be added to help assist operators when stepping onto window cleaning platform.

An operator tie-in point shall be provided standard on the top right corner of the ROPS structure.

Standard rear vision camera shall be located in a pocket on the grill to protect it from damage and the elements and help monitor movement behind the loader.

A color touch screen display that monitors the machine condition on operators preferences should be also used to display the rear view camera.

Only one main control panel shall be located on the right ROPS post to keep everything in reach of the operator while maintaining visibility to the ground.

Main control panels shall retain large membrane style switches which contain LED's to denote activation/mode and have a positive feel and "click" to signal activation

**ITEM**

**MINIMUM SPECIFICATIONS**

**BIDDERS**  
**SPECIFICATIONS**

Climate control system shall automatically adjust the air temperature and fan speed to maintain the operator's preferred climate setting.

Seat shall have six way adjustments and feature automotive-style lumbar support.

Seat shall have a cast one piece back and seat pan to prevent protrusions under the cushions.

Right and left arm rests shall be mounted to the seat arms and have integrated controls that adjust for comfortable, convenient operation, and must move with the seat.

Heated seat shall be available for for comfort in cold conditions.

External 12" and 9" mirrors shall contain and integrated spot Mirror and have an optional heated and remotely adjustable functions

Stop, tail, and turn signal lights shall mount in a pocket for extra protection and be LED style.

Cab shall contain (3) three 12 volt outlets.

Right side of cab shall contain MP3 player jack, MP#/cell phone holder, and two cup holders.

A monitoring system shall be available for critical systems to alert the operator to potential need for service. Three levels of warning shall allow the operator to assess the situation more accurately.

The operator station shall be removable in 45 minutes and shall use quick disconnects so no wire need be cut and no refrigerant is lost.

Cab shall have channels on the cab floor and threshold at the door for easy cleaning.

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>BIDDERS SPECIFICATIONS</u>
20.	Paint/Color  Main Body: Yellow  Trim: Black	
21.	Industrial Waste/Solid Waste handling package  Package shall be engineered and assembled at factory plant.  Weld on design shall be considered superior to bolt on design.  Machine package shall include: Reinforced platform  Carbon cab air filter  Standard Radiator Grill  Guarding on hitch, bottom cab skirt, Front frame, crankcase, and lights on front and rear.  Lift cylinder baffles  Heavy duty ladder	
22.	Accessory Equipment  The following equipment, whether or not considered standard, shall be furnished with each unit  Fire extinguisher, 10 lb. ABC dry chemical type. Mounted by City.  (1) One Balderson style 4 yard bucket.  (2) Two standard 4 yard buckets (1) One set of heavy-duty forks 6 feet in length. (1) One set of heavy-duty forks 8 feet in length.	
		LOADER SHALL BE FULLY COMPATIBLE WITH <b>CURRENT</b> SOLID WASTE ACCESSORIES TO INCLUDE: STANDARD BUCKETS, GRAPPLE

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>BIDDERS SPECIFICATIONS</u>
	BUCKET, AND FORKS.	
23. Miscellaneous	<p>Safety equipment and all lighting shall be as required to meet Federal, State of Wyoming, and OSHA regulations.</p> <p>The winning vendor shall supply a complete set of filters for each unit. (All required filters)</p>	
24. Hydraulics	<p>Pump Variable Axial Piston  Oil Capacity 30 Gallon Minimum  System Pressure 4000 P.S.I. Minimum  Available accessory quick connect couplings and controls.  Pump output shall be 76 gal/min.  Total hydraulic cycle time shall be no more than 8.9 seconds.</p> <p>Machine shall feature load sensing hydraulics to automatically adjust to operating conditions and provide only hydraulic flow required by the implement.</p> <p>A ride control system with 2 accumulators shall be standard.</p> <p>Control of raise/lower and rack back/dump shall be able to operate simultaneously.</p> <p>Electro hydraulic implement controls with integrated third and fourth function shall be available.</p>	
25. Coupler Design	<p>A quick coupler system that has zero "offset" between coupler and tool shall be available from the factory so there is no lost performance on tipping load when using the system.</p>	
26. Diagnostic Software and Service Manuals	<p>Two copies of manufacturer's service diagnostic software from manufacturer and two copies of service diagnostic software. If required, any hardware needed to operate the diagnostic software.</p> <p>Two (2) complete sets of operator's manuals, (2) sets of service manuals, and (2) sets of parts manuals shall</p>	

