

COUNCIL WORK SESSION
Tuesday, June 24, 2014, 4:30 p.m.
Casper City Hall
Council Meeting Room

AMENDED

AGENDA

1. Wolf Creek Nine Addition: Developer's Request to Deviate from City's Roadway Standards
2. Federal Updates to City Purchasing and Financial Manual
3. Wyoming Conservation Corp Update
4. Community Health Center
5. Health Plan Third Party Administrator
6. Solid Waste Rates
7. Digital Plat Data Submission Standards
8. Digital As-Built Submission Standards
9. Executive Session
 - a. Property Acquisition
 - b. Personnel

June 16, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Liz Becher, Community Development Director *lb*
Andrew Beamer, City Engineer
Craig Collins, Associate Planner

SUBJECT: Proposed Wolf Creek Nine Addition road standards

Recommendation:

That the City Council provide direction to the developer regarding the layout of the streets in the proposed Wolf Creek Nine Addition.

Summary:

The Planning and Zoning Commission reviewed and approved a proposed annexation, plat and zone change request to create the Wolf Creek Nine Addition at their May 27, 2014 public hearing. Wolf Creek Nine Addition is scheduled for Council review at the July 1, 2014 meeting. During staff's review of the subdivision, prior to the Planning Commission's review, an issue was identified with the proposed layout of Gray Wolf Drive and Red Wolf Drive. The intersection of the streets is offset by approximately seventy-five (75) feet. Staff included a condition of approval in its recommendation to the Planning and Zoning Commission that required that the streets be lined up. The applicant objected to the condition, citing several reasons that made it impractical to line up the two streets. The Planning and Zoning Commission voted to approve the Wolf Creek Nine Addition, including the condition that the streets must be realigned. The applicant is still opposed to the condition, and is asking that the City Council waive the requirement to align the streets, and allow the offset intersection. Offset intersections of less than three hundred (300) feet are generally not desirable because offsets create additional points of conflict between vehicles traveling opposing directions. Section 16.16.060(B)(7) of the Municipal Code prohibits street offsets of less one hundred and twenty five (125) feet on local streets.

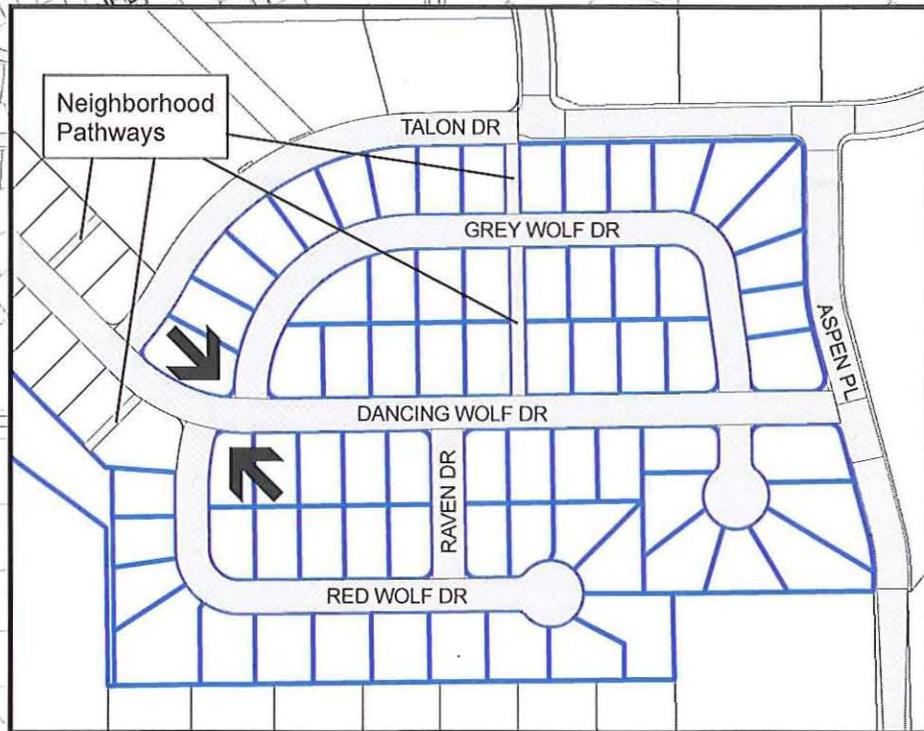
In order to comply with the requirement to realign the streets, the applicant proposed removing a street, Raven Drive, in order to get the additional room necessary. However, if Raven Drive were removed, Red Wolf Drive would become a dead-end street in excess of the six hundred (600) foot maximum permitted by Section 16.16.020(Q) of the Municipal Code. Furthermore, the maximum block length of seven hundred fifty (750) feet (Section 16.16.020(B)) may also be a limiting factor, depending on the final design. Aside from the length of the resulting dead-end street, it is staff's opinion that the removal of Raven Drive

would be a significant change that would warrant sending the plat back for further review by the Planning and Zoning Commission.

In order to align the streets, it's likely that the number of lots in Wolf Creek Nine would have to be reduced by two (2) or more. If Raven Drive were eliminated, the prohibition for dead end streets longer than six hundred (600) feet could be overcome by connecting the two cul-de-sacs and forming a continuous loop street, south of Dancing Wolf Drive. This would, in staff's opinion, also be a significant change to the plat, warranting further review by the Planning and Zoning Commission. The Wolf Creek Nine Addition plat involves an annexation of approximately 1.4-acres of property. State Statutes place a limit of one hundred eighty (180) days to complete an annexation; therefore, delays in the approval of Wolf Creek Nine are not possible without restarting the application process.

The City Council is being asked to provide the applicant with direction as to whether or not the streets must be aligned prior to the first reading on July 1st in order to accommodate the tight time schedule for the annexation.

WOLF CREEK NINE



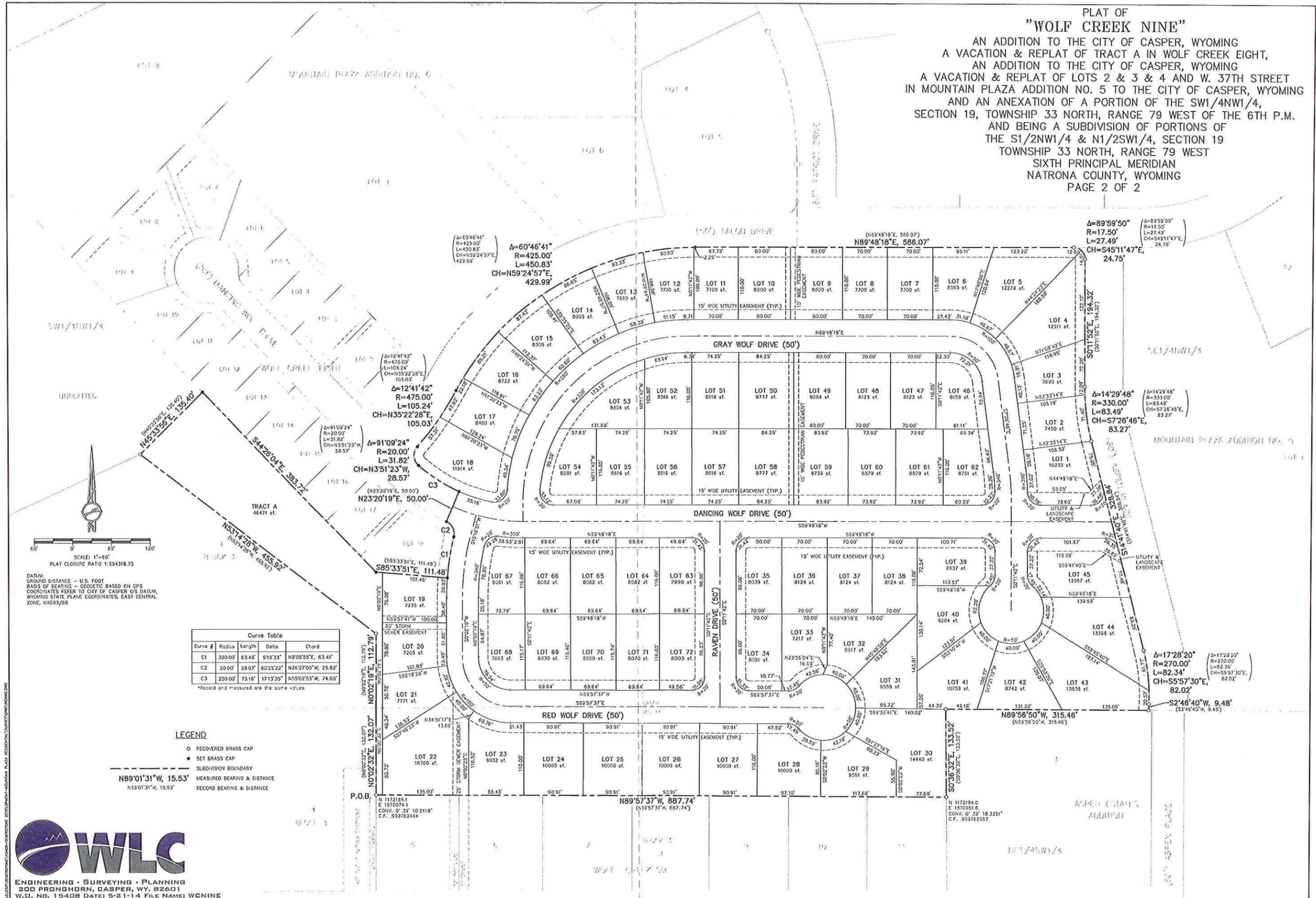
Legend

- Annexation Area
- WolfCreek9_streets
- Wolf Creek Nine



PLAT OF
"WOLF CREEK NINE"

AN ADDITION TO THE CITY OF CASPER, WYOMING
A VACATION & REPLAT OF TRACT A IN WOLF CREEK EIGHT,
AN ADDITION TO THE CITY OF CASPER, WYOMING
A VACATION & REPLAT OF LOTS 2 & 3 & 4 AND W. 37TH STREET
IN MOUNTAIN PLAZA ADDITION NO. 5 TO THE CITY OF CASPER, WYOMING
AND AN ANEXATION OF A PORTION OF THE SW1/4NW1/4,
SECTION 19, TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH P.M.
AND BEING A SUBDIVISION OF PORTIONS OF
THE S1/2NW1/4 & N1/2SW1/4, SECTION 19
TOWNSHIP 33 NORTH, RANGE 79 WEST
SIXTH PRINCIPAL MERIDIAN
NATRONA COUNTY, WYOMING
PAGE 2 OF 2



Curve #	Radius	Length	Delta	Chord
C1	330.00'	63.45'	9°05'55"E, 63.41'	
C2	20.00'	28.07'	80°25'22"E, 25.82'	
C3	250.00'	75.16'	17°13'35"N, 59°02'53"W, 74.63'	

*Record and measured are the same values.

LEGEND

- RECOVERED BRASS CAP
- SET BRASS CAP
- SUBDIVISION BOUNDARY
- MEASURED BEARING & DISTANCE
- RECORD BEARING & DISTANCE

N89°01'31"W, 15.53'
N39°01'31"W, 15.53'

WLC
ENGINEERING • SURVEYING • PLANNING
200 PRONGHORN, CASPER, WY. 82601
W.O. No. 1540B DATE: 5-21-14 FILE NAME: WCNINE

MAY 21 2014

June 16, 2014

MEMO TO: John Patterson, City Manager

FROM: Liz Becher, Community Development Director 
Joshua Bake, Urban Renewal Manager 

SUBJECT: Adoption of *Appendix 2* of the *Procurement, Financial, and Other Policies Manual* (PFPM) for the City of Casper

Recommendation:

That Council adopt *Appendix 2* of the *Procurement, Financial, and Other Policies Manual* (PFPM) as it relates to procurements using United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (CDBG) dollars.

Summary:

In February 2014, the City Council approved *Appendix 1* of the *Procurement, Financial, and Other Policies Manual* (PFPM) as it relates to procurements using Federal Transit Administration (FTA) dollars, following a procurement audit in August 2013.

Staff has furthered identified that procurement requirements from HUD can be equally stringent. The Community Development's Urban Renewal Division that oversees the Community Development Block Grant Program (CDBG) has attempted to align the City policy and HUD regulation whenever possible in proposed *Appendix 2*. Based on additional suggestions from City of Casper auditors, staff has taken measures to assure that the City will continue to manage the CDBG funds correctly. It is imperative for the City to take these proactive steps to remain in compliance in order to keep receiving CDBG funds.

Staff will be happy to address any questions you have regarding this matter.

Appendix 2: U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (Fund 12/CDBG) Procurement Policies and Procedures

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Introduction

The City of Casper has major responsibilities which include the management of Community Development Block Grant program funds (CDBG) allocated by the U.S. Department of Housing and Urban Development (HUD). City staff must be aware of additional requirements regarding the use of federal funds. This section of the PFPM will describe in detail the procurement policies of HUD and how the City has implemented them into standard procedure.

State and local recipients of CDBG funds are responsible for ensuring that goods and services are procured competitively and in accordance with established procurement rules and regulations. Local procurement policies should describe how the recipient will procure supplies, materials, services and equipment. The policy should assure that all purchases are handled fairly and in a manner that encourages full and open competition. Recipients should follow the procedures established in the policy and document how all procurements were handled.

It is imperative that staff stay abreast of changes in these regulations through communication with HUD regional headquarters, regular procurement trainings, and attention to periodic updates in the Circular.

The Community Development Director may delegate responsibility of procurement oversight to the Urban Renewal Division (URD). The URD Manager is responsible for providing procurement advice on all matters relating to procurement as well as those procurement actions necessary to ensure that the award of contracts is carried out in a manner consistent with the policies and procedures in this book.

The purpose of this appendix to the PFFM is to set forth the procurement methods and establish standards for obtaining goods and services, including construction, professional, architectural, and engineering services necessary for the operation of the City's CDBG program. When the procurement involves the expenditure of federal funds, the procurement shall be conducted in accordance with any applicable mandatory Federal law and regulations which are not reflected in these procedures.

The procurement procedures are designed to:

1. Instill public confidence in the procurement process of the City of Casper.
2. Ensure fair and equitable treatment for all vendors who seek to do business with the City, with particular emphasis on Disadvantaged Business Enterprises (DBE).
3. Maximize the purchasing value of public funds in procurement.
4. Ensure maximum open and free competition in the expenditure of public funds.
5. Provide the safeguards to maintain a procurement system of equality and integrity.

Section 1. Overview of Procurement Requirements

When a grantee elects to hire a contractor, whether to administer a program, complete a task or do construction, those contractors must be procured competitively. This section highlights the procurement rules.

Key Topics in This Section: Procurement requirements and methods

Regulatory/Statutory Citations: 570.502, 570.610, 85.36

Other Reference Materials on This Topic: CPD Notice 96-05, Executive Order 12549

Both grantees and sub-recipients must follow federal procurement rules when purchasing services, supplies, materials, or equipment. The applicable federal regulations are contained in:

- State and local governments and Indian tribes – 24 CFR Part 85. A copy of Part 85 is included in the attachments to this chapter;
- Nonprofits, institutions of higher education and hospitals – OMB Circular A-110, as implemented through 24 CFR Part 84.

In addition to federal regulations, most states and many local governments have laws and regulations regarding procurement. Each entity receiving CDBG funds should be aware of state and/or local laws that may affect procurement policies.

Grantees should adopt procurement policies that describe how the grantee or sub-recipient will procure supplies, materials, services, and equipment. The policy should assure that all purchases are handled fairly and in a manner that encourages full and open competition. Grantees should follow the procedures established in the policy, and document how all procurements were handled.

The “essence of good procurement” can be summarized as follows:

- Identify and clearly specify standards for the goods or services the grantee or sub-recipient wants to obtain;
- Seek competitive offers to obtain the best possible quality at the best possible price; Use a written agreement that clearly states the responsibilities of each party;
- Keep good records; and
- Have a quality assurance system that helps the grantee or sub-recipient get what it pays for.

There are four methods of procurement that are identified in the federal regulations:

- 1) Small purchase procedures;
- 2) Sealed bids;
- 3) Competitive proposals; and
- 4) Non-competitive proposals.

Please note that the following training manual text is an abbreviated summary of the procurement rules and grantees are encouraged to read Part 85.36 in its entirety (attached) as well as any applicable state or local procurement laws.

Section 2. Small Purchase Procedures

The small purchase procedures allow recipients to acquire goods and services totaling no more than **\$100,000**, without publishing a formal request for proposals or invitation for bids.

The City will ensure the following when purchasing services, supplies, or property valued under \$100,000 to ensure that the price is fair and reasonable:

- This method of procurement is typically used to purchase commodities such as equipment or other materials.
- In the event that a grantee is purchasing materials or services that will exceed **\$20,000**, they must use the bid process per City policy.

The small purchases method can also be used to acquire eligible types of services, such as professional consulting, environmental review, or planning. This method cannot be used if the

services contract will exceed \$100,000 in value. If the services contract will exceed \$100,000, the grantee must issue an RFP under the competitive proposals approach (see below).

In general, the small purchases procedures also should not be used to acquire construction contractors. It is recommended that these acquisitions occur under the sealed bid approach outlined below.

Under the small purchases method, grantees send a request for quotes to potential vendors with a detailed description of the goods or services needed. In return, they receive competitive written quotations from an adequate number of qualified sources.

- Each quote should include pricing information that allows the grantee to compare costs across bidders and ensure cost reasonableness.
- Documentation of the quotes shall be maintained in the grantee's files.

The award should be made to the lowest responsive and responsible source.

Section 3. Sealed Bids (Formal Advertising)

Sealed bids (Formal Advertising) should be used for all construction contracts or for goods costing more than \$100,000.

- In the event that a grantee is purchasing materials or services that will exceed **\$20,000**, they must use the bid process per City policy.

In addition to procedures already within the PFPM, the City will ensure the following during sealed bid procurements:

Competitive sealed bidding requires publicly solicited sealed bids and a firm-fixed-price lump sum or unit price contract is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price.

In order for formal advertising to be feasible, the following minimum conditions must be present:

- A complete, adequate and realistic specification or purchase description is available.
- Two or more responsible suppliers are willing and able to compete effectively for a grantee's business.
- The procurement lends itself to a firm fixed-price contract, and the selection of the successful bidder can appropriately be made principally on the basis of price.

When the competitive sealed bid (formal advertising) process is used, the following requirements apply:

- **Publication Period:** The invitation for bids must be publicly advertised and bids solicited from an adequate number of suppliers. The publication should be published at least once in a newspaper of general circulation, providing sufficient time prior to bid opening. If

the publication period is not of sufficient time to attract adequate competition, the bid may have to be re-advertised.

- **Clear Definition:** The invitation for bids, including specifications and pertinent attachments, must clearly define the items or services needed in order for bidders to properly respond to the invitation.
- **Public Opening:** All bids must be opened publicly at the time and place stated in the invitation for bids. The public is allowed at that time to review the bids.
- **Selection and Contracting:** A firm-fixed-price contract award must be made by written notice to the responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs must be considered in determining which bid is lowest.
- **Rejection of all Bids:** All bids may be rejected when sound documented reasons exist. Such documentation shall be made a part of the files.

Section 4. Competitive Proposals

Competitive proposals are used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, the grantee must publish a written request for submissions and then review these submissions based on established selection criteria.

The grantee must solicit proposals from an adequate number of qualified sources. Under this approach, there are two possible methods of soliciting proposals.

- A request for proposals asks that offerers submit both qualifications and cost information.
- A request for qualifications can be used for purchasing architecture and engineering services. It only asks for information on the offerer's expertise/experience and not on cost, subject to a negotiation of fair and reasonable compensation. When acquiring any service that is not architecture or engineering, the full RFP process must be used.

For example, if a grantee were to hire a for-profit CDBG contract administrator and that contract exceeded \$100,000, an RFP would be required.

When acquiring architectural or engineering services, either a RFP or a RFQ may be used. Note that if an architectural or an engineering firm is being hired to provide a non architectural/engineering service that service must be procured using either the small purchases process or a RFP.

For example, some engineering firms also provide construction and grants management services. In that situation, a RFQ cannot be used and either the small purchases (if it is less than \$100,000) or a RFP must be used.

When Competitive Proposals are utilized, the following requirements apply.

- **Publication Period:** Proposals must be solicited from an adequate number of qualified sources and an advertisement must be published. RFPs/RFQs should be published in a sufficient timeframe before the proposals/qualifications are due.
- **Clear Definition:** The RFP/RFQ must identify the general scope of work and all significant factors of evaluation, including price where appropriate, and their relative importance.
- **Technical Evaluation:** The grantee must provide a mechanism for technical evaluation of the proposals received, determinations of responsible offerer and the selection for contract award.
- **Award:** Award may be made to the responsible offerer whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerers should be notified promptly. The contract can be either a fixed price or a cost reimbursement type.

Section 5. Non-competitive Proposals

Non-competitive procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:

- Where the item is available only from a single source;
- Where a public emergency or urgent situation is such that the urgency will not permit a delay beyond the time needed to employ one or the other procurement methods; or
- Where after solicitation of a number of sources, competition is determined inadequate.

Section 6. Conflict of Interest

No employee, officer, agent, or City Council member, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the selection, award, or administration of a contract supported with HUD assistance; if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed has a financial or other interest in the firm selected for award.

- This written code of conduct applies to all employees, officers, agents of the grantee, members of their immediate family, and partners.

This code shall prevent financial interest or other benefits earned for any of these persons due to a CDBG-related procurement action. These persons also cannot solicit or accept gratuities, favors or other items of monetary value from contractors.

If any of the aforementioned individuals have a substantial or controlling financial interest in any business entity, transaction or contract with the City, or in the sale of real estate, materials, supplies or services to the City, they shall disclose such interest in any matter in which they may be called to act in their official capacity. Furthermore, they shall refrain from voting upon or otherwise participating in the transaction or the making of such contract or sale per City code.

Section 7. Excluded Parties

Grantees must not make any award (sub-grant or contract) to any organization which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

This applies to any CDBG-assisted contract at any tier in the process.

- To learn more about excluded parties, go to: <http://www.epls.gov/>

Attachment A

[Code of Federal Regulations]

[Title 24, Volume 1]

[Revised as of January 1, 2007]

From the U.S. Government Printing Office via GPO Access

[CITE: 24CFR85.36]

[Page 532-538] TITLE 24--HOUSING AND URBAN DEVELOPMENT

PART 85 ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND

COOPERATIVE Subpart C Post-Award Requirements

Sec. 85.36 Procurement.

(a) States.

When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and subgrantees will follow paragraphs (b) through (i) in this section.

(b) Procurement standards.

(1) Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(2) Grantees and subgrantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for

penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

(4) Grantee and subgrantee procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(5) To foster greater economy and efficiency, grantees and subgrantees are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

(6) Grantees and subgrantees are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(7) Grantees and subgrantees are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(8) Grantees and subgrantees will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(9) Grantees and subgrantees will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(10) Grantees and subgrantees will use time and material type contracts only—

- (i) After a determination that no other contract is suitable, and
- (ii) If the contract includes a ceiling price that the contractor exceeds at its own risk.

(11) Grantees and subgrantees alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to source evaluation, protests, disputes, and claims. These standards do not relieve the grantee or subgrantee of any contractual responsibilities under its contracts. Federal agencies will not substitute their judgment for that of the grantee or subgrantee unless the matter is primarily a

Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

(12) Grantees and subgrantees will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the grantee and subgrantee before pursuing a protest with the Federal agency. Reviews of protests by the Federal agency will be limited to:

- (i) Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and
- (ii) Violations of the grantee's or subgrantee's protest procedures for failure to review a complaint or protest. Protests received by the Federal agency other than those specified above will be referred to the grantee or subgrantee.

(c) Competition.

(1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of Sec. 85.36. Some of the situations considered to be restrictive of competition include but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (ii) Requiring unnecessary experience and excessive bonding,
- (iii) Noncompetitive pricing practices between firms or between affiliated companies,
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest,
- (vi) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and
- (vii) Any arbitrary action in the procurement process.

(2) Grantees and subgrantees will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(3) Grantees will have written selection procedures for procurement transactions. These procedures will ensure that all solicitations:

- (i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and

standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used as a means to define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and

(ii) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(4) Grantees and subgrantees will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, grantees and subgrantees will not preclude potential bidders from qualifying during the solicitation period.

(d) Methods of procurement to be followed.

(1) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$100,000). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.

(2) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in Sec. 85.36(d)(2)(i) apply.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively and for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;

(B) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;

(C) All bids will be publicly opened at the time and place prescribed in the invitation for bids;

- (D) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (E) Any or all bids may be rejected if there is a sound documented reason.