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>BIDDERS SPECIFICATIONS</u>
	be supplied (made specifically for loaders being sold. NO EXCEPTIONS.	<hr/> <hr/> <hr/> <hr/>
27. Body Construction	Body shall make loader suitable for all solid waste compost operations including landfill firefighting and night operations.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
28. Steering	A dedicated pump shall be standard for steering. When not steering, more engine power is available for rim pull, breakout force, and lift force. And shall result in reduced fuel consumption.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
29. Axles	Machine shall have a fixed front axle that is rigidly mounted to the frame.  Rear axle shall oscillate +/- 13 degrees and follow the contour of the ground to allow the cab to stay steady.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
30. Controls	Steering wheel not joystick controlled.	<hr/> <hr/> <hr/> <hr/>
31. Lights	One spot light: Forward mounted controllable from inside cab. Not less than 1500 <u>lumens</u> .  Two work lights: Forward facing toggle switch activated.  Two reverse flood lights. Reverse activated  (NOTE: All lighting to be LED where applicable)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
32. Diagnostic Software	Two copies of manufacturer's service diagnostic software from machine manufacturer and two copies of service diagnostic software. If required, any	<hr/> <hr/> <hr/> <hr/>

hardware needed to operate the diagnostic software.

33. Manuals

Two (2) complete sets of operator's manuals, (2) sets of service manuals, and (2) sets of parts manuals shall be supplied (made specifically for the machine being sold. NO EXCEPTIONS.

Two (2) complete custom sets of SCHEMATICS for all electrical lines, hydraulic lines, and air lines (made specifically for the machine being sold.) NO EXCEPTIONS.

34. Warranty

Specify in writing, to include all parts and labor F.O.B. Casper, for a minimum 12 month period

A five (5) year guaranteed buy-back price with no less than thirty percent of the original purchase price

Provide minimum of two full days of on-site training.

**Include options for extended warranties and pricing.**

35. Delivery

Loader shall be delivered with a full tank of fuel, properly blended for the weather conditions if required.

Diesel fuel to be at least the minimum requirements of blended #2/#1 diesel fuel with proper additives to correspond with climate conditions.

A copy of the order confirmation to be provided upon completion of order.

Original title shall be provided within 30 days of unit delivery to 1800 E. K St. Casper, WY 82601.

Title to be made out as: City of Casper, 200 N. David, Casper, WY 82601.

Provide minimum of one (1) full day of dealer training and orientation on-site for City drivers and mechanics.

Trade-in vehicle will NOT be released for up to 60 days after delivery of new vehicle or until the new loader operates to the satisfaction of the City, whichever is sooner.

The winning vendor shall deliver a comparable loader at no charge if the loader is non-operable for more than 36 hours due to manufacturer defects or failures of the chassis or body for a minimum of one (1) year after delivery.



---

---

---

### **Used Loader**

1. GVW 42,000 pound minimum. Certified GVW.
2. I.T. configuration adaptable to cities current Fusion style (quick coupler) work tools
3. Limited slip front differential.
4. High ambient cooling package.
5. 7.0 liter or larger engine
6. 250 HP minimum
7. 4 yard or larger bucket.
8. ROPS/FOPS system approved by SAE and ISO standards.

**NOTE: These forms may be duplicated.**

Exceptions to any of the provisions of these specifications may be waived provided they are clearly stated in the quote, and if in the opinion of the City of Casper, the quote complied with the intent of the specification. Should funding be inadequate to cover the items quoted, all quotes may be rejected or quantities adjusted to fit budget amount.

All contacts should be made through Dan Coryell, Casper Service Center, Casper, Wyoming, 82601. Phone 307-235-8245

**PROPOSAL FOR FURNISHING  
TWO LOADERS, (1) ONE NEW AND (1) ONE USED FOR THE SOLID WASTE DIVISION OF  
THE PUBLIC SERVICES DEPARTMENT**

Proposal of (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_

to furnish equipment as specified to the City of Casper, Wyoming, in accordance with specifications dated May 6, 2014.