(3) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
- (ii) Proposals will be solicited from an adequate number of qualified sources;
- (iii) Grantees and subgrantees will have a method for conducting technical evaluations of the proposals received and for selecting awardees;
- (iv) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (v) Grantees and subgrantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(4) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

- (i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:
 - (A) The item is available only from a single source;
 - (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (C) The awarding agency authorizes noncompetitive proposals; or
 - (D) After solicitation of a number of sources, competition is determined inadequate.
- (ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

(iii) Grantees and subgrantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of this section.

(e) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.

(1) The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

(2) Affirmative steps shall include:

- (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- (vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

(f) Contract cost and price.

(1) Grantees and subgrantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of his estimated cost, e.g., under professional, consulting, and architectural engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

(2) Grantees and subgrantees will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's

investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(3) Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles (see Sec. 85.22). Grantees may reference their own cost principles that comply with the applicable Federal cost principles.

(4) The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

(g) Awarding agency review.

(1) Grantees and subgrantees must make available, upon request of the awarding agency, technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for purchase. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the grantee or subgrantee desires to have the review accomplished after a solicitation has been developed, the awarding agency may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(2) Grantees and subgrantees must on request make available for awarding agency pre-award review procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. when:

- (i) A grantee's or subgrantee's procurement procedures or operation fails to comply with the procurement standards in this section; or
- (ii) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; or
- (iii) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product; or
- (iv) The proposed award is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (v) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

(3) A grantee or subgrantee will be exempt from the pre-award review in paragraph (g)(2) of this section if the awarding agency determines that its procurement systems comply with the standards of this section.

- (i) A grantee or subgrantee may request that its procurement system be reviewed by the awarding agency to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews shall occur where there is a

continuous high-dollar funding, and third-party contracts are awarded on a regular basis.

(ii) A grantee or subgrantee may self-certify its procurement system. Such self-certification shall not limit the awarding agency's right to survey the system. Under a self-certification procedure, awarding agencies may wish to rely on written assurances from the grantee or subgrantee that it is complying with these standards. A grantee or subgrantee will cite specific procedures, regulations, standards, etc., as being in compliance with these requirements and have its system available for review.

(h) Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the awarding agency may accept the bonding policy and requirements of the grantee or subgrantee provided the awarding agency has made a determination that the awarding agency's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

(i) Contract provisions.

A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)

(4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000).

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871). [53 FR 8068, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19642, Apr. 19, 1995]

memo

Platte River Trails Trust

To: Mayor Paul Meyer and Members of the Casper City Council

From: Angela Emery, Platte River Trails Trust

Date: 6/19/2014

Re: Wyoming Conservation Corps Crew

Comments: The Platte River Trails Trust is pleased to once again host a Wyoming Conservation Corps crew in Casper for a 10 day hitch beginning Monday June 23rd. The Wyoming Conservation Corps' mission is to connect young adults to a diverse array of hands-on natural resource and environmental management experiences and to promote leadership through the completion of service projects that benefit lands in Wyoming. The Crew will work on Russian Olive removal west of the Pumphouse and in the Tate Picnic area, further clearing and clean-up in the Bart Rea Learning Circle area in Amoco Park, clean-up at a river access point on Robertson Rd., work at the Tate Pumphouse Trail Center including installation of a concrete pad in front of the container unit and lift station, staining of the patio pergola, and clean-up at the Overlook area if time allows. Platte River Trails Trust Board Members will work directly with the crew on each of these tasks. The Platte River Trails Trust will fund this hitch from our Maintenance Endowment Fund. Thanks to the City for partnering with the Platte River Trails Trust to bring the Corps. to Casper to help us maintain our River Trail.

WCC

Wyoming Conservation Corps



The mission of the WCC

- The Wyoming Conservation Corps' mission is to connect young adults to a diverse array of hands-on natural resource and environmental management experiences and to promote leadership through the completion of service projects that benefit lands in Wyoming.



Who is WCC?

- 24 students
- Range of educational backgrounds
- Many from Wyoming and UW students
- Two staff members



Goals of the WCC



WCC Goals

- To connect young adults to:
 - Hands-on natural and environmental management experiences
 - To promote leadership, through the completion of service projects that benefits lands in Wyoming.
 - Member Development
 - Education



Benefits to Students

- Professional Connections
- Agency Understanding
- Leadership, technical, and personal skills
- Community Service Ethic
- Educational scholarship



Benefits to Agencies

- Completion of deferred projects
- Decreased cost
- Agency Awareness
- Individual development opportunities



Spring Service



Spring Service

Spring:

- Leadership for Natural Resources Management class
- Wilderness First Responder, S212 A-B sawyer training
- Volunteering for National Day's of Service, and becoming involved in the local community during weekly volunteer days.

Summer Service



Summer Service

- Summer:
- Crews of 8 are formed and set out to complete 6, 10-day conservation projects throughout the state
- Crews develop the meaning of service while restoring some of Wyoming's most important historical sites
- Gain rigorous work ethic

What does WCC provide?

- Wilderness First Aid and First Responder Certifications
- Communication and safety plans in place
- Safety and technical training
- 4WD transportation with trailer
- Tools, food, camping and cooking equipment
- Administrative support and logistical coordination with Agency Sponsor
- Liability measures: Worker's Compensation and UW Insurance



WCC

Wyoming Conservation Corps

Contact us at:
wcc@uwyo.edu

UNIVERSITY
OF WYOMING

Partners

Partners

- 2013 Season Partners:
 - Wyoming State Parks
 - Bighorn Canyon National Recreation Area
 - The Murie Center
 - Natrona County
 - Wyoming State Lands
 - Platte River Trails Trust
 - City of Casper
 - Rawlins BLM
 - Medicine Bow National Forest
 - Newcastle BLM
 - Bridger-Teton National Forest
 - The Nature Conservancy
 - Pinedale BLM
 - Casper BLM
 - Bighorn National Forest
 - Buffalo BLM
 - Devon Energy and Encana Oil and Gas



2013 Season

Environmental Restoration/Rehabilitation (Wetland, Meadow, Forest etc.)		
Total	Measure	Project
491	Acres of	Conifer/Juniper thinning in mountain mahogany
610	Number of	Tree Shelters put up around saplings
Trail Building and Maintenance		
1.8	Miles of	Trails constructed
31.8	Miles of	Trails maintained or restored
300	Linear feet of	Boardwalks/footbridges/walkways constructed
12	Miles of	Fencing installed, maintained, removed or repaired
Transportation (Non-trails)		
22800	Feet of	Roadsides maintained/improved

2013 Season

Other Environment / Conservation / Public Lands

6	Number of	Public facilities constructed/maintained
---	-----------	--

300	Feet of	Retaining wall construction
-----	---------	-----------------------------

Wildfire Related Projects (Hazardous Fuels Reduction, Recovery, Logistics)

366	Number of	Trees felled, bucked and limbed
-----	-----------	---------------------------------

Wildlife Related Projects

10,000	Number of	Prairie dog holes dusted (to prevent plague)
--------	-----------	--

50	Number of	Trees equipped with protective fences (from beaver)
----	-----------	---

75	Number of	Bird ramps installed (In wildlife guzzlers)
----	-----------	---



Highlights

- In the 2013 season, WCC students completed over 27,000 hours of service earning a total of \$83,224 in education awards for secondary school.
- Since WCC began, 241 students have worked with our program
- This brings the total number of service hours throughout the history of the corps to 164,000 hours!
- 174 Total projects have been completed

Media



Rawlins

Daily Times

Serving All of Carbon County

LARAMIE **BOOMERANG**
Laramie's Voice Since 1881



(Rawlins Daily Times, Nicholas DeMarino) Amy Healey, Wyoming Conservation Corps crew leader, helps her crew members unload sand bags Tuesday morning in a town lot overlooking Saratoga Middle High School. Healey, a University of Wyoming student, was also a crew member last year.



(Kelsey Dayton/Casper Star-Tribune) Sam Murray with the Wyoming Conservation Corps checks the distance between boards while helping construct a bridge on a hiking trail in the Popo Agie Wilderness on Sunday.



(Laramie Boomerang, Peter Baumann) Wyoming Conservation Corps students learn proper procedures for starting a chainsaw from Darrin Lutz, right.

WCC

Wyoming Conservation Corps

THANK
YOU VERY
MUCH FOR
YOUR
TIME



COMMUNITY HEALTH CENTER OF CENTRAL
WYOMING
(CHCCW)

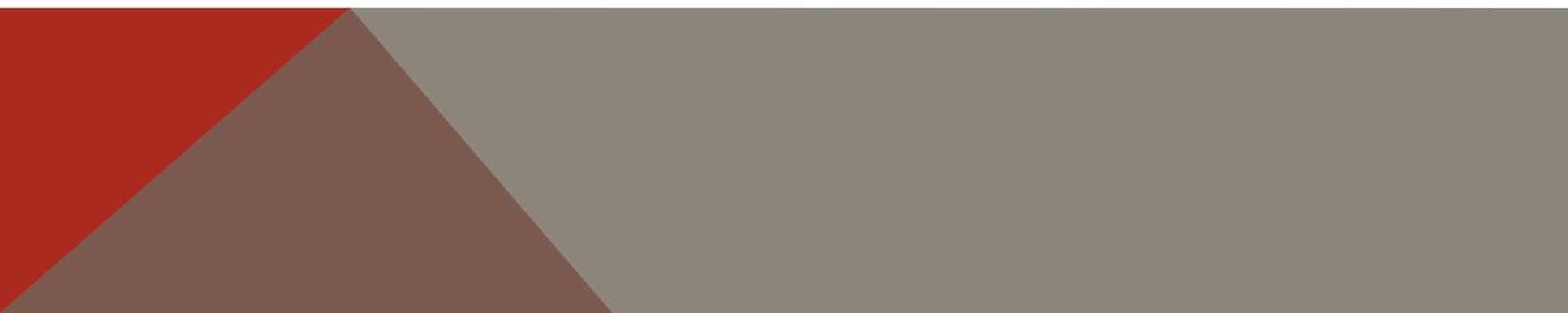
Good Afternoon



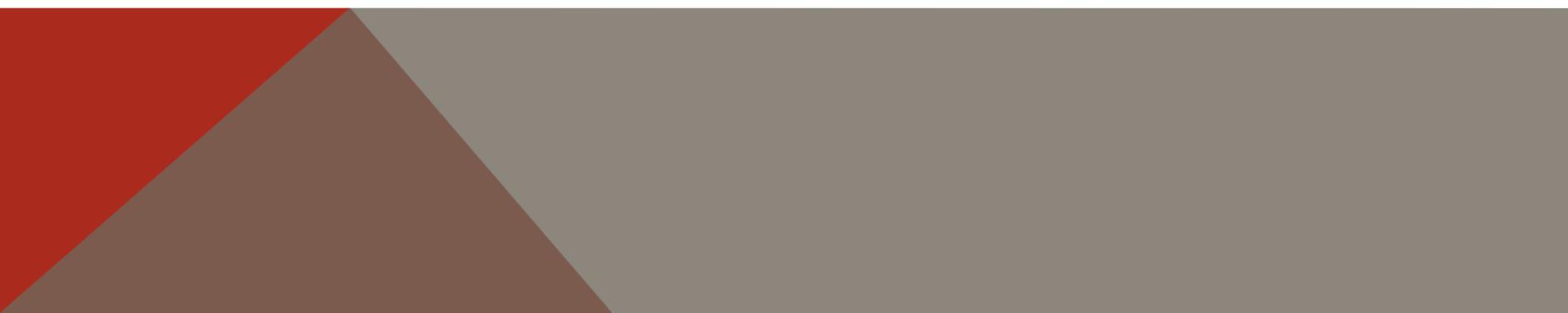
PURPOSE

**Gain Letters of Support for Federal
Grant Renewal**

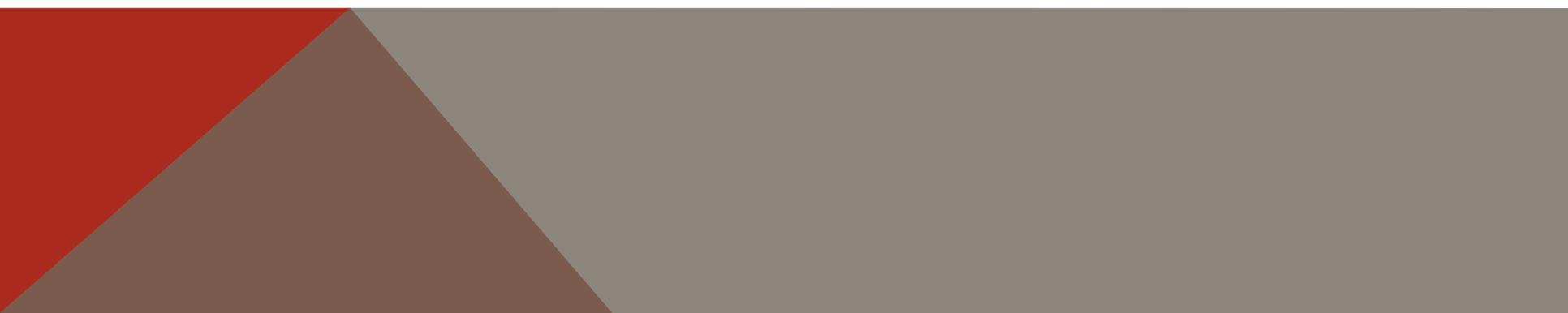
WHO IS COMMUNITY HEALTH CENTER (CHCCW)?

- **Not for profit community organization
[501(c)(3)]**
 - **Federally Qualified Health Center (FQHC)**
 - **Section 330 of the Public Health Service Act
(42 U.S.C. §254b)**
- 

WHO IS COMMUNITY HEALTH CENTER (CHCCW)?

- Federal Grant approx. 25% of Operating Budget (renewed every 3 years) - competitive**
 - Report to Depts Health and Human Services (HHS) and Health Resource Services Administration (HRSA)**
- 

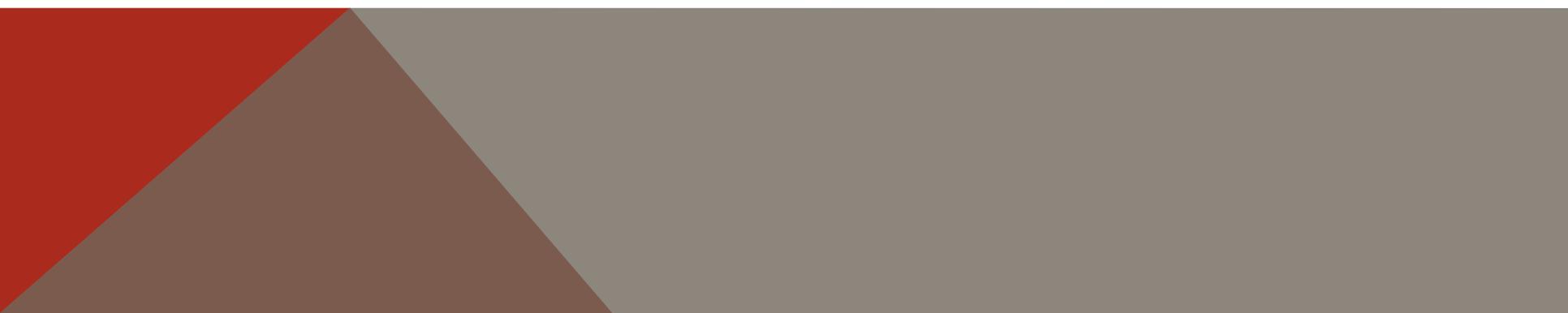
WHO IS COMMUNITY HEALTH CENTER (CHCCW)

- **Local board of Directors (15) who are community leaders and/or CHC consumers**
 - **Operated for Thirteen (13) plus years in Casper**
 - **An annual operating budget of \$11.3 million dollars**
- 

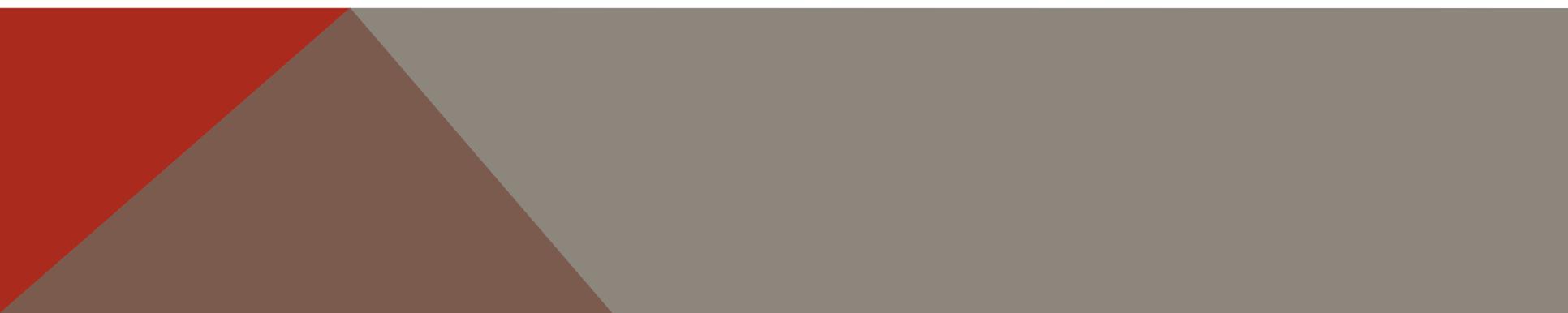
WHO IS COMMUNITY HEALTH CENTER (CHCCW)

- **Uncompensated care exceeded \$3 Mil. dollars in 2013;**
- **Currently employ 120 plus employees [payroll 7 Million]**

COMMUNITY HEALTH CENTER BENEFITS FOR CITY RESIDENTS

- **1 out of every 4 Casper City residents and 1 out of every 6 Natrona County residents are patient at the CHCCW**
 - **The CHCCW provides care to 14,000+ patients each year, with over 43,000 patient visits**
- 

SERVICES PROVIDED UNDER ONE ROOF

- **Family medicine – children, adult & senior**
 - **Quick Care**
 - **Obstetrics & Gynecology,**
 - **Pulmonology**
 - **Behavioral health**
 - **Dental Care**
 - **Lab, x-ray, ultrasound**
 - **Pharmacy**
- 

PHARMACY

340(B) PROGRAM

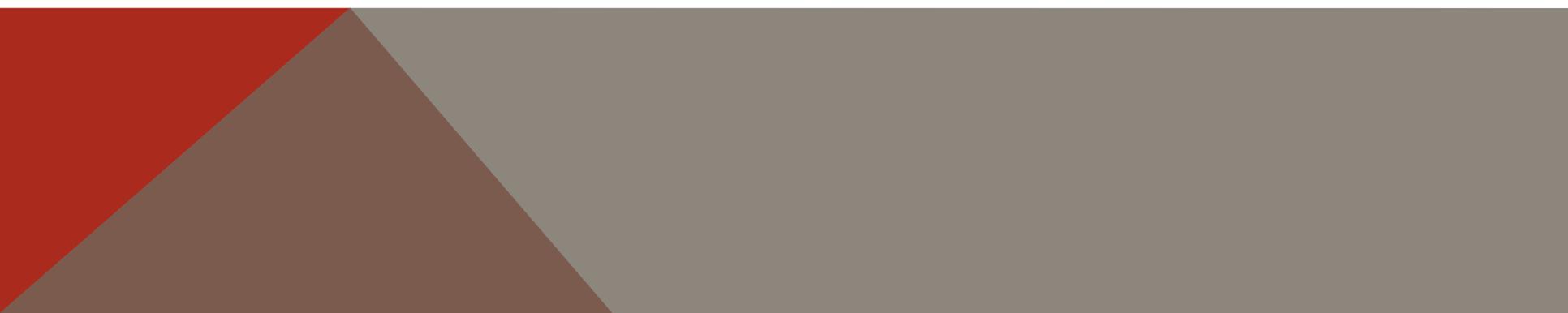
- **Created under section 340(b) of the Public Health Services Act**
- **Purpose: reach more eligible patients and provide more comprehensive services**
- **This last year CHCCW provided nearly 30K scripts with about 20K of them being a 340(b) discount for eligible patients**

CHCCW PATIENTS

- **Uninsured - 4479 [30%]**
- **Medicaid / CHIP - 2329 [15%]**
- **Medicare - 1756 [15%]**
- **Insured / Underinsured - 6010 [40%]**

- **Insured/Underinsured - about one third to one half receive additional assistance**

CHCCW PATIENTS

- **4467 Patients – at or below 100% Federal Poverty Level (FPL)**
 - **1605 Patients – between 101% and 150% FPL**
 - **997 Patients – Between 151% and 200% FPL**
- 

CHCCW PATIENTS

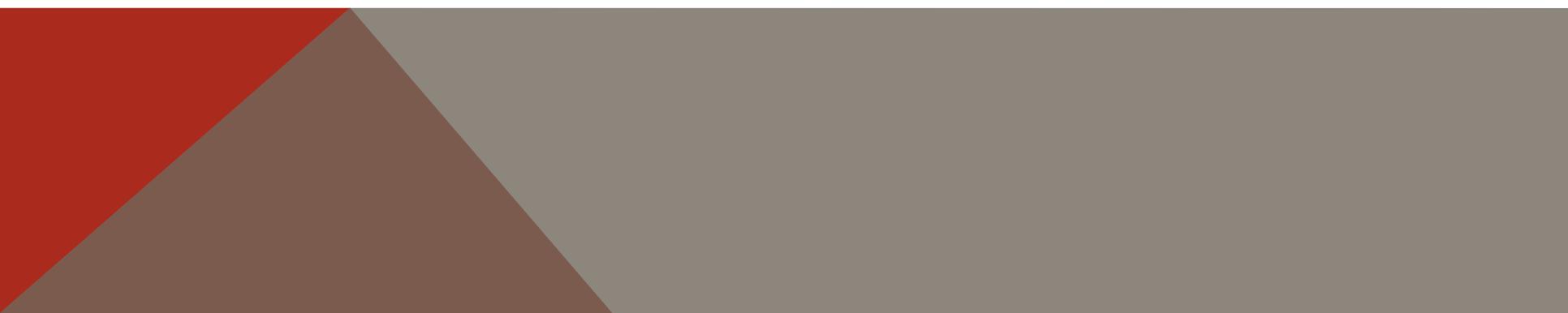
- **Overall, over 50% of CHCCW patients (over 7000) are eligible for program assistance**
- **Remaining - other forms of assistance (where needed)**

FEDERAL FUNDING RENEWAL

**Renew Federal Grant Funding every 3
years**

**Renewal Period – April 2015 – March
2018**

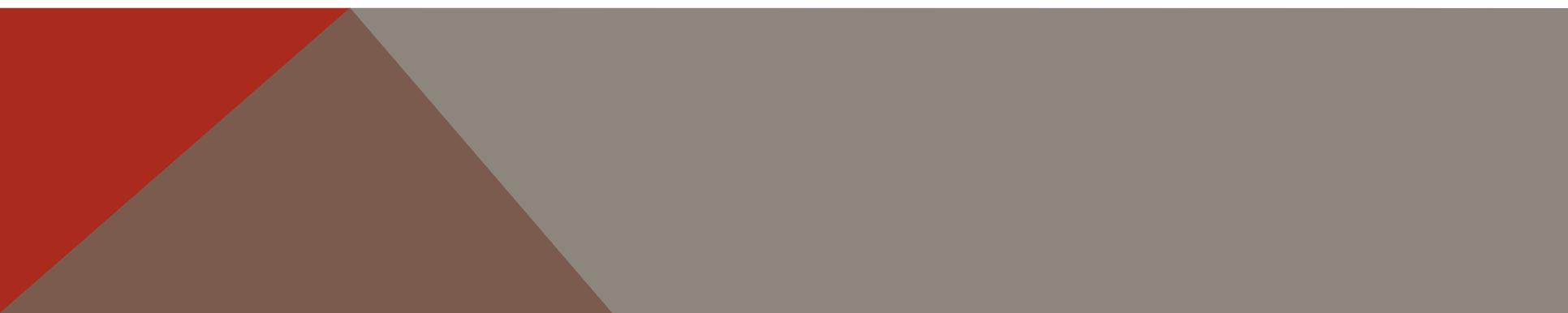
Renewal Application – January 2015



FEDERAL FUNDING RENEWAL

**Grant Award Announcement – Around
March – April 2015**

**Community Leader Letters of Support
needed**



FEDERAL FUNDING RENEWAL

Community Partners Support Sought:

- **City of Casper**
 - **Natrona County**
 - **Wyoming Medical Center**
 - **Other Community Stakeholders**
- 

FEDERAL FUNDING RENEWAL

Your Support is Very Much Appreciated

Contacts:

Daniel Meyers – CEO – 233-6095

Eric Niemeyer – CFO – 337-8988

Lori Saunders – COO – 233-6004

Dr. Patricia Bell – CMO – 233-6017

June 16, 2014

MEMO TO: Paul L. Meyer, Mayor
FROM: Tracey Belser, Human Resources Director *TB*
SUBJECT: Health Plan Third Party Administrator (TPA)

Recommendation:

That Council consider a recommendation to authorize negotiations with Cigna as a TPA for the City of Casper's Health Plan effective January 1, 2015.

Summary:

The City of Casper's Health Plan became self-funded in 1984 and retained a TPA for administration of services related to the health plan. Services provided by the TPA include; medical claims administration (receipt and payment), and utilization review of claims/services. The City of Casper's Health Plan has been administered by CNIC Health Solutions (CNIC) since July 1, 2009.

In April 2014, a Request for Proposal (RFP) for third party administration of the City's self-funded health plan was initiated. There were eight proposals received. CNIC, HealthScope, and Cigna were selected to present their proposals on-site to the City's Health Plan Design Committee on May 7-8, 2014.

The Health Plan Design Committee consists of Human Resources staff, a retiree, several members of management, and employee representatives from various departments within the City. The City's benefit consultants, GBS, facilitated the RFP and selection process. The Health Plan Design Committee's recommendation is for the City to enter into negotiations with Cigna as the TPA for the City's Health Plan.

The following are a few highlights that set Cigna apart from CNIC:

- Administrative fees are approximately \$57,000 less annually
- A premium credit of \$17,000 for January 2015
- Annual \$10,000 credit for development of wellness programs
- 24/7 Customer care service
- Cigna has State of Wyoming and Natrona County School District #1 as clients

June 24, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Rick Harrah, Public Services Director
Cynthia M. Langston, Solid Waste Division Manager

SUBJECT: Establishing New Resolution for Residential and Commercial Solid Waste Collection, Recycling and Disposal at the Casper Solid Waste Facility and rescinding Resolution No. 13-310 pertaining to establishing rates for residential and Commercial Solid Waste Collection, Recycling and Disposal at the Casper Solid Waste Facility.

Recommendation:

That Council, by resolution, adopt revisions to the current residential and commercial solid waste collection, recycling, and disposal fees at the Casper Solid Waste Facility, to become effective July 1, 2014, and rescind Resolution No. 13-310.

Summary:

Staff and the Council Solid Waste Advisory Committee met on June 17, 2014 to discuss user rates for commercial trash collection, special wastes disposal, and compost products. During this meeting local competitor's costs for same services were discussed including the following:

- ✓ City commercial trash collection rates are significantly less than the local competitor's rates
- ✓ City disposal fees for special wastes are significantly less than regional competitor's fees
- ✓ City compost product prices are significantly less than local and regional competitor's fees

This memorandum summarizes proposed rate increases to reduce the price gap between the city and their competitor's rates. The proposed rate increases are identified within the attached rate resolution, Attachment A. A summary of the proposed changes follows:

Paragraph A.5. "On Call" Collection Fees

The fees associated with residential, on-call metal bins have been raised to reduce the price gap between the local competitor's fees. The proposed rate increase is five percent (5%). This service provides residential customers with the option of having a commercial on-call metal trash container placed at their residence for items such as remodeling, spring cleaning, etc.

Paragraph B.1. Commercial Weekly Collection Pickup Fees

The monthly rates for weekly pickup of commercial trash containers sizes one, two, three, four, six, and eight yards are raised five percent (5%) as reflected in rate tables presented in Attachment A rate resolution.

Paragraph B.3. Additional Requested Pickup Fees

An additional fee is established for additional pickups of commercial containers placed for weekly service pickup. The current fee is raised by five percent (5%) to close the gap between the city rates and its local competitors.

Paragraph B.7. Roll Off Container Services

Roll off container services are provided to city departments, non-profit organizations, and commercial trash customers for collection of and hauling of large quantities of waste, such as construction and demolition wastes. The fees associated with picking up construction garbage are increased to match the local competitor's pricing. Currently there are three (3) companies other than the city that provide roll off container services in Natrona County including DK Hauling, Waste Connections, and S&S Sanitation. Staff contacted each of the companies to acquire their customer pricing and we learned out of the three (3) competitors, the lowest cost included \$65 for delivery of the container; \$185 for each collection, and a daily rental fee of \$3 per day. The next highest cost was over \$100 for delivery of the container; \$200 for each collection, and a \$5 per ton increase over the landfill's tipping fee for disposal.

The roll off container services fees are raised to \$65 for delivery, \$185 for each collection, and a daily rental fee of \$3 per day which increases the pre-service payment from \$165 to \$271. Staff contacted the company with the lowest cost and learned they are excited to learn the city is proposing rate increases for commercial trash collection.

Paragraph D.2.b, d, and g Other Solid Wastes

The current tipping fees for other solid waste types, commonly referred to as Special Wastes, are increased to account for the additional labor needed to accept and process the wastes. In addition, friable asbestos disposal has recently been approved by WDEQ in our landfill permit, and therefore, a rate has been established of \$85 per ton; however, this rate does not include the cost for permitting this new cell with WDEQ or the costs of constructing the new cell. An additional \$40 per ton will be charged until the cost for these activities has been recovered. In addition, an unlined landfill cell will be constructed by July 1, 2014. The unlined landfill cell may only receive inert materials such as construction and demolition (C&D) wastes, i.e., concrete, brick, rock, dirt,

shingles, etc. Staff has learned from local construction haulers that a \$20 variance between the lined landfill call and unlined landfill cell will not cover the cost for separating the waste. Local construction haulers felt if the rate variance was at least \$70 per ton, this would pay for the cost to separate wastes on most projects. Therefore, the rate is changed to reflect a \$70 per ton variance. For example, if inert material is separated from wastes that can be baled, contractors will receive a reduced rate of \$26 per ton versus \$96 per ton if they bring in mixed loads.

Paragraph H. Compost Yard Products

Charges for products produced in the compost yard have been changed slightly to lessen the price gap between the city's and competitor's retail prices. For example, the cost of colorized wood chips is \$33 per cubic yard at the city of Cheyenne and \$45 per cubic yard at the Home Depot. In addition, rates for loading products have been added due to the high demand for the service.

Staff recommends that these fees become effective on July 1, 2014 as noted. A resolution is prepared for Council's consideration and is included as Attachment A.

ATTACHMENT A

RESOLUTION NO. 14-

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A RESOLUTION ESTABLISHING RATES FOR RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION, RECYCLING AND DISPOSAL AT THE CASPER REGIONAL SOLID WASTE FACILITY, AND RESCINDING RESOLUTION NO. 13-310,

Deleted: 128

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING; That the following rates are hereby established for the collection, recycling and disposal of garbage, recyclables and refuse effective January 1, 2014 except where noted otherwise..

A. RESIDENTIAL SOLID WASTE COLLECTION SERVICES

1. Single-Family Resident and Multi-Family
 - a. Garbage Collection \$14.65 Monthly (Per Unit Charge)
\$14.80 Monthly (Per Unit Charge)
Effective January 1, 2015
2. Additional Requested Pickup Services \$12.00 Per 90 Gallon Container
\$36.00 Per 300 Gallon Container
3. Extra Collection
 - a. Three Large Items Included in A.1.
 - b. Each Additional Minute of Collection \$10.00
4. Special Collection \$50.00 Minimum Charge
 - a. First Five Minutes Included
 - b. Each Additional Minute of Collection \$10.00

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5. Residential "On Call" Metal Bin

See Following Table

a.

Bin Size	Delivery and Removal	One Normal MSW Dump	Construction Waste (Heavy or Dense)
2 Cubic Yard	\$26	\$43	\$58
3 Cubic Yard	\$26	\$43	\$69
4 Cubic Yard	\$26	\$53	\$79
6 Cubic Yard	\$26	\$58	\$96
8 Cubic Yard	\$26	\$75	\$106

Effective July 1, 2014

Bin Size	Delivery and Removal	One Normal MSW Dump	Construction Waste (Heavy or Dense)
2 Cubic Yard	\$30	\$46	\$62
3 Cubic Yard	\$30	\$46	\$73
4 Cubic Yard	\$30	\$57	\$84
6 Cubic Yard	\$30	\$62	\$103
8 Cubic Yard	\$30	\$80	\$113

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- b. Container Rental After Two Weeks Of Non-Use, or Container Removed Before Two Weeks of None-Use \$5.00 Per Day
No Charge

6. Special Permits \$4.00 Monthly

7. Residential Penalty Fees

- a. Habitual Late Set Out \$15.00
- b. Extremely Dense or Heavy Waste* \$20.00 Per 90-100 Gallon Container
* concrete, dirt, sand, sludge, or \$60.00 Per 300 Gallon Container
garbage contents weighing more \$75.00 Per 400 Gallon Container
than 500 pounds

The City Manager or his/her designee shall impose a fee of \$15.00, \$30.00 or \$100.00 per incident for residential or commercial customers not complying with City regulations defined in Sections 8.32.040(a) and 8.32.050 of the Casper Municipal Code, in addition to any other charges otherwise due the City by residential customers.

(INTENTIONALLY LEFT BLANK)

B. COMMERCIAL SOLID WASTE COLLECTION SERVICES

1. Commercial Collection Tables*

Number of Trash Pickup Services Per Week	1 Yard Bin Monthly Charges	2 Yard Bin Monthly Charges	3 Yard Bin Monthly Charges	4 Yard Bin Monthly Charges	6 Yard Bin Monthly Charges	8 Yard Bin Monthly Charges	90 Gallon Bin Monthly Charges	200 Gallon Bin Monthly Charges	300 Gallon Bin Monthly Charges	400 Gallon Bin Monthly Charges
One	\$45	\$60	\$73	\$91	\$122	\$157	\$14.75	\$29.50	\$44.50	\$59.00
Two	\$90	\$120	\$146	180	\$245	\$313	\$29.50	\$59.00	\$88.50	\$118.00
Three	\$135	\$180	\$219	\$270	\$369	\$470	\$44.50	\$88.50	\$133.50	177.00
Four	\$180	\$240	\$293	\$360	\$493	\$627	\$59.00	\$118.00	\$178.00	\$236.00
Five	\$225	\$300	\$366	\$451	\$615	\$784	\$73.75	\$147.50	\$222.50	\$295.00
Six	\$270	\$360	\$438	\$540	\$736	\$941	\$88.50	\$177.00	\$267.00	\$354.00

*If commercial customer provides trash container, a 7% reduction is applied to the rate.

NOTE: The monthly charges are linear for each bin size; therefore, charges for multiple bins are multiplied by the number of bins.

Effective July 1, 2014

Number of Trash Pickup Services Per Week	1 Yard Bin Monthly Charges	2 Yard Bin Monthly Charges	3 Yard Bin Monthly Charges	4 Yard Bin Monthly Charges	6 Yard Bin Monthly Charges	8 Yard Bin Monthly Charges	90 Gallon Bin Monthly Charges	200 Gallon Bin Monthly Charges	300 Gallon Bin Monthly Charges	400 Gallon Bin Monthly Charges
One	\$48	\$64	\$79	\$98	\$130	\$168	\$15.5	\$31	\$47	\$62
Two	\$97	\$128	\$158	\$195	\$260	\$336	\$31	\$62	\$93	\$124
Three	\$145	\$192	\$236	\$293	\$391	\$504	\$46.50	\$93	\$140	\$186
Four	\$193	\$256	\$315	\$391	\$521	\$672	\$62	\$124	\$187	\$248
Five	\$242	\$320	\$394	\$488	\$651	\$840	\$77.50	\$155	\$234	\$310
Six	\$290	\$384	\$473	\$578	\$781	\$1008	\$93	\$186	\$280	\$372

*If commercial customer provides trash container, a 7% reduction is applied to the rate.

Commercial Collection Tables*

- 2. Special Collection \$50.00 Minimum Charge
 - a. First Five Minutes Included
 - b. Each Additional Minute of Collection \$10.00

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3. Additional Requested Collection (must provide request for additional collection by 10:00 a.m., one day prior to requested date) See Following Table

Bin Size	Collection Fee for Normal Business Waste	Construction Waste (Heavy or Dense)
2 Cubic Yard	\$43	\$58
3 Cubic Yard	\$43	\$69
4 Cubic Yard	\$53	\$80
6 Cubic Yard	\$58	\$96
8 Cubic Yard	\$75	\$106

Effective July 1, 2014

Bin Size	<u>One Normal MSW Dump</u>	<u>Construction Waste (Heavy or Dense)</u>	
2 Cubic Yard	<u>\$46</u>	<u>\$62</u>	▼
3 Cubic Yard	<u>\$46</u>	<u>\$73</u>	▼
4 Cubic Yard	<u>\$57</u>	<u>\$84</u>	▼
6 Cubic Yard	<u>\$62</u>	<u>\$103</u>	▼
8 Cubic Yard	<u>\$80</u>	<u>\$113</u>	▼

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- Deleted: One Normal MSW Dump
- Deleted: Construction Waste (Heavy or Dense)
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- Deleted: \$80
- Deleted: \$59
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4. Commercial "On Call" Metal Bin See A.5.a., Residential "On Call" Metal Bin
5. Overfilled Bins \$ 10.00 Per Yard
6. Commercial Penalty Fees
- a. Habitual Customer Call Backs \$ 15.00
- b. Extremely Dense or heavy Waste* Double Fees
*concrete, dirt, sand, sludge or garbage contents weighing more than 500 pounds
7. Roll Off Container Services
- a. Delivery Fee \$ 65.00
- b. Collection (Only) Service Fee \$ 185.00 Per Service
- c. Disposal Rate X Tonnage

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- d. Container Rental (~~per day~~, ~~\$3.00 Per Day~~ or ~~\$21 Per Week~~)
 - e. Pre-Service Payment (delivery and one collection fee) ~~\$271.00~~ Prior to delivery
8. Public/Private School Solid Waste If Waste Stream Decreases at Least 90% During School Breaks, a 25% Reduction Of Commercial Solid Waste Collection Fees Found in B.1 is Applied
9. Customers Outside the City Limits Within a Two-Mile Perimeter Apply 1.30% Multiplier to Solid Waste Commercial Collection Fees Found in Table B.1

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C. COMMERCIAL COLLECTION RECYCLING SERVICES

- 1. Commercial recycling service charges for City and non-City sanitation customers are determined by applying a multiplier to change the solid waste rate schedule fees found in B.1.

OCC – Old Corrugated Containers (Cardboard)	0.50 OR 50%
OWP – Old White Paper or Office Pack	0.50 OR 50%
UBC – Used Aluminum Beverage Cans	Free Collection

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D. DISPOSAL CHARGES AT CASPER REGIONAL SOLID WASTE FACILITY

1. Municipal Solid Waste (MSW) Disposal Charges for residents of Natrona County. See Table Below. NOTE: An additional 30% fee will be assessed for individuals residing outside of Natrona County, with the exception of those individuals residing within jurisdictions having written agreements with the City of Casper.

a.

	Natrona County Residents and Other Residents Residing Within Jurisdictions Having Written Agreements with the City of Casper	Outside-Natrona County Residents
Residential Garbage	\$46.00 Per Ton Effective 1/1/15	\$59.80 Per Ton Effective 1/1/15
Automobile	\$5.00 Per Automobile	\$6.50 Per Automobile
10-Foot OR LESS Pickup Bed Quantity	\$15.00 Per Bed	\$19.50 Per Bed
Chlorofluorocarbon (CFC) Containing Appliances	\$30.00 Per Item (If Doors on Appliance) \$25.00 Per Item (If Doors Removed From Appliance)	\$39.00 Per Item (If Doors on Appliance) \$32.50 Per Item (If Doors Removed From Appliance)
Passenger Cars and Pickup Tires	\$3.00 Per Tire (Limit Four)	\$3.90 Per Tire (Limit Four)
Heavy Truck Tires or Semi Tires	\$6.00 Per Tire (Limit Four)	\$7.80 Per Tire (Limit Four)
Tires Larger Than 10 Inches in Width and 22 Inches in Diameter	\$2.00 Per Pound	\$2.60 Per Pound
Electronics	No Charge	No Charge
Fluorescent Bulbs	No Charge	No Charge

b. Residential Garbage Exceptions

Water Bill Punch Pass	Included in Monthly Rate	N/A
Household Hazardous Waste	No Charge	No Charge
Clean Yard or Green Waste	No Charge	No Charge
Clean Metals or Appliances	No Charge (Non CFC)	No Charge (Non CFC)

The City Manager or his/her designee shall impose a fee of \$15.00 per load, in addition to any other charges otherwise due the City by residential customers transporting unsecured loads, as defined in Sections 8.40.100(a) and 8.32.140(f) of the Casper Municipal Code, to the solid waste facility. Upon payment of the additional \$15.00 fee for unsecured loads, the City may, based upon available supplies, provide such user a tarp, mess cord, or other device to prevent material from blowing or otherwise falling out of any such vehicle.

c.

	Natrona County	Outside-Natrona County Businesses
Commercial Municipal Solid Waste Garbage	\$46.00 Per Ton	\$59.80Per Ton
	Effective 1/1/15	Effective 1/1/15
8-Foot Pickup Bed Quantity	\$15.00 Per Bed	\$19.50 Per Bed
Chlorofluorocarbon (CFC) Containing Appliances	\$30.00 Per Item (If Doors on Appliance) \$25.00 Per Item (If Doors Removed From Appliance)	\$39.00 Per Item (If Doors on Appliance) \$32.50 Per Item (If Doors Removed From Appliance)
Passenger Cars and Pickup Tires	\$3.00 Per Tire (Limit Four)	\$3.90 Per Tire (Limit Four)
Heavy Truck Tires or Semi Tires	\$6.00 Per Tire (Limit Four)	\$7.80 Per Tire (Limit Four)
Tires Larger Than 10 Inches in Width	\$2.00 Per Pound	\$2.60 Per Pound

and 22 Inches in
Diameter

Electronics	\$0.40 Per Pound	\$.52 Per Pound
Fluorescent Light Bulbs	\$1.00 Per Bulb	\$1.30 Per Bulb

d. Commercial Garbage Exceptions

Clean Yard or Green Waste Other Than Grass	No Charge	No Charge
Grass	\$10 Per ten-foot Truck Bed	\$13 Per ten-foot Truck Bed
Clean Metals or Appliances	No Charge (Non CFC)	No Charge (Non CFC)

The City Manager or his/her designee shall impose a fee of \$50.00 per load, in addition to any other charges otherwise due the City by commercial customers transporting unsecured loads, as defined in Sections 8.40.100(a) and 8.32.140(f) of the Casper Municipal Code, to the solid waste facility.

2. Other Solid Waste

- a. Minimum Charge – Unless Specified \$ 55.00 Per Ton
- b. Waste Used as Alternate Daily Cover (ADC) or Clean Untreated Wood \$ ~~26.00~~ Per Ton
- c. Petroleum Contaminated Soils with TPH DRO/GRO 8015 Test Results \$ 55.00 Per Ton*
 *After 1000 tons disposed per project a reduced rate of \$27.50 may apply.
 - 0-10,000 PPM TPH No Lab Surcharge
 - 10,000-15,000 PPM TPH \$250.00 Lab Surcharge, Plus Any Required Additional Laboratory or Disposal Costs Over the Surcharge
 - 15,000- PPM TPH \$500.00 Lab Surcharge, Plus Any Required Additional Laboratory or Disposal Costs Over the Surcharge

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NOTE: Laboratory Work Must be From a Local EPA-Certified Laboratory

- d. Friable Asbestos or Other Waste Requiring Special Handling \$85.00 Per Ton (Plus \$40 Per Ton for permitting and cell development if applicable)
- e. Trailers or Mobile Homes Too Large for Scale \$ 1,500 Minimum Additional Special Handling or Cell Development Fee May Apply
- f. Inert Waste (Construction and Demolition Waste that cannot be Baled) \$26 Per Ton Unlined Landfill Cell
- g. Mixed Wastes ~~\$9~~ Per Ton

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E. CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG) HAZARDOUS WASTE

Rates will cover actual disposal costs. Disposal costs vary with market pricing and a current rate sheet will be available at the City's solid waste facility.

F. ADOPT-A-STREET PROGRAM Fees Waived

Certificates may be issued by the Solid Waste Division in cooperation with the Casper Adopt-A-Street Program. The Adopt-A-Street Program is operated by Keep Casper Beautiful in conjunction with the Casper Area Chamber of Commerce.

G. NON PROFIT THRIFT STORES

B.7. Fees Apply, with
 B.7.c. Fees Waived
 D.1.c. Fees Apply, with
 Electronic Fees
 Waived

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H. COMPOST YARD PRODUCTS

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Compost Yard Product	Description	Retail Price Per Cubic Yard	Wholesale Price Per Cubic Yard*
4" Natural Mulch	Single Ground Tree Branches or Clean Wood	\$12.50	\$8.50
4" Natural Mulch 5 Gallons	Single Ground Tree Branches or Clean Wood in reusable 5-gallon bucket.	\$ 35 per 5-gal bucket**	Not Available
2" Natural Mulch	Double Ground Tree Branches or Clean Wood	\$16.50	\$12.50
2" Natural Mulch 5 Gallons	Double Ground Tree Branches or Clean Wood in reusable 5-gallon bucket.	\$ 0.50 per 5-gal bucket	Not Available
Natural Fine Mulch	Wood Fines from screened double ground tree branches or clean wood	\$9.00	\$6.00
Natural Fine Mulch 5 Gallons	Wood Fines from screened double ground tree branches or clean wood in a reusable 5-gallon bucket.	\$ 0.75 per 5-gal bucket	Not Available
Colored Mulch	Double Ground Tree Branches or Clean Wood that has been Dyed Red, Black, Gold, Brown or other color.	\$ 35.00	\$ 30.00
Colored Mulch 5 Gallons	Double Ground Tree Branches or Clean Wood that has been Dyed Red, Black, Gold, Brown or other color in reusable 5-gallon bucket.	\$ 1.00 per 5-gal bucket	Not Available
Compost	Composted Yard Waste	\$20.00	\$18.00
Compost – 5 Gal	Composted Yard Waste in reusable 5-gallon bucket.	\$ 1.00 per 5-gal bucket	Not Available
Screened Top Soil	Sod dirt or top soil that has been through a 1/2" screen.	\$ 25.00	Not Available
Amended Top Soil	A combination of top soil, sand, fine mulch and compost	\$35.00	Not Available
Wood Pallet		\$0.25 each	\$0.25 ea

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<u>5-gallon Bucket</u>	<u>A 5-gallon bucket with no lid to carry product</u>	<u>\$4.00**</u>	
<u>Loading</u>	<u>Loading of material to customer vehicle.</u>	<u>\$10 per load</u>	<u>Not Available</u>

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*Commercial company pre-ordered purchases only.
 **Price for 5-gallon bucket may vary with market costs.

Natrona County residents may receive one free yard of any natural mulch product or compost with receipt for one yard of yard waste material (except grass) brought to the scale house (receipt must be within one year of the time they collect the natural mulch product or compost). Loading Fee with this program is \$15 per Load.

BE IT FURTHER RESOLVED: That Resolution No. 13-310, pertaining to fees for the collection, disposal or recycling of solid waste is hereby rescinded.

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PASSED, APPROVED, AND ADOPTED this 17th day of June, 2014.

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CITY OF CASPER, WYOMING
 A Municipal Corporation:

ATTEST:

 V. H. McDonald
 City Clerk

Paul L. Meyer
 Mayor

Deleted: Kenyne Schlager

May 28, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Andrew Beamer, City Engineer
Rick Harrah, Public Services Director
Michael Szewczyk, Information Technology Manager
Denyse Wyskup, Regional GIS Administrator

SUBJECT: Digital plat data submission standards

Recommendation:

That Council, by ordinance, approve amending certain sections of Title 16 of the Casper Municipal Code pertaining to digital plat data submission standards.

Summary:

The organization of the Natrona Regional Geospatial Cooperative (NRGC) has made more data available, enabling citizens and employees of the participating agencies to make better decisions concerning development in the region. In an effort to standardize data submissions among the participating entities improved, standards are necessary.

The changes to Title 16 of the municipal code will ensure that more specific requirements are met when submitting a subdivision plat, annexation maps or replat. These standards will help to facilitate the development of more efficient and accurate digital records. New standards will improve the efficiency in data collection and reduce duplication among different entities. Workflows are now evolving to streamline the review and approval process of subdivisions by transferring digital information between the involved parties.

ORDINANCE NO. 14-14

AN ORDINANCE AMENDING CERTAIN SECTIONS OF
TITLE 16 OF THE CASPER MUNICIPAL CODE PERTAINING
TO DIGITAL PLAT DATA SUBMISSION STANDARDS.

WHEREAS, the City of Casper has identified a need to revise certain sections of the Casper Municipal Code pertaining to digital plat submissions; and,

WHEREAS, the City of Casper proposes to utilize the increase of digital mapping in both public and private organizations to facilitate the development of more efficient and accurate digital records; and,

WHEREAS, said digital plat submissions will improve the efficiency in data collection and reduce duplication among different entities; and,

WHEREAS, said digital plat submissions are consistent with digital standards being proposed for the submission of construction documents; therefore, assisting in providing consistent digital application standards within the City of Casper.

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

SECTION 1:

That Section 16.24.010 of the Casper Municipal Code, pertaining to final plats, is amended as follows:

- R. A digital copy of the subdivision plat, annexation map, or replat shall be submitted as part of the final plat requirement and shall be in ~~an AUTOCAD, ARC/INFO or ARCVIEW~~ A GEOGRAPHIC INFORMATION SYSTEM (GIS) OR COMPUTER AIDED DESIGN (CAD) format ~~that has been adopted by the city council, by resolution.~~
 - 1. File names shall be ~~a maximum of eight characters with the appropriate file type designator (DXF or E00) as the suffix characters. Files may be compressed into a zip file format~~ NAMED ACCORDING TO THE PLAT NAME WITH THE APPLICABLE EXTENSION.
 - a. ALL CAD FILES SHALL BE SUBMITTED IN .DWG FORMAT UTILIZING THE CAD TEMPLATE PROVIDED BY THE CITY OF CASPER. APPLICANTS MAY OBTAIN A COPY OF THE

CAD TEMPLATE FROM THE CITY PLANNING OFFICE OR VIA THE CITY OF CASPER WEBSITE.

- b. ALL GIS FILES SHALL BE SUBMITTED IN .SHP OR .GDB FORMAT, COMPATIBLE WITH THE CITY OF CASPER'S CURRENT GIS SOFTWARE, AND UTILIZING THE GIS TEMPLATE PROVIDED BY THE CITY OF CASPER. APPLICANTS MAY OBTAIN A COPY OF THE CITY OF CASPER GIS TEMPLATE FROM THE CITY PLANNING OFFICE OR VIA THE CITY OF CASPER WEBSITE.
2. ~~Each digital submission shall have a clearly defined layering convention in which all entities or drawing components of like type are grouped into distinct layers. At a minimum, the components that must be grouped into distinct layers are the subdivision boundary, street centerlines, street right of way, lot lines, easements, street names, lot dimensions, lot numbers and block numbers. Included with each DXF file shall be a list in an ASCII text file that contains the layer names used in the submitted file. Each layer name shall be followed with a description of the type of entity found on each layer~~ DIGITAL SUBMISSION SHALL BE INCLUDED WITH THE ORIGINAL APPLICATION, IN ADDITION TO, ANY SUBSEQUENT SUBMISSIONS REQUIRING MODIFICATION OF THE ORIGINAL DATA. ORIGINAL DATA SUBMISSION, MODIFICATIONS THEREOF, AND FINAL FORM APPROVAL OF THE PLAT, MUST INCLUDE THE FOLLOWING:
- a. ALL FEATURES IN LAYERING TEMPLATE, INCLUDING BUT NOT LIMITED TO: SUBDIVISION BOUNDARY LINES, LOT LINES, EASEMENT LINES, STREET RIGHTS-OF-WAY, THE POINT-OF-BEGINNING AND AT LEAST ONE OTHER CONTROL POINT, STREET CENTER LINES.
 - b. LOT EASEMENT AND SUBDIVISION BOUNDARY SHALL EITHER BE A CLOSED POLYLINE OR BE COMPOSED OF SINGLE LINES. ALL LOT, EASEMENT, AND BOUNDARY LINES SHALL BE BROKEN BY VERTICES ONLY AT LINE INTERSECTIONS, BEARING CHANGES OR THE START AND FINISH OF CURVES.
 - c. ALL STREET CENTERLINES AND EASEMENT LINES CAN ONLY BE BROKEN WHERE THE OBJECT STARTS OR ENDS. THERE MUST NOT BE GAPS IN CONTINUOUS LINES.
 - d. ALL LINE LENGTHS SHALL REPRESENT TRUE LENGTH. ALL ELEMENTS IN THE DRAWING SHALL RESIDE IN THE CORRECT COORDINATE SYSTEM.

- e. CAD BLOCKS MAY NOT CAUSE GAPS IN ANY LINE OR POLYLINE WHEN EXPORTED TO ONE OF THE SPECIFIED FILE FORMATS.
 - f. CLOSURE IS CRITICAL IN CONVERTING CAD ELEMENTS TO GIS FEATURES. ALL POLYGON FEATURES SHALL BE SNAPPED TO CLOSE AND POLYLINE FEATURES SHALL BE SNAPPED TO CONNECT TO EACH OTHER.
 - g. DRAWING TEXT SHALL BE LOCATED IN A SEPARATE ANNOTATION LAYER. ANNOTATION SHOULD INCLUDE TEXT SHOWING BEARING AND DIRECTION OF EACH LINE SEGMENT, CURVE DESCRIPTIONS (RADIUS, ARC LENGTH, DELTA, CHORD DIRECTION AND CHORD LENGTH) AND LOT AND BLOCK NUMBERS.
3. ~~Each digital submission shall show at least two corners with Wyoming state plane coordinates (X, Y and Z) in NAD 83 datum. The convergence angle and combination factor shall be shown on all final plats. The final plat will show a minimum of two corners with Wyoming State plane coordinates (X, Y, Z) in NAD 83/86 and NAVD88.~~ ALL DIGITAL SUBMISSIONS SHALL USE THE CITY COORDINATES SYSTEM. TABLE COORDINATES ARE NOT ACCEPTABLE. THE CITY'S COORDINATE SYSTEM IS:
- a. HORIZONTAL CONTROL: STATE PLANE WYOMING EAST CENTRAL ZONE NAD 1983/86.
 - i. LINEAR UNITS SHALL BE US SURVEY FEET.
 - ii. REFERENCE EPOCH MUST BE DEFINED.
 - b. VERTICAL COORDINATE SYSTEM: NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88)
 - c. ALL ELEVATION POINTS SHALL BE DELIVERED IN EITHER AN ESRI (.SHP OR .GDB), CAD (.DWG), OR AS A SINGLE COMMA-DELIMITED ASCII TEXT FILE. EACH LINE OF THE FILE SHALL CONTAIN VALUES FOR A SINGLE POINT UTILIZING THE CITY'S COORDINATE SYSTEM FOLLOWING THE SPECIFIED FORMAT: EASTING, NORTHING, ELEVATION, AND LOCATION DESCRIPTION/CODE.
 - d. A MINIMUM OF TWO CONTROL POINTS SHALL BE INCLUDED ON ALL SUBMITTED PLATS. EACH CONTROL POINT WILL INCLUDE NORTHING, EASTING, ELEVATION, CONVERGENCE ANGLE, AND COMBINED FACTOR

VALUES. PUBLIC LAND SURVEY SYSTEM (PLSS)
MONUMENTS ARE DESIRABLE, BUT NOT REQUIRED.

4. ~~In the event that an applicant does not have the means to submit a digital plat or map, the city shall perform the work to convert a plat into a digital format for the applicant for a fee established by resolution of the city council~~ GIS DATA SHALL ALSO INCLUDE METADATA CREATED CONFORMING WITH THE STANDARDS SPECIFIED BY THE FEDERAL GEOGRAPHIC DATA COMMITTEE (FGDC) AND IN .PDF OR A TEXT BASED FILE FORMAT. METADATA SHALL BE PROVIDED IN KEEPING WITH FGDC GUIDANCE AND MAY BE OBTAINED FROM THE CITY PLANNING OFFICE OR VIA [HTTP://WWW.FGDC.GOV/METADATA/DOCUMENTS/METADATAQUICKGUIDE.PDF](http://www.fgdc.gov/metadata/documents/metadataquickguide.pdf).
5. DIGITAL SUBMISSION SHALL ALSO INCLUDE .PDF OF THE LOT CLOSURE REPORT REQUIRED PER SECTION 16.24.010(G)(1)(2) OF THE CASPER MUNICIPAL CODE.
6. DATA SHALL BE VIA THE CITY'S FTP SITE, EMAIL, OR OTHER DIGITAL DEVICE.
7. THE SUBMITTING PARTY WILL BE RESPONSIBLE FOR CORRECTIONS AND DELIVERING FINAL DIGITAL DATA TO THE CITY PRIOR TO RECORDING OF THE FINAL PLAT.
8. IF THE APPLICANT FAILS TO SUBMIT DIGITAL DATA IN ACCORDANCE WITH THIS SECTION WITHIN THIRTY (30) DAYS OF SUBSTANTIAL COMPLETION OF CONSTRUCTION, THEN THE CITY MAY, AT ITS OPTION, DO ANY OR ALL OF THE FOLLOWING: AFTER WRITTEN NOTICE TO THE APPLICANT OF ANY DIGITAL RECORDS WHICH HAVE NOT BEEN COMPLETED OR PROPERLY SUBMITTED, AND UPON APPLICANT'S FAILURE TO CURE THE SAME WITHIN THIRTY (30) DAYS, THE CITY MAY COMPLETE THE DIGITAL RECORDS ON ITS OWN, OR HIRE A THIRD PARTY TO DO SO. THE APPLICANT SHALL TO PAY TO THE CITY ANY AND ALL COSTS AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, COURT COSTS AND LITIGATION COSTS) RESULTING THEREFROM UPON DEMAND BY THE CITY. THE REMEDIES PROVIDED IN THIS SECTION ARE IN ADDITION TO ANY OTHER REMEDIES SPECIFICALLY PROVIDED FOR IN THIS AGREEMENT, OR WHICH THE CITY MAY OTHERWISE HAVE AT

LAW OR IN EQUITY, AND ARE NOT A LIMITATION UPON THE SAME.

SECTION 2:

That Section 16.25.050(O) of the Casper Municipal Code, pertaining to minor boundary adjustment plats, is amended as follows:

Upon approval of the boundary adjustment and prior to its recording, the applicant shall submit a digital format of the plat ~~in a computer-aided drafting (CAD) format compatible with the city of Casper's CAD system~~ PER SECTION 16.24.010(R) OF THE CASPER MUNICIPAL CODE.

SECTION 3:

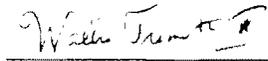
This ordinance shall be in full force and effect from and after passage on three readings and publication.

PASSED on 1st reading the ____ day of _____, 2014.

PASSED on 2nd reading the ____ day of _____, 2014.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2014.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Paul L. Meyer
Mayor

May 28, 2014

MEMO TO: John C. Patterson, City Manager

FROM: Andrew Beamer, City Engineer
Rick Harrah, Public Services Director
Michael Szewczyk, Information Technology Manager
Denyse Wyskup, Regional GIS Administrator

SUBJECT: As built data submission standards

Recommendation:

That Council, by ordinance, approve amending certain sections of Title 13 and 16 of the Casper Municipal Code pertaining to digital as-built submission standards.

Summary:

The organization of the Natrona Regional Geospatial Cooperative (NRGC) has made more data available, enabling citizens and employees of the participating agencies to make better decisions concerning development in the region. In an effort to standardize data submissions among the participating entities, improved standards are necessary.

The changes to Title 16 of the municipal code will ensure that more specific requirements are met when submitting construction and record documents. These standards will help to facilitate the development of more efficient and accurate digital records. New standards will improve the efficiency in data collection and reduce duplication among different entities. Workflows are now evolving to streamline the review and approval process of subdivisions by transferring digital information between the involved parties.

ORDINANCE NO. 15-14

AN ORDINANCE AMENDING CERTAIN SECTIONS OF TITLE 13 AND 16 OF THE CASPER MUNICIPAL CODE PERTAINING TO DIGITAL AS-BUILT DATA SUBMISSION STANDARDS.

WHEREAS, the City of Casper has identified a need to revise certain sections of the Casper Municipal Code pertaining to digital as-built submissions; and,

WHEREAS, the City of Casper proposes to utilize the increase of digital mapping in both public and private organizations to facilitate the development of more efficient and accurate digital records; and,

WHEREAS, said digital as-built submissions will improve the efficiency in data collection and reduce duplication among different entities; and,

WHEREAS, said digital as-built submissions are consistent with digital standards being proposed for the submission of construction and record documents; therefore, assisting in providing consistent digital application standards within the City of Casper.

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

SECTION 1:

That Section 13.49.290 of the Casper Municipal Code, pertaining to urban stormwater quality management and discharge control is omitted in its entirety.

SECTION 2:

That Section 16.16.020 of the Casper Municipal Code, pertaining to general engineering principles for Casper streets and utilities, is amended as follows:

V. Survey Requirements.

1. General.

- a. Provide all necessary survey required for the proposed work. All engineering surveys required for the planning, design, and construction of infrastructure and appurtenances, including detailed layout and staking for installation, shall be the responsibility of the person, firm, or corporation requesting or receiving the permit to construct. Such surveys shall be made or performed by a

professional engineer or land surveyor licensed to practice in the state of Wyoming.

2. Datum. All elevations shown on plans or drawings, or referred to in the specifications, shall be REFERENCED TO NAVD 88(GEOID12A) AS ESTABLISHED BY THE NATIONAL GEODETIC SURVEY. ~~Referred to the elevation above mean sea level, as established by the National Geodetic Survey. The datum used shall not be an assumed elevation, or arbitrary designation of an elevation not corresponding to correct datum.~~
3. Survey data shall be compatible with the City of Casper GIS and CAD INFRASTRUCTURES, ALL DATA MUST BE HORIZONTALLY REFERENCED TO NAD 83(86) STATE PLANE EAST CENTRAL ZONE, SURVEY FEET AT GRID. ~~geographic information systems using state plane coordinates (NAD 83/86 East Central).~~
4. EACH DIGITAL SUBMISSION SHALL SHOW AT LEAST FOUR CORNERS WITH WYOMING STATE PLANE COORDINATES (X, Y AND Z) IN NAD 83 DATUM. THE CONVERGENCE ANGLE AND COMBINATION FACTOR SHALL BE SHOWN ON ALL FINAL DRAWINGS.

DD. ~~Construction Documents.~~

1. General. Construction documents shall consist of drawings representative of the work to be performed, general and special provisions, and technical specifications.
THE CITY OF CASPER WILL LEVERAGE THE INCREASED USE OF DIGITAL MAPPING IN PUBLIC AND PRIVATE ORGANIZATION TO FACILITATE THE DEVELOPMENT OF MORE EFFICIENT AND ACCURATE DIGITAL RECORDS. IN ADDITION TO STANDARD PAPER DOCUMENTS, THE OWNER/CONTRACTOR/ENGINEER/DEVELOPER WILL SUBMIT DIGITAL DRAWINGS OF ALL SUBDIVISIONS, SITE CONSTRUCTION, BUILDING CONSTRUCTION OR OTHER CONSTRUCTION THAT MODIFIES EXISTING UTILITY OR TRANSPORTATION INFRASTRUCTURE OR INCLUDES THE ADDITION OF AFOREMENTIONED INFRASTRUCTURE. TO EXPEDITE THE REVIEW OF SUBMISSIONS, THE CITY OF CASPER REQUESTS APPLICABLE DIGITAL DATA BE DELIVERED IN COMPUTER AIDED DESIGN (CAD) AND GEOGRAPHIC INFORMATION SYSTEM (GIS) FORMATS AS DESCRIBED IN THE BELOW REQUIREMENTS. TO OBTAIN A COPY OF THE GIS DATA OR CAD (DWS or DWT) TEMPLATES CONTACT THE CITY OF CASPER ENGINEERING OR GIS DEPARTMENTS.
2. Construction ~~Drawings~~ DOCUMENTS.
 - a. Construction drawings shall contain sufficient detail and information to determine construction costs and to construct the improvements. Standard drawing sheet size

shall be thirty-four inches by twenty-two inches. "Half size" (seventeen inches by eleven inches) plan sheets may be used, provided all information on the drawings is legible.

- b. Plan and profile sheets shall have a horizontal scale not less than one inch equals fifty feet, and an appropriate vertical scale. Drawings shall accurately represent the extent of infrastructure improvements and appurtenances (e.g., service lines and manholes) and utility conflict locations.
- c. Plan information shall include street alignment; parcel lines; right-of way; proposed back of sidewalk, street centerline; curb and gutter or curbwalk, demolition and salvage; proposed alignments of water lines and sewer lines; existing underground utilities; length and grade of pipes; pipe material and size; location of manholes, valves, and fire hydrants; pavement rehabilitation; and any other work relevant to the project.
- d. Profile information shall include estimated depths of existing underground utilities and alignments of proposed utilities. Proposed underground utilities shall include grades, stationing, and lengths.
- e. Preliminary, final, and record drawings shall be in computer-aided drafting format. Digital format shall be compatible with the city's CAD system.
- f. Two copies of the "draft" construction drawings and project manuals shall be submitted to city engineering office staff for review.
- g. A traffic control plan in construction drawings, at an appropriate scale shall be included. The plan shall depict phased construction of the project to minimize inconvenience to local traffic and homeowners, as necessary.

8. Record Documents.

- a. Consultant shall provide to the city of Casper record drawings showing those changes made during the construction process, based on the consultant's observation, marked-up prints, drawings, and other data furnished by the contractor.
- b. Within thirty days of substantial completion of construction, developer or engineer shall submit one hard copy and one copy in digital PDF format VIA THE CITY'S FTP SITE, EMAIL, OR OTHER APPROVED DIGITAL DEVICE. The hard copy shall be on EITHER THIRTY-four inches by ~~thirty-six~~ TWENTY-TWO inches OR SEVENTEEN INCHES BY ELEVEN INCHES reproducible four-mil mylar. The digital copy MUST be in AutoCAD AND GIS formats. ~~on properly labeled CDs.~~ CAD DIGITAL DELIVERABLES MUST BE COMPATIBLE WITH THE CITY OF CASPER'S CURRENT AUTOCAD SOFTWARE, AND UTILIZING THE CAD (DWT) TEMPLATE PROVIDED BY THE CITY OF CASPER. APPLICANTS MAY OBTAIN A COPY OF THE CITY OF CASPER CAD TEMPLATE FROM THE CITY ENGINEERING OFFICE OR VIA THE CITY OF CASPER WEBSITE.
- c. ALL CAD DATA DEVELOPED FOR RECORD DOCUMENTS MUST BE SUBMITTED TO THE CITY OF CASPER ENGINEERING OFFICE WITHIN THIRTY DAYS OF SUBSTANTIAL COMPLETION. ALL SUBMITTED CAD DATA MUST ADHERE TO THE NATIONAL CAD STANDARD (NCS)

VERSION 5 LAYERING CONVENTION. APPLICANTS MAY OBTAIN A COPY OF THE CITY OF CASPER CAD (DWS) STANDARDS FILE FROM THE CITY ENGINEERING OFFICE OR VIA THE CITY OF CASPER WEBSITE.

- d. THE FILE NAMING CONVENTION FOR ALL DIGITALLY SUBMITTED CAD OR GIS DATA SHALL BE NAMED ACCORDING TO PLAN/PROJECT NAME FOLLOWED BY DRAWING DESIGNATION (PRELIMINARY, FINAL, RECORD), DATE DELIVERED, WITH THE EXTENSION .DWG FOR CAD TYPE, .SHP(PLUS RELATED FILES) FOR SHAPEFILE, AND .GDB FOR FILE GEODATABASES.
- e. CAD AND GIS DIGITAL DELIVERABLES MUST ADHERE TO FUNDAMENTAL TOPOLOGIC AND CARTOGRAPHIC RULES INCLUDING BUT NOT LIMITED TO: POINTS MUST BE CONNECTED TO LINES AND LINES MUST BE BROKEN AT INTERSECTIONS WITH POINTS.
- f. WITHIN THIRTY DAYS OF SUBSTANTIAL COMPLETION OF CONSTRUCTION, DEVELOPER OR ENGINEER MUST SUBMIT VIA FTP, EMAIL, OR OTHER DIGITAL DEVICE A GIS ~~GPS~~ digital file compatible with the city of Casper GIS INFRASTRUCTURE showing all new improvements ~~shall~~ WILL be provided with the record documents INCLUDING BUT NOT LIMITED TO: TRANSPORTATION, TRAFFIC, RECREATION, AND UTILITY RELATED FEATURES. TO OBTAIN A COMPREHENSIVE LISTING OF FEATURES OR A COPY OF THE FEATURE SCHEMAS INCLUDED WITHIN THE CITY OF CASPER GIS DATABASE CONTACT THE GIS OFFICE. FOR INCLUSION IN THE CITY OF CASPER GIS INFRASTRUCTURE ALL DATA MUST BE HORIZONTALLY REFERENCED TO NAD 83(86) STATE PLANE EAST CENTRAL ZONE, SURVEY FEET AT GRID AND ALL VERTICAL MEASURES WILL BE REFERENCED TO NAVD 88(GEOID12A). ~~Include coordinates for all new surface features such as trees, pedestrian lighting, traffic signals, signs, water valves, curb stops, hydrants, sanitary sewer and storm sewer utilities. State plane coordinates (NAD 83/86 East Central) for inclusion in the GIS mapping shall be utilized. The consultant shall work with the city of Casper GIS coordinator to ensure the data collected can be downloaded to the GIS. Accuracy requirements are +/- 1.25 feet horizontal.~~
- g. THE OWNER/SUBDIVIDER/ENGINEER/CONTRACTOR WILL PROVIDE RECORD DRAWINGS, SIGNED AND STAMPED BY THE ENGINEER DEPICTING THE ACTUAL CONFIGURATION AND CONDITIONS AFTER CONSTRUCTION. RECORD DRAWINGS SHALL INCLUDE LOCATION AND ELEVATIONS FOR ALL UTILITY AND TRANSPORTATION INFRASTRUCTURE. ONE SET OF REPRODUCIBLE RECORD DRAWINGS ON MYLAR AND ONE SET IN DIGITAL FORMAT, IN ADDITION TO, COMPATIBLE DIGITAL CAD AND GIS FORMATS THAT ADHERE TO THE CITY'S DRAFTING AND GIS PROGRAMS SHALL BE PROVIDED TO THE CITY ENGINEER'S OFFICE PRIOR TO THE ISSUANCE OF THE LETTER OF COMPLETION AND START OF THE WARRANTY PERIOD.

h. IF THE APPLICANT FAILS TO SUBMIT DIGITAL DATA IN ACCORDANCE WITH THIS SECTION WITHIN THIRTY (30) DAYS OF SUBSTANTIAL COMPLETION OF CONSTRUCTION, THEN THE CITY MAY, AT ITS OPTION, DO ANY OR ALL OF THE FOLLOWING: AFTER WRITTEN NOTICE TO THE APPLICANT OF ANY DIGITAL RECORDS WHICH HAVE NOT BEEN COMPLETED OR PROPERLY SUBMITTED, AND UPON APPLICANT'S FAILURE TO CURE THE SAME WITHIN THIRTY (30) DAYS, THE CITY MAY COMPLETE THE DIGITAL RECORDS ON ITS OWN, OR HIRE A THIRD PARTY TO DO SO. THE APPLICANT SHALL TO PAY TO THE CITY ANY AND ALL COSTS AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, COURT COSTS AND LITIGATION COSTS) RESULTING THEREFROM UPON DEMAND BY THE CITY. THE REMEDIES PROVIDED IN THIS SECTION ARE IN ADDITION TO ANY OTHER REMEDIES SPECIFICALLY PROVIDED FOR IN THIS AGREEMENT, OR WHICH THE CITY MAY OTHERWISE HAVE AT LAW OR IN EQUITY, AND ARE NOT A LIMITATION UPON THE SAME.

SECTION 3:

This ordinance shall be in full force and effect from and after passage on three readings and publication.

PASSED on 1st reading the ____ day of _____, 2014.

PASSED on 2nd reading the ____ day of _____, 2014.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2014.

APPROVED AS TO FORM:

William Trumbull

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Paul L. Meyer
Mayor