BID ITEM: \_\_\_\_\_  
Description: \_\_\_\_\_

Make and Model: \_\_\_\_\_  
Federal Certified GVW: \_\_\_\_\_

- I. Price bid for (1) used wheel loader \$ \_\_\_\_\_
- II. No Trade-in \$ \_\_\_\_\_
- III. NET COST TO THE CITY:  
(Total Price) \$ \_\_\_\_\_
- IV. Delivery: F.O.B. manufacturer of the City of Casper's choice within \_\_\_\_ calendar days after award of contract by City Council.
- V. Trade in unit will be considered optional if, in the opinion of the City of Casper authorized staff, it is found to be in the best interest of the City of Casper to do so.
- VI. Options:  
I. A five (5) year preventative maintenance agreement to include providing backup equipment free of charge \$ \_\_\_\_\_

In addition to this proposal, the undersigned herewith submits complete information including specifications and descriptive literature to fully describe and illustrate the equipment and accessories offered. Incomplete bid specification will be considered non-compliant and rejected.

Bidder proposes to deliver equipment in accordance with the schedule above and agrees that liquidated damages will be charged to him in accordance with specifications if delivery is not made in accordance with said schedule.

A bid bond, a certified, or a cashier's check made payable to the City of Casper, Wyoming, in an amount of 5% of the total amount of this bid is enclosed. The undersigned certifies that he understands the specifications relating to said bid security and agrees to the conditions set forth in said specifications.

Discounts will be allowed for prompt payment as follows:

10 Day \_\_\_\_\_%; 20 Days \_\_\_\_\_%; 30 Days \_\_\_\_\_%.

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**CITY OF CASPER, WYOMING  
SPECIFICATIONS FOR  
ONE FRONT END WHEEL LOADER  
(Approved by the City Attorney, 2015)  
Dated the 1st Day of July, 2020**

**I. GENERAL:**

The following specifications, including exhibits, attached hereto, shall constitute the minimum acceptable specifications for the goods and/or services for which bids are requested. Bidders shall include all items standard to article bid, whether or not specifically mentioned in these specifications.

All goods shall be new and the latest current production models meeting the terms of the specifications.

No bids may be withdrawn within thirty (30) days after the scheduled closing time for receipt of bids without the consent of the City of Casper, Wyoming.

**II. BID GUARANTY:**

The City of Casper is required by Wyoming Statutes, 15-1-113, to receive a certified check, cashier's check, bank draft upon a reputable bank, or a bid bond, if the bid is for more than one hundred and fifty thousand dollars (\$150,000), with sufficient surety in the amount of five percent (5%) of the total bid amount before it can accept and consider any bid. Bid with deposit shall be filed with the FINANCE OFFICE, City Hall, 200 N. David, Casper, WY 82601, securely sealed, and endorsed upon the outside of the wrapper, with a brief statement as to the nature for which the bid is provided. Upon bid award, such surety shall be returned to the unsuccessful bidder(s). In the case of the successful bidder, five percent (5%) surety will be retained by the City until a proper bond or other proper bid guarantee to secure performance has been filed and approved if required by the specifications of the bid.

**III. SCHEDULE FOR DELIVERY AND LIQUIDATED DAMAGES:**

Unless a schedule has been specified in the bidding documents, each bidder shall specify, in its proposal, the time required for delivery of his goods to the place designated.

The provisions of Section II BID GUARANTY, shall apply to all bids, contracts and delivery times as specified. Failure to enter into a contract for said bid with the city within 30 days of the award or failure to proceed and/or deliver upon said bid or contract will result in forfeiture of bid guarantee.

**IV. PLACE OF DELIVERY:**

The successful bidder shall deliver the goods to the City of Casper, Casper Service Center, 1800 East "K" Street, Casper, Wyoming, unless otherwise specified.

**V. CONDITIONS OF DELIVERY; RIGHT OF INSPECTION:**

Goods, when delivered, shall be accompanied by a Statement Dealer's Certificate of Servicing and Inspection signed by the bidder certifying that the goods have been inspected and complies in all respects to the contract. Bidder shall attach to said statement a certificate by the manufacturer of the goods certifying that said goods have been inspected and serviced in the event the goods are not manufactured by the bidder. The City may, in its discretion, waive this requirement.

The City further reserves the right to make an inspection of the goods within a reasonable time after delivery to ensure compliance with the contract. Failure by City to make such inspection or upon inspection, failure to discover defects which cannot reasonably be discovered upon inspection, shall not constitute a waiver or be a limitation upon any remedy which the City may have at law or in equity.

**VI. WARRANTY:**

Each bidder shall enclose, with their bid, a copy of the warranty which applies to the goods proposed to be furnished. The warranty supplied will be considered by the City in determining the responsibility of the bidders.

**VII. SERVICE FACILITIES:**

It is essential that repair parts and service be adequate and readily available so that the goods can be maintained in good operating condition without protracted time loss for repairs.

The BIDDER SHALL CLEARLY STATE in his proposal the extent to which he carries a complete inventory of repair parts and service facilities. The City reserves the right to evaluate past performance of each bidder in analyzing the bid received and to consider such evaluation, in addition to other factors, in awarding the contracts for equipment.

**VIII. DETAILED SPECIFICATIONS:**

Goods bid shall conform to the detailed specifications outlined for the various bid items, attached hereto. No deviations from the terms of the specifications will be allowed, and such deviations shall be grounds for rejection of any bid, provided, however, that the City may allow any deviation if it finds, in its sole discretion, that the deviation is not a material deviation.

If bidder submits a bid using differing materials from those specified, he shall submit complete specifications for those items, including proposed manufacturer and catalog numbers with appropriate literature. The City may consider such specifications if it finds, in its sole discretion, that said specifications meet the intent of its specifications set forth herein and do not differ materially from its specifications.

**IX. STATEMENT OF COMPLIANCE:**

Should any requirement in these specifications not be included in manufacture's specifications sheets, bidder shall include with his bid, a statement of compliance. Failure to do so may be held as grounds for disqualification of bid.

**X. CONSIDERATION OF BIDS:**

The City of Casper, Wyoming, reserves the right to evaluate all bids received on the basis of the conformance with these specifications, the availability of repair parts, and the adequacy of service facilities, the delivery schedules, and other criteria as well as (net) cost, and to consider such evaluation in awarding contracts for the furnishing of the bid items specified. The City will award the contract to the lowest responsible bidder.

**XI. PAYMENT**

The City shall make a lump sum payment upon delivery and acceptance of all goods bid. A complete City of Casper voucher shall be processed for payment after an invoice is received from the vendor. Payment will be made within forty-five (45) days pursuant to Wyoming State Statute 16-6-601.

**Statute W.S. 16-6-602:**

**16-6-601. Definitions.**

(a) As used in this article:

(i) "Agency" means any department, agency or other instrumentality of the state or of a political subdivision of the state;

**W.S. 16-6-602. Payment of agency accounts; interest.**

Except as provided by contract, any agency which purchases or procures goods and services from a nongovernmental entity shall pay the amount due within forty-five (45) days after receipt of a correct notice of amount due for the goods or services provided or shall pay interest from the forty-fifth day at the rate of one and one-half percent (1 1/2%) per month on the unpaid balance until the account is paid in full, unless a good faith dispute exists as to the agency's obligation to pay all or a portion of the account.

**XII. SALES TAX EXEMPTION CERTIFICATE:**

The City of Casper, Wyoming, is exempted for paying the sales tax specified by Wyoming Statutes, and from paying Federal Excise taxes. Upon request, an exemption certificate will be furnished to the successful bidder.

**XIII. GOVERNING LAW:**

In the event of any claim, suit, or demand which may result from a bid or bids submitted thereunder, or the award of any contract as a result of submission of a bid, the bidder or bidders agree that Wyoming law shall govern any such claim, suit, or demand the rights and duties of the parties thereunder.

**XIV. ADDITIONAL INFORMATION:**

If additional information is required, written instructions shall be issued. No oral instructions or interpretations will be considered binding unless confirmed in the form of addenda and shall be furnished to all bidders who shall submit a signed copy of all addenda with their bid. Please refer all questions to Dan Coryell, 1800 East "K" Street, Casper, Wyoming, 82601, (307) 235-8245